SSARC-932 (09/20)

Louisiana State Archives—Records Management Page 50 of 97 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 Indicate Use of Form recmgt@sos.la.gov 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 / WIDS (Warhawk ID Services) State Records Center \_\_REPLACEMENT PAGE Item \_\_ADDENDUM PAGE Retention Period Archival Security **Records Series Title** Number Total Vital Remarks In In Office Storage Retention 1 Satellite Copier Center Accounts ACT + 3 FY 0 ACT + 3 FY Ν ACT = until end of FY in which created or received. 2 **Equipment Working Files PERM** 0 **PERM** Ρ R N V 3 Р Miscellaneous Working Files 0 ACT + 6 FY S ACT + 6 FY Ν ACT = until end of FY in which created or received. 4 Ledger Cards ACT + 6 FY 0 ACT + 6 FY Р S Ν 1 ACT = until end of FY in which created or received. 5 **ID Replacement Receipts** ACT + 3 FY Ρ S 0 ACT + 3 FY N 1 ACT = until end of FY in which created or received. 6 Ρ Activity Center ID's ACT + 3 FY 0 ACT + 3 FY S Ν U ACT = until end of FY in which created or received. 7 Warhawk Express Working Files ACT + 3 FY 0 ACT + 3 FY Ρ S Ν 1 ACT = until end of FY in which created or received. 8 Ρ Meal Plan Audits ACT + 3 FY O ACT + 3 FY S Ν 1 ACT = until end of FY in which created or received. 9 Meal Plan Cards ACT + 3 FY 0 ACT + 3 FY Р S Ν U 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 ID - Identification 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).

Heather R. Pilcher

Agency Approval

1/10/2024
Date Signed

Secretary of State, State Archives & Records Services

Date Approved

JAN 2 2 2024

Louisiana State Archives—Records Management Louisiana Secretary of State

SSARC-932 (09/20) Page 51 of 97

Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804  recmgt@sos.la.gov									v	Indicate Use of Form	
Agency No	Agency / Division / Section									ORIGINAL SUBMISSION	
066.000	University of Louislana Monroe / VP for Busines Administration / Athletics Business Operations	s Affairs / Assi	stant VP Bu	dget &		<u>8</u>				X_RENEWAL  REPLACEMENT PAGE	
Item Number	Records Series Title	Retention Period				2	<u>a</u>	Records		ADDENDUM PAGE	
Number	Necolus Series Title	In Office	In Storage	Total Retentio	n	Security	Archival	State R	Vital	Remarks	
1	Home Football Game Ticket Reconciliations	ACT + 6 FY	0	ACT + 6 F	Y N	Λ	s	N	ı	ACT = until end of FY in which created or received.	
2	All Sports Game Contracts/ Agreements	ACT + 10 FY	0	ACT + 10	FY N	1	S	N	٧	ACT = until end of FY in which contract lapses.	
3	Football Team Travel Expense Reports	ACT + 6 FY	0	ACT + 6 F	Y	1	s	N	U	ACT = until end of FY in which created or received.	
4	Football Home Game Officials Expense Vouchers	ACT + 3 FY	0	ACT + 3 F	Y	1	s	N	ı	ACT = until end of FY in which created or received.	
5	Baseball Home Game Umpire Payment Vouchers	ACT + 3 FY	0	ACT + 3 F	Υ Λ	1	s	N	ı	ACT = until end of FY in which created or received.	
6	Athletic Department Surveys	ACT + 3 FY	0	ACT + 3 F	Y	1	s	N	U	ACT = until end of FY in which created or received.	
7	Professional Service Contracts/ Agreements	ACT + 10 FY	0	ACT + 10	FY F	•	s	N	ı	ACT = until end of FY in which contract lapses.	
8	Athletic Game Guarantees-Revenues	ACT + 3 FY	0	ACT + 3 F	Y	1	s	N	I	ACT = until end of FY in which created or received.	
9	Athletic Game Guarantees Paid Out-Expenses	ACT + 3 FY	0	ACT + 3 FY		1	s	N	ı	ACT = until end of FY in which created or received.	
10	Administration & Faculty Petty Case Expense Sheet	ACT + 3 FY	0	ACT + 3 FY		1	s	N	L	ACT = until end of FY in which created or received.	
Permitted Ret	tention Period Abbreviations						rds Co	enter		Agency Abbreviations	
ACT – Active F	Period (when used define term in remarks column)	P - Public Reco	ord		Use						
	ar (July 1- June 30) r Year (Jan 1 – Dec 31)	M - May Contain Confidential Information			Y Yes N No						
	c Year (Aug 1 – July 31)				Vital Record						
	Fiscal Year (Oct 1 – Sept 30)				Identif		_	de			
MO – Months WK – Week (Mon-Sun) DY - Day(s)					V= Vital						
PERM - Permanent (Life of State) LOA—Life of Agency					I = Important						
NOTE: Please 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= Useful						

