



RECORD RETENTION UNIT ADMINISTRATORS

Updated 5/1/17

Unit/ Record Category	Record Retention Unit Administrator
Academic Affairs	Vice Chancellor for Academic Affairs (VCAA) designees: <u>Unit:</u> <u>Designee:</u> VCAA Office Assistant to VCAA Academic Deans Chair, Deans' Council Campus/Site Executive Deans Designated Campus/Site Executive Dean Curriculum and Program Development Office (Faculty Credentials, SACS and Program Accreditations, Regents/ LCTCS academic records) Executive Director, Curriculum and Program Development Registrar's Office College Registrar Research and Planning Office Executive Director, Research & Planning
Campus Police	Director, Campus Police
Chancellor's Office	Chancellor's designee: Executive Assistant to the Chancellor
Controller	Assistant Vice Chancellor/Controller
Facilities	Assistant Vice Chancellor for Facilities Planning
Financial Services/ Budget/ Restricted Funds	Assistant Vice Chancellor for Financial Services
Human Resources	Assistant Vice Chancellor for Human Resources
Information Technology	Assistant Vice Chancellor/Chief Information Officer
Institutional Advancement/ Public Relations and Marketing	Vice Chancellor for Institutional Advancement designee: Assistant Director, Public Relations and Marketing
Policies	Policy/Accreditation Specialist
Risk Management	Safety and Risk Manager
Safety	Safety and Risk Manager
Student Affairs	Vice Chancellor for Student Affairs (VCSA) designees: <u>Unit:</u> <u>Designee:</u> VCSA Office Assistant to VCSA Admissions/Enrollment Services Office Director, Admissions and Enrollment Services Advising and Testing and Veterans Affairs Office Director, Advising and Testing Student Life Office (student judicial records, health services/ immunization records, etc.) Director, Student Life
Student Financial Assistance	Director, Student Financial Assistance
Workforce Development & Technical Education	Vice Chancellor for Workforce Development & Technical Education designee: Director, Workforce Development
Miscellaneous/Administrative (Records not included in other Units/Categories)	Unit administrator responsible for specific record (or designee)