Louisiana State Archives—Records Management Louisiana Secretary of State

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Louisiana Se Post Office B	ox 94125, Baton Rouge, LA 70804				rec	emgt	@50	s.la.go	N.	Indicate Use of Form
Agency No	Agency / Division / Section							ORIGINAL SUBMISSION		
066.000	University of Louisiana Monroe / Office of the F Foundation & Alumni Relations	President / Exec	utive Directo	or ULM				sp		X_RENEWAL REPLACEMENT PAGE
Item Number Records Serie	Records Series Title	Retention Period					/ai	Records		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security Archival	Archiv	State Re Center	Vital	Remarks
1	Alumni Association Board Meeting Minutes	PERM	0	PERM		м	R	N	v	-
2	Contracts	ACT + 10 FY	0	ACT + 10	FY I	м	s	N	ı	ACT = until the end of FY in which contract lapses.
3	Event Records	ACT + 2 FY	0	ACT + 2 F	:Y I	P	s	N	U	ACT = until the end of FY in which created or receive
4	Ptanned Donation Files	PERM	0	PERM		м	R	N	v	
5	Endowments	PERM	0	PERM	1	и	R	N	v	
6	ULM Athletic Foundation Minutes	PERM	0	PERM	1	м	R	N	v	<u> </u>
7	ULM Athletic Foundation Audit	PERM	0	PERM		и	R	N	٧	
8	ULM Alumni Association Audit	PERM	0	PERM	1	и	R	N	v	
9	ULM Athletic Foundation By-Laws	PERM	0	PERM	1	и	R	N	v	
10	ULM Athletic Foundation Bank Statements	ACT + 7 FY	0	ACT + 7 F	Y	и	s	N	ı	ACT = until the end of FY in which created or receive
ermitted Ret	ention Period Abbreviations	Security Status	S Codes		State	Reco	ords (Center	-	Agency Abbreviations
CT - Active P	Period (when used define term in remarks column)	P - Public Reco	ord		Use					
Y- Fiscal Year	r (July 1- June 30)	M – May Contai	n Confidential	Information	Y – Yes					ULM – University of Louisiaπa Monroe
Y - Calendar	Year (Jan 1 – Dec 31)	C - Confidential	Information		N - No)				
Y – Academic	Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital R		. –			
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A - Hansier to State Archives			identif		ion C	ode		
10 - Months V	VK – Week (Mon-Sun) DY - Day(s)	R - Retain in Agency Archives			V= Vital					
PERM - Perma	anent (Life of State) LOA – Life of Agency	S – Review by S	State Archives		I = Important					
series that cont	put an asterisk (*) in the Remarks section for any record ains born-digital or imaged records. Include brief he technology. (Ex. Scanned to OnBase).	O – Other (Spec	cify in Remarks	s)	U= Us	l= Useful				

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

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	cretary of State lox 94125, Baton Rouge, LA 70804						os.la.go		Fage 12 01 91
Agency No	Agency / Division / Section							T	Indicate Use of Form
066.000	University of Louisiana Monroe / Office of the P Foundation & Alumni Relations	resident / Exec			sp		ORIGINAL SUBMISSION X_RENEWALREPLACEMENT PAGE		
Item Number	Records Series Title	Retention Period				<u>=</u>	Recor		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n Sinis	Archival	State Records Center	Vital	Remarks
11	ULM Foundation Files	ACT + 5 FY	0	ACT + 5 F	Y M	s	N	1	ACT = until the end of FY in which created or receive
12	Trust Records	ACT + 5 FY	0	ACT + 5 F	Y M	s	N	1	ACT = until the end of FY in which created or receive
13	ULM Foundation Invoices	ACT + 5 FY	0	ACT + 5 F	Y M	s	N	V	ACT = until the end of FY in which audited.
14	Alumni Association Invoices	ACT + 5 FY	0	ACT + 5 F	Y M	s	N	V	ACT = until the end of FY in which audited.
15	ULM Foundation Bank Reconciliations	ACT + 5 FY	0	ACT + 5 F	Y	s	N	V	ACT = until the end of FY in which audited.
16	Alumni Association Bank Reconciliations	ACT + 5 FY	0	ACT + 5 F	Y M	s	N	V	ACT = until the end of FY in which audited.
17	ULM Foundation Accounts Payable	ACT + 5 FY	0	ACT + 5 F	Y M	s	N	V	ACT = until the end of FY in which audited.
18	Alumni Association Accounts Payable	ACT + 5 FY	0	ACT + 5 F	Y M	s	N	1	ACT = until the end of FY in which audited.
19	Scholarships Memoranda	ACT + 2 FY	0	ACT + 2 F	Y M	s	N	υ	ACT = until the end of FY in which created or receive
20	ULM Foundation Trust Reconciliation	ACT + 5 FY	0	ACT + 5 F	Y	s	N	٧	ACT = until the end of FY in which audited.
'ermitted Ret	tention Period Abbreviations	-				ecord	Center		Agency Abbreviations
CT – Active F	Period (when used define term in remarks column)	P - Public Reco	ord		Use				IN 86 University of Laviniana Manua
FY- Fiscal Year (July 1- June 30)		M – May Contai	n Confidential	Information	Y - Yes				ULM – University of Louisiana Monroe
CY - Calendar Year (Jan 1 - Dec 31)		C – Confidential	Information		N - No				
AY – Academic Year (Aug 1 – July 31)		Archival Proce	ssing Codes		Vital R		0 - 1 -		
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A - Transfer to	State Archives		Identifi		Code		
	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in Agency Archives			V= Vita				
PERM – Permanent (Life of State) LOA—Life of Agency		S – Review by State Archives			I = Imp		nt		
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).					tul			

