



## RECORD RETENTION UNIT ADMINISTRATORS

Updated 5/1/17

Unit/ Record Category	Record Retention Unit Administrator														
<b>Academic Affairs</b>	Vice Chancellor for Academic Affairs (VCAA) designees: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>Unit:</u></td> <td style="width: 50%;"><u>Designee:</u></td> </tr> <tr> <td>VCAA Office</td> <td>Assistant to VCAA</td> </tr> <tr> <td>Academic Deans</td> <td>Chair, Deans' Council</td> </tr> <tr> <td>Campus/Site Executive Deans</td> <td>Designated Campus/Site Executive Dean</td> </tr> <tr> <td>Curriculum and Program Development Office (Faculty Credentials, SACS and Program Accreditations, Regents/ LCTCS academic records)</td> <td>Executive Director, Curriculum and Program Development</td> </tr> <tr> <td>Registrar's Office</td> <td>College Registrar</td> </tr> <tr> <td>Research and Planning Office</td> <td>Executive Director, Research &amp; Planning</td> </tr> </table>	<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
<u>Unit:</u>	<u>Designee:</u>														
VCAA Office	Assistant to VCAA														
Academic Deans	Chair, Deans' Council														
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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														
<b>Campus Police</b>	Director, Campus Police														
<b>Chancellor's Office</b>	Chancellor's designee: Executive Assistant to the Chancellor														
<b>Controller</b>	Assistant Vice Chancellor/Controller														
<b>Facilities</b>	Assistant Vice Chancellor for Facilities Planning														
<b>Financial Services/ Budget/ Restricted Funds</b>	Assistant Vice Chancellor for Financial Services														
<b>Human Resources</b>	Assistant Vice Chancellor for Human Resources														
<b>Information Technology</b>	Assistant Vice Chancellor/Chief Information Officer														
<b>Institutional Advancement/ Public Relations and Marketing</b>	Vice Chancellor for Institutional Advancement designee: Assistant Director, Public Relations and Marketing														
<b>Policies</b>	Policy/Accreditation Specialist														
<b>Risk Management</b>	Safety and Risk Manager														
<b>Safety</b>	Safety and Risk Manager														
<b>Student Affairs</b>	Vice Chancellor for Student Affairs (VCSA) designees: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>Unit:</u></td> <td style="width: 50%;"><u>Designee:</u></td> </tr> <tr> <td>VCSA Office</td> <td>Assistant to VCSA</td> </tr> <tr> <td>Admissions/Enrollment Services Office</td> <td>Director, Admissions and Enrollment Services</td> </tr> <tr> <td>Advising and Testing and Veterans Affairs Office</td> <td>Director, Advising and Testing</td> </tr> <tr> <td>Student Financial Assistance</td> <td>Director, Student Financial Assistance</td> </tr> <tr> <td>Student Life Office (student judicial records, health services/ immunization records, etc.)</td> <td>Director, Student Life</td> </tr> </table>	<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 Financial Assistance	Director, Student Financial Assistance	Student Life Office (student judicial records, health services/ immunization records, etc.)	Director, Student Life		
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VCSA Office	Assistant to VCSA														
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<b>Workforce Development &amp; Technical Education</b>	Vice Chancellor for Workforce Development & Technical Education designee: Director, Workforce Development														
<b>Miscellaneous/Administrative</b> (Records not included in other Units/Categories)	Unit administrator responsible for specific record (or designee)														