SSARC-932 (09/20)

Louisiana State Archives-Records Management Page 1 of 97 R2024-146 MMM Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmgt@sos.la.gov Indicate Use of Form Agency / Division / Section Agency No __ORIGINAL SUBMISSION 066,000 University of Louisiana Monroe / Office of the President _ RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** Archival X ADDENDUM PAGE Security **Records Series Title** Number Total In Remarks In Office Storage Retention 1 **Board of Supervisors** ACT + 8 FY 0 ACT + 8 FY Ρ S Ν ACT = until end of FY in which created or received. 2 **Board of Regents** Р ACT + 8 FY 0 ACT + 8 FY s Ν ACT = until end of FY in which created or received. 3 General Correspondence Р U ACT + 5 FY 0 ACT + 5 FY S Ν ACT = until end of FY in which created or received. 4 Legal ACT + 5 FY **PERM** R PERM M Ν ν ACT = until end of FY in which matter closed. 5 President's Correspondence ACT + 5 FY PERM PERM М R Ν ν ACT = until end of FY in which created or received. 6 **University Construction Files** P ACT + 4 FY PFRM **PERM** R ٧ Ν ACT = until end of FY in which project completed. **Permitted Retention Period Abbreviations Security Status Codes** State Records Center **Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM – Permanent (Life of State) LOA - Life of Agency S - Review by State Archives U= Useful NOTE: Please put an asterisk (*) in the Remarks section for any record O - Other (Specify in Remarks) series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).

Heather R. Pilcher

1/10/2024

Secretary of State, State Archives & Records Services

JAN 2 2 2024

Agency Approval

Date Signed

Louisiana State Archives—Records Management Louisiana Secretary of State

	cretary of State lox 94125, Baton Rouge, LA 70804	Indicate Use of Form							
Agency No	Agency / Division / Section							<u> </u>	ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / Office of the P Compliance	resident / Athle	tic Director	& Athletic			<u>«</u>		X_RENEWAL REPLACEMENT PAGE
Item Number	Records Series Title	R		, <u>e</u>	Records		_ADDENDUM PAGE		
reamber		In Office	In Storage	Total Retentio	u Security	Archiv	Archival State Rec Center	Vital	Remarks
1	Athletic Grant-in-Aid Award Letters	ACT + 6 AY	0	ACT + 6 A	Y C	s	N	V	ACT = until end of FY in which grant is closed.
2	NCAA Squad Lists & Eligibility Declarations	ACT + 6 AY	0	ACT + 6 A	AY M	S	N	V	ACT = until end of AY in which created or received.
3	NCAA Initial Eligibility Student – Athlete Reports	ACT + 6 AY	0	ACT + 6 A	Y C	s	N	v	ACT = until end of AY in which created or received.
4	NCAA Sports & Demographic Reports	ACT + 6 AY	0	ACT + 6 A	Y M	s	N	٧	ACT = until end of AY in which created or received.
5	NCAA Certification of Compliance Forms	ACT + 6 AY	0	ACT + 6 A	У М	s	N	v	ACT = until end of AY in which created or received.
6	Sport Participation Reports	ACT + 6 AY	0	ACT + 6 A	Y M	s	N	v	ACT = until end of AY in which created or received.
7	NCAA Declaration of Outside Income	ACT + 6 AY	0	ACT + 6 A	Y C	s	N	v	ACT = until end of AY in which created or received.
8	Declaration of Sport Playing Season	ACT + 6 AY	0	ACT + 6 A	Y M	S	N	V	ACT = until end of AY in which created or received.
9	Student – Athlete Transfer Information Forms	ACT + 6 AY	0	ACT + 6 AY		s	N	v	ACT = until end of AY in which created or received.
10	Waivers for NCAA Legislation	ACT + 6 AY	0	ACT + 6 A	Y M	s	N	v	ACT = until end of AY in which created or received.
Permitted Ret	ention Period Abbreviations	Security Status	Codes			ecord	Center		Agency Abbreviations
ACT - Active F	Period (when used define term in remarks column)	P – Public Record							NOAA NAYSUS CONSUMENTAS AAAAA AAAAAA
	r (July 1- June 30)	M May Contai		Information	Y Yes				NCAA – National Collegiate Athletic Association
	CY - Calendar Year (Jan 1 - Dec 31)		Information			N - No			
	c Year (Aug 1 – July 31)	Archival Proce	•		Vital Re		Code		
	FFY - Federal Fiscal Year (Oct 1 - Sept 30)		A - Transfer to State Archives				Jud		
	MO - Months WK - Week (Mon-Sun) DY - Day(s)		R - Retail in Agency Archives			ortant			
	PERM – Permanent (Life of State) LOA—Life of Agency		S - Review by State Archives			U= Useful			
series that con	NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).		O – Other (Specify in Remarks)			-34			

