WIDENER UNIVERSITY ARCHIVES

FERPA & Confidentiality of Records Guidelines
October 2006

FERPA Guidelines

The Family Education Rights and Privacy Act (FERPA) applies to all students that attended Pennsylvania Military College, PMC Colleges, Widener College and Widener University, both living and deceased. The Archives has established specific guidelines for the following materials:

Directory Information.
The Archives uses the definition of directory information as stated in page two of the Widener University FERPA Policy:

“Directory information includes, without limitation, a student’s name, home and campus address, electronic mail address, home and campus telephone number, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status, degrees, honors and awards received, and the most recent previous educational agency or institution attended by the student.”

Deceased Students: The Archives will release directory information about deceased students only to family members, executors, administrators and personal representatives during the 10 year period after a student’s death upon submission of appropriate documentation determined in the sole discretion of the University. Therefore, privacy protection survives for 10 years after the students’ death. After this time period, the restriction does not apply and the Archives will release directory information about deceased students to researchers. (Information in the files falls into this category, unless the information was previously published as in an obituary. In addition, financial donation information found in the dead files is never released.)

Living Students: The Archives will forward any requests for directory information to Alumni Relations and the Registrar’s Office of the University or the School of Law, as applicable, so that these offices can ascertain if there is a non-disclosure request on file for the student.

Photographs.
The Archives will share with others or allow to be published, either in print or on the Web, any previously published photographs of students, faculty, staff and campus visitors. This policy also applies to any non-published photographs taken by University Relations or any other official department of Widener University. The use of photographs by others must be consistent with the guidelines for such use as stated in the “Permission to use materials from the Widener University Archives” document.

Previously Published Information (such as student grades published in the former editions of the yearly Bulletin).
The Archives will release previously published education information only to family members, executors, administrators and personal representatives within 10 years of the students’ death upon submission of appropriate documentation determined in the sole discretion of the University. Therefore, privacy protection survives for 10 years after the students’ death. After this time period, the restriction does not apply and the Archives will release such information. This policy does not apply to any specific information about financial donations, which is always considered confidential and can never be released except to the extent set forth in publications identifying donors by class and/or level of contribution.

Education Records
The Archives uses the definition of Education Records as stated in page 1 of the Widener University FERPA Policy:

“Education records means those records, files, documents, and other materials which contain information directly related to a student and which are maintained by the University or by a person acting for the University.”

The Archives will release education records only to family members, executors, administrators and personal representatives within 10 years of the students’ death upon submission of appropriate documentation determined in the sole discretion of the University. Therefore, privacy protection survives for 10 years after the students’ death. After this time period, the restriction does not apply and the Archives will release such information.

Additional University Confidentiality of Records Policies

Board of Trustee Minutes.
These documents are always considered confidential.

Provost Council Minutes
These documents are always considered confidential.