

General FERPA Tips

Records Management for Teaching Assistants

Definitions

- **FERPA:** Family Educational Rights and Privacy Act (1974), guarantees rights of student to access records, protects information from unauthorized viewers
- **Educational Record:** Any information that is maintained by an institution which directly relates to a student.
- **Directory Information:** Basic information about a student, e.g. name, major, degrees earned, etc. Generally not protected by FERPA unless a student opts out
- **Legitimate Educational Interest:** The need to review student information by university officials to fulfill their professional responsibilities.

Compliance Basics

- If in doubt about the legality of a request for student information, **refer requestor to the public records custodian.**
- Only release student information to non-exempted classes with the **written, signed consent** of the student in question.
- Keep a log of all disclosures of student information, and maintain for at least 6 years.
- Follow all appropriate records schedules for student records and dispose of or transfer student records as appropriate to minimize your litigation risk.

Resources

- UWM Records Management
 - <https://uwm.edu/libraries/archives/records-management/>
- UWM Common Records Schedules
 - <https://uwm.edu/libraries/archives/records-management/archives-transfers/common-archival-series/>
- UW System Schedule for Student Academic Records
 - [https://www.wisconsin.edu/compliance/download/public_records\(2\)/Reference-Chart-student-affairsGRS.pdf](https://www.wisconsin.edu/compliance/download/public_records(2)/Reference-Chart-student-affairsGRS.pdf)
- Select Policy 29: Grading and Grade Records
 - <https://apps.uwm.edu/secu-policies/storage/other/SAAP%201-11.%20Grading%20and%20Grade%20Records%20for%20All%20Schools%20and%20Colleges.pdf>
- UWM FERPA Manual
 - <http://uwm.edu/registrar/ferpa/>

For more information, please contact UWM Archives

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