

Types	Location	Unit Custodian
Academic Advising Records	Academic Advising Centers	Directors
Academic Department/ Program Records	College Office/Individual Department	Associate Dean/Department Chair or Designee
Administrative Computing Records	Information Technology Brotman Hall, Room 188	Director
Admissions and Academic (e.g., applications, transcripts, transfer work, class schedule, degree audit, probation or disqualification, petitions, etc.)	Enrollment Services Brotman Hall, Room 123	Associate Vice President, Enrollment Services (or Designee)
Alumni Records	Alumni Office Foundation Building, Room 324	Director
Student Disciplinary Records	Judicial Affairs Office Brotman Hall, Room 377	Director, Judicial Affairs
Educational Equity Services Advising Records	E.E.S. Office L.A., 1-119	Director
Extension Records	College of Continuing and Professional Education, Foundation Building 104	Associate Dean
Financial Aid Records	Enrollment Services Brotman Hall, Room 123	Director
Housing Records	Housing & Residential Life, Earl Warren Drive	Director
ID Card Records	University Bookstore Southwest Side of Building	I.D. Card Manager
Library	Library West	Dean
Occasional (e.g., correspondence in office not listed above)	Information will be collected, and student will be directed to the appropriate location for inspection and review.	University staff person who maintains this occasional record
Employment Records	Staff Personnel Office Brotman Hall, Room 335	Director
Student Campus Organizational Records	Student Life and Development USU, Room 206	Director
Student Health Records	Student Health Center	Director
Student Payroll Records	Payroll Office Brotman Hall, Room 353	Director
Teacher Educational Placement Records	Credential Processing Center ED1-042	Director