Heather R. Pilcher

1/10/2024

Date Signed

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SSARC-932 (09/20) Page 52 of 97

Agency No	ox 94125, Baton Rouge, LA 70804  Agency / Division / Section							T	_ORIGINAL SUBMISSION	
066.000	University of Louisiana Monroe / VP for Busines Administration / Athletics Business Operations	ss Affairs / Assi	dget &			sp		X_RENEWAL  REPLACEMENT PAGE		
Item Number	Records Series Title	Retention Period					Records		_ADDENDUM PAGE	
		In Office	In Storage	Total Retentio	n 8	Archival	State Re	Z Z	Remarks	
11	Travel Expense Reports – Athletic Director	ACT + 3 FY	0	ACT + 3 F	Y	S	N	U	ACT = until end of FY in which created or received.	
12	Travel Expense Reports (ULMAF) – Athletic Director	ACT + 3 FY	0	ACT + 3 FY		ı s	N	U	ACT = until end of FY in which created or received.	
13	Travel Expense Reports – Men's Track	ACT + 3 FY	0	ACT + 3 FY		S	N	U	ACT = until end of FY in which created or received.	
14	Travel Expense Reports (ULMAF) – Men's Track	ACT + 3 FY	0	ACT + 3 FY		S	N	U	ACT = until end of FY in which created or received.	
15	Grants-in-Aid – Men's Track	ACT + 6 FY	0	ACT + 6 FY		S	N	v	ACT = until end of FY in which grant is closed.	
16	National Letter of Intent – Men's Track	ACT + 6 FY	0	ACT + 6 F	Y	s	N	v	ACT = until end of FY in which created or received.	
17	Medical Records – Athletic Trainer	ACT + 7 FY	0	ACT + 7 F	Y	s	N	V	ACT = until end of FY in which created or received.	
18	Travel Expense Reports – Baseball	ACT + 3 FY	0	ACT+3F	Y	s	N	U	ACT = until end of FY in which created or received.	
19	Travel Expense Reports (ULMAF) - Baseball	ACT + 6 FY	0	ACT + 6 FY		s	N	U	ACT = until end of FY in which created or received.	
20	National Letter of Intent - Baseball	ACT + 6 FY	0	ACT + 6 F	Y N	S	N	V	ACT = until end of FY in which created or received.	
Permitted Ret	ention Period Abbreviations	Security Status Codes Sta				ecord	s Center		Agency Abbreviations	
ACT - Active F	Period (when used define term in remarks column)	P – Public Record								
FY- Fiscal Year (July 1- June 30)		IVI – May Contain Confidential Information			Y – Yes				ULMAF – University of Louisiana Monroe Athletic Foundation	
CY – Calendar Year (Jan 1 – Dec 31)		C - Confidential Information								
AY - Academic Year (Aug 1 - July 31)		Archival Processing Codes V				ecord				
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to State Archives			Identif		Code			
MO – Months 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 = Important					
eries 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)							

