

Stewart Indian School Cultural Center and Museum Confidentiality and Responsibility Statement

Employees, volunteers, and interns at the Stewart Indian School Cultural Center have the responsibility to uphold the federal law, The Family Educational Rights and Privacy Act (FERPA) of 1974 and amendments, and Nevada Statutes 49.290, et seq.: Counselor/Teacher and Pupil Privilege, and Nevada Statutes 125.520: Access to Child's Records. These laws are in effect to ensure the security and matters for concern of all records about faculty, staff, and students at Stewart Indian School for museum staff, interns, or volunteers who have access to student files, schedules, enrollment, grades, and other personal information.

Employees, volunteers, and interns at the museum follow the recommended practices of the Society of American Archivists and University Archives Section guidelines for the administration of student records.

1. Post-secondary student academic records should be open to research after the subject's death, or 70 years after creation of the record, whichever comes first.
2. Researchers should be able to use student records even if still under FERPA regulations for any organization or historical study, as long as they agree not to release personally identifiable student information without the prior written consent of the student, and to destroy all student-identifying information at the completion of their research.
3. Archives will not discriminate among types of users.

As employees, volunteers, and interns of official Stewart records, we all share the responsibility for ensuring the privacy of the records and data we maintain. We agree to the following:

- Do not make or permit unauthorized use of any information.
- Do not seek personal benefit or permit others to benefit personally by any confidential information which has to come to them through their work assignment and in accordance with museum policies.
- Do not exhibit or divulge the contents of any records or reports to any person except in the conduct of their work assignment.
- Do not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- Do not remove any official record (or copy) or report from the museum except in the performance of their duties.
- Do not operate or request others to operate any museum equipment for purely personal business.
- Do not aid, abet, or act in conspiracy with another to violate any part of this code.
- Do immediately report any violation of this code to the museum director.

A violation of this code may lead to reprimand, suspension, or dismissal or other disciplinary action, consistent with the general policies of the museum related to the student discipline or personnel policy.

I, _____, hereby affirm that I have read the Stewart Indian School Cultural Center and Museum Confidentiality and Responsibility Statement. I understand the obligations imposed by this document and will comply with the standards and requirements the statement contains. I have retained in my possession a copy of this document for my future reference and understand that the original signed copy will be placed in my file.

Signature _____ Date _____

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