

Updated 04/01/19	SUNY Buffalo State Data Stewardship Guide		
Data Category	Trustee	Steward	Custodians
Academic (Non-Student) Records			
Course Catalog Data	Provost	Associate Provost	Deans; Chairs
Master Schedule Data	Provost	Registrar	Registrar; Chairs
Campus Facilities/Property			
Employee Hazardous Substance Exposure Records	VP, Finance & Management	Director of Environmental Health and Safety	Director of Environmental Health and Safety
Library Holdings Records	Provost	Library Director	Library Director
Physical Plant System Monitoring and Inspection Records	VP, Finance & Management	Director of Facilities Construction and Maintenance	Director of Facilities Construction and Maintenance
Physical Space Inventory	VP, Finance & Management	Facilities Planner	Facilities Planner
Property Control Records (equipment and furniture inventories and surplus property records)	VP, Finance & Management	Associate VP for Administrative Services	Director of Property Control and Sustainable Programs
Recycling records	VP, Finance & Management	Associate VP for Administrative Services	Director of Property Control and Sustainable Programs
Supplies, Commodities and Parts Inventories (stocks of expendable materials)	VP, Finance & Management	Associate VP for Administrative Services	Director of Property Control and Sustainable Programs
Campus Financial Data			
Accounts Payable Records	VP, Finance & Management	Associate VP for Administrative Services	Manager of Accounts Payable
Budget Allocation Data	VP, Finance & Management	Director of Budget and Internal Controls and Associate VP & Comptroller	Director of Budget and Internal Controls; Director of College and Auxiliary Accounting
Donor Data	VP, Institutional Advancement	Associate VP, Development	Donor Relations Officer
Expenditure Data	VP, Finance & Management	Associate VP & Comptroller	Associate VP & Comptroller
Procurement Records	VP, Finance & Management	Associate VP for Administrative Services	Director of Contract Management
Travel Records	VP, Finance & Management	Associate VP for Administrative Services	Manager of Travel
Campus Safety and Security			
Building Visitor Logs and Security Recordings	VP, Finance & Management	Chief of University Police	Assistant Chief of University Police
Campus Police and Security Records; Campus Crime Statistics	VP, Finance & Management	Chief of University Police	Assistant Chief of University Police
Persona Non Grata Records	VP, Student Affairs	Dean of Students	Dean of Students
Employee Data			
Applicant Tracking System Records	VP, Finance & Management	Associate VP, Human Resource Management	Manager, Personnel Operations
Employee Benefits Records	VP, Finance & Management	Associate VP, Human Resource Management	Employee Benefits Manager
Employee Complaint/Grievance Records	Associate VP, Human Resource Management	Associate VP, Human Resource Management	Associate VP, Human Resource Management
Employee Disciplinary Records	Associate VP, Human Resource Management	Associate VP, Human Resource Management	Associate VP, Human Resource Management
Employee Network Accounts Records	Chief Information Officer	Director, Enterprise Infrastructure Services	Manager, User Account Services
Employee Records	VP, Finance & Management	Associate VP, Human Resource Management	Manager, Personnel Operations
Employee Time and Attendance Records	VP, Finance & Management	Associate VP, Human Resource Management	Manager, Personnel Operations; Manager, Payroll
Faculty Load Data	Provost	Associate VP, Human Resource Management	Deans
Faculty/Staff Annual Report Data	Provost	Provost, VPs, and Assoc VP, Institutional Effectiveness	Deans and Directors

