



# UNIVERSITY OF RICHMOND

## Policy Manual

<b>Policy #:</b>	ACD-2001	<b>Policy Title:</b>	Records of Deceased Students
<b>Effective:</b>	10/04/2005	<b>Responsible Office:</b>	University Registrar
<b>Date Approved:</b>	10/04/2005	<b>Approval:</b>	EVP and Provost
<b>Replaces Policy Dated:</b>	N/A	<b>Responsible University Official:</b>	University Registrar

### PURPOSE:

The University of Richmond is committed to maintaining the privacy and confidentiality of education records. The purpose of this policy is to set forth the University's policies and procedures regarding the privacy of and access to education records of deceased students and alumni.

### SCOPE:

This policy applies to the education records of all students and former students of the University of Richmond. Faculty, staff and students of the University are expected to comply with this policy.

### INDEX:

ACD-2001.1.....Policy

### POLICY STATEMENT:

#### *ACD-2001.1 – Policy*

From the date of death of a student or former student, records previously available only to that student or with the student's consent may, within the first 25 years following the student's death, be released to the following:

1. The personal representative of the student's estate;
2. The parents or next of kin of the student; or
3. Upon the closing of the student's probate estate or two years after the student's death, if no probate estate has been opened, the student's next of kin or the takers of the student's residuary estate under his or her last will or will equivalent.

# ACD-2001 – Records of Deceased Students

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Following the 25<sup>th</sup> anniversary of the student's death, the records of the student may be released upon good cause shown, in the sole discretion of the school administration.

Any written statement by the student prior to death or in the student's last will to the contrary may supersede the above rules.

## **RELATED POLICIES:**

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Federal Educational Rights and Privacy Act (FERPA)

## **POLICY BACKGROUND:**

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Most recent version approved by Academic Affairs Council on October 1, 2005. At the time, the Academic Affairs Council included: Provost and VP for Academic Affairs, Assoc. Provost, VP for Information Services, Academic Deans, Dean of International Education, Dean of Admission, Registrar, Director of Financial Aid, Director of Institutional Research

## **POLICY CONTACTS:**

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University Registrar, Office of the Registrar