

# Credential File Status

Date \_\_\_\_\_ Graduation/Certification Date \_\_\_\_\_

Name \_\_\_\_\_ Maiden Name \_\_\_\_\_

Address \_\_\_\_\_ Apt. \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Signature \_\_\_\_\_

Your letters of credential have been on file in our office for more than twenty years.

Please check the appropriate action requested and return this form to:

Co-op and Career Development  
Daemen College, 4380 Main Street, Amherst, NY 14226  
716-839-8334 Fax: 716-839-8439

\_\_\_\_\_ Purge my credential file (contents will be shredded)

\_\_\_\_\_ Retain my credential file

\_\_\_\_\_ Purge my credential file; send the original letters to me. \*

**\*I understand I may only have access to *non-confidential letters written after 1974*, per the Buckley Amendment. The Family Education Rights and Privacy Act of 1974 states candidates have the right of access to any References filed for them after January 1, 1975. This includes seeing them or having copies. This law also provides the waiver of this right by offering the option of having confidential references if a candidate so desires. ALL references written before January 1975 are by law considered confidential.**

Please contact us if you wish to start a new credential file with updated letters.

*For office use only:*

Action Requested: Purge File \_\_\_\_\_ Retain File \_\_\_\_\_

Original letters released (Non-confidential, written after 1974 only) \_\_\_\_\_

Date \_\_\_\_\_ Staff \_\_\_\_\_