

# GOVERNANCE AND ADMINISTRATION, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 2070**

**Records of the System**

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## **BOARD POLICY**

Records and documents of the System are available for inspection in the Office of the Chancellor. Records and documents of each State College are available for inspection at each campus site.

The following types of records and documents are deemed to be confidential records, and will not be made available, except upon written authorization signed by the individual or individuals to whom the records pertain:

- a) student academic records;
- b) student, faculty, and employee personnel records;
- c) communications between attorney and client; and
- d) any other records declared to be confidential under the laws of the State of Nebraska and the federal government, provided such records with names deleted and kept confidential may be made available for governmental research and analysis.

Records and documents that are not confidential shall be available by written request to the Chancellor or President, as appropriate, and by paying the reasonable cost and expense of making said records available.

Subject to state law, the records of the Board and its State Colleges, with the exceptions noted above, are public and open to public inspection during regular office hours and following such procedures as may be prescribed by the Chancellor or President, as appropriate.

Information concerning a students' name, mailing and email address on file with Registrar, permanent address, telephone listing, date and place of birth, major field of study, enrollment status (undergraduate/graduate part-time or full), year in school, a photograph, participation in official College activities and sports, including weight and height and photos of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institutions attended shall be considered public information. Information concerning an employee's or former employee's name, position, gross salary, date of hire, date of separation and College or System Office where employed shall also be considered public information.

Non-public information may be released to the employee, the employee's supervisory chain of command, administrative personnel, and to other state agencies performing a civil or criminal law enforcement investigation authorized by law. The Director of the requesting agency shall identify in writing what is sought and the purpose for the request. In addition, non-public information shall be released to any requesting party provided the student or employee, as appropriate, has signed a release authorization or a legal warrant is served requesting such information.