Heather R. Pilcher

1/10/2024

Secretary State, State Archives & Records Services

Date Approved

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Louisiana State Archives—Records Management Page 53 of 97 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmqt@sos.la.gov Indicate Use of Form Agency / Division / Section Agency No \_ORIGINAL SUBMISSION 066,000 University of Louisiana Monroe / VP for Business Affairs / Assistant VP Budget & X RENEWAL Administration / Athletics Business Operations State Records Center \_\_REPLACEMENT PAGE Item ADDENDUM PAGE **Retention Period** Archival Security **Records Series Title** Number Total ln Remarks Vital In Office Storage Retention 21 Grants-in-Aid - Baseball ACT + 6 FY 0 ACT + 6 FY S Ν ٧ ACT = until end of FY in which grant is closed. 22 Travel Expenses - Women's Track ACT + 3 FY 0 ACT + 3 FY S Ν M ACT = until end of FY in which created or received. 23 Travel Expenses (ULMAF) - Women's Track ACT + 3 FY 0 ACT + 3 FY М S Ν U ACT = until end of FY in which created or received. 24 s Grants-in-Aid - Women's Track ACT + 6 FY 0 ACT + 6 FY M N ٧ ACT = until end of FY in which grant is closed. 25 National Letter of Intents - Women's Track ACT + 6 FY 0 ACT + 6 FY M S Ν ٧ ACT = until end of FY in which created or received. 26 М S Travel Expenses - Men's Golf ACT + 3 FY 0 ACT + 3 FY Ν ACT = until end of FY in which created or received. 27 Travel Expenses (ULMAF) - Men's Golf 0 s U ACT + 3 FY ACT + 3 FY Ν ACT = until end of FY in which created or received 28 National Letter of Intent – Men's Golf ACT + 6 FY 0 ACT + 6 FY M S Ν ٧ ACT = until end of FY in which created or received. 29 0 ACT + 6 FY s Grants-in-Aid - Men's Golf ACT + 6 FY M Ν ٧ ACT = until end of FY in which grant is closed. 30 Accounts Payable - WBKB, SOC, SB, TN, VB, & 0 ACT + 3 FY ACT + 3 FY S Ν ACT = until end of FY in which audited. **MBKB 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 **ULMAF - University of Louisiana Monroe Athletic** Y - Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) Foundation N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information WBKB - Women's Basketball SOC - Soccer AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record **Identification Code** SB - Softball FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital TN - Tennis MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives VB - Volleyball t = Important PERM - Permanent (Life of State) LOA - Life of Agency S - Review by State Archives MBKB - Men's Basketball

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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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Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION	
066.000	University of Louisiana Monroe / VP for Busines Administration / Athletics Business Operations	onroe / VP for Business Affairs / Assistant VP Budget & Business Operations					cords		X_RENEWAL REPLACEMENT PAGE	
Item Number	Records Series Title	R		्र ह	- An		ADDENDUM PAGE			
		In Office	In Storage	Total Retention	n Ž	Archival	State Re	Vital	Remarks	
31	Accounts Payable (ULMAF) – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 3 FY	0	ACT + 3 F	Y M	s	N	v	ACT = until end of FY in which audited.	
32	Contracts & Confirmation Letters – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 10 FY	0	ACT + 10 F	FY M	s	N	ı	ACT = until end of FY in which contract lapses.	
33	Inventory/ Property Control – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 3 FY	0	ACT + 3 F	Y P	s	N	ι	ACT = until end of FY in which created or received.	
34	NCAA Special Assistance Programs – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 6 FY	0	ACT + 6 F	Y	s	N	v	ACT = until end of FY in which created or received.	
35	Petty Cash Expenses – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 3 FY	0	ACT + 3 F	Y	s	N	v	ACT = until end of FY in which audited.	
36	Post Office Information – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 3 FY	0	ACT+3F	Y P	s	N	U	ACT = until end of FY in which created or received.	
37	Graphic Services Requisitions – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 3 FY	0	ACT + 3 F	Y P	s	N	U	ACT = until end of FY in which created or received.	
38	Travel Advance & Expense Reports – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 3 FY	0	ACT + 3 F	Y M	s	N	٧	ACT = until end of FY in which audited.	
39	Vehicle Requests – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 3 FY	0	ACT + 3 F	Y P	s	N	U	ACT = until end of FY in which created or received.	
40	Grants-in-Aid – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 6 FY	0	ACT + 6 F	Y M	s	N	٧	ACT ≈ until end of FY in which grant is closed.	
Permitted Ref	tention Period Abbreviations					ecord	Center		Agency Abbreviations	
ACT – Active I	Period (when used define term in remarks column)	P – Public Reco	ord		Use				IN SAAP III-iiaia	
FY- Fiscal Yea	ar (July 1- June 30)	M - May Contain Confidential Information			Y – Yes	i			ULMAF – University of Louisiana Monroe Athletic Foundation	
CY - Calendar Year (Jan 1 - Dec 31)		C - Confidentia	Information		N - No				WBKB – Women's Basketball	
AY – Academic Year (Aug 1 – July 31)					Vital R				SOC - Soccer	
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A - Transfer to State Archives			Identifi		Code		SB – Softball	
MO – Months WK – Week (Mon-Sun) DY - Day(s)		R - Retain in Agency Archives			V= Vita				TN – Tenπis VB – Volleyball	
PERM – Perm	nanent (Life of State) LOA – Life of Agency	S - Review by S	State Archives		I = Imp				MBKB – Men's Basketbali	
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SSARC-932 (09/20)