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Faculty/Staff Community Engagement Data	Provost	Provost	Director, Civic and Community Engagement
Payroll Records	VP, Finance & Management	Associate VP, Human Resource Management	Manager, Personnel Operations; Manager, Payroll Office
Pre-Employment Background Check Records	VP, Finance & Management	Associate VP, Human Resource Management	Manager, Personnel Operations
Equity and Campus Diversity			
Affirmative Action and Reasonable Accommodations Records	Chief Diversity Officer	Chief Diversity Officer	Director, Student Accessibility Services; Assoc VP, Human Resource Management
Other Transactional Data			
Authentication and Authorization Data; System/Network Access Logs	Chief Information Officer	Chief Information Officer	Director, Enterprise Infrastructure Services; Director, Technology Support Services; Associate VP, Data & Analytics; Application Administrators
Library Circulation and Use Records (including interlibrary loan records, etc.)	Provost	Library Director	Library Director
Student Data			
Academic Advising Records	Provost	Associate Provost	Associate Deans; Chairs of Academic Departments; Director, Academic Commons; Registrar
Academic Appeals Records	Provost	Associate Provost	Assistant Provost, Academic Success
Alumni Records (except donor data)	VP, Institutional Advancement	Associate VP, Government Relations	Director, Alumni Affairs
Athletic Records that are not part of the student academic record	VP, Student Affairs	Director, Intercollegiate Athletics	Director, Intercollegiate Athletics
Athletic Records that are part of the student record	VP, Enrollment, Marketing and Communications	Registrar	Director, Intercollegiate Athletics
Co-curricular Transcript Data	VP, Student Affairs	VP, Student Affairs	Assistant Dean, Student Leadership and Engagement; Director, Intercollegiate Athletics
Cumulative Academic Records	VP, Enrollment, Marketing and Communications	Registrar	Registrar
Disabilities Records	Provost	Director, Student Accessibility Services	Director, Student Accessibility Services
Disciplinary Records	VP, Student Affairs	Assistant Dean, Student Conduct and Community Standards	Assistant Dean, Student Conduct and Community Standards
Early Academic Intervention System Records	Provost	Associate Provost	Director, Academic Commons; Registrar
Financial Aid Records	VP, Enrollment, Marketing and Communications	Director, Financial Aid	Director, Financial Aid
Graduate Admissions Records	Provost	Associate Provost & Dean, Graduate School	Assistant Dean for Strategic & Enrollment Planning, Graduate School
Holds	VP, Finance & Management	Associate VP & Comptroller	Director, Student Accounts; Directors of Depts with Holds
International Student Visa Records	Provost	Assistant Provost, Global Engagement	Director, International Student and Scholar
Meal Plan Assignments	VP, Student Affairs	Resident District Mgr, Campus Dining Services; Assistant Dean, Residential Experience	Resident District Mgr, Campus Dining Services; Assistant Director for Residence Life
Medical Records	VP, Student Affairs	Assistant VP, Weigel Wellness Center	Assistant VP, Weigel Wellness Center
Parking Permits	VP, Finance & Management	Assistant VP, Finance & Management	Director, Parking Services
Residence Hall Assignments	VP, Student Affairs	Assistant Dean, Residential Experience	Assistant Director for Residence Life
Student Accounts Records	VP, Finance & Management	Associate VP & Comptroller	Director, Student Accounts

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Student Assistant Employment Records	VP, Finance & Management	Associate VP, Human Resource Management	Manager, Payroll Office
Student Community Engagement Records	Provost	Provost	Director, Civic and Community Engagement
Student Counseling Records	VP, Student Affairs	Assistant VP, Weigel Wellness Center	Director, Counseling Center
Student Crime Report Records	VP, Finance & Management	Chief of University Police	Chief of University Police
Student General Complaint Records	VP, Student Affairs	Dean of Students	Dean of Students
Student Learning Records	Provost	Provost	Associate VP, Institutional Effectiveness; Director, Instructional Design & Training (Blackboard data); Dean, School of Education (TaskStream data)
Student Prospect Records	VP, Enrollment, Marketing and Communications	Director of Admissions	Director of Admissions
Student Title IX Complaint Records	Chief Diversity Officer	Chief Diversity Officer	Chief Diversity Officer
Student/Alumni Job Search Data	VP, Student Affairs	Director, Career Development Center	Director, Career Development Center
Undergraduate Admissions Data	VP, Enrollment, Marketing and Communications	Director of Admissions	Director of Admissions
Veterans Status Data	Provost	Associate VP, Continuing and Professional Studies	Associate VP, Continuing and Professional Studies
Work Study Financial Aid Records	VP, Enrollment, Marketing and Communications	Director, Financial Aid	Director, Financial Aid
Work Study Payroll Records	VP, Finance & Management	Associate VP, Human Resource Management	Manager, Payroll Office