



SUBJECT: Reports for Internal Use

1. PURPOSE

To establish procedures for generating reports for internal use.

2. SCOPE AND APPLICABILITY

This policy applies to any employee requesting a computer generated report for internal use.

3. DEFINITIONS

4. POLICY

The Technology Office, specifically Computer Services, shall maintain databases of specified information to meet the record keeping and reporting requirements of the institution.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

- A. It is the responsibility of the Technology Office to report data that is significant and relevant to the appropriate person(s) within the institution. Information reports may be generated as a matter of routine or at the request of a College employee who needs the information.
- B. The Technology Office staff routinely provide reports concerning registration to all who need such information.
- C. Reports not routinely provided may be requested by filling out a "Data Information Request Form" (available from Computer Services) and forwarding the form to the Chief Technology Officer (CTO).
- D. It is desirable that a two-week prior notice be given so that the programming task can be scheduled appropriately.



E. The Chief Technology Officer (CTO) shall keep copies of all reports submitted from the Technology Office for a reasonable period of time.

F. CANCELLATION

None. Policy in MAP format 7/27/00.

G. SIGNATURE

President

Date

Attachments

Distribution

Revision Date

September 1, 2000