Heather R. Pilcher

1/10/2024 Date Signed

Secretary & State, State Archives & Records Services

JAN 2 2 2024

Agency Approval

Date Approved

SSARC-932 (09/20)

Page 2 of 97

SSARC-932 (09/20)

Louisiana State Archives—Records Management Page 3 of 97 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmgt@sos.la.gov Indicate Use of Form Agency / Division / Section Agency No ORIGINAL SUBMISSION University of Louisiana Monroe / Office of the President / Athletic Director & Athletic 066.000 X RENEWAL State Records Center Compliance REPLACEMENT PAGE Item ADDENDUM PAGE **Retention Period** Archival Security **Records Series Title** Number Total Remarks ln Vital In Office Storage Retention 11 ACT = until end of AY in which student no longer ACT + 6 AY 0 ACT + 6 AY С S Ν NCAA Student - Athlete Statement enrolled. 12 С S 0 ACT + 6 AY Ν NCAA Drug Testing Statement ACT + 6 AY ACT = until end of AY in which created or received. 13 ACT = until end of AY in which student no longer V Student - Athlete Compliance Paperwork ACT + 6 AY 0 ACT + 6 AY С S Ν enrolled. 14 С ACT + 6 AY S ٧ NCAA Secondary Infraction Reports ACT + 6 AY 0 Ν ACT = until end of AY in which matter is resolved. 15 С NCAA Student-Athlete Opportunity Fund Request ACT + 6 AY 0 ACT + 6 AY S Ν V ACT = until end of AY in which created or received. 16 С s NCAA Academic Performance Program Report ACT + 6 AY 0 ACT + 6 AY Ν ACT = until end of AY in which created or received. 17 ACT + 6 AY С S Ν V Prospective Student-Athlete Official Visit Records ACT + 6 AY 0 ACT = until end of AY in which created or received. 18 Coaching Staff Recruiting Logs ACT + 6 AY 0 ACT + 6 AY С S Ν V ACT = until end of AY in which created or received. 19 С S ACT + 6 AY 0 ACT + 6 AY V NCAA Rules Education Documents Ν ACT = until end of AY in which created or received. **Permitted Retention Period Abbreviations Security Status Codes** State Records Center **Agency Abbreviations** Use P - Public Record ACT - Active Period (when used define term in remarks column) NCAA - National Collegiate Athletic Association Y - Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) N - No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) AY - Academic Year (Aug 1 - July 31) Archival Processing Codes Vital Record **Identification Code** A - Transfer to State Archives FFY - Federal Fiscal Year (Oct 1 - Sept 30) V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent (Life of State) S - Review by State Archives LOA - Life of Agency U= Useful NOTE: Please put an asterisk (*) in the Remarks section for any record O - Other (Specify in Remarks) series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).

Yeather R. Pilcher

Agency Approval

1/10/2024

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

JAN 2 2 2024

SSARC-932 (09/20)

