

**PRESIDENTIAL MEMORANDUM #53**  
**1<sup>st</sup> Revision**

Original Issue Date: September 30, 1977

**SUBJECT: Fingerprinting**

**DATE: November 29, 1984**

**I. PURPOSE**

The purpose of this memorandum is to establish and communicate institutional policy in compliance with Section 110.1127, Florida Statutes (1983).

**II. POLICY**

University Vice Presidents shall determine which positions, if any, under their supervision require fingerprinting and report such positions in writing to the Vice President for Administrative Affairs.

**III. RESPONSIBILITY**

The responsibility for obtaining and processing employee fingerprints is delegated to the Vice President for Administrative Affairs. Information related to such fingerprints shall be confidential and used only for the official purposes at this University or in the State University System.

Helen Popovich  
President

**Distribution:** Vice Presidents, Deans, Directors, and Departmental Chairpersons