

Applicable Records Management Regulations

- **Freedom of Information Act**

While the [Freedom of Information Act \(FOIA\)](#) applies to federal agencies, University of Pittsburgh records pertaining to federal grant applications, and in limited circumstances, research content publicly cited by a federal agency, may be required to be produced in response to a FOIA request. Personally identifiable information, unpublished proprietary research data, and other sensitive content can be requested for deletion prior to submission.

University departments should immediately contact the [Office of General Counsel](#) in the event they receive a FOIA inquiry.

- **Pennsylvania Right to Know Law**

The University of Pittsburgh is one of four state-related institutions in the state of Pennsylvania. Under Chapter 15 of [Pennsylvania's Right to Know Law](#), state-related institutions are required to file tax information and limited salary information with certain state offices on an annual basis.

The University's Chief Financial Officer maintains [annual tax and financial disclosures](#) in accordance with the RTKL which was enacted in 2007. University of Pittsburgh's financial disclosure reports are [retained by the state](#) and accessible through the [commonwealth's enterprise portal](#). Additionally, the University Library System also maintains certain financial disclosure reports.

University departments should immediately contact the [Office of General Counsel](#) in the event they receive a Pennsylvania RTKL inquiry.

- **HIPPA**

The Health Insurance Portability and Accountability Act (HIPPA) promotes medical records security and confidentiality through federal protection of personally identifiable health information that is utilized and maintained by covered entities and associated business by ensuring patient rights and regulating health information disclosure.

The University of Pittsburgh maintains a [HIPPA website](#) that details privacy practices concerning health information uses and disclosures at the University of Pittsburgh.

- **FERPA**

The Family Educational Rights and Privacy Act (FERPA), federal legislation designed to protect the privacy and integrity of student educational records, applies to all higher education institutions receiving Department of Education funding. FERPA protects the rights of students by providing them access to their educational records, limiting disclosures of educational records, and allowing for students to review and seek corrections of their educational record.

Contact the [Office of the University Registrar](#) for details concerning your University of Pittsburgh educational records.

Visit the [Department of Education's website](#) to learn more about FERPA.

- **Employee and Employer Records**

Under the [Pennsylvania Personnel File Act \(Inspection of Employment Records Law\)](#), an employee can request to inspect his or her own personnel records. Please review the law to learn more.