Louisiana State Archives—Records Management Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmgt@sqs.la.gov										Page 4 of 97
Agency No	Agency / Division / Section								T	ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / Office of the P	resident / Intern	resident / Internal Audit							X RENEWAL
								rds		REPLACEMENT PAGE
Item	Records Series Title	Retention Period				ح ا		Records		ADDENDUM PAGE
Number	Records Selles Title	In Office	In Storage	Total Retentio	n	Security	Archival	State R Center	Vital	Remarks
1	Internal Audit Working Papers	ACT + 3 FY	PERM	PERM	1	и	R	N	v	ACT = until end of FY in which created or received.
2	Legislative Auditor/Internal Audit	ACT + 10 FY	PERM	PERM		М	R	N	٧	ACT = Until end of FY in which matter is closed.
									1	
								S =		
		1								
Permitted Ret	ention Period Abbreviations	Security Status			State Use	Rec	ords	Center		Agency Abbreviations
1	Period (when used define term in remarks column)	P – Public Reco	-		Y - Y	20				
	ir (July 1- June 30)	M – May Contai		Information	N - No					
1	r Year (Jan 1 – Dec 31) c Year (Aug 1 – July 31)	C - Confidential								
	Fiscal Year (Oct 1 – Sept 30)		•					ode		
		Sept 30) A – Transfer to State Archives Identification Code								
	MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Penmanent (Life of State) LOA – Life of Agency						ant			
NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).					U= Us	seful				
Han	than R. Pilchan. 1	/10/2024		muy	M	11	(1)	~	_	JAN 2 2 2024

Heather R. Pilcher

Agency Approval

1/10/2024

Date Signed

Secretary of State, State Archives & Records Services

SSARC-932 (09/20)

	ate Archives—Records Management cretary of State								Page 5 of 97
Post Office Box 94125, Baton Rouge, LA 70804							s.la.go	V	Indicate Use of Form
Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / Office of the President / Office of Institutional Legal, Equity & Title IX Compliance								X_RENEWAL
							rds		REPLACEMENT PAGE
Item		Retention Period				<u></u>	ooa		ADDENDUM PAGE
Number	Records Series Title	In Office	ln	Total	Security	Archival	State Records Center	Vital	Remarks
		iii Onice	Storage	Retention	တ္တ	¥	တို့ သိ	5	W. 5
1	Case Files	PERM	0	PERM	М	R	N	٧	
2	University Policies	PERM	0	PERM	М	R	N	٧	
3	University Training Records	PERM	0	PERM	М	R	N	V	
Permitted Ret	ention Period Abbreviations	Security Status	State Re Use	cords	Center		Agency Abbreviations		
	Period (when used define term in remarks column)	P - Public Record							
	ır (July 1- June 30)	M - May Contain Confidential Information			Y – Yes N - No				
	r Year (Jan 1 – Dec 31)	C – Confidentia							
	c Year (Aug 1 – July 31)] · · · · · · · · · · · · · · · · · · ·			Vital Record Identification Code				
	Fiscal Year (Oct 1 – Sept 30)	A - Transfer to			V= Vital				
	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in Ag	•	'		= Important			
	anent (Life of State) LOA – Life of Agency	S – Review by S O – Other (Spec			U= Usefu				
series that con	put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief the technology. (Ex. Scanned to OnBase).	U – Other (Spec	лу ш кетак		4				
11	4/ 0 0:0/	40/0004		dmil	MAN	11	10		IAN 2 2 2024

Heather R. Pilcher

Agency Approval

1/10/2024

Date Signed

Secretary State, State Archives & Records Services

SSARC-932 (09/20)