Heather R. Pilcher

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Secretary of State, State Archives & Records Services

JAN 2 2 2024

SSARC-932 (09/20)

Agency / Division / Section University of Louisiana Monroe / Office of the Pr Foundation & Alumni Relations Records Series Title ULM Foundation Cancelled Checks Alumni Association Cancelled Checks		etention Per In Storage		rity .	ral	Records		ORIGINAL SUBMISSION X_RENEWALREPLACEMENT PAGEADDENDUM PAGE
Records Series Title ULM Foundation Cancelled Checks	Re In Office	etention Per	iod	rity ,	<u></u>	Records		REPLACEMENT PAGE
Records Series Title ULM Foundation Cancelled Checks	In Office	In		Tity Y	<u></u>	Record		
ULM Foundation Cancelled Checks	In Office	In		₹	<u></u>) & .		ADDENDUM PAGE
			Total			IL 5		
	ACT + 5 FY		Retentio	Security	Archival	State R	Vital	Remarks
Alumni Association Cancelled Checks		0	ACT + 5 F	Y M	s	N	1	ACT = until the end of FY in which created or receive
	ACT + 5 FY	0	ACT + 5 F	Y M	s	N	1	ACT = until the end of FY in which created or received
ULM Foundation Vehicle Records	PERM	0	PERM	М	R	N	V	
Property Files	PERM	0	PERM	М	R	N	٧	Deeds, property settlements, purchase agreements, and any other pertinent information.
Lease Information	ACT + 10 FY	0	ACT + 10 F	Y M	s	N	U	ACT = until the end of FY in which created or receive
Insurance Files	ACT + 5 FY	0	ACT + 5 F	Y M	s	N	υ	ACT = until the end of FY in which created or receive
ULM Foundation Audit Reports	PERM	0	PERM	М	R	N	٧	
Endowed Scholarships	ACT + 5 FY	0	ACT + 5 F	Y M	s	N	U	ACT = until the end of FY in which created or receive
Newsletters	ACT + 3 FY	0	ACT+3F	Y M	s	N	υ	ACT = until the end of FY in which created or receive
Professorship and Chair Information	ACT + 5 FY	0	ACT + 5 F	Y M	s	N	U	ACT = until the end of FY in which created or receive
ention Period Abbreviations	Security Status	Codes			cords	Center		Agency Abbreviations
eriod (when used define term in remarks column)	P – Public Reco	rd						ULM – University of Louisiana Monroe
(July 1- June 30)	, -		Information					OLM - Oniversity of Louisiana monitoe
CY - Calendar Year (Jan 1 - Dec 31)			_					
AY – Academic Year (Aug 1 – July 31)		•				'ode		
FFY - Federal Fiscal Year (Oct 1 - Sept 30)		A - Transfer to State Archives			auon (oue		
F	Property Files Lease Information Insurance Files ULM Foundation Audit Reports Endowed Scholarships Newsletters Professorship and Chair Information Intion Period Abbreviations Period (when used define term in remarks column) (July 1- June 30) Year (Jan 1 – Dec 31) Year (Aug 1 – July 31)	Property Files Lease Information ACT + 10 FY Insurance Files ULM Foundation Audit Reports Endowed Scholarships ACT + 5 FY Permoderate Professorship and Chair Information Intion Period Abbreviations Period (when used define term in remarks column) (July 1- June 30) Fear (Jan 1 – Dec 31) Fear (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30) Fix – Week (Mon-Sun) DY - Day(s) Finent (Life of State) LOA – Life of Agency Foundation ACT + 5 FY ACT + 3 FY ACT + 5 FY ACT + 3 FY ACT + 5 FY ACT	Property Files PERM O Lease Information ACT + 10 FY O Insurance Files ACT + 5 FY O ULM Foundation Audit Reports PERM O ACT + 5 FY O ACT + 5 FY O Newsletters ACT + 3 FY O ACT + 5 FY ACT + 5 FY O ACT + 5 FY O ACT + 5 FY ACT + 5 FY O ACT + 5 FY ACT + 5 FY O ACT + 5 FY ACT + 5 FY ACT + 5 FY O ACT + 5 FY ACT +	Property Files PERM Derm De	Property Files PERM PERM PERM ACT + 10 FY ACT + 10 FY ACT + 10 FY ACT + 5 FY ACT +	Property Files PERM ME S ACT + 5 FY ME S Security Status Codes P - Public Record Use Y - Yes N - No Permode Abbreviations Period Abbreviations Portion Period Ab	Property Files PERM PE	Property Files PERM PACT+5FY M S N U PERM PERM PERM PERM PACT+5FY M S N U PERM PERM PERM PERM PERM PERM PERM PERM PERM PACT+5FY M S N U PERM PERM PERM PERM PACT+5FY M S N U PO ACT+5FY M S N U PO ACT+5FY M S N U PERM PERM

