

# CUSTODIANS OF EDUCATION RECORDS

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The following is a list of the types of records that the college maintains, their location and their custodians

Type	Location	Custodian
Admissions & Records	Enrollment Services	Director, Enrollment Services
Academic Records	Enrollment Services	Director, Enrollment Services
Cumulative Records	Enrollment Services	Director, Enrollment Services
Financial Aid Records	Financial Aid Office	Director, Financial Aid
Financial Records	Business Services	Dean, Business Services
Disciplinary Records	Student Services	Coordinator, Student Judicial Affairs

All records received for students become the property of Mt. San Jacinto College. No original record shall be given to a student.