Louisiana State Archives—Records Management Page 6 of 97 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 Indicate Use of Form recmat@sos.la.gov Agency / Division / Section Agency No ORIGINAL SUBMISSION 066.000 University of Louisiana Monroe / Chief Innovation & Research Officer / Sponsored X RENEWAL **Programs & Research** Records REPLACEMENT PAGE Item ADDENDUM PAGE **Retention Period** Archival Security **Records Series Title** State Re Center Number Total Remarks In Vital In Office Storage Retention 1 Inventory ACT + 2 AY 0 ACT + 2 AY Ρ S Ν ACT = until end of AY in which created or received. 2 Policies and Procedures PERM 0 ₽ R ٧ PERM Ν 3 **Annual Reports** PERM 0 PERM М R Ν V 4 PERM **PERM** Р R V Unit Budget 0 Ν 5 ACT = until end CY in which employee separates from М Supervisor Files ACT + 5 CY 0 ACT + 5 CY S Ν agency. 6 Р S V Purchase Orders ACT + 3 FY 0 ACT + 3 FY Ν ACT = until end FY in which audited. 7 Ρ ACT + 3 FY 0 S U Requisitions ACT + 3 FY Ν ACT = until end FY in which created or received. 8 **Proposal Checklists** ACT + 7 FY 0 ACT + 7 FY М S Ν ٧ ACT = until end FY in which grant closes. 9 ACT + 7 FY S V 0 ACT + 7 FY M ACT = until end FY in which grant closes. Cost Share Documents Ν 10 0 S V ACT + 7 FY ACT + 7 FY М Ν Consortium Agreements ACT = until end FY in which grant closes. **Permitted Retention Period Abbreviations Security Status Codes** State Records Center **Agency Abbreviations** Use P - Public Record ACT - Active Period (when used define term in remarks column) Y - Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) N-No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information Vital Record AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives ! = Important PERM - Permanent (Life of State) LOA - Life of Agency S - Review by State Archives U= Useful NOTE: Please put an asterisk (*) in the Remarks section for any record O - Other (Specify in Remarks) series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).

Heather R. Pilcher

1/10/2024

Secretary State, State Archives & Records Services

Date Approved

JAN 2 2 2024

Agency Approval

Date Signed

SSARC-932 (09/20)

Louisiana Se	ate Archives—Records Management cretary of State						os.la.go		Page 7 of 97
Post Office B									Indicate Use of Form
066.000	University of Louisiana Monroe / Chief Innovation Programs & Research	on & Research	-		Records		ORIGINAL SUBMISSION X_RENEWALREPLACEMENT PAGE		
Item	Passada Sarias Titla	R	ح ا	<u> </u>			_ADDENDUM PAGE		
Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Ro	Vital	Remarks
11	Unfunded Grants	ACT + 1 FY	0	ACT + 1 F	Y M	s	N	U	ACT = until end FY in which grant closes.
12	Funded Grants	ACT + 7 FY	0	ACT + 7 F	Y M	s	N	v	ACT = until end FY in which grant closes.
13	Conflict of Interest Forms	ACT + 7 FY	0	ACT + 7 F	Y M	s	N	V	ACT = until end FY in which grant closes.
14	CITI Ethics Training	ACT + 3 FY	0	ACT + 3 F	Y M	s	N	U	ACT = until end FY in which created or received.
15	Compensation Forms	ACT + 7 FY	0	ACT + 7 F	Y M	s	N	V	ACT = until end FY in which grant closes.
16	Research Personnel Forms (Departmental Copy)	ACT + 7 FY	0	ACT + 7 F	Y M	s	N	V	ACT = until end FY in which grant closes.
17	Computing Center Forms	ACT + 7 FY	0	ACT + 7 F	Y P	s	N	U	ACT = until end FY in which grant closes.
18	Deadline Variance Forms	ACT + 7 FY	0	ACT + 7 F	Y M	s	N	1	ACT = until end FY in which grant closes.
19	Course Reduction Forms	ACT + 1 FY	0	ACT + 1 F	Y M	s	N	ı	ACT = until end FY in which grant closes.
20	Contract Master Budget Documents	ACT + 7 FY	0	ACT + 7 F	Y M	s	N	1	ACT = until end FY in which grant closes.
Permitted Ret	tention Period Abbreviations	Security Status	Codes		State Re	cord	s Center		Agency Abbreviations
ACT - Active F	Period (when used define term in remarks column)	P - Public Record			Use Y – Yes				CITI Collaborative Institutional Training Initiativ
	ar (July 1- June 30)	M – May Contai		Information	N - No				CITI - Conaborative institutional Training limitative
CY - Calendar Year (Jan 1 - Dec 31)		C - Confidential Information							
AY – Academic Year (Aug 1 – July 31)		Archival Proce	•		Vital Red		Code		
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A - I ransfer to State Archives			V= Vital	auon	Coue		
MO - Months WK - Week (Mon-Sun) DY - Day(s)		R ~ Retain in Agency Archives				rtant			
	anent (Life of State) LOA – Life of Agency	S – Review by S			U= Usefu				
series that con	put an asterisk (*) in the Remarks section for any record stains born-digital or imaged records. Include brief the technology. (Ex. Scanned to OnBase).	O – Other (Specify in Remarks)				41			

