SSARC-932 (09/20) Louisiana State Archives—Records Management Page 30 of 97 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmgt@sos.la.gov Indicate Use of Form Agency No Agency / Division / Section _ORIGINAL SUBMISSION 066,000 University of Louisiana Monroe / Provost & VP for Academic Affairs / College of Health X RENEWAL Sciences / School of Allied Health / Radiologic Technology State Records Center __REPLACEMENT PAGE Item __ADDENDUM PAGE Retention Period Archival Security **Records Series Title** Number Total ln Remarks In Office Storage Retention 1 **PERM** 0 PERM С S ٧ Graduate Files - Student Academic Folders Ν 2 С R Graduate Files - Student Clinical Folders ACT + 1 AY **PERM PERM** Ν ACT = until end of AY in which created or received. 3 **Prospective Student Folders** ACT + 5 AY 0 ACT + 5 AY С S Ν U ACT = until end of AY in which created or received. 4 ACT = until end of AY in which student no longer U С s Ν Student Folders ACT + 5 AY 0 ACT + 5 AY enrolled. 5 ACT = until end of AY in which created or received. ACT + 1 AY 0 ACT + 1 AY С S Ν U Exams/ Scantrons/ Analyses Scantrons = machine readable answer sheets. 6 С s Course Grade Book/ Grade Sheets (Electronic & ACT + 5 AY 0 ACT + 5 AY ACT = until end of AY in which created or received. Print) **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 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

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

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O - Other (Specify in Remarks)

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U= Useful

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SSARC-932 (09/20) Louisiana State Archives—Records Management Page 31 of 97 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 Indicate Use of Form recmgt@sqs.la.gov Agency No Agency / Division / Section ORIGINAL SUBMISSION 066.000 University of Louisiana Monroe / Provost & VP for Academic Affairs/ College of Health X RENEWAL Sciences / School of Allied Health / Speech-Language Pathology Records -REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE Security Archival State Re Center Number **Records Series Title** Total Remarks In Vital In Office Storage Retention 1 С **Graduate Student Records** PERM PERM S Ν V 2 ACT + 10 CY 0 С S Clinical Intern Contracts ACT + 10 CY Ν ACT = until end of CY in which contract lapses. 3 ACT = until end of CY in which employee separates Supervisor Files ACT + 5 CY 0 ACT + 5 CY М S Ν from agency. 4 Office Forms (Policies & Procedures, SPLP **PERM** 0 **PERM** Ρ R V Ν Handbooks, Accreditation Reports, Curriculum Paperwork, and Faculty Evaluations) 5 Financial Files ACT + 3 CY 0 ACT + 3 CY Ρ S Ν ACT = until end of CY in which audited. 6 Bachelor of Science Degree (Clinical & ACT + 5 FY ACT + 5 FY 0 М S Ν 1 ACT = until end of FY in which program completed. Academic Records) 7 Master of Science Degree (Clinical & ACT + 5 FY 0 ACT + 5 FY М S Ν 1 ACT = until end of FY in which program completed. Academic Records) 8 ACT = until end of CY in which patient reaches age of С s Client Files - Juvenile ACT + 10 CY 0 ACT + 10 CY Ν majority. 9 ACT + 10 CY Client Files - Adult 0 ACT + 10 CY С S Ν 1 ACT = until end of CY in which no longer being treated. 10 ACT + 3 FY 0 ACT + 3 FY V Clinical Financial Records ACT = until end of FY in which audited. Ν Permitted Retention Period Abbreviations State Records Center **Security Status Codes 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).

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SSARC-932 (09/20) Louisiana State Archives—Records Management Page 32 of 97 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmgt@sos.la.gov Indicate Use of Form Agency No Agency / Division / Section _ORIGINAL SUBMISSION 066.000 University of Louisiana Monroe / Provost & VP for Academic Affairs/ College of Health __RENEWAL Sciences / School of Allied Health / Speech-Language Pathology State Records Center -REPLACEMENT PAGE Item ADDENDUM PAGE **Retention Period** Archival Security Number Records Series Title Total In Remarks Vital In Office Storage Retention 11 Clinical Files Information ACT + 3 FY 0 ACT+3FY С s Ν ACT = until end of CY in which created or received. 12 Hearing Screenings ACT + 10 CY 0 С ACT + 10 CY S Ν 1 ACT = until end of CY in which created or received. 13 Risk Management Information ACT + 3 FY 0 ACT + 3 FY Р S Ν ACT = until end of FY in which created or received. 14 Clinic Forms 0 Ρ V **PERM PERM** R 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 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).

