# Athabasca University

## **Directory of Records – General**

### **Office – Student and Academic Web Services**

#### **Description of the Mandate and Function:**

SAS develops and maintains various online websites and assets for FHD, FHSS, FST, FGS, LSS and other departmental units within the University.

#### **General Classes or Types of Information:**

General technical documentation and departmental documents referring mainly to the online assets we maintain. These are generally stored on AU's servers such as NAS and animal. There may be some local documentation found on individual laptops as well.

#### PIB Titles:

Online Web Service request Form Animal web server – SAS share SAS NAS share

#### **Copies of Records Located:**

Email correspondence relating to various online assets with multiple institutional units.

#### Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:

Website Development and Maintenance Policy

**Remarks:**