Heather R. Pilcher

1/10/2024

Secreta vof State, State Archives & Records Services

JAN 2 2 2024

Agency Approval

Date Signed

Louisiana State Archives—Records Management Louisiana Secretary of State

Post Office Box 94125, Baton Rouge, LA 70804 recmat@sos.la.gov Indicate Use of Form Agency / Division / Section Agency No ORIGINAL SUBMISSION 066,000 University of Louisiana Monroe / Chief Innovation & Research Officer / Sponsored X RENEWAL **Programs & Research** State Records Center __REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE Archival Security **Records Series Title** Number Total In Vital Remarks In Office Storage Retention 21 Cost Share Transfer Forms ACT + 7 FY 0 ACT + 7 FY M S Ν ACT = until end FY in which grant closes. 22 Grant Closeout Forms ACT + 3 FY 0 ACT + 3 FY Р S V Ν ACT = until end FY in which grant closes. 23 No Cost Extension Forms ACT + 1 FY G ACT + 1 FY Р S N U ACT = until end FY in which grant closes. 24 **Human Subject Request to Review Forms** ACT + 3 FY М S 0 ACT + 3 FY 1 Ν ACT = until end FY in which created or received. 25 IACUC Forms PFRM С 0 PERM R Ν ٧ 26 **Human Subject Approval Forms** ACT + 3 FY 0 Р s ACT + 3 FY N ACT = until end FY in which created or received. 27 **IBC Forms PERM** 0 PERM Ρ R N V 28 Invention Disclosure Forms **PERM** 0 С PERM R Ν V 29 **UBMT** Agreement Forms **PERM** 0 **PERM** М R ٧ Ν Made public after student notified. 30 ACT = until end of FY in which record created or Reviewed Purchase Orders ACT + 1 FY 0 ACT + 1 FY Р s IJ N received. **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes IACUC - Institutional Animal Care and Use FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information Committee N - No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) IBC - Institutional Biosafety Committee AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record **UBMT – Uniform Biological Material Transfer Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent (Life of State) LOA - Life of Agency S - Review by State Archives U= Useful NOTE: Please put an asterisk (*) in the Remarks section for any record O - Other (Specify in Remarks) series that contains born-digital or imaged records. Include brief description of the technology, (Ex. Scanned to OnBase), OnBase).

eather R. Pilcher

1/10/2024

Secretar / State, State Archives & Records Services

JAN 2 2 2024 Date Approved

SSARC-932 (09/20)

