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

| A a a a a a de la Danala la Madala |  |   | Owner   |
|------------------------------------|--|---|---|
| Accounts Payable Module            | Colleague  | Director of Accounting  | VP for Business &   |
|                                    |  |   | Finance/Treasurer   |
| Budget Management Module           | Colleague  | Associate VP for  | VP for Business &   |
|                                    |  | Finance   | Finance/Treasurer   |
| Fixed Assets Module                | Colleague  | Associate VP for  | VP for Business &   |
|                                    |  | Finance   | Finance/Treasurer   |
| General Ledger Module              | Colleague  | Associate VP for  | VP for Business &   |
| -                                  |  | Finance   | Finance/Treasurer   |
| Purchasing Module                  | Colleague  | Director of Accounting  | VP for Business &   |
| <u>-</u>                           |  | _   | Finance/Treasurer   |
| Accounts Receivable Module         | Colleague  | Director of Cashier &   | VP for Business &   |
|                                    |  | Credit Office   | Finance/Treasurer   |
| Cash Receipts Module               | Colleague  | Director of Cashier &   | VP for Business &   |
| 1                                  |  | Credit Office   | Finance/Treasurer   |
| Business Office Network File       | LCFiles  | Associate VP for  | VP for Business &   |
| Shares                             |  | Finance   | Finance/Treasurer   |
| Student Financial Services         | LCFiles  | Director of Student   | VP for Business &   |
|                                    |  |   | Finance/Treasurer   |
|                                    | AppXtender   |   | Associate VP for  |
| TI                                 |  |   | Finance   |
| Personnel Module                   | Colleague  |   | VP for Business &   |
|                                    |  |   | Finance/Treasurer   |
| Payroll Module                     | Colleague  |   | VP for Business &   |
|                                    |  |   | Finance/Treasurer   |
| Human Resources Network File       | LCFiles  |   | VP for Business &   |
|                                    |  |   | Finance/Treasurer   |
|                                    | AppXtender   |   | VP & Provost  |
| Tamac cons rappirounon             | - ippittender  |   | V1 66 110 V056  |
| Academic Records Module            | Colleague  | Registrars  | Deans (CAS, Law,  |
|                                    |  |   | Grad)   |
| Admissions Network File Shares     | LCFiles  | Senior Associate Dean   | CAS Dean of   |
|                                    |  | of Admissions   | Admissions  |
| Campus Organizations Module        | Colleague  | Director of Housing &   | Dean of Student   |
|                                    |  | Orientation   | Affairs   |
| Curriculum Management Module       | Colleague  | Registrars  | Deans (CAS, Law,  |
| ا                                  |  |   | Grad)   |
| Degree Audit Module                | Colleague  | Registrars  | Deans (CAS, Law,  |
| ا                                  |  |   | 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  | Deans (CAS, Grad  |
|                                    | 11   |   | only)   |
| Financial Aid Module               | Colleague  |   | Provost   |
|                                    |  |   |   |
| Student Financial Services         | LCFiles  |   | Provost   |
|                                    |  |   | ==0.000   |
|                                    | Colleague  |   | Dean of Student   |
|                                    |  |   | Affairs   |
| Residence Life Network File        | LCFiles  | Director of Housing &   | Dean of Student   |
|                                    | Fixed Assets Module  General Ledger Module  Purchasing Module  Accounts Receivable Module  Cash Receipts Module  Business Office Network File Shares  Student Financial Services Network File Shares Investsments Application  Personnel Module  Payroll Module  Human Resources Network File Shares  Handbooks Application  Academic Records Module  Admissions Network File Shares | Fixed Assets Module  General Ledger Module  Colleague  Purchasing Module  Colleague  Accounts Receivable Module  Colleague  Cash Receipts Module  Colleague  Business Office Network File Shares  Student Financial Services Network File Shares  Investsments Application  Personnel Module  Colleague  Payroll Module  Colleague  Human Resources Network File Shares  Handbooks Application  AppXtender  Academic Records Module  Colleague  Admissions Network File Shares  Campus Organizations Module  Colleague  Curriculum Management Module  Colleague  Curriculum Module  Colleague  Curriculum Module  Colleague  Curriculum Module  Colleague  Faculty Information Module  Colleague  Registrar Network File Shares  Transcripts Application  AppXtender  Financial Aid Module  Colleague  Student Financial Services Network File Shares | Finance Fixed Assets Module Colleague General Ledger Module Colleague Colleague Director of Accounting  Accounts Receivable Module Colleague Colleague Director of Cashier & Credit Office Cash Receipts Module Colleague Director of Cashier & Credit Office Director of Cashier & Credit Office Cash Receipts Module Colleague Director of Cashier & Credit Office Director of Cashier & Credit Office  Business Office Network File Shares Student Financial Services LCFiles Investsments Application AppXtender Personnel Module Colleague Associate VP & Director of Human Resources Payroll Module Colleague Associate VP & Director of Human Resources Human Resources Network File Shares LCFiles Associate VP & Director of Human Resources Handbooks Application AppXtender Associate VP & Director of Human Resources Colleague Associate VP & Director of Human Resources Academic Records Module Colleague Registrars  Academic Records Module Colleague Colleague Registrars Colleague Registrars  Curriculum Management Module Colleague Registrars  Curriculum Management Module Colleague Registrars  Registrar Network File Shares LCFiles Registrars  Transcripts Application AppXtender Registrars  Registrar Network File Shares LCFiles Registrars  Transcripts Application AppXtender Registrars  Registrar Network File Shares LCFiles Registrars  Transcripts Application AppXtender Director of Student Financial Services Network File Shares LCFiles Director of Student Financial Services Network File Shares LCFiles Director of Student Financial Services Network File Shares |

