SSARC-932 (09/20)

| Louisiana Se  | ate Archives—Records Management<br>cretary of State<br>ox 94125, Baton Rouge, LA 70804   | Page 40 of 97                            |                |                   |              |           |                      |       |   |
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| Agency No   | Agency / Division / Section  |  | recn           | iqt(@s            | s.la.go      | V         | Indicate Use of Form |       |   |
| 066,000   | AND THE RESERVE OF THE PARTY OF | for Academia Affairs / Office of Online  |                |                   |              |           |                      |       | ORIGINAL SUBMISSION   |
| 000.000   | University of Louisiana Monroe / Provost & VP for Academic Affairs / Office of Online Student Advocacy   |  |                |                   |              |           | မှ                   |       | X_RENEWAL   |
| item  |  |  |                |                   |              |           | Records              |       | REPLACEMENT PAGE  |
| Number  | Records Series Title   | Retention Period                         |                |                   | — ⋛          | i s       | a P                  |       | ADDENDUM PAGE   |
|   |  | In Office                                | in<br>Storage  | Total<br>Retentio | Security     | Archival  | State                | Vital | Remarks   |
| 1   | 1 Board of Regents   |  | PERM           | PERM              | С            | R         | N                    | V     |   |
| 2   | Faculty Files  | ACT + 10 FY                              | 0              | ACT + 10          | FY C         | s         | N                    | 1     | ACT = until end of FY in which employee is no longer with agency. |
| 3   | Supervisor Files   | ACT + 5 FY                               | 0              | ACT + 5 F         | Y M          | s         | N                    | ı     | ACT = until end of FY in which employee is no longer with agency. |
| 4   | Student Records  | PERM                                     | PERM           | PERM              | С            | s         | N                    | v     |   |
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|   | ention Period Abbreviations  | Security Status                          |                |                   | State R      | ecords    | Center               |       | Agency Abbreviations  |
|   | Period (when used define term in remarks column)   | P - Public Reco                          |                |                   | Y – Yes      |           |                      |       |   |
| FY- Fiscal Year (July 1- June 30) CY - Calendar Year (Jan 1 - Dec 31) |  | M – May Contain Confidential Information |                |                   | N - No       |           |                      |       |   |
| AY - Academic   | : Year (Aug 1 – July 31)   | Archival Proce                           | ssing Codes    |                   | Vital Record |           |                      |       |   |
| FFY - Federal   | Fiscal Year (Oct 1 – Sept 30)  | A - Transfer to                          | State Archives |                   | Identific    |           | Code                 |       |   |
| MO Months V   | NK – Week (Mon-Sun) DY - Day(s)  | R – Retain in Ag                         | gency Archives | •                 | V= Vital     |           |                      |       |   |
| PERM - Perma  | anent (Life of State) LOA – Life of Agency   | 5 - Review by State Archives             |                |                   | I = Impo     |           |                      |       |   |
| series that con   | put an asterisk (*) in the Remarks section for any record<br>tains bom-digital or imaged records. Include brief<br>he technology. (Ex. Scanned to OnBase).   | O – Other (Specify in Remarks)           |                |                   |              | J= Useful |                      |       |   |
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1/10/2024

Secretary State, State Archives & Records Services

JAN 2 2 2024 Date Approved

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Louisiana State Archives—Records Management

SSARC-932 (09/20)

