

**RE: QVCC's Data Stewards (Official)**

Borek, Jarrod &lt;JBorek@qvcc.commnet.edu&gt;

Tue 11/10/2020 1:39 PM

**To:** Lynch, Brian M <BLynch@qvcc.commnet.edu>; QVCC Std 2, Planning and Evaluation <QVCCStd2PlanningandEvaluation@groups.ct.edu>; QVCC Std 9, Integrity, Transparency, and Public Disclosure <QVCCStd9IntegrityTransparencyandPublicDisclosure@groups.ct.edu>

**Cc:** Cullen, Joseph P <JCullen@qvcc.commnet.edu>

 1 attachments (27 KB)

QVCC\_DataDomainStewardsManagers2020-21.xlsx;

The attached is our current list of Data Stewards/Owners and Data Managers and was updated September 2020. Data Stewards/Owners are responsible for the data in their domains and are usually dean or higher. While the data managers are responsible for the people who access the data and are usually directors, managers, or associate deans.

I'm the Data Management Coordinator for QVCC. My job is to make sure everyone in the responsible areas is assigned training.

It sounds like what you are looking for is the Records Management Liaison Officer (RMLO)? Please see [this document](#), section 9.4 for the definition. This would be a person trained by the CT State Library for data retention and proper disposal of records.

**Jarrold Borek, DBA**

Director of Information Technology  
Quinebaug Valley Community College  
742 Upper Maple Street  
Danielson, CT 06239

Office: E188A  
[jborek@qvcc.commnet.edu](mailto:jborek@qvcc.commnet.edu)  
(860) 932-4079

---

**From:** Lynch, Brian M <BLynch@qvcc.commnet.edu>

**Sent:** Tuesday, November 10, 2020 1:25 PM

**To:** QVCC Std 2, Planning and Evaluation <QVCCStd2PlanningandEvaluation@groups.ct.edu>; QVCC Std 9, Integrity, Transparency, and Public Disclosure <QVCCStd9IntegrityTransparencyandPublicDisclosure@groups.ct.edu>

**Cc:** Borek, Jarrod <JBorek@qvcc.commnet.edu>; Cullen, Joseph P <JCullen@qvcc.commnet.edu>

**Subject:** QVCC's Data Stewards (Official)

Apologies to the person or people who previously responded to this query. I am trying to track down that conversation and can't find it, so am putting this out once again.

I am looking for the person or people at the college who have been trained in the curation (maintenance and/or disposal) of official documents and records as required by State, Federal, and System policy. A while ago someone mentioned that they were designated and trained in this, and I am looking to document this in our self-study. Any information on this you can provide will be greatly appreciated.

11/11/2020

Mail - Lynch, Brian M - Outlook

Thanks!

Brian