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SSARC-932 (09/20) Louisiana State Archives—Records Management Page 33 of 97 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmgt@sqs.la.gov Indicate Use of Form Agency / Division / Section Agency No ORIGINAL SUBMISSION 066,000 University of Louisiana Monroe / Provost & VP for Academic Affairs / College of Health X RENEWAL Sciences/ School of Allied Health / Marriage & Family Therapy and Counseling State Records Center -REPLACEMENT PAGE Item _ADDENDUM PAGE **Retention Period** Archival Security **Records Series Title** Number Total Remarks ln Vital In Office Storage Retention 1 Student Records **PERM** 0 PERM С R ٧ Ν 2 Client Files - Adults ACT + 7 CY 0 ACT + 7 CY М S Ν ACT = until end of CY in which no longer being treated. 3 ACT = until end of CY in which client reaches age of Client Files - Adolescents ACT + 7 CY 0 ACT + 7 CY С S Ν majority. **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 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

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Page 34 of 97 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 Indicate Use of Form recmqt@sqs.la.qov Agency / Division / Section Agency No __ORIGINAL SUBMISSION 066.000 University of Louisiana Monroe/ Provost & VP for Academic Affairs/ College of Pharmacy __RENEWAL State Records Center __REPLACEMENT PAGE Item **Retention Period** Archival _ADDENDUM PAGE Security **Records Series Title** Number Total Remarks In Vital In Office Storage Retention 1 ACT = until end of CY in which employee is no longer Supervisor Files ACT + 2 CY M S ACT + 2 CY Ν with agency. 2 Student Records **PERM** 0 **PFRM** С S Ν ٧ 3 С S **Graduated Students** PERM 0 **PFRM** Ν ٧ 4 **Business Office Records** PERM 0 **PERM** М R ٧ Ν 5 Purchasing PERM 0 PERM М R V Ν 6 **Equipment Files** ACT + 2 FY 0 ACT + 2 FY М s N V ACT = until end of FY 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 M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) N - No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) **Archival Processing Codes** AY - Academic Year (Aug 1 - July 31) **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).

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Louisiana State Archives-Records Management Page 35 of 97 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmgt@sos.la.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION 066.000 University of Louisiana Monroe / Provost & VP for Academic Affairs / Graduate School X RENEWAL Records REPLACEMENT PAGE **item Retention Period** Archival ADDENDUM PAGE Security **Records Series Title** Number State R Total Remarks ln Vital In Office Storage Retention 1 Student Records **PERM** 0 **PERM** С S Ν ٧ 2 **Graduate Council Minutes** ACT + 10 AY 0 ACT + 10 AY M S Ν ACT = until end of AY year record created or received. 3 Graduate Catalog PERM Р R ٧ PERM 0 Ν 4 Application Materials for Incomplete Applicants 0 ACT + 1 AY С S ACT + 1 AY Ν ACT = until end of AY year record created or received 5 С Application Materials for Denied Applicants ACT + 1 AY 0 ACT + 1 AY S Ν ٧ ACT = until end of AY year record created or received 6 Application Materials for Admitted Applicants who ACT + 1 AY 0 ACT + 1 AY C S Ν ACT = until end of AY year record created or received do not enroll 7 Education Graduates: Degree Plan and Grade **PERM** 0 **PFRM** R ν М Ν Sheet 8 0 ACT + 10 AY M S **Graduate Assistant Records ACT + 10 AY** Ν ACT = until end of AY in which employed **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 FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information 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** 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).

