

SECTION: Administration

SUBJECT: Public Records Custodian

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**Background:** The purpose of this policy is to designate the Vice President for Finance and Administration as the official custodian for records maintained by the institution. (See also Policy 1.116, “Public Records Request”)

Idaho Code 74-102 <https://legislature.idaho.gov/statutesrules/idstat/Title74/T74CH1/SECT74-102/>

**Point of Contact:** Vice President for Finance and Administration

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** Human Resource Services; Provost/Vice President for Academic Affairs; Vice President for Student Affairs; President’s Office

**Date of approval by LCSC authority:** November 18, 2015

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** 11/2018

**Summary of Major Changes incorporated in this revision to the policy:** Reviewed with no changes..

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### **Custodian of Records**

- A. The Vice President for Finance and Administration (VPFA) of Lewis-Clark State College is the designated custodian of records for the purposes of the Open Records Law, Idaho Code 74-102. The Director of Human Resource Services/Affirmative Action Officer is designated as temporary custodian of records in instances where the VPFA is unavailable.

### **General Subject Matter of Records**

- B. Lewis-Clark State College receives, generates and maintains various documents and information pertinent to Lewis-Clark State College, its students, alumni and employees including, but not limited to budget, audit and other fiscal information, enrollment data, student records, student health records, financial aid and scholarships, grants and contracts, curriculum, and employee personnel files.

### **Location of Records**

- C. The records mentioned above are located in the files and computers of Lewis-Clark State College, 500 8<sup>th</sup> Avenue, Lewiston, Idaho. Some files are also kept at the off campus locations at Coeur d’Alene, Idaho; Grangeville, Idaho; and Orofino, Idaho.