Revised 4/12/11 1

|                | Shares                           |              | Orientation                 | Affairs              |
|----------------|----------------------------------|--------------|-----------------------------|----------------------|
|                | Center for Career and            | LCFiles      | Director of 3CE             | CAS Dean             |
|                | Community Engagement             |              |                             |                      |
|                | Network File Shares              |              |                             |                      |
|                | Grad Center for Community        | LCFiles      | Director of Grad Center     | Grad Dean            |
|                | Engagement                       |              | for Community               |                      |
|                |                                  |              | Engagement                  |                      |
|                | Student Support Services         | LCFiles      | Director of Student         | CAS Dean             |
|                | Network File Shares              |              | Support Services            |                      |
|                | Overseas Network File Shares     | LCFiles      | Director of Overseas        | CAS Dean             |
|                | Health Promotion and Wellness    | LCFiles      | Associate Director of       | Dean of Students     |
|                | Network File Shares              | 2011100      | Health Promotion &          | 2 can of statement   |
|                | THE STATE OF                     |              | Wellness                    |                      |
| Institutional  | Campaign Management              | Raisers Edge | Director of                 | VP for Institutional |
| Advancement    | Cumpuign Management              | ransers Eage | Advancement Services        | Advancement          |
|                | Correspondence Tracking          | Raisers Edge | Director of                 | VP for Institutional |
|                | Correspondence Tracking          | Raisers Eage | Advancement Services        | Advancement          |
|                | Gift/Pledge Tracking             | Raisers Edge | Director of                 | VP for Institutional |
|                | Giff leage Tracking              | Raisers Eage | Advancement Services        | Advancement          |
|                | Biographical (Individual and     | Raisers Edge | Director of                 | VP for Institutional |
|                | Organization) Information        | Raisers Edge | Advancement Services        | Advancement          |
|                | Prospect Module                  | Raisers Edge | Director of                 | VP for Institutional |
|                | 1 Tospect Wodule                 | Raisers Edge | Advancement Services        | Advancement          |
|                | Event Tracking Module            | Raisers Edge | Director of                 | VP for Institutional |
|                | Event Tracking Wodule            | Raisers Edge | Advancement Services        | Advancement          |
|                | Volunteer Tracking Module        | Raisers Edge | Director of                 | VP for Institutional |
|                | Volunteer Tracking Wodule        | Raisers Edge | Advancement Services        | Advancement          |
|                | Data Manipulation and            | Raisers Edge | Director of                 | VP for Institutional |
|                | Reporting Tools (i.e. Query,     | Raisers Edge | Advancement Services        | Advancement          |
|                | Reports, Dashboards, Exports)    |              | Advancement services        | Advancement          |
|                | Inst Adv Application             | AppXtender   | Director of                 | VP for Institutional |
|                | nist Auv Application             | AppAtender   | Advancement Services        | Advancement          |
|                | PaperSave                        | Blackbaud    | Director of                 | VP for Institutional |
|                | 1 apersave                       | Diackoaud    | Advancement Services        | Advancement          |
|                | CampusCall                       | Ruffalo Cody | Director of Annual          | VP for Institutional |
|                | CampusCan                        | Rullalo Cody | Giving                      | Advancement          |
|                | Institutional Advancement        | LCFiles      | Directors of Departments    | VP for Institutional |
|                | Network File Shares              | LCITIES      | Directors of Departments    | Advancement          |
| Facilities     | Facilities Services Network File | LCFiles      | Associate VP for            | VP for Business &    |
|                | Shares                           | LCFIIes      | Facilities                  | Finance/Treasurer    |
|                | Facilities                       | AppXtender   | Assistant Director for      | Associate VP for     |
|                | racinties                        | AppAtender   | Facilities                  | Facilities           |
| Legal          | General Counsel Network File     | LCFiles      | VP, Secretary & General     | VP, Secretary &      |
| LAgai          | Shares                           | LCTICS       | Counsel                     | General Counsel      |
|                | Resolution Application           | AppXtender   | VP, Secretary & General     | VP, Secretary &      |
|                | Resolution Application           | AppAtender   | Counsel                     | General Counsel      |
|                | Board-Committee Application      | AppXtender   | VP, Secretary & General     | VP, Secretary &      |
|                | Board-Committee Application      | AppAtender   | Counsel                     | General Counsel      |
| Academic       | Academic English Studies         | LCFiles      | Director of Academic        | CAS Dean             |
|                | Network File Shares              | LCITIES      | English Studies             | CAS Deall            |
| Departments    | Art Network File Shares          | LCFiles      | Art Chair                   | CAS Dean             |
|                | CAS Dean Network File Shares     | LCFiles      | Executive Assistant of      | CAS Dean  CAS Dean   |
|                | CAS Dean Network File Snares     | LCFIIes      |                             | CAS Deali            |
|                | Trustee Network File Shares      | LCFiles      | Dean VD Socretory & Conorol | VD Coordon: 0-       |
| General        | Trustee Network File Snares      | LCFIIes      | VP, Secretary & General     | VP, Secretary &      |
| Administration |                                  |              | Counsel                     | General Counsel      |

Revised 4/12/11 2

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

## **Data Administrators:**

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

Revised 4/12/11 3