|                     |   |  |                |                   |         |                        |          | la.gov                  |       | Indicate Use of Form                                |
|---------------------|---|--|----------------|-------------------|---------|------------------------|----------|-------------------------|-------|---|
| gency No<br>066.000 | Agency / Division / Section University of Louisiana Monroe / Provost & VP for Academic Affairs / Registrar  |  |                |                   |         |                        |          |                         |       | ORIGINAL SUBMISSION                                 |
|                     |   |  |                |                   |         |                        |          | sp                      |       | X_RENEWAL  REPLACEMENT PAGE                         |
| Item                | Records Series Title  | Retention Period                         |                |                   |         | ٠ ا ج                  | <u></u>  | Seco                    |       | ADDENDUM PAGE                                       |
| Number              | Records Series Title  | In Office In Storage                     |                | Total<br>Retentio | n       | security               | Archival | State Records<br>Center | Vital | Remarks   |
| 1                   | Official Transcripts  | PERM                                     | 0              | PERM              | C       | C F                    | ₹        | N                       | ٧     |   |
| 2                   | 2 Admissions Applications & Supporting Credentials ACT + 10 AY 0 A 3 Official Class Rosters PERM 0 4 Official Class Roster Detail & Summary Reports PERM 0 5 Grade Rosters PERM 0 |  |                | ACT + 10 /        | AY C    | -                      | ₹        | N                       | ٧     | ACT = until end of AY in which created or received. |
| 3                   |   |  |                | PERM              |         |                        | ٦        | N                       | ٧     |   |
| 4                   |   |  | 0              | PERM              |         | C R                    | ٦        | N                       | ٧     |   |
| 5                   |   |  | PERM           | (                 | 2       |                        | N        | ٧                       | "     |   |
| 6                   | Graduation List   | PERM                                     | 0              | PERM              | С       | )                      | R        | N                       | ٧     |   |
| 7                   | Degree Certifications   | PERM                                     | 0              | PERM              | (       | ) I                    | R        | N                       | ٧     |   |
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| ermitted Ret        | tention Period Abbreviations  | Security Status                          | Codes          |                   | State I | Recor                  | ds C     | enter                   |       | Agency Abbreviations                                |
| CT - Active F       | Period (when used define term in remarks column)  | P - Public Reco                          | rd             |                   | Use     |                        |          |                         |       |   |
|                     | ar (July 1- June 30)<br>r Year (Jan 1 – Dec 31)   | M – May Contain Confidential Information |                |                   | l       | Y Yes<br>N No          |          |                         |       |   |
| Y – Academi         | c Year (Aug 1 – July 31)  | Archival Processing Codes Vi             |                |                   |         | lecord                 | -        |                         |       |   |
| FY - Federal        | Fiscal Year (Oct 1 – Sept 30)   | A - Transfer to                          | State Archives |                   | Identif |                        | n Ço     | de                      |       |   |
| MO - Months \       | WK – Week (Mon-Sun) DY - Day(s)   | S – Review by State Archives             |                |                   |         | = Vital<br>= Important |          |                         |       |   |
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| eries that con      | put an asterisk (*) in the Remarks section for any record<br>ntains born-digital or imaged records. Include brief<br>the technology. (Ex. Scanned to OnBase).                     | O – Other (Spec                          | U= Us          | etul              |         |                        |          |                         |       |   |

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Louisiana State Archives—Records Management Page 42 of 97 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmqt@sos.la.gov Indicate Use of Form Agency No Agency / Division / Section \_\_ORIGINAL SUBMISSION 066,000 University of Louisiana Monroe / Vice President for Business Affairs X RENEWAL State Records Center \_\_REPLACEMENT PAGE ltem **Retention Period** Archival ADDENDUM PAGE **Records Series Title** Security Number Total ln Remarks Vital In Office Storage Retention 1 Correspondence Files - General ACT + 5 FY 0 ACT + 10 FY М S Ν ACT = until end of FY in which created or received. 2 Board of Supervisors Files ACT + 5 FY 5 FY ACT + 10 FY М S Ν 1 ACT = until end of FY in which created or received. 3 Board of Regents files ACT + 5 FY 5 FY ACT + 10 FY М S Ν 1 ACT = until end of FY in which created or received. 4 Legislative Auditor files PERM 0 PERM Ν V М R 5 Purchase Requisition Files ACT + 5 FY 0 ACT + 5 FY M S N ACT = until end of FY in which created or received. 6 **Project Files** ACT + 5 FY 5 FY ACT + 10 FY М S Ν ı ACT = until end of FY project is completed. 7 Job Search Pre-approval and Justification Forms ACT + 10 FY PERM **PERM** С R Ν 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 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) Vital Record **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 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 Se     | ate Archives—Records Management cretary of State  | Page 43 of 97  |               |             |          |                                 |   |   |                      |
|------------------|---|--|---------------|-------------|----------|---------------------------------|---|---|----------------------|
| Agency No        | ox 94125, Baton Rouge, LA 70804  Agency / Division / Section  | 10   | recm          | (Q)SC       | s.la.go  | <u> </u>                        | Indicate Use of Form                                |   |                      |
| 066.000          | University of Louisiana Monroe / VP for Busines   | ırv  |               | gg          |          | ORIGINAL SUBMISSION X RENEWAL   |   |   |                      |
| 000.000          | Enterprises & Student Services  | ,  |               |             |          | REPLACEMENT PAGE                |   |   |                      |
| ltem             |   | Retention Period   |               |             |          | _                               | Records   |   | ADDENDUM PAGE        |
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| 1                | everage Contract/ Accounting Documents ACT + 2 FY 9 FY ACT + 11 FY  |  | ΥP            | s           | N        | ı                               | ACT = until end of FY in which contract lapses.     |   |                      |
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| 3                | Programs Operation Contracts/ Accounting Documents  |  |               | ΥP          | s        | N                               | ı   | ACT = until end of FY in which contract lapses. |                      |
| 4                | orking Files ACT + 2 FY 9 FY ACT + 11 FY  |  | ΥP            | s           | N        | 1                               | ACT = until end of FY in which created or received. |   |                      |
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| Permitted Ret    | ention Period Abbreviations   |  |               |             |          | cords                           | Center  |   | Agency Abbreviations |
| ACT – Active F   | Period (when used define term in remarks column)  | P – Public Record  |               |             |          |                                 |   |   |                      |
|                  | r (July 1- June 30)   | M – May Contai   |               | Information | N - No   | Y – Yes                         |   |   |                      |
|                  | Year (Jan 1 – Dec 31)   | C - Confidential   |               |             |          |                                 |   |   |                      |
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|                  | Fiscal Year (Oct 1 – Sept 30)   | A – Transfer to  |               |             | V= Vital |                                 |   |   |                      |
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Secretary of State, State Archives & Records Services