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Louisiana State Archives—Records Management Page 36 of 97 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 Indicate Use of Form recmgt@sqs.la.gov Agency / Division / Section Agency No __ORIGINAL SUBMISSION 066.000 University of Louisiana Monroe / Provost & VP for Academic Affairs / Institutional X RENEWAL **Effectiveness** State Records Center __REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE Archival Security Number **Records Series Title** Total Remarks **In** Vital In Office Storage Retention 1 S Assessment Documentation ACT + 3 AY ACT + 3 AY M Ν ACT = until end of AY in which created or received. 2 Inventory ACT + 2 FY 0 ACT + 2 FY Р S Ν ACT = until end of FY in which created or received. 3 ACT = until end of FY in which employee is no longer M Supervisor Files ACT + 5 CY ACT + 5 CY S Ν with agency. 4 Purchase Order ACT + 3 FY 0 ACT + 3 FY Ρ S Ν ACT = until end of FY in which created or received. 5 Ρ S **IPEDS** Reports ACT + 10 AY n ACT + 10 AY Ν ACT = until end of AY in which created or received. 6 Correspondence - General ACT + 3 CY ٥ ACT + 3 CY Ρ s Ν υ ACT = until end of CY in which created or received. 7 0 Ρ **Board Material** ACT + 5 FY ACT + 5 FY S Ν U ACT = until end of FY in which created or received. 8 ٥ M S U Peterson's Surveys ACT + 3 AY ACT + 3 AY Ν ACT = until end of AY in which created or received. 9 ACT + 3 CY 0 ACT + 3 CY М S Ν U ACT = until end of CY in which created or received. Questionnaire 10 ACT + 5 CY n ACT + 5 CY С S Ν 1 ACT = until end of CY in which created or received. **BoR ACT Student Opinion Survey Security Status Codes State Records Center Permitted Retention Period Abbreviations Agency Abbreviations** Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes IPEDS - Integrated Postsecondary Education Data FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information System N - No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) **BoR - Board of Regents Archival Processing Codes** ACT - American College Testing AY - Academic Year (Aug 1 - July 31) 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

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I = Important

U= Useful

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S - Review by State Archives

O - Other (Specify in Remarks)

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PERM – Permanent (Life of State)

Louisiana State Archives—Records Management

Louisiana State Archives—Records Management									Page 37 of 97
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Number	resolus selles l'ille	In Office	In Storage	Total Retentio	Securi	Security Archival	State F	Vital	Remarks
11	Student Workers	ACT + 5 AY	0	ACT + 5 A	AY M	s	N	ı	ACT = until end of AY in which created or received.
12	U.S. News Surveys	ACT + 3 AY	0	ACT + 3 A	Y M	s	N	υ	ACT = until end of AY in which created or received.
13	Office Inventory	ACT + 3 CY	0	ACT + 3 C	Y P	s	N	ı	ACT = until end of CY in which created or received.
14	Purchases	ACT + 5 CY	0	ACT + 5 C	Y P	S	N	1	ACT = until end of CY in which created or received.
15	Statewide Student Profile System	ACT + 5 AY	0	ACT + 5 A	Y C	s	N	ı	ACT = until end of AY in which created or received.
16	LaPas	ACT + 10 AY	0	ACT + 10	AY P	s	N	ı	ACT = until end of AY in which created or received.
17	Administrative Comp. Survey, CUPA	ACT + 10 AY	0	ACT + 10	AY C	s	N	U	ACT = until end of AY in which created or received.
18	NLU/ULM Fact Book	PERM	0	PERM	Р	R	N	v	
19	SREB State Data Exchange	ACT + 10 AY	0	ACT + 10	AY M	s	N	U	ACT = until end of AY in which created or received.
20	Board of Regents	ACT + 5 AY	0	ACT + 5 A	Y M	S	N	ı	ACT = until end of AY in which created or received.
Permitted Retention Period Abbreviations		1 -			State R	ecords	Center		Agency Abbreviations
ACT – Active Period (when used define term in remarks column)		P – Public Record			Use				LaPas – Louisiana Performance Accountability
FY- Fiscal Year (July 1- June 30)		M – May Contain Confidential Information		Y – Yes N - No				System	
CY – Calendar Year (Jan 1 – Dec 31)		C - Confidential Information							CUPA – College and University Professional Association NLU – Northeast Louisiana University ULM – University of Louisiana Monroe SREB – Southern Regional Education Board
AY – Academic Year (Aug 1 – July 31)						Vital Record Identification Code V= Vital I = Important U= Useful			
FFY Federal Fiscal Year (Oct 1 Sept 30) MO Months WK Week (Mon-Sun) DY Day(s)		A - Transfer to State Archives							
PERM – Permanent (Life of State) LOA – Life of Agency		R - Retain in Agency Archives							
NOTE: Please put an asterisk (*) in the Remarks section for any record		5 - Review by State Archives							
series that contains born-digital or imaged records. Include brief		O - Other (Specify in Remarks)							

