

Appendix B: Data Custodianship and Access Policy – Data Owners and Custodians

Category	Description	Location	Custodian	Owner
Financial	Accounts Payable Module	Colleague	Director of Accounting	VP for Business & Finance/Treasurer
	Budget Management Module	Colleague	Associate VP for Finance	VP for Business & Finance/Treasurer
	Fixed Assets Module	Colleague	Associate VP for Finance	VP for Business & Finance/Treasurer
	General Ledger Module	Colleague	Associate VP for Finance	VP for Business & Finance/Treasurer
	Purchasing Module	Colleague	Director of Accounting	VP for Business & Finance/Treasurer
	Accounts Receivable Module	Colleague	Director of Cashier & Credit Office	VP for Business & Finance/Treasurer
	Cash Receipts Module	Colleague	Director of Cashier & Credit Office	VP for Business & Finance/Treasurer
	Business Office Network File Shares	LCFiles	Associate VP for Finance	VP for Business & Finance/Treasurer
	Student Financial Services Network File Shares	LCFiles	Director of Student Financial Services	VP for Business & Finance/Treasurer
	Investments Application	AppXtender	Associate VP for Finance	Associate VP for Finance
Human Resources	Personnel Module	Colleague	Associate VP & Director of Human Resources	VP for Business & Finance/Treasurer
	Payroll Module	Colleague	Associate VP for Finance	VP for Business & Finance/Treasurer
	Human Resources Network File Shares	LCFiles	Associate VP & Director of Human Resources	VP for Business & Finance/Treasurer
	Handbooks Application	AppXtender	Assistant to VP & Provost	VP & Provost
Student	Academic Records Module	Colleague	Registrars	Deans (CAS, Law, Grad)
	Admissions Network File Shares	LCFiles	Senior Associate Dean of Admissions	CAS Dean of Admissions
	Campus Organizations Module	Colleague	Director of Housing & Orientation	Dean of Student Affairs
	Curriculum Management Module	Colleague	Registrars	Deans (CAS, Law, Grad)
	Degree Audit Module	Colleague	Registrars	Deans (CAS, Law, Grad)
	Faculty Information Module	Colleague	Registrars	Deans (CAS, Law, Grad)
	Registrar Network File Shares	LCFiles	Registrars	Deans (CAS, Law, Grad)
	Transcripts Application	AppXtender	Registrar (CAS, Grad only)	Deans (CAS, Grad only)
	Financial Aid Module	Colleague	Director of Student Financial Services	Provost
	Student Financial Services Network File Shares	LCFiles	Director of Student Financial Services	Provost
	Residence Life Module	Colleague	Director of Housing & Orientation	Dean of Student Affairs
	Residence Life Network File	LCFiles	Director of Housing &	Dean of Student

	Shares		Orientation	Affairs
	Center for Career and Community Engagement Network File Shares	LCFiles	Director of 3CE	CAS Dean
	Grad Center for Community Engagement	LCFiles	Director of Grad Center for Community Engagement	Grad Dean
	Student Support Services Network File Shares	LCFiles	Director of Student Support Services	CAS Dean
	Overseas Network File Shares	LCFiles	Director of Overseas	CAS Dean
	Health Promotion and Wellness Network File Shares	LCFiles	Associate Director of Health Promotion & Wellness	Dean of Students
Institutional Advancement	Campaign Management	Raisers Edge	Director of Advancement Services	VP for Institutional Advancement
	Correspondence Tracking	Raisers Edge	Director of Advancement Services	VP for Institutional Advancement
	Gift/Pledge Tracking	Raisers Edge	Director of Advancement Services	VP for Institutional Advancement
	Biographical (Individual and Organization) Information	Raisers Edge	Director of Advancement Services	VP for Institutional Advancement
	Prospect Module	Raisers Edge	Director of Advancement Services	VP for Institutional Advancement
	Event Tracking Module	Raisers Edge	Director of Advancement Services	VP for Institutional Advancement
	Volunteer Tracking Module	Raisers Edge	Director of Advancement Services	VP for Institutional Advancement
	Data Manipulation and Reporting Tools (i.e. Query, Reports, Dashboards, Exports)	Raisers Edge	Director of Advancement Services	VP for Institutional Advancement
	Inst Adv Application	AppXtender	Director of Advancement Services	VP for Institutional Advancement
	PaperSave	Blackbaud	Director of Advancement Services	VP for Institutional Advancement
	CampusCall	Ruffalo Cody	Director of Annual Giving	VP for Institutional Advancement
	Institutional Advancement Network File Shares	LCFiles	Directors of Departments	VP for Institutional Advancement
Facilities	Facilities Services Network File Shares	LCFiles	Associate VP for Facilities	VP for Business & Finance/Treasurer
	Facilities	AppXtender	Assistant Director for Facilities	Associate VP for Facilities
Legal	General Counsel Network File Shares	LCFiles	VP, Secretary & General Counsel	VP, Secretary & General Counsel
	Resolution Application	AppXtender	VP, Secretary & General Counsel	VP, Secretary & General Counsel
	Board-Committee Application	AppXtender	VP, Secretary & General Counsel	VP, Secretary & General Counsel
Academic Departments	Academic English Studies Network File Shares	LCFiles	Director of Academic English Studies	CAS Dean
	Art Network File Shares	LCFiles	Art Chair	CAS Dean
	CAS Dean Network File Shares	LCFiles	Executive Assistant of Dean	CAS Dean
General Administration	Trustee Network File Shares	LCFiles	VP, Secretary & General Counsel	VP, Secretary & General Counsel

	President's Office Network File Shares	LCFiles	Executive Assistant to the President	President
	Institutional Research Network File Shares	LCFiles	Director of Institutional Research	Provost
	Provost Network File Shares	LCFiles	Assistant to VP/Provost	Provost
	Mail Services Network File Shares	LCFiles	Director of Mail Services	Provost
	Campus Safety Network File Shares	LCFiles	Director of Campus Safety	Provost
	Conferences and Events Network File Shares	LCFiles	Director of Conferences and Events	Provost

Data Administrators:

Director of Network and Telecommunications
Network Administrator
Systems Administrator
Information Security Officer
Director of Information Systems
Database Administrator