



### Fair Information Practices Regulations

## Directive Regarding Directory Information

Under the University's Fair Information Practices Regulations, I have the right to request that certain personal information which is regarded by the University as "Directory Information" not be disseminated to other than University personnel or where required by statute, court order, or legitimate University purpose.

I hereby direct that all directory information regarding me not be disseminated as "Directory Information" except as identified below:

(Please check each area to be classified as **releasable** directory information. Check the "ALL" in each box if you have no restrictions on releasable data).

<p><b>1</b></p> <p><b>Personal Data</b></p> <p><input type="checkbox"/> ALL PERSONAL</p> <p><input type="checkbox"/> Birth Date</p> <p><input type="checkbox"/> Birth Location</p> <p><input type="checkbox"/> Marital Status</p>	<p><b>3</b></p> <p><b>Address Type</b></p> <p><input type="checkbox"/> ALL ADDRESSES</p> <p><input type="checkbox"/> BILL Billing</p> <p><input type="checkbox"/> BUSN Business</p> <p><input checked="" type="checkbox"/> CAMP Campus</p> <p><input type="checkbox"/> CELL Cellular</p> <p><input type="checkbox"/> DORM Dormitory</p> <p><input checked="" type="checkbox"/> FAX Fax</p> <p><input type="checkbox"/> HOME Home</p> <p><input type="checkbox"/> MAIL Mailing</p> <p><input type="checkbox"/> OTR Other</p> <p><input type="checkbox"/> PERM Permanent</p> <p><input type="checkbox"/> PGR1 Pager 1</p> <p><input type="checkbox"/> PGR2 Pager 2</p> <p><input type="checkbox"/> PREF Preferred</p> <p><input type="checkbox"/> TELX Telex</p> <p><input type="checkbox"/> VTRN Veteran</p> <p><input type="checkbox"/> WORK Work</p> <p><input type="checkbox"/> XJNT Joint Addr</p>	<p><b>4</b></p> <p><b>Phone Type</b></p> <p><input type="checkbox"/> ALL PHONES</p> <p><input type="checkbox"/> BILL Billing</p> <p><input type="checkbox"/> BUSN Business</p> <p><input checked="" type="checkbox"/> CAMP Campus</p> <p><input type="checkbox"/> CELL Cellular</p> <p><input type="checkbox"/> DORM Dormitory</p> <p><input checked="" type="checkbox"/> FAX Fax</p> <p><input type="checkbox"/> HOME Home</p> <p><input type="checkbox"/> MAIL Mailing</p> <p><input type="checkbox"/> OTR Other</p> <p><input type="checkbox"/> PERM Permanent</p> <p><input type="checkbox"/> PGR1 Pager 1</p> <p><input type="checkbox"/> PGR2 Pager 2</p> <p><input type="checkbox"/> TELX Telex</p> <p><input type="checkbox"/> WORK Work</p>	<p><b>5</b></p> <p><b>Email Type</b></p> <p><input type="checkbox"/> ALL EMAILS</p> <p><input type="checkbox"/> BUSN Business</p> <p><input checked="" type="checkbox"/> CAMP Campus</p> <p><input type="checkbox"/> DORM Dormitory</p> <p><input type="checkbox"/> HOME Home</p> <p><input type="checkbox"/> OTR Other</p>
<p><b>2</b></p> <p><b>Name Type</b></p> <p><input type="checkbox"/> ALL NAMES</p> <p><input type="checkbox"/> DEG Degree</p> <p><input type="checkbox"/> FTR Father</p> <p><input type="checkbox"/> LEG Legal</p> <p><input type="checkbox"/> MDN Maiden</p> <p><input type="checkbox"/> MTR Mother</p> <p><input type="checkbox"/> OTH Other</p> <p><input type="checkbox"/> PRF Preferred</p> <p><input type="checkbox"/> PRI Primary</p>			

• Note: Lines that are already checked (X) are always considered releasable as they are employment related data.

Employee Name \_\_\_\_\_ Employee ID \_\_\_\_\_  
(Last) (First) (MI)

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Month) (Day) (Year)

This form must be completed and returned to Human Resources for processing.