Heather R. Pilcher

1/10/2024

Secretary of State, State Archives & Records Services

JAN 2 2 2024

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Date Signed

SSARC-932 (09/20)

Post Office B	Box 94125, Baton Rouge, LA 70804				recmo	at@so	s.la.go	V	Indicate Use of Form	
Agency No 066.000	Agency / Division / Section University of Louisiana Monroe / Office of the P Foundation & Alumni Relations	esident / Executive Director UŁM							_ORIGINAL SUBMISSION X_RENEWAL	
Item Number	Decardo Savias Titla	Retention Period				न	Record		REPLACEMENT PAGEADDENDUM PAGE	
	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks	
31	ULM Foundation Committee and Board Info.	PERM	0	PERM	м	R	N	٧	7	
32	ULM Foundation Audit Work Papers	ACT + 4 FY	0	ACT + 4 F	Y M	S	N	٧	ACT = until the end of FY in which created or receive	
33	Supervisor Reports	ACT + 5 CY	0	ACT + 5 C	CY M	s	N	1	ACT = until end CY in which supervision ends/ employee separates.	
34	Policies and Procedures	PERM	0	PERM	М	R	N	٧		
35	Requisitions/Purchase Orders	ACT + 4 FY	0	ACT + 4 F	Y M	S	N	i	ACT = until the end of FY in which created or receive	
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent (Life of State) LOA – Life of Agency 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).		P – Public Reco M – May Contai C – Confidentia	State Red Use Y – Yes N - No	cords	Center		Agency Abbreviations ULM ~ University of Louisiana Monroe			
		Archival Processing Codes A ~ Transfer to State Archives				ord ation C	ode			
		S – Review by State Archives			V= Vital I ≈ Impoi U= Usefu					

Heather R. Pilcher

1/10/2024

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Louisiana State Archives—Records Management

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Page 15 of 97 Louisiana Secretary of State recmgt@sos.la.gov Indicate Use of Form Agency No Agency / Division / Section __ORIGINAL SUBMISSION 066.000 University of Louisiana Monroe / Provost & Vice President for Academic Affairs X RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE Archival **Records Series Title** Security Number Total Remarks ln Vital In Office Storage Retention 1 SACSCOC (Correspondence & supporting ACT = until the end of the CY in which the record was ACT + 30 CY 0 ACT + 30 CY M S N V created or received. information concerning ULM accreditation) 2 Faculty Appeals/ Complaints 0 PERM С R V PERM Ν 3 ACT = until the end of the CY in which the complaint Student Appeals/ Complaints ACT + 10 CY 0 ACT + 10 CY С S Ν and/or appeal has concluded. 4 Evaluations of Deans/ Directors ACT + 2 CY С S ACT = until end of CY in which evaluation is issued. 0 ACT + 2 CY Ν **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 SACSCOC - Southern Association of Colleges and FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information Schools Commission on Colleges N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information **ULM - University of Louisiana Monroe** 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)

Heather R. Pilcher

series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).

