



Archives & Special Collections

Elizabeth M. Cudahy Memorial Library

University Records Confidentiality Policy

Updated April 2023

Overview

As the institutional memory of Loyola University Chicago, the University Archives receives records from all University schools/colleges/departments according to the established non-financial data records retention schedule. The records can contain confidential information, for example records received may include those pertaining to confidential University business; those with sensitive information such as account numbers and social security numbers; or those with student information. Since its creation the University Archive has taken its responsibility to safeguard such information seriously and has developed the following procedures according to professional archival standards as well as state privacy laws and federal laws such as FERPA and HIPAA.

Records transferred to the University Archives will be available for internal administrative research and reference as soon as possible. These records are available to the president, provost, vice presidents, and general counsel (and their staffs) as well as the creating office.

Restrictions

University records are closed to all other researchers for 20 years from the date of their transfer to the University Archives.

Records Review

At the end of the 20-year restriction the University Archivist will review the university records to determine if a further time restriction is needed for part or all of the records. If needed, the records will be restricted for an additional 10 years, however some records may be restricted indefinitely.

Prior to records being opened for research they are reviewed for the following:

- Information on confidential University business that is still ongoing or sensitive
- Student information including transcripts, applications, class listings, grades, social security numbers, etc.
 - These records are restricted according to FERPA. The minimum restriction period at the University Archives for such records is 75 years. Records may be destroyed (shredded) instead of restricted if determined not to have historical or evidential value.

- Social Security numbers, account numbers, etc.
 - If records containing this information are determined to have either historical or evidential value such information will be redacted prior to opening.

Records without Historical or Evidential Value

Often records without either historical or evidential value are transferred to the University Archives. Such records include, but are not limited to invoices; travel requests; check requisitions, etc. These records are shredded before disposal.