

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 18)

3 March 2023

Alumni Files Access Policy

1. References:
 - a. Family Educational Rights and Privacy Act (FERPA)
20 USCS 1232g

- f. If a record is placed in an alumni file by a VMI-affiliated organization (e.g., VMI Foundation, Alumni Association, Keydet Club) and the organization did not keep a copy of the item and later needs a copy, the organization may be granted access to that specific item.
4. VMI Alumni Archives, Preston Library
 - a. VMI is committed to preserving its records of enduring historical significance, and recognizes that the historical cadet permanent records housed in the VMI Archives comprise an important research collection for genealogists and historians.
 - b. Historical Research Files The cadet record is defined as historical if the subject of the record is deceased and 80 or more years have passed since attendance at the Institute. Information from these historical records can be released upon request to the VMI Archives.
 - c. All Other Alumni Files
 - (1) In the absence of documentation to the contrary (e.g., obituary, letter from immediate family member, Alumni Association record), alumni are presumed to be living until (I)13(nsti)-~~WB~~T/F1 12 Tf1 0 0 1fETmlb. isation rec