

Confidential Records at the University Archives

As the institutional memory of Loyola University Chicago, the University Archives receives records from all University departments according to the established records retention schedule. These 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 Archives has taken its responsibility to safe guard 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. Following are the procedures used to protect confidentiality at the University Archives.

University Records

University records transferred to the University Archives will be made available for internal administrative research and reference as soon as possible, however these records are closed to all other researchers for 20 years following their transfer to the University Archives. Such records will be available to the president, provost, and vice presidents, and their staffs, as well as the creating office, at any time. Other researchers will need written permission from the creating office, or such successors as there may be, to access these records. At the end of the 20 year restriction and prior to opening these records, the University Archivist will review them to determine if a further time restriction is needed for part or all of the records. If needed, records will be restricted for up to an additional 10 years.

Prior to records being opened for research, they are examined by University Archives staff for the following:

- Information on confidential University business that is still ongoing or sensitive
 - If discovered, such records are restricted for another 10 years, however there may be some cases where such records are restricted indefinitely
- Student information including transcripts, applications, class listings with grades or social security numbers, etc.
 - If discovered, such records are restricted according to FERPA, with a minimum restriction of 75 years
- Social Security numbers, account numbers, etc.
 - If discovered in records that are determined to be historically valuable, such information is redacted prior to opening the records

Often the University Archives receives records that are determined to not be historically valuable. Such records include invoices over seven (7) years old; travel requests; check requisitions, etc. These records may or may not include sensitive information such as social security numbers, account numbers, etc., and are shredded before being disposed of.

Please contact the University Archivist with any questions you may have about how the archives deals with confidential information in records.

University Archives
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