

Responsible Officer:	Catherine Montano
Responsible Office:	Office of the Controller and Business Services
Issuance Date:	06/02/2006
Effective Date:	06/02/2006
Last Review Date:	12/01/2010
Scope:	

Contact:	Catherine Montano
Title:	Coordinator
Email:	cathermie.montano@ucop.edu
Phone:	(510) 987 - 0103

TABLE OF CONTENTS

I. POLICY SUMMARY	2
II. DEFINITIONS	2
III. POLICY TEXT.....	2
IV. COMPLIANCE / RESPONSIBILITIES.....	2
V. PROCEDURES.....	2
VI. RELATED INFORMATION.....	2
VII. FREQUENTLY ASKED QUESTIONS	3
VIII. REVISION HISTORY	3

POLICY SUMMARY

DEFINITIONS

POLICY TEXT

Confidentiality Of General Counsel Opinions

- A.** All legal opinions furnished by University of California (UC) employees to the Office of the General Counsel of The Regents (OGC) are protected by the attorney-client privilege.
- B.** Attorney-client privilege status may be lost when such opinions are disclosed to outside third parties, potentially resulting in serious legal consequences for UC. As a general rule, legal opinions issued by OGC should never be disclosed to third parties. As well, never disclose to third parties any OGC-issued correspondence (specifically including email), and/or any other OGC-related materials.
- C.** If it should be in UC's best interests, the sharing of OGC opinions with a third party may be considered and authorized on an exception basis. Requests for approval of such an exception should be directed Coordinator, Administrative Policies and Business Contracts. The Coordinator will consult with OGC. If OGC concurs that such information should be shared, the Coordinator will ask the Controller to grant exceptional approval to do so.
- D.** To further ensure that the attorney-client privilege is maintained to the fullest extent possible, all communications and/or any other materials received from OGC should not be disseminated to other UC employees without the permission of the sender; unless those UC employees have a clear need for the information within the scope of their UC responsibilities. When in doubt, consult with the Coordinator, Administrative Policies and Business Contracts.

COMPLIANCE / RESPONSIBILITIES

PROCEDURES

RELATED INFORMATION

- UC Business & Finance Bulletin RMP-8, [Legal Requirements on Privacy of and Access to Information](#)

- ANR Administrative Handbook Section 460, [Summons and Court Trials ABC's of Privacy & Public Records](#)
- Administrative Policies and Business Contracts Webpage for [Records Requests, Subpoenas](#)

FREQUENTLY ASKED QUESTIONS

REVISION HISTORY

November 2017:

Format updated.