Page 54 of 97

SSARC-932 (09/20) Louisiana State Archives—Records Management Page 55 of 97 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 / VP for Business Affairs / Assistant VP Budget & X RENEWAL **Administration / Athletics Business Operations** Records REPLACEMENT PAGE item ADDENDUM PAGE **Retention Period** Archival **Records Series Title** Number State R Total Remarks In Vital In Office **Storage** Retention 41 National Letter of Intent - WBKB, SOC, SB, TN, ACT + 6 FY ACT + 6 FY M S ٧ 0 Ν ACT = until end of FY in which created or received. VB. & MBKB 42 ACT + 6 FY V Spreadsheet for Scholarships 0 ACT + 6 FY М S Ν ACT = until end of FY in which created or received. 43 Grants-in-Aid - Football ACT + 6 FY 0 ACT + 6 FY M S Ν ٧ ACT = until end of FY in which grant is closed. 44 М S ٧ National Letter of Intent - Football ACT + 6 FY 0 ACT + 6 FY Ν ACT = until end of FY in which created or received. 45 **ULMAF** Accounts Payable (other) ACT + 3 FY 0 ACT + 3 FY M S Ν ٧ ACT = until end of FY in which audited. 46 М ٧ ACT + 3 FY 0 ACT + 3 FY S Ν Football Recruiting and Travel Expenses ACT = until end of FY in which audited. **Security Status Codes State Records Center** Permitted Retention Period Abbreviations Agency Abbreviations Use P - Public Record ACT - Active Period (when used define term in remarks column) Y - Yes **ULMAF – University of Louisiana Monroe Athletic** FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information Foundation N - No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) WBKB - Women's Basketball Vital Record SOC - Soccer AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes Identification Code** SB - Softball FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives TN ~ Tennis V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives VB - Volleyball I = Important PERM - Permanent (Life of State) LOA - Life of Agency S - Review by State Archives MBKB - Men's Basketball U= Useful NOTE: Please put an asterisk (\*) in the Remarks section for any record O - Other (Specify in Remarks)

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SSARC-932 (09/20)

Louisiana Se	ate Archives—Records Management ecretary of State								Page 56 of 97
Agency No	Box 94125, Baton Rouge, LA 70804 Agency / Division / Section				recmo	at@so	os.la.go	<u>v</u>	Indicate Use of Form
066.000	University of Louisiana Monroe / VP for Busine Administration / Budget Office	ss Affairs / Ass			<u>s</u>		ORIGINAL SUBMISSION  X_RENEWAL REPLACEMENT PAGE		
Item Number	Records Series Title	R		- <del></del>	Secord		ADDENDUM PAGE		
Number	Records Series Title	In Office In Storage		Total Retentio	Security	Archiv	Archival State Records Center	Vital	Remarks
1	Correspondence Files – General	ACT + 5 FY	0	ACT +5 F	Y M	s	N	ı	ACT = until end of FY in which created or received.
2	Budget Work Papers	ACT + 10 FY	PERM	PERM	М	R	N	٧	ACT = until end of FY in which created or received.
3	Fiscal Year Completed Budgets with Working Documents	PERM	0	PERM	М	R	N	٧	
4	Other University of Louisiana System Budgets	PERM	0	PERM	Р	R	N	٧	
5	Payroll Action Forms	ACT + 2 FY	3 FY	ACT + 5F	Y C	s	N	ſ	ACT = until end of FY in which created or received.
6	Fiscal Year-End Reports and Financial Statements	PERM	0	PERM	Р	R	N	٧	
	tention Period Abbreviations	Security Status		71 T	State Red	cords	Center		Agency Abbreviations
FY- Fiscal Yea	ACT – Active Period (when used define term in remarks column)  FY- Fiscal Year (July 1- June 30)  CY – Calendar Year (Jan 1 – Dec 31)		P - Public Record  M - May Contain Confidential Information  C - Confidential Information						
AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30)		Archival Proce	Vital Rec Identifica		Code				
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).		S – Review by State Archives			l = Impor U= Usefu				
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1/10/2024

