

Major Records Category	Campus Manager	Subject Area	System	Record Type	Finance Business Unit (if applicable)	Data Owner	Access Grantor Delegee	Records Custodian
Academic Records	Provost and VP, Academic Affairs	Curriculum Records				Vice Provost, Academic Programs, Undergraduate and Graduate Studies	Vice Provost, Academic Programs, Undergraduate and Graduate Studies	Vice Provost, Academic Programs, Undergraduate and Graduate Studies
		Accreditation Records				Vice Provost, Academic Programs, Undergraduate and Graduate Studies	Vice Provost, Academic Programs, Undergraduate and Graduate Studies	Vice Provost, Academic Programs, Undergraduate and Graduate Studies
		Program Review				Vice Provost, Academic Programs, Undergraduate and Graduate Studies	Vice Provost, Academic Programs, Undergraduate and Graduate Studies	Vice Provost, Academic Programs, Undergraduate and Graduate Studies
			<b>Student Financials Module</b>					
Administrative Records	VP, Administrative Affairs	Student Records	PeopleSoft Campus Solutions	Student Financial Services		Controller	Manager Student Financial Services	Controller
		Fiscal Records	PeopleSoft Finance (CFS)	Accounts Receivable (customer billing, collections), procurement card (statements, receipts, reconciliation), cash receipts, closing of the books, debt, internal controls, methods and procedures, documentation, taxes	HMCMP	Controller	Assitant Controller	Controller

		Fiscal Records	OBI	Financial Reports	HMCMP	Controller	Assitant Controller	Controller
		Fiscal Records	CashNet	Student Tuition and Fee Payments		Controller	Manager Student Financial Services	Controller
		Budget Records				Budget Director	Budget Director	Budget Director
		Accounts Payable Records		Vendor and payment records		Director of Contracts, Procurement, Risk Management and Safety Services	Supply Chain Coordinator	Director of Contracts, Procurement, Risk Management and Safety Services
		Contracts and Procurement Records				Director of Contracts, Procurement, Risk Management and Safety Services	Supply Chain Coordinator	Director of Contracts, Procurement, Risk Management and Safety Services
		Environmental Health and Safety Records				Director of Contracts, Procurement, Risk Management and Safety Services	Risk Manager	Director of Contracts, Procurement, Risk Management and Safety Services
		Facilities Records	FacilitiesLink	Facilities & Space Records		AVP for Facilities Management	AVP for Facilities Management	AVP for Facilities Management
		Facilities Records	MMS+	Facilities Maintenance Records		AVP for Facilities Management	AVP for Facilities Management	AVP for Facilities Management
		Facilities Records	SPURR	Energy Management Data		AVP for Facilities Management	Chief Engineer Facilities Maintenance	AVP for Facilities Management
		Parking Records		Parking Permit Records		AVP for Facilities Management	AVP for Facilities Management	AVP for Facilities Management
		Audits				Controller	Assitant Controller	Controller
Advancement Records	VP, Advancement	University Advancement Fiscal Records	PeopleSoft Finance (CFS)	CFS (Common Financial System)	HMADV	VP of Advancement	Advancement Development Asst plus Controller	Advancement Development Asst
		Fiscal Records	OBI	Financial Reports	HMADV	VP of Advancement	Advancement Development Asst plus Controller	Advancement Development Asst
		Donor and Fiscal Records	Blackbaud (Raisers Edge)	Private Donor Data	HMADV	VP of Advancement	Director Advancement Operations	Director Advancement Operations

