



RECORD RETENTION UNIT ADMINISTRATORS

Updated 9/9/16

| Unit/ Record Category | Record Retention Unit Administrator | | | | | | | | | | | | | | |
|---|--|--------------|------------------|-------------|-------------------|---------------------------------------|--|--|---------------------------------------|---|--|--------------------|-------------------|------------------------------|---|
| Academic Affairs | 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 & 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 | | | | | | | | | | | | | | |
| 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 | Chief, Campus Police | | | | | | | | | | | | | | |
| Chancellor's Office | Chancellor's designee: Executive Assistant to the Chancellor | | | | | | | | | | | | | | |
| Controller | Assistant Vice Chancellor/Controller's designee: Associate 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: <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 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 Life Office (student judicial records, health services/ immunization records, etc.) | Director, Student Life | | | | |
| <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) | | | | | | | | | | | | | | |