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Secretary of State. State Archives & Records Services

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Louisiana Se	ate Archives—Records Management cretary of State ox 94125, Baton Rouge, LA 70804				roem/	nt@sc	s.la.go	.,	Page 16 of 97 R2024-292 MMM
Agency No	Agency / Division / Section				ecin	TO SC	5.1a.go	<u> </u>	ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / Provost & VP for A and Sciences / Office of the Dean	Academic Affairs	/ College of A	Arts, Educatio	on,		sp		CRENEWAL REPLACEMENT PAGE
Item Number	Records Series Title	R	etention Per	riod	jā	 a	Records		X_ADDENDUM PAGE
, ramber		In Office	In Storage	Total Retentio	Security	Archival	State Center	Vital	Remarks
1	Supervisor Files	ACT+ 10 AY	0	ACT + 10 A	Y M	s	N	1	ACT = until end of AY in which person is employed.
2	Student Files	ACT+ 10 AY	0	ACT + 10 A	r c	s	N	М	ACT = until end of AY in which student no longer enrolled.
3	Grant Records	ACT + 6 AY	0	ACT + 6 AY	M	s	N	٧	ACT = until end of AY in which grant closes.
4	College Inventory	ACT + 3 CY	0	ACT + 3 C	Y P	s	N	ı	ACT = until end of CY in which record created or received.
5	Museum Inventory/ Value/Loan	PERM	0	PERM	Р	R	N	V	
6	Child Development Center Semester Files	ACT + 4 FY	0	ACT + 4 FY	С	s	N	ı	ACT = until end of FY in which record created or received.
Permitted Rete	ention Period Abbreviations	Security Status	s Codes		State Red	ords	Center	Use	Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Reco	ord		Y – Yes				
	r (July 1- June 30)	M – May Contai		Information	N - No				
	Year (Jan 1 – Dec 31)	C - Confidential	I Information						
	c Year (Aug 1 – July 31)	Archival Proce	•		Vital Rec	ord Id	entifica	tion	
	Fiscal Year (Oct 1 – Sept 30)	A - Transfer to			V= Vital				
	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in Ag	-		I = Impor	tant			
	anent (Life of State) LOA—Life of Agency	S – Review by S			U= Usefu				
series that conf	put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief he technology. (Ex. Scanned to OnBase).	O – Other (Spec	cify in Remark	s)	J- 03610				
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Heather R. Pilcher

02/2/2024

Date Signed

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Louisiana State Archives—Records Management Louisiana Secretary of State

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Agency No	ox 94125, Baton Rouge, LA 70804 Agency / Division / Section							s.la.go		Indicate Use of Form
066.000	University of Louisiana Monroe / Provost & VP fort Ac Social Sciences/ Office of the Dean	ademic Affairs / College of Business and						ş		_ORIGINAL SUBMISSION X_RENEWAL REPLACEMENT PAGE
ltem Number	Records Series Title	R	etention Per	riod		ح ا	- -	Secon		ADDENDUM PAGE
	Recolds Selles Title	In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
1	Undergraduate Students	ACT + 10 AY	0	ACT + 10	AY	С	s	N	v	ACT = until end of AY in which created or received.
2	Graduate Files	PERM	0	PERM		С	R	N	٧	
3	Undergraduate Students/ Graduate Senior List	ACT + 10 AY	0	ACT + 10	AY	Р	s	N	ì	ACT = until end of AY in which created or received.
4	Administrative/ Faculty Records – Supervisor Files	PERM	0	PERM		м	R	N	v	Folder maintained on faculty (Active & Inactive) from time of employment.
5	Administrative/ Faculty Records – Faculty Summer Staffing	ACT + 5 FY	0	ACT + 5 F	Y	м	s	N	ı	ACT = until end of FY in which no longer with agency
6	Academics/ Administrative – Commencement Faculty List	ACT + 2 FY	0	ACT + 2 F	-Y	Р	s	N	υ	ACT = until end of FY in which created or received.
7	Academic/ Administrative – Enrollment Report	ACT + 5 FY	0	ACT + 5 F	Y	Р	s	N	υ	ACT = until end of FY in which created or received.
8	Academic/ Administrative – Inventory	ACT + 5 FY	0	ACT + 5 F	Y	Р	s	N	ı	ACT = until end of FY in which created or received.
9	Academic/ Administrative Minutes	PERM	0	PERM	İ	Р	R	N	v	
10	Academic/ Administrative – Accreditation Reports	ACT + 5 FY	0	ACT + 5 F	Y	Р	P S	N	ı	ACT = until end of FY in which created or received. Accreditation reports updated every 5 years.
Permitted Ret	ention Period Abbreviations	Security Status	Codes			Rec	ords (Center		Agency Abbreviations
CT – Active F	Period (when used define term in remarks column)	P - Public Reco	rd		Use					
FY- Fiscal Year (July 1- June 30)		M - May Contain Confidential Information				Y – Yes N - No				
CY – Calendar Year (Jan 1 – Dec 31)		C - Confidential Information				10				
AY – Academic Year (Aug 1 – July 31)		Archival Proce	ssing Codes		Vital					
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A - Transfer to State Archives					tion C	oae		
	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in Ag			V= Vi		ant			
	anent (Life of State) LOA – Life of Agency	S – Review by S				nport	ant			
series that conf	put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief he technology. (Ex. Scanned to OnBase). OnBase).	O - Other (Spec	cify in Remarks	s)	U= U:	setul				

