

LOS ANGELES COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATION C-10
TOPIC: **Custodian of District Records**

1. The Chancellor makes the following designations with respect to District records:
 - a. The Vice Chancellor of Human Resources is designated as the Custodian of Employee Records for the purposes of responding to subpoenas and/or other requests for employee records.
 - b. The Vice Chancellor of Educational Programs and Institutional Effectiveness is designated as the Custodian of Student Records for purposes of responding to subpoenas and/or other requests for student records.
 - c. The Chief Financial Officer/Treasurer is designated as the Custodian of Financial Records for purposes of responding to subpoenas and/or requests for these records.
 - d. The Chief Facilities Executive is designated as the Custodian of Building and Facilities Records for purposes of responding to subpoenas and/or requests for these records.
 - e. The Personnel Director is designated as the Custodian of Records of Personnel Commission Records for purposes of responding to subpoenas and/or requests for these records.
 - f. The Vice President of Administrative Services assigned to the Business Services Division is designated as the Custodian of Business Records for the purposes of responding to subpoenas and/or other requests for records managed by the Business Services division.
2. All other designations will be made by the Chancellor as needed to respond to subpoenas and/or requests for District records.

Original Issue Date: July 20, 2004

Initiated by: Office of General Counsel

Dates of Changes: 2/10/14

References:

Board Rules, Chapter IV, Rule 4005