

inquiry. Some University employees respond to such requests regularly as part of their normal job duties. If that is the case, the employee may provide student records or information designated in the release to such investigators. The employee must retain a copy of the release and the investigator's business card and place those documents with the student's records. If the investigator does not have a signed release, or if the release states "signature on file" in lieu of an actual signature, then the investigator should be referred to the Office of the Registrar for requests relating to students or to the Office of General Counsel for requests relating to employees. If you have any doubt, question or concern regarding an information request of this nature, please consult with one of the resource offices listed below.

Resource Offices

Please remember that ALL law enforcement requests for student information should be handled by the Office of General Counsel, Office of the Registrar, or Department of Campus Safety. If you have any questions regarding this process, please contact:

Office of General Counsel

- 303-871-4646 or counsel@du.edu
- The Office of General Counsel provides legal advice to all University offices.
- Regular business hours are Monday through Friday from 8:00 a.m. to 4:30 p.m.

Office of the Registrar

- 303-871-4095 or registrar@du.edu
- The Office of the Registrar may respond to law enforcement requests for student information with a signed release.
- Regular business hours are Monday through Friday from 8:00 a.m. to 4:30 p.m.

Department of Campus Safety

- Chief Michael Bunker, michael.bunker@du.edu, 303-874-4578
- The Department of Campus Safety is the University's liaison with local, state, and federal law enforcement agencies.
- The Department of Campus Safety can provide assistance outside of the University's regular business hours.