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