

**REFERENCE FILE RELEASE**

Career Planning  
 206 Sisson  
 SUNY Potsdam  
 315/267-2344

Name (print) \_\_\_\_\_ ID# \_\_\_\_\_

Bachelor's Degree from Potsdam (will be) (was) completed: Month \_\_\_\_\_ Year \_\_\_\_\_

Master's Degree from Potsdam (will be) (was) completed: Month \_\_\_\_\_ Year \_\_\_\_\_

**Read all paragraphs before signing****FILE CONTENTS**

- The file should contain a maximum of 10 pages from faculty, sponsor teachers, employers, and campus activities advisors (3 to 5 reference letters are usually sufficient).
- Duplicating and mailing costs are based on a 10-page maximum.
- Transcripts and resumes **are not included** in your Career Planning file.

**YOUR ACCESS TO THE FILE**

- You can examine your file in our office (with the exception of confidential references).
- You can also instruct us to withhold from mailing or to destroy any reference in your file.
- You cannot remove any part of your file, but we will destroy any references upon your request.

**COPIES OF REFERENCES**

- Copies are sent, **for a fee**, upon request, from you, prospective employers, or graduate schools.
- You may want to request an individual copy of your letter from writer the writer.

**REFERENCE FILE RETENTION**

- We will maintain your file for 6 years from your graduation date.
- After six years, upon written request from you, we will maintain your file for an additional 4 years.
- After the additional 4 years, your file will be shredded.
- You may request a copy of your non-confidential letters at any time until then.

**FILE RELEASE**

- Signing this form gives us permission to send your references when a request is made by representatives of organizations involved with your future employment or further education.

I hereby authorize Career Planning, SUNY Potsdam, to release reference records that I establish with them. I understand that such information will be released only upon request by me or representatives of organizations involved with my future employment or further education.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date