Page 8 of 97

Agency Approval

Date Signed

Louisiana State Archives—Records Management

Louisiana Secretary of State
Post Office Box 94125, Baton Rouge, LA 70804

SSARC-932 (09/20) Page 9 of 97

_		x 94125, Baton Rouge, LA 70804							V	Indicate Use of Form	
Ageпсу No	Agency / Division / Section									ORIGINAL SUBMISSION	
066.000	University of Louisiana Monroe / Chief Innovati Programs & Research	on & Research Officer / Sponsored						,		X_RENEWAL	
								Records		REPLACEMENT PAGE	
Item Number	Records Series Title	R	etention Per			2	<u>8</u>	% ~		ADDENDUM PAGE	
		In Office	In Storage	Total Retentio	n d	Security	Archival	State Re Center	Vital	Remarks	
31	Communications with Grants Agency	ACT + 3 FY	0	ACT + 3 F	Y N	Л	s	N	V	ACT = until end of FY in which grant closes.	
32	Research Council Minutes	PERM	PERM	PERM	(5	R	N	V		
33	Preliminary Misconduct Inquiry Notes	ACT + 3 FY	0	ACT + 3 F	Y	2	s	N	V	ACT = until end of FY in which created or received.	
34	Misconduct Inquiry Data and Notes	ACT + 3 FY	0	ACT + 3 F	Y (2	s	N	٧	ACT = until end of FY in which created or received.	
35	Misconduct Investigation Notes and Data	ACT + 3 FY	0	ACT + 3 F	Y (:	s	N	٧	ACT = until end of FY in which created or received.	
36	Correspondence to Office of Treatment Integrity	ACT + 3 FY	0	ACT + 3 F	Y	3	s	N	٧	ACT = until end of FY in which created or received.	
37	Submitted Research Data	PERM	PERM	PERM	(2	R	N	٧		
38	Record of Staff Training	ACT + 1 FY	0	ACT + 1 F	Y F	-	s	N	ι	ACT = until end of FY in which created or received.	
39	Staff Confidentiality Agreement	ACT + 1 FY	0	ACT + 1 F	Y F	-	s	N	U	ACT = until end of FY in which employee separates from program.	
ermitted Ret	ention Period Abbreviations					Reco	rds C	enter		Agency Abbreviations	
CT ~ Active F	Period (when used define term in remarks column)	P - Public Record				Use					
Y- Fiscal Yea	r (July 1- June 30)	M – May Contain Confidential Information			Y – Ye						
CY - Calendar Year (Jan 1 - Dec 31)		C – Confidential Information			N - No						
AY Academic	c Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital R		-				
FFY - Federal Fiscal Year (Oct 1 - Sept 30)		A – Transfer to State Archives			Identification Code						
	WK - Week (Mon-Sun) DY - Day(s)	R - Retain in Ag	•	3		V= Vital					
PERM - Permanent (Life of State) LOA - Life of Agency		3 - Review by State Archives				I = Important					
series that con	put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief the technology. (Ex. Scanned to OnBase).	O – Other (Specify in Remarks)			U= Us	eful					

Heather R. Pilcher

1/10/2024

Secretary of State, State Archives & Records Services

JAN 2 2 2024

Agency Approval

Date Signed

Louisiana State Archives—Records Management Louisiana Secretary of State

Post Office Box 94125, Baton Rouge, LA 70804						t@sc	s.la.go	V	Indicate Use of Form	
Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION	
066.000	University of Louisiana Monroe / Chief Innovati	on & Research Officer / TRIO Program							X_RENEWAL	
Item Number	Paganda Carias Titla	Retention Period					Records		REPLACEMENT PAGEADDENDUM PAGE	
	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State R Center	Vital	Remarks	
1	Student Records – ETS + UB	ACT + 14 FY	0	ACT + 14 F)	Y C	s	N	1	ACT = until end of FY in which created or received.	
2	Procedural and Policy Manual	PERM	0	PERM	Р	R	N	v		
3	Grant Award Letter(s)	PERM	0	PERM	Р	R	N	v	U.S. Department of Education	
4	ETS Supervisor Records	PERM	0	PERM	м	s	N	v		
5	UB Supervisor Records	PERM	0	PERM	М	s	N	v		
6	Copies of ETS Grant	PERM	0	PERM	Р	R	N	v	Grant funded under 84.044A	
7	Copies of UB Grant	PERM	0	PERM	Р	R	N	v	Grant funded under 84.044A	
8	Compansol (BLUMEN) Data System	PERM	0	PERM	С	R	N	V		
			<u> </u>							
	tention Period Abbreviations Period (when used define term in remarks column)	Security Status Codes P - Public Record				cords	Center		Agency Abbreviations	
	ar (July 1- June 30) r Year (Jan 1 – Dec 31)	M - May Contain Confidential Information			Y – Yes N - No				ETS – Educational Talent Search UB – Upward Bound	
	ic Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital Rec					
FFY – Federal Fiscal Year (Oct 1 – Sept 30)					Identifica	tion (ode			
MO – Months WK – Week (Mon-Sun) DY - Day(s)					V= Vital					
	e put an asterisk (*) in the Remarks section for any record	S – Review by S O – Other (Spec			I = Important U= Useful					
series that con	that is born-digital or imaged records. Include brief	O - Other (Spec								

Heather R. Pilcher

description of the technology. (Ex. Scanned to OnBase).

Agency Approval

1/10/2024

JAN 2 2 2024

SSARC-932 (09/20)

Page 10 of 97

Date Signed

Secretary of State, State Archives & Records Services