



1742

Moravian College and Moravian Theological Seminary Archives

Reeves Library
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Inactive Student Records Policy

Introduction

The records of current and former students of Moravian College are protected by the Family Educational Rights and Privacy Act (FERPA a.k.a. Buckley Amendment) of 1974. According to this federal regulation, access to these records is limited to the student and to College administration on a need to know basis. The College Registrar governs access to the records of students for fifty years after the date of last attendance, after which records are transferred to the Archives. The deposit of inactive student records will occur on a five year basis, beginning in 2005. It will be the responsibility of the Archives to remind the Registrar of the upcoming deposit. Representatives from the Registrar's office will deliver the inactive student records to the Archives, after which they will be processed and integrated with the rest of the student files.

What constitutes the Archives' student records? They consist of individual files relating to a student's college career and include application forms, high school transcripts, passport-size photographs, testimonials, recommendation letters, correspondence, alumni forms and in some cases, the results of psychological tests, and documents relating to military service. Student records also include handwritten registers and class lists as well as grade books dating from the early twentieth century. Student transcripts are maintained by the Registrar's office.

FERPA Considerations for Archives

Since the Archives acquires records fifty years after the date of last attendance, individual alumni are presumably past the age of seventy, many of which are already deceased. FERPA distinguishes between living and deceased alumni in that it fully protects the former, but does not apply to the latter. For this reason, the Archives will operate under an **80 year rule** in determining access conditions to student records. All records of an individual whose **last date of attendance is within 80 years** will be treated as those of a living alumnus/a. Those records dating after the 80 years will be treated as if they belonged to a deceased alumnus/a.

In most cases, reference requests will deal with records falling outside of the 80 year limit and will be open to the public without permission. However, for those records that precede the 80 year limit and are in the possession of the Archives, the following FERPA conditions govern access to the records of living alumni.

Who can access the records of living alumni?

- The alumnus/a
- College administration
- Authorized representatives
 - The Comptroller General of the United States

- The Attorney General of the United States
 - State and local educational authorities
- Organizations conducting studies for educational institutions provided that they
 - do not disclose identifiable information
 - the information is destroyed in the aftermath of the study
- Accreditation organizations
- Individual/organization in possession of a judicial order or subpoena
- Individual/organization seeking “directory information”
 - **directory information includes the following:**
 - Name
 - Address
 - Telephone number and electronic mail address
 - Date and place of birth
 - Major field of study
 - Achievements, degrees, academic awards or honors
 - Dates of attendance
 - Previous educational institution
 - Weight and height, if a member of athletic teams
 - Participation in officially recognized activities and sports
 - Student’s photograph
- Individual/organization with **written permission** from the alumnus/a

Who can access the records of deceased alumni? (Records dating after the 80 year mark)

- Anyone without permission