

22 May 1968

MEMORANDUM

TO: Arthur S. Flemming, President

FROM: Donald M. DuShane, Dean of Students

SUBJECT: Policy to be used if students attempt to occupy offices
and obstruct University business

We have a policy covering sit-ins or sleep-ins in the hallways of our buildings, which assumes that students will confine demonstrations to these areas. Experiences elsewhere in recent weeks, however, indicate that this assumption may be unrealistic.

At Student Services staff meetings we have discussed the possibility of an escalation beyond the level reached in the Johnson Hall and Emerald Hall occurrences last month, and I am writing you this memorandum to indicate to you that we feel a sense of urgency as we try to think ahead in these matters.

In our areas, the University keeps basic records for which we are responsible, and for which you, as President, are also responsible. Because of the confidentiality, essential nature, sensitivity, and irreplaceability of these records -- in the Registrar's Office, Business Office, Student Services, and in fact any administrative or faculty office anywhere in the University -- we believe that occupancy of offices by unauthorized persons after the normal closing time cannot be tolerated. We propose for your consideration the following procedures should demonstrators -- students and/or others -- refuse to leave offices at closing time:

1. It should be explained that the safe-keeping of essential and confidential records are brought into question by the occupation of our offices, and the demonstrators should be requested to leave the building.

President Flemming
22 May 1968
Page 2

2. If they leave and then occupy the hallways, this would be acceptable under present policy, as long as ingress and egress is not impeded and there is no physical harm or damage done to persons or to property. But a representative of the physical plant should be present.
3. Should they choose not to leave, after having been requested to, they will be warned that they are compromising the security of essential University records and are in violation of University policy. The warning will include a request that they leave the office by a specific time -- long enough only to permit consultation, possibly five minutes -- in order to avoid being placed under arrest.
4. If still they choose to remain, the Dean of Students and the University President will be informed of the situation, and will be asked to obtain police assistance in removing the demonstrators from the building, in this case, not just from the office.
5. If individuals are physically harmed or property is damaged or if entry or exit from offices or buildings is blocked by demonstrators, the Dean of Students and the University President will be informed as in paragraph 4 above and asked to proceed in the same way -- arrest the demonstrators and remove them from the building.

We feel strongly about our obligation for the security of University records under our charge, and we suggest that the protection of the University's interests, and the interests of other students, necessitates the adoption of a policy such as this prior to the time we may be forced to improvise one. We will be happy to meet with you for further discussion if you think it necessary, but in any event we recommend this matter for your early consideration.

DMD:scm

Attachment