JAN 2 2 2024

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| Louisiana Se  | ate Archives—Records Management cretary of State  | Page 44of 97  |               |                   |                |  |                      |       |   |  |
|---|---|---|---------------|-------------------|----------------|--|----------------------|-------|---|--|
| Agency No   | ox 94125, Baton Rouge, LA 70804  Agency / Division / Section                                    |   | recn          | nat@s             | os.la.go       | Y  | Indicate Use of Form |       |   |  |
| 066.000   | University of Louisiana Monroe / VP for Busines Auxiliary Enterprises & Student Services / Book |   |               | <u>«</u>          |                | ORIGINAL SUBMISSION  X_RENEWAL  REPLACEMENT PAGE |                      |       |   |  |
| Item<br>Number  | Records Series Title  | Retention Period  |               |                   |                | <u></u>  | Records              |       | ADDENDUM PAGE                                   |  |
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| 1   | Bookstore Contract/ Accounting Documents  | ACT + 3 FY  | 7 FY          | ACT + 10          | FY P           | s  | N                    | ı     | ACT = until end of FY in which contract lapses. |  |
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|   | ention Period Abbreviations   |   |               |                   |                | cords  | Center               |       | Agency Abbreviations                            |  |
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|   | c Year (Aug 1 – July 31)  | C = Confidential information                                |               |                   | Vital Record   |  |                      | _     |   |  |
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|   | VK – Week (Mon-Sun) DY - Day(s)   |   |               |                   | V= Vital       |  |                      |       |   |  |
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| 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= Usef        | ul   |                      | 141   |   |  |
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JAN 2 2 2024

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Louisiana State Archives-Records Management Page 45 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 University of Louisiana Monroe / VP for Business Affairs / Executive Director for 066.000 X RENEWAL Auxiliary Enterprises & Student Services / Campus Mail & Copy Center 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 Postage Reports ACT + 3 FY 0 ACT + 3 FY Р S N ACT = until end of FY in which created or received. 2 Copy Reports & Requests 0 ACT + 3 FY Р S ACT+3 FY Ν 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 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 46 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 / VP for Business Affairs / Executive Director for X RENEWAL **Auxiliary Enterprises & Student Services / Event Services** Records \_\_REPLACEMENT PAGE Item ADDENDUM PAGE **Retention Period** Archival Security **Records Series Title** State Re Center Number Total Vital Remarks ln In Office Storage Retention 1 s ٧ Invoices ACT + 2 FY ACT + 2 FY M ACT = until end of FY in which audited. 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 **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