		CA Public Records Act Requests				VP of Administrative Affairs	Administrative Affairs Executive Administrative Assistant	Administrative Affairs Executive Administrative Assistant
Personnel Records	Sr. AVP APS & HR	Personnel Records	PeopleSoft HCM	Employee Personnel Records	HMCMP	HR Office Manager	APS Manager	Sr. AVP APS & HR
			PeopleSoft HCM	Faculty Personnel Records	HMCMP	APS Manager	APS Manager	Sr. AVP APS & HR
			OBI	Employee Records	HMCMP	HR Office Manager	APS Manager	Sr. AVP APS & HR
			OBI	Faculty Personnel Records	HMCMP	APS Manager	APS Manager	Sr. AVP APS & HR
			Nolij		HMSPF		APS Manager	Sr. AVP APS & HR
		Payroll Records	PeopleSoft HCM	Employee Payroll Records	HMCMP	Controller	Payroll Officer	Payroll Officer
		Payroll Records	PeopleSoft HCM	Employee Payroll Records	HMSPF	Controller	Payroll Officer	Payroll Officer
Police Records	Chief of Police	University Police Records				Chief of Police	Chief of Police	Chief of Police
		UPD	CLETS			Chief of Police	Chief of Police	Chief of Police
Presidential Records	President	Campus Policies and Presidential Executive Orders				Chief of Staff	Chief of Staff	Chief of Staff
		Campus Presidential records				Presidential Aid	Presidential Aid	Presidential Aid
		Executive business Calendars				Presidential Aid	Presidential Aid	Presidential Aid
Research Records	Dean of Research, Economic and Community Development	Fiscal Records	PeopleSoft Finance	CFS (Common Financial System)	HMSPF	Controller	SPF Office Manager	Controller
		Fiscal Records	OBI	Financial Reports	HMSPF	Controller	SPF Office Manager	Controller

		Institutional Review Board Records				Dean of Research, Economic and Community Development	Dean of Research, Economic and Community Development	Dean of Research, Economic and Community Development
Student Records	VP, Student Affairs and Enrollment Management	Financial Aid	PeopleSoft Campus Solutions	Student Financial Aid Records	HMCMP	AVP EM	FA Assoc Director Systems	FA Director
		Financial Aid	AcademicWorks (Scholarship)	Student Financial Aid Records	HMCMP	AVP EM	FA Assoc Director Systems	FA Director
		Financial Aid	STARS	Student Financial Aid Records	HMCMP	AVP EM	FA Assoc Director Systems	FA Director
		Financial Aid	<a href="http://ad.humboldt.edu/fao/office/DATA">\\ad.humboldt.edu/fao/office/DATA</a>	Student Financial Aid Records	HMCMP	AVP EM	FA Assoc Director Systems	FA Director
		Financial Aid	Drupal Forms site <a href="http://www.humboldt.edu/finaidforms/">http://www.humboldt.edu/finaidforms/</a>	Student Financial Aid Records	HMCMP	AVP EM	FA Assoc Director Systems	FA Director
		Financial Aid	Nolij	Student Financial Aid Records	HMCMP	AVP EM	FA Director	FA Director
		Financial Aid	Student Files Scan Archive at <a href="http://ad.humboldt.edu/fao/office/01_STUDENT_DOC_FILES">\\ad.humboldt.edu/fao/office/01_STUDENT_DOC_FILES</a>	Student Financial Aid Records	HMCMP	AVP EM	Associate Director Admissions	FA Director
		Student Records	Hobsons	Prospect Management		AVP EM	Associate Director Admissions	Associate Director Admissions
		Student Records	CSU Mentor	Student Admissions Application Data		AVP EM	Associate Director Admissions	Associate Director Admissions
		Student Records	DARWIN	Student Advising Data		AVP EM	Registrar	Registrar
		Student Records	MAP-Works	Student Advising Records and mid-semester Evaluations		VPSA	Director, RAMP	Registrar

Student Records	PeopleSoft Campus Solutions	Student Academic Records		AVP EM	Registrar	Registrar
Student Records	PeopleSoft Campus Solutions	Admissions Records		AVP EM	Registrar	Registrar
Student Records	Studio Abroad	Study Abroad		AVP EM	Registrar	Registrar
Student Records	Resource 25 and Schedule 25	Room Scheduling		AVP EM	Schedular	Registrar
Student Records	OBI	Student Records and Advising Data		AVP EM	Registrar	Registrar
Student Records		Graduate Student Records		Dean, Research and Grad Studies	Registrar	Registrar
Student Records		Extended Ed Student Records		AVP, College of eLearning & Ext Ed	CeEE Registrar	AVP, College of eLearning & Ext Ed
Health Records	Pyramed/Propharm	Student Health Records		Student Health Center Director	Student Health Center Director	
Counseling Records	Titanium	Student Health Records		Counseling Center Director	Counseling Center Director	Counseling Center Director
Disciplinary Records	Maxient	Student Conduct		Dean of Students	Dean of Students	
Student Records	Moodle	Learning Management		Registrar		
Housing Records	StarRez	Housing Student Records		Housing Director	Associate Director Housing	Housing Director
Housing Records	PeopleSoft HCM	Housing Student Records		Housing Director	Associate Director Housing	Housing Director
Student Demographics						Director, Institutional Research