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Louisiana State Archives-Records Management Louisiana Secretary of State

Board of Supervisors

NSSE Survey

Permitted Retention Period Abbreviations

FY- Fiscal Year (July 1- June 30)

CY - Calendar Year (Jan 1 - Dec 31)

AY - Academic Year (Aug 1 - July 31)

PERM – Permanent (Life of State)

FFY - Federal Fiscal Year (Oct 1 - Sept 30)

MO - Months WK - Week (Mon-Sun) DY - Day(s)

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Agency No

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Page 38 of 97 Indicate Use of Form recmqt@sos.la.gov _ORIGINAL SUBMISSION University of Louisiana Monroe / Provost & VP for Academic Affairs / Institutional X RENEWAL State Records Center REPLACEMENT PAGE ADDENDUM PAGE **Retention Period** Archival Security **Records Series Title** Total Remarks In Vital In Office Storage Retention ACT + 5 CY 0 ACT + 5 CY М s Ν 1 ACT = until end of CY in which created or received. Facilities Inventory and Utilization ACT + 3 CY 0 ACT + 3 CY Р S Ν 1 ACT = until end of CY in which created or received. University Building and Classroom Р ACT + 3 CY 0 ACT + 3 CY S Ν U ACT = until end of CY in which created or received. ACT + 5 AY 0 ACT + 5 AY М S Ν U ACT = until end of AY in which created or received. **Security Status Codes** State Records Center **Agency Abbreviations** Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes NSSE - National Survey of Student Engagement M - May Contain Confidential Information N - No C - Confidential Information **Archival Processing Codes** Vital Record **Identification Code** A - Transfer to State Archives V= Vital R - Retain in Agency Archives I = Important 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

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		In Office	In Storage	Total Retention	Security	Archival	State Center	Vital	Remarks
1	Correspondence – General	ACT + 3 FY	0	ACT + 3 F	Y M	s	N	υ	ACT = until end of FY in which created or received.
2	Gift Donors	ACT + 3 FY	0	ACT+3F	Y M	s	N	υ	ACT = until end of FY in which created or received.
3	Inventory	ACT + 2 FY	0	ACT + 2 F	ΥP	s	N	ı	ACT = until end of FY in which created or received.
4	Forms, Policies and Procedures	PERM	0	PERM	Р	R	N	V	
5	Supervisor Files	ACT + 5 CY	0	ACT + 5 C	Y M	s	N	ı	ACT = until end of CY in which employee separates from agency.
6	Purchase Orders	ACT + 3 FY	0	ACT + 3 F	Y P	s	N	U	ACT = until end of FY in which created or received.
7	Requisitions/Fiscal Year	ACT + 3 FY	0	ACT+3F	Y P	s	N	U	ACT = until end of FY in which created or received.
8	Annual Reports	ACT + 1 FY	PERM	PERM	P	R	N	٧	ACT = until end of FY in which created or received.
9	Information Services Council	ACT + 5 FY	0	ACT + 5 F	ΥP	s	N	U	ACT = until end of FY in which created or received.
Permitted Retention Period Abbreviations						State Records Center			Agency Abbreviations
ACT - Active Period (when used define term in remarks column)		P - Public Record			Use				
FY- Fiscal Year (July 1- June 30)		M – May Contain Confidential Information			Y – Yes				
CY – Calendar Year (Jan 1 – Dec 31)		C – Confidential Information			N - No				
AY - Academic Year (Aug 1 - July 31)					Vital Record				
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A - Transfer to State Archives			Identification Code 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		5 - Review by State Archives			U= Useful				
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)			o= oseiu	J- OSEIUI			

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