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

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SSARC-932 (09/20) Louisiana State Archives—Records Management Page 47 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 / VP for Business Affairs / Executive Director for X RENEWAL Auxiliary Enterprises & Student Services / Environmental Analysis Lab State Records Center -- REPLACEMENT PAGE Item ADDENDUM PAGE Retention Period Security Archival **Records Series Title** Number **Total** Remarks Vital In In Office Storage Retention 1 Purchase Orders ACT + 3 FY Ρ S 0 ACT + 3 FY Ν ACT = until end of FY in which created or received. 2 General Accreditation Files ACT + 10 FY 0 ACT + 10 FY Р S Ν ACT = until end of FY in which created or received. 3 **ACT + 10 FY** 0 Р s Ν Contracts ACT + 10 FY ACT = until end of FY in which contract lapses. 4 Correspondence-Routine ACT + 2 FY 0 ACT + 2 FY Ρ S Ν U ACT = until end of FY in which created or received. 5 ACT = until end of FY schedule superseded or Fee Schedules ACT + 1 FY Р S U 1FY ACT + 2 FY Ν abolished. 6 ٧ Ρ R Ν ACT = until end of FY in which created or received. Forms ACT PERM PERM 7 Ρ ACT + 5 FY S Ν ACT = until end of FY in which created or received. Inventory 0 ACT + 5 FY 1 8 ACT = until end of FY equipment disposed or in **Equipment Information** ACT + 2 FY ACT + 2 FY Р S Ν surplus. 9 Р S Travel ACT + 3 FY 0 ACT + 3 FY Ν U ACT = until end of FY in which created or received. 10 ٧ Accounts Receivable ACT + 1 FY ACT + 1 FY Р S Ν ACT = until end of FY in which audited. **Security Status Codes Agency Abbreviations Permitted Retention Period Abbreviations State Records Center** 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 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

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

LOA - Life of Agency

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

PERM - Permanent (Life of State)

1/10/2024

R - Retain in Agency Archives

S - Review by State Archives

O - Other (Specify in Remarks)

Secretary & State, State Archives & Records Services

V= Vital

J= Useful

I = Important

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**Retention Period** 

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Louisiana State Archives—Records Management Louisiana Secretary of State

Receipts and Statement Cards

Time and Attendance Records

**Records Series Title** 

Agency / Division / Section

Supervisor Files

Analysis Reports

Accounts Payable

Accreditation QA/QC

Detector File

Budget

Invoices

Agency No

066.000

Item

Number

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University of Louisiana Monroe / VP for Business Affairs / Executive Director for

Auxiliary Enterprises & Student Services / Environmental Analysis Lab

SSARC-932 (09/20) Page 48 of 97 Indicate Use of Form \_ORIGINAL SUBMISSION X RENEWAL -REPLACEMENT PAGE ADDENDUM PAGE Remarks Vital ACT = until end of CY in which employee separates from agency. ٧ ACT = until end of FY in which created or received. V ACT = until end of FY in which created or received. 1 ACT = until end of FY in which created or received. ٧ ACT = until end of FY in which audited. V ACT = until end of FY in which created or received.

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|  | ACT - Active P  | eriod (when used define t | P – Public Recor               | Use             |           |            |         |   |   |                      |   |
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|  | CY - Calendar   | Year (Jan 1 – Dec 31)     | C - Confidential               | N - No          |           |            |         |   |   |                      |   |
|  | AY – Academic   | Year (Aug 1 - July 31)    | Archival Processing Codes      |                 |           | Vital Rec  | ord     |   |   |                      |   |
|  | FFY – Federal   | Fiscal Year (Oct 1 - Sept | A – Transfer to State Archives |                 |           | Identifica | ition C | ode                                       |   |                      |   |
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|  | PERM - Perma    | anent (Life of State)     | LOA – Life of Agency           | S - Review by S | I = Impor | tant       |         |   |   |                      |   |
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SSARC-932 (09/20) Louisiana State Archives—Records Management Page 49 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 066.000 University of Louisiana Monroe / VP for Business Affairs / Executive Director for X RENEWAL **Auxiliary Enterprises & Student Services / Food Services** State Records Center REPLACEMENT PAGE ltem ADDENDUM PAGE **Retention Period** Security Archival **Records Series Title** Number Total Remarks In Vital In Office Storage Retention 1 Р Food Services Contracts/ Accounting Documents ACT + 3 FY ACT + 10 FY S 7 FY Ν ACT = until end of FY in which contract lapses. **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 C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) 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

Heather R. Pilcher

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

NOTE: Please put an asterisk (\*) in the Remarks section for any record

1/10/2024

O - Other (Specify in Remarks)

Secretary & State, State Archives & Records Services

U= Useful

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Date Signed