

Student's academic years reduced to single microdot

By Deb Emery

Although it is hard to imagine the entire record of a student's history at UNL reduced to a tiny dot of microfilm, this is what happens, according to Ted Pfeifer, director of registration and records.

Academic records of every student who has attended UNL since the university's founding in 1869 are kept in Pfeifer's office in the administration building and at the State Capitol.

According to the UNL Student Handbook for 1977-78, the university maintains academic, behavioral and student services records. The latter includes information for job placement and scholarship and financial aid applications.

UNL student records are kept in compliance with the Family Education Rights and Privacy Act, which states that release of information to a third party requires the student's written permission.

However, Pfeifer said some records can be viewed without student's permission for research purposes.

These records, Pfeifer said, are stored at the university archives after the former student has died. Pfeifer said records are moved to the archives when the person's age is 100.

The length of time a student's file is kept depends on the record. Some records are destroyed after one year and others are never destroyed.

The permanent record sheet used for making transcripts is kept forever, Pfeifer said.

A student's academic folder holds admission credentials, test scores, individual grade reports, high school and transfer school transcripts and anything academically pertaining to the student, Pfeifer said.

"If a student is inactive four or five years—either because he has graduated or has stopped out—materials important enough are microfilmed and the rest is shredded and thrown away," he said.

"Students come in and see their files for a number of

reasons," Pfeifer said, adding that some seek records when applying for graduate school or jobs.

Pfeifer said his office maintains all records.

Other offices besides the administration keep files on students. These include advisers, the financial aids office, the University Health Center and Housing Office.

Adviser files are kept indefinitely at the College of Business Administration, he said.

"Right now we keep them until we run out of space. I think we have them back to the 1940s," said Arthur Kraft, CBA associate dean.

Advisers in undergraduate and graduate offices maintain records, Kraft said.

Kraft explained that since the college does not keep detailed files, there is no information evaluating the student.

"Lots of time people show up to see what courses they need to complete their requirements for graduation," Kraft said.

Ann Wilson, medical records supervisor at the University Health Center, said medical records are kept 25 years in accordance with a Nebraska statute. At the end of this period, they are destroyed, she said.

"Once you become a patient at the Health Center you are assigned a hospital number. Any time you return for treatment, we have your medical history compiled under one record," Wilson said.

"We get a graduate list from the Bursar's office at the end of every semester, then we purge our files. Inactive files are filed in a different place," Wilson said. "We guard

all files with our lives—it's very important they be kept confidential for the patient."

Microfilming medical records at the Health Center was discontinued because it was not necessary and was an added expense, she said.

Wilson said students sometimes review their files with doctors for insurance purposes.

John Ritchie, director of scholarships and financial aid, said his office is required to maintain records for all students who receive federal money. These records must be kept five years or until a federal audit, he said, whichever comes first.

"After this time, the records would be destroyed. Part of the record—the part dealing with loans—is kept until the loan is paid in full," Ritchie said.

Records kept by the Housing Office dealing with behavioral information are destroyed annually unless a disciplinary extends to the next year, according to Richard McKinnon, assistant housing director for resident education.

"This policy is up for review this spring. There is a possibility of extending the period of time records are kept—maybe until the student graduates," he said.

McKinnon said continuous records would help in situations where a student leaves the residence halls for a year, then returns, and continues to have a behavioral problem.

Few students request to see their files, McKinnon said, because they receive a copy.

All files are kept in Seaton Hall, McKinnon said.

nebraskan staff applications are available in nebraska union 34

Applications are being taken for news, sports and entertainment reporters, columnists, magazine writers, copy editors and an editorial assistant. Help report the news — apply for the Daily Nebraskan staff.

applications due 4p.m. wednesday

Now Appearing In ...
Oscar's LOUNGE
475-5516

Miller & PBR tonight draws 25¢ pitchers \$1

Thur. Fri. Sat. HEART MURMURS

Upstairs at the GUNNY'S COMPLEX
13th & Q
LINCOLN, NEBRASKA



JB's BIG BOY

2 FOR 1 PRICE

SPRING SALE

Save up to 40% on Big Boy's All-Time Favorites
Now 2 for the combined price of \$2.99 (with coupon)



PATTY MELT COMBO
Salad & Fries

A \$4.90 Value

2 for \$2.99

Present this coupon at any of the participating Big Boy Family Restaurants in your area and receive 2 Patty Melt Combos for only \$2.99

Offer good thru May 7, 1978. (One coupon per visit.)



BIG BOY COMBO
Salad & Fries

A \$3.60 Value

2 for \$2.99

Present this coupon at any of the participating Big Boy Family Restaurants in your area and receive 2 Big Boy Combos for only \$2.99

Offer good thru May 7, 1978. (One coupon per visit.)



SWISS BOY COMBO
Salad & Fries

A \$4.90 Value

2 for \$2.99

Present this coupon at any of the participating Big Boy Family Restaurants in your area and receive 2 Swiss Boy Combos for \$2.99

Offer good thru May 7, 1978. (One coupon per visit.)



BREAKFAST SPECIAL
3 Pancakes, 1 egg, Bacon or Sausage

A \$4.40 Value

2 for \$2.99

Present this coupon at any of the participating Big Boy Family Restaurants in your area and receive 2 Breakfasts for only \$2.99

Offer good thru May 7, 1978. (One coupon per visit.)



BIG BOY FAMILY RESTAURANTS

701 North 27th - Lincoln
Just off Campus