

APPENDIX A: CUSTODIANS & COORDINATORS

Campus FOIA Coordinator. The FOIA coordinator for the campus designated by the Chancellor per Board of Trustees Policy 270.1 is the Public Information Officer in the Office of University Relations.

Custodians and Coordinators for Specific Units and Types of Records. The following chart reflects the administrators who have been designated as custodians of particular records maintained by the University and the coordinators who have been designated to receive, manage and respond to FOIA requests in conjunction with the Campus Coordinator.

Type of Record	Designated Custodian	Designated Coordinator
1. Student Records		
<ul style="list-style-type: none"> • Academic 	Registrar	Registrar
<ul style="list-style-type: none"> • Academic Dishonesty 	Provost	Executive Director, Academic Initiatives and Integrity
<ul style="list-style-type: none"> • Financial Accounting 	Associate Vice Chancellor for Financial Affairs/University Treasurer	Associate Vice Chancellor for Finance/University Treasurer
<ul style="list-style-type: none"> • Financial Aid 	Vice Provost for Enrollment	Director, Student Financial Aid
<ul style="list-style-type: none"> • Student Conduct 	Dean of Students	Director, Office of Student Standards and Conduct
<ul style="list-style-type: none"> • Center for Educational Access 	Dean of Students	Director, Center for Educational Access
<ul style="list-style-type: none"> • Medical, Counseling 	Director, Pat Walker Health Center	Director, Pat Walker Health Center
<ul style="list-style-type: none"> • Campus Life and Other Student Services 	Dean of Students	Communications Director, Student Affairs
2. Financial, Business and Facility Records		
<ul style="list-style-type: none"> • Audits 	Associate Vice Chancellor for Financial Affairs/University Treasurer	Director of Financial Management and Analysis
<ul style="list-style-type: none"> • Budgets 	Associate Vice Chancellor for Budgets and Financial Planning	Associate Vice Chancellor for Budgets and Financial Planning
<ul style="list-style-type: none"> • General Accounts Receivable (Invoices Paid to the University) 	Associate Vice Chancellor for Financial Affairs/University Treasurer	Director of Cash Management
<ul style="list-style-type: none"> • Research Accounting Records 	Associate Vice Chancellor for Financial Affairs/University Treasurer	Director of Research Accounting

<ul style="list-style-type: none"> • Procurement Records 	Director of Business Services, Business Affairs	Director of Procurement
<ul style="list-style-type: none"> • Accounts Payable (Invoices Paid by the University and Travel claims) 	Director of Business Services, Business Affairs	Manager Accounts Payable and Travel
<ul style="list-style-type: none"> • Telephone Records 	Telephone Service Manager	Telephone Service Manager
<ul style="list-style-type: none"> • Other Financial Records 	Vice Chancellor for Finance and Administration	Associate Vice Chancellor for Financial Affairs and University Treasurer
<ul style="list-style-type: none"> • Design & Construction 	Associate Vice Chancellor for Facilities	Director, Business & Support Services, Facilities Management
<ul style="list-style-type: none"> • Property 	Director of Risk and Property Management	Director of Risk and Property Management
3. Academic Program Records		
<ul style="list-style-type: none"> • Specific Academic Program 	Dean of appropriate school or college	Communicator for appropriate school, college or department
<ul style="list-style-type: none"> • General Academic Affairs 	Provost	Public Information Officer, University Relations
4. Athletics Records	Vice Chancellor & Director of Athletics	Associate Athletic Director for Public Relations
5. Law Enforcement Records	Director of University Police	UAPD Public Information Officer
6. Personnel Records		
<ul style="list-style-type: none"> • Personnel (staff/students) 	Associate Vice Chancellor for Human Resources*	Associate Vice Chancellor for Human Resources
<ul style="list-style-type: none"> • Personnel (faculty) 	Dean or department chair of appropriate school, college or unit [#]	Communicator for appropriate school, college or unit

*Some staff/student worker personnel records may be maintained by the employee's school, college or unit.

[#]Some faculty personnel records may be maintained by Human Resources or the Office of the Provost.