



December 6, 2019

Vermont State Board of Education

Via e-mail to Emily.Simmons@vermont.gov

Re: Custody of Student Academic Records from Marlboro College

To the Vermont State Board of Education:

Marlboro College (MARLBORO) has reached an agreement with Emerson College (EMERSON) through which EMERSON will take custody of student academic records (i.e., student transcripts) from MARLBORO upon implementation of MARLBORO's alliance with EMERSON at the end of the 2019-20 academic year. Through this letter, MARLBORO requests respectfully that the Board designate EMERSON to act as the permanent repository of such records.

As part of this agreement, MARLBORO will provide EMERSON with all MARLBORO student transcripts electronically in a machine-readable and searchable format (searchable PDF) on two separate portable hard drives, one to serve as permanent master and backup. These records will be completed, certified, and delivered by 6/30/2020 with the possibility of up to ten students who might need additional time to complete requirements. Those records would be forwarded to Emerson no later than 9/1/2020. MARLBORO will also provide EMERSON with paper copies of transcripts through 1948 to serve as backup along with a historic archive of MARLBORO's academic catalogs. In addition, as required by law we will provide the most recent seven years-worth of physical files.

In addition, MARLBORO will provide EMERSON with all records required by the Veterans' Administration to be retained for three years after each veteran's enrollment electronically in a machine-readable and searchable format. These records will be limited to those related to veteran students who were enrolled at MARLBORO during the preceding three-year period.

EMERSON has agreed to accept custody of the above-referenced student records in compliance with all applicable state and federal regulations and laws and accreditation policies and will maintain such records in perpetuity. EMERSON will make MARLBORO student transcripts available according to established EMERSON transcript-request policies as may be revised from time to time, and will permanently indicate on the website of the EMERSON Registrar the availability of MARLBORO student transcripts. EMERSON will also maintain physical backup copies of MARLBORO transcripts through 1948 for a period of not less than ten (10) years from the date of transfer, and will cooperate with accreditors, state regulators, and other appropriate parties in the maintenance of MARLBORO student records and notification of their custody.

As part of the process of planning for the College's alliance with EMERSON, MARLBORO's administration took great care in determining the best possible alliance partner and the optimum custodian for its student academic records.

EMERSON is an ideal partner in this endeavor because of its shared values, the numerous shared relationships between the institutions, and the EMERSON administration's willingness to work closely

with MARLBORO to ensure a smooth transfer of these critical records and their maintenance in perpetuity.

As a well-respected institution with net assets more than ten times MARLBORO's, EMERSON promises financial stability that ensures durable access to these records for former MARLBORO students.

MARLBORO will ensure that an announcement concerning this agreement is made on all College social media accounts, and will direct former students to EMERSON on the MARLBORO institutional website for as long as it endures. MARLBORO will also ensure that the appropriate state agencies in Vermont are apprised of the agreement to ensure that they can guide former students appropriately. Finally, as noted above, EMERSON agrees to publicize the ongoing availability of MARLBORO student records on its institutional website as well.

Please let me know if I can provide any additional information to support this request.

Thank you very much for your assistance with this important request.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin F. F. Quigley". The signature is fluid and cursive, with a large, stylized initial "K" and a long, sweeping tail.

Kevin F. F. Quigley
President