

Records to transfer to the Loyola University Chicago Archives

The University Archives accepts records in **all** digital and physical formats.

The list below is not all inclusive. Please contact the University Archivist at kyoung3@luc.edu with any questions.

All University records remain closed for 20 years following their transfer to the University Archives except for materials that have been published (i.e. brochures, articles, programs, etc.)

Office	Types of Records	Includes	When to Transfer to University Archives
Academic Affairs	Curriculum Development (CORE)	Correspondence, memoranda, agendas, minutes, proposals, faculty recommendations, etc.	When no longer needed
	Major & Minor program changes	Correspondence, memoranda, agendas, minutes, proposals, faculty recommendations, etc.	When no longer needed
	Policies	Memos, correspondence, reports, etc.	When no longer needed
	Meeting minutes		When no longer needed
Academic Affairs and each School/College	Accreditation records	Initial and summary reports (copies)	At end of Accreditation process
Alumni Relations	Alumni Biographical Files	CVs, articles about or by alumni, photographs, etc.	When no longer needed
	Reunion Files	Correspondence, articles, photographs, etc.	When no longer needed
Athletics	Statistics		2 copies as distributed
	Media guides		2 copies as distributed

	Audio-visual materials	Photographs, videos, interviews, etc.	When no longer needed
Department/Administrative Offices	Departmental Files, General Administration Files	Correspondence, meeting minutes, agendas, program proposals and descriptions, administrative documents, annual reports, subject files, etc.	When no longer needed
	University Policy Committees, other administrative committees	Correspondence, minutes, memoranda, agendas, reports, etc.	When committee work is finished
	Policy & Procedures	Correspondence, minutes, memoranda, agenda, reports, etc.	When no longer needed
	Publications, articles, general information about faculty staff, and students		When no longer needed
	Handbooks		2 copies as distributed or when no longer needed
	Faculty Meeting Minutes		When no longer needed
	Dean's records	Minutes, memoranda, reports, correspondence, etc.	When no longer needed
Facilities	Building Plans & Specifications	Blueprints, specification sheets, proposals, photographs, etc.	After building demolition
President's Office	Board of Trustees records	Correspondence, minutes, agendas, reports, etc.	When no longer needed
	Speeches		When no longer needed
	Memos		When no longer needed
	Correspondence		When no longer needed
	Reports		When no longer needed
	Administrative files		When no longer needed

Provost's Office	Administrative records	Correspondence, memos, agendas, notes, etc.	
	Policies		
	Reports	Initial and summary	When no longer needed
Public Relations	Photographs, slides, audiovisual materials, etc.		When no longer needed
	Publicity Materials	Press releases, publications, reports, brochures, etc.	2 copies when released
	Publications		2 copies when released
Registration and Records	Class Schedules		When available
	College Catalogs		When available
	Commencement Lists/Programs		When published
	Enrollment Statistics		When available
Research Services	Contracts	Copy of final reports fulfilling grants	when finished
Special Events	Commencement Programs		As issued
	Memorabilia of Special Dinners/Building openings		As issued
Student Affairs	Publications	Yearbooks, student organization publications, etc.	2 copies as issued
	Student handbooks		2 copies as issued
	Memorabilia from events/organizations, etc.		2 copies as issued or when no longer needed
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