

A “**custodian**” of a record has the obligation to ensure that the record is complete, readable, and accessible for its full retention period and that proper disposition is carried out after its retention period is fulfilled. A local government, an agency, or a specific department, unit, or employee within an organization could be the custodian(s) of a record if they create or receive records. Speaking of individual employees within an organization, each person may be the custodian of a different set of records, which is based on their respective job functions.