Secretary of State, State Archives & Records Services

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**Records Retention Schedule** SSARC-932 (09/20) Page 57 of 97

gency No	lox 94125, Baton Rouge, LA 70804 Agency / Division / Section	100	1130102	sos.la.g	Ť	Indicate Use of FormORIGINAL SUBMISSION			
066.000	University of Louisiana Monroe / VP for Busines	usiness Affairs / Controller / Accounts Payabl					s.		X_RENEWAL
Item Number	Records Series Title	Retention Period				<u>.</u>	Record		REPLACEMENT PAGEADDENDUM PAGE
(tumber	TROUGHO GOTTO TIME	In Office	In Storage	Total Retentio	n (	Security	State Records	Vital	Remarks
1	Purchase Orders	ACT + 2 FY	3 FY	ACT + 5 F	Y	1 8	N	U	ACT = until end of FY in which created or received.
2	Travel Reimbursement Files	ACT + 2 FY	3 FY	ACT + 5 F	Y	1 8	N	U	ACT = until end of FY in which created or received.
3	1099's & Worksheets	ACT + 2 FY	PERM	PERM	(	; F	N	v	ACT = until end of FY in which created or received.
ermitted Ret	ention Period Abbreviations	Security Status	Codes		State	Record	ls Center		Agency Abbreviations
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)		P – Public Record  M – May Contain Confidential Information  C – Confidential Information  Archival Processing Codes				s ecord	d on Code		Agency Absternations
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Louisiana State Archives—Records Management Page 58 of 97 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmat@sas.la.gov Indicate Use of Form Agency / Division / Section Agency No \_\_ORIGINAL SUBMISSION 066,000 University of Louisiana Monroe / VP for Business Affairs / Controller / General X RENEWAL Accounting 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 **Bank Reconciliations** ACT + 5 FY М s ٧ ACT + 2 FY 3 FY Ν ACT = until end of FY in which audited. 2 **Unclaimed Property Report** ACT + 2 FY 3 FY ACT + 5 FY M S Ν ACT = until end of FY in which audited. 3 Investment and Banking Documents ACT + 5 FY 10 FY ACT = 15 FY С s Ν ACT = until end of FY 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) 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 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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**Retention Period** 

In

Storage

Louisiana State Archives—Records Management Louisiana Secretary of State

**Records Series Title** 

Agency No

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Item

Number

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In Office

University of Louisiana Monroe / VP for Business Affairs / Controller / Student Accounts

SSARC-932 (09/20) Page 59. of 97 Indicate Use of Form \_\_ORIGINAL SUBMISSION X\_RENEWAL State Records Center \_\_REPLACEMENT PAGE \_\_ADDENDUM PAGE Remarks Vital

	ACT + 1 FY	3 FY	ACT + 4 F	YC	s	N	U	ACT = until end of FY in which created or received.
	ACT + 1 FY	3 FY	ACT + 4 F	Y C	S	N	U	ACT = until end of FY in which created or received.
	ACT + 2 FY	PERM	PERM	С	R	N	v	ACT = until end of FY in which created or received.
	ACT + 2 FY	PERM	PERM	С	R	N	v	ACT = until end of FY in which created or received.
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quest	ACT + 7 FY	0	ACT + 7 F	Y C	S	N	U	ACT = until end of FY in which created or received.
	Security Status Codes			State Re	cords	Center		Agency Abbreviations
column)	P - Public Reco	Use						
	M – May Contain Confidential Information			Y – Yes				
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	A - Transfer to State Archives			Identification Code				
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1/10/2024

Date Signed

Secretary of State, State Archives & Records Services

Security

Total

Retention

Archival

Agency Approval