



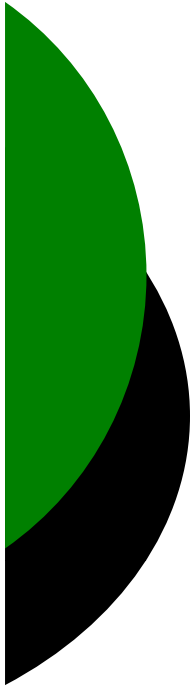
FERPA 102

Student Records: Institutional Responsibility and Student Rights

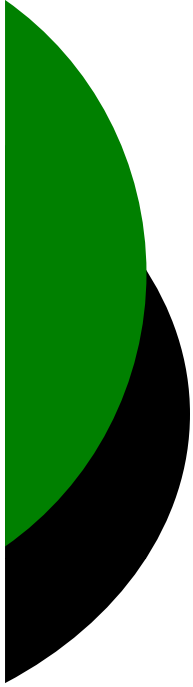
Helpful Guide for Administrators,
Security Contacts and Support Staff

MICHIGAN STATE
UNIVERSITY

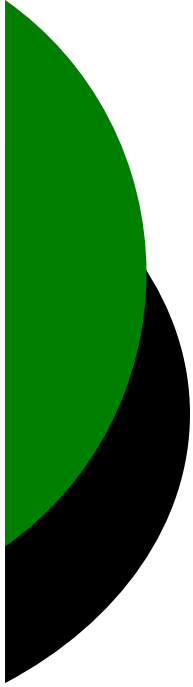
Prepared by the Office of the Registrar



- MSU recognizes the importance of protecting the confidentiality of student information while complying fully with FERPA and MSU's Guidelines Governing Privacy and Release of Student Records.
- As an administrator or staff member who may have responsibilities for providing assistance to, or authorization for, other staff to access student information, you should be aware of existing laws and regulations regarding release of such information.



- Employees in units which have their own student information databases or systems are subject to FERPA and all MSU guidelines governing maintenance, release, and disposal of confidential student information.
- Disclosure of confidential information to MSU officials includes University administrators, advisors, and managerial and supervisory staff who have a need-to-know, which is determined by the head administrator of the unit retaining the information.



- Organizations recognized by the University may have access to student information to offer membership or to recognize student accomplishment through awards.
- Personal use of any confidential student information to which you have access is inappropriate and unlawful.



DO know that:

- Student information includes paper records and electronic information.
- Confidential student information should be released only by the office that has primary responsibility for maintaining the information.
- Confidential student information, to which you have access, should be released to faculty or staff in your administrative unit based only on their need-to-know and should be used only for its intended use.
- Student information should only be kept as long as it is valid and useful – otherwise destroy responsibly.



DO know that:

(Continued)

Based on the potential need for the availability of student academic records as a guide for letters of recommendation, etc., recommended retention time periods are: 5 years (Undergraduate files) and 10 years (Graduate files).

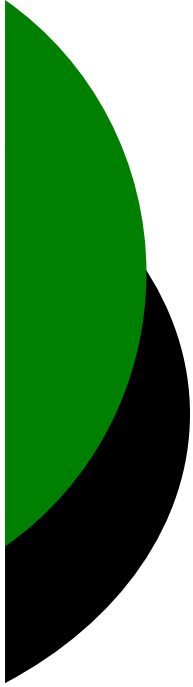
Shorter retention time periods are also listed in the following documents, but the five- and ten-year model is the best practice.

For more information, please refer to the Retention and Disposition of Student Academic Records Memorandum, dated August 16, 1991 and Guidelines - Student Academic Records, Advisor's and Dean's Folders (<http://www.reg.msu.edu/read/RetentionSched.pdf>); and MSU Archives and Historical Collections - General Schedules (<http://www.msu.edu/unit/msuarhc/general.htm>).



DO:

- Review the FERPA 101 What Every University Employee Should Know to provide helpful support for those with whom you work.
- Authorize access to systems only if their job responsibilities require the need-to-know and their access has appropriate approvals.
- Dispose of confidential student information in a secure manner that will maintain confidentiality; e.g. by shredding or sending it to the MSU Office of Recycling and Waste Management for shredding.



DO NOT:

- Release confidential information/data to anyone outside of your unit, especially outside of MSU, unless the information is in a form that would not permit the personal identification of the student(s) or unless you have written permission from the student(s).
- Leave confidential student information visible on your computer or in any printed format that others can see.
- Release lists of students' names and addresses for commercial purposes.



DO NOT:

- Release confidential student information to parents unless it is determined that a health or safety emergency exists.
- Release confidential student information to a third party who intends to use it for a purpose other than for that which it was originally intended.

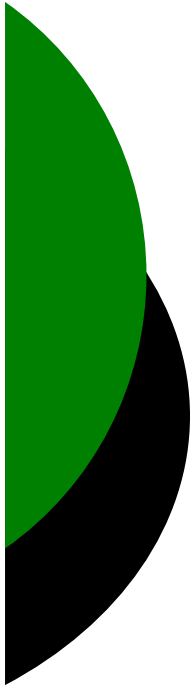


When In Doubt:

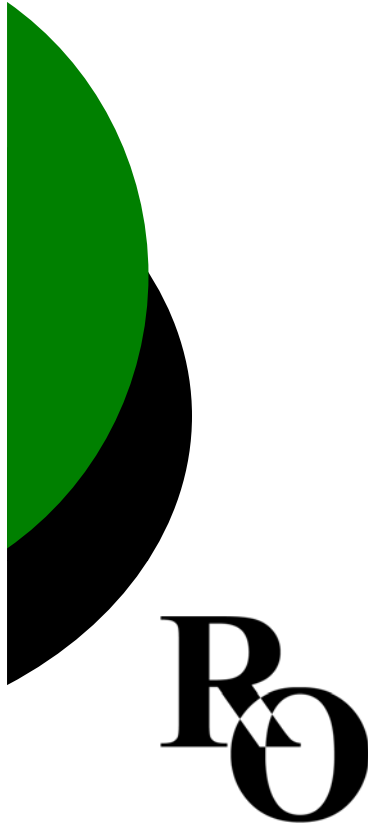
Err on the side of caution and do not release student educational information. Contact the Office of the Registrar or the Office of General Counsel for guidance or see MSU's web site at

[http://www.reg.msu.edu/ROInfo/Notices/
PrivacyGuidelines.asp](http://www.reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.asp)

and click on “Michigan State University Access to Student Information.”



Important note: This presentation is intended to raise awareness and give viewers general information about FERPA and to acquaint faculty and staff with some of the privacy issues surrounding students' educational records. It is not intended as nor is it a substitute for legal advice on any particular issue.



For additional information on FERPA, see the Office of the Registrar's website at:

<http://www.reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.asp>

To schedule a FERPA presentation contact Traci Gulick at 353-3881 or gulickt2@msu.edu.