Duke University Records Custodians

University Registrar
Records: Academic records, Veterans benefits certification records

Medical School, Allied Health
Records: Academic records

Departments
Departmental Offices, Chairmen, Director of Undergraduate Studies, and Director of Graduate Studies records: grade reports, biographical data, results of certain examinations, other advisory information (records vary by department)

Colleges and Schools
Deans' Offices, Associate Deans' Offices, and Assistant Deans' Offices records: admissions information, advising notes, progress towards degree information, financial aid information (records vary by department)
Pre-law, Pre-med, and Pre-business records: advising notes, conference notes, letters of evaluation, personal information sheet, transcript, pre-professional recommendations, test scores (records vary by office)

Faculty
Records: grades

Advisors
Records: advising notes

Student Affairs
Undergraduate records: student disciplinary records
Housing, Dining & Residence Life records: on-campus housing records
Graduate and Professional records: See Colleges and Schools

Counseling and Psychological Services (CAPS)
Records: biographical data, summaries of conversations with student test results

Financial Aid
Undergraduate records: financial aid applications, needs analysis statements, awards made
Medical School records: financial aid applications, needs analysis statements, awards made
Graduate and Professionals Schools records: financial aid applications, needs analysis statements, awards made

Career Center
Records: recommendations, unofficial copies of academic records for undergraduates and some graduate students (professional student records in respective professional school career centers)
**Bursar's Office**
Records: records of financial payments

**Office of Student Loans**
Records: promissory notes, copies of correspondence

**DukeCard Office**
University records: records of DukeCard financial transactions
Medical School records: records of DukeCard financial transactions

**Student Health Services**
Records: immunizations records