Heather R. Pilcher Agency Approval

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Secretary of State, State Archives & Records Services

JAN 2 2 2024

SSARC-932 (09/20) Louisiana State Archives—Records Management Page 18 of 97 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 Indicate Use of Form recmqt@sos.la.gov Agency No Agency / Division / Section ORIGINAL SUBMISSION 066,000 University of Louisiana Monroe / Provost & VP for Academic Affairs / College of Business and X RENEWAL Social Sciences/ Office of the Dean Records REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE Archival Security **Records Series Title** State R Number **Total** Remarks ln Vital In Office Storage Retention 11 Financial Records/ CBSS Foundation Requests ACT + 3 FY ACT + 3 FY М S Ν U ACT = until end of FY in which created or received. 12 M S U Financial Records/ ULM Check Requests ACT + 3 FY 0 ACT + 3 FY Ν ACT = until end of FY in which created or received. 13 С s MBA Students ACT + 2 AY ACT + 2 AY Ν ACT = until end of AY in which created or received. 1 14 MBA - ULM/ Hong Kong Students ACT + 2 AY 0 ACT + 2AYС S Ν 1 ACT = until end of AY in which created or received. 15 MBA Students - Graduate Student Folders/ **PERM** 0 PERM С R Ν ٧ Graduates 16 MBA Students/ List of MBA Graduates ACT + 2 FY ACT + 2 FY М S Ν n ACT = until end of FY in which created or received. 17 Financial Records/ Travel Expenses ACT + 3 FY 0 ACT + 3 FY М S Ν ACT = until end of FY in which created or received. 18 0 Р S Syllabi ACT + 5 AY ACT + 5 AY N ACT = until end of AY in which created or 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 CBSS - College of Business and Social Sciences FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information **ULM** - University of Louisiana Monroe N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information MBA - Master of Business Administration 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

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LOA - Life of Agency

PERM - Permanent (Life of State)

1/10/2024

S - Review by State Archives

O - Other (Specify in Remarks)

Date Signed

Secretary of Sate, State Archives & Records Services

I = Important

U= Useful

JAN 2 2 2024

Louisiana State Archives—Records Management

SSARC-932 (09/20)

Agency No	Agency / Division / Section					ecmot@sos			ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / Provost & VP (Sciences/Office of the Dean			sp.		X_RENEWALREPLACEMENT PAGE			
Item Number	Records Series Title	Retention Period				夏	Recor		ADDENDUM PAGE
	Records Series Title	In Office	In Storage	Total Retentio	Security	Archival	State Records Center	Vital	Remarks
1	Faculty Files	ACT + 5 AY	0	ACT + 5 A	Y C	S	N	v	ACT = until end of AY in which no longer employed.
2	Facility Inspections & Accident Reports	PERM	0	PERM	С	R	N	v	
3	Property Control & Inventory	PERM	0	PERM	Р	R	N	v	
4	Budget & Financial Documents	ACT + 2 FY	0	ACT + 2 F	Y C	S	N	v	ACT = until end of AY in which created or received.
5	Student Appeals	ACT + 2 FY	0	ACT + 2 F	Y C	s	N	1	ACT = until end of AY in which created or received.
6	Part-time Overload (PTOL)	ACT + 2 FY	0	ACT + 2 F	Y M	S	N	V	ACT = until end of AY in which created or received.
			Ta						
ACT – Active F FY- Fiscal Yea	rention Period Abbreviations Period (when used define term in remarks column) ar (July 1- June 30) Year (Jan 1 – Dec 31)	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information				ecords	Center		Agency Abbreviations
AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent (Life of State) 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).						cord ation (Code		
		S Review by State Archives			I = Impo U= Usef				

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