

Subject:	Custodian of Record Accountability
Effective Date:	7/1/07
Revised Date:	

Summary:

Designated custodian of records should ensure that employees have access to district and/or college information systems and records as needed to perform their jobs or to achieve the lawful stated aims of a division executive. Custodian of Records should be familiar with the institutional ramifications of data access, security, quality and analysis, and should be cognizant of the state and federal regulatory mandates applicable to the category of data for which they are responsible. Therefore, custodians of records are charged with the following data administration responsibilities:

- Have designated duties for collection, input and maintenance for data within their functional area.
- Responsible for authorizing access to applications within their areas.
- Authorize release and use of application data within their areas.
- Establish standards for appropriate business use of data.
- Control data definitions to ensure data conforms to consistent definitions over the life of the data.
- Approve request for access to information by authorized persons, and assist in the establishment of authorization of data stewards.
- Recommend security classifications, and monitor for compliance.
- Serve as a primary source of information on their data (business expert).
- Focus on the integrity of the data by working with the IT and business groups to improve data quality and standardization.