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Louisiana State Archives—Records Management Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804

Agency No	x 94125, Baton Rouge, LA 70804 reci							sos.la.gov		Indicate Use of Form
066.000	University of Louisiana Monroe / VP for Busines	ss Affairs / Con	troller / Stud	ent Accoun	ts					_ORIGINAL SUBMISSION X RENEWAL
								rds		REPLACEMENT PAGE
Item	Records Series Title	R	etention Per	iod		Z	<u>_</u>	teco		ADDENDUM PAGE
Number	Records Series Tille	In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
11	Manual Adjustment	ACT + 2 FY	PERM	PERM		м	R	N	v	ACT = until end of FY in which created or received.
12	Third Party Billing Reconciliations	ACT + 1 FY	2 FY	ACT + 3 F	Y	м	s	N	υ	ACT = until end of FY in which created or received.
13	Banner Rate Tables	ACT + 5 FY	0	ACT + 5 F	Ŷ	м	S	N	υ	ACT = until end of FY in which created or received.
14	Refund Check Registers	ACT + 5 FY	0	ACT + 5 F	Υ	м	s	N	υ	ACT = until end of FY in which created or received.
15	SIS Balance	ACT + 5 FY	0	ACT + 5 FY		с	s	N	U	ACT = until end of FY in which created or received.
16	1098T – Tax	ACT + 5 FY	0	ACT + 5 F	Y	с	s	N	U	ACT = until end of FY in which created or received.
17	Outstanding Debt	ACT + 5 FY	0	ACT + 5 FY		с	s	N	U	ACT = until end of FY in which created or received.
18	Check Register	ACT + 5 FY	0	ACT + 5 F	۲	м	s	N	U	ACT = until end of FY in which created or received.
19	Check Register Outstanding Debt	ACT + 5 FY	0	ACT + 5 F	Υ	с	s	N	υ	ACT = until end of FY in which created or received.
20	Hurricane Katrina Special Circumstances	ACT + 1 FY	PERM	PERM		с	R	N	v	ACT = until end of FY in which created or received.
Permitted Ret	ention Period Abbreviations	Security Status	s Codes			Rec	ords (Center		Agency Abbreviations
CT – Active F	Period (when used define term in remarks column)	P – Public Reco	ord		Use					SID Student lefermation Statem
	r (July 1- June 30)	M – May Contai		Information	Y - Y N - N	Y – Yes				SIS – Student Information System
CY – Calendar Year (Jan 1 – Dec 31)		C – Confidentia			<u> </u>					
AY – Academic Year (Aug 1 – July 31)		Archival Proce	•			Reco	ord lion C	ode		
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to			V=V			040		
	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in Ag				I = Important				
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Heather R. Pilcher

1/10/2024

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Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

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Agency No	Agency / Division / Section									ORIGINAL SUBMISSION	
066.000	University of Louisiana Monroe / VP for Busines	s Affairs / Cont	troller / Stud	ent Accoun	ts					X_RENEWAL	
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Number	Records Genes The	In Office	In Storage	Total Retention	n	Security	Archival	State Records Center	Vital	Remarks	
21	Quarterly Debt (AR) Reports	ACT + 1 FY	PERM	PERM		с	R	N	v	ACT = until end of FY in which created or received.	
22	Appeals Payment Information Files	ACT + 1 FY	PERM	PERM		с	R	N	v	ACT = until end of FY in which created or received.	
23	Third Party Invoices and Waivers Files	ACT + 1 FY	PERM	PERM		с	R	N	v	ACT = until end of FY in which created or received.	
24	Third Party Billing Files	ACT + 1 FY	PERM	PERM		с	R	N	v	ACT = until end of FY in which created or received.	
Permitted Rete	ention Period Abbreviations	Security Status	Codes			Rec	ords (Center		Agency Abbreviations	
ACT – Active P	eriod (when used define term in remarks column)	P – Public Reco	rd		Use						
FY- Fiscal Year	r (July 1- June 30)	M - May Contai	n Confidential	Information	Y – Y					AR – Accounts Receivable	
CY - Calendar	Year (Jan 1 – Dec 31)	C – Confidential	Information		N - N	0					
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Financial Statements	ACT + 10 FY	PERM	PERM		Ρ	R	N	v	ACT = until end of FY in which created or received.	
Work Papers for Financial Statements	ACT + 10 FY	PERM	PERM		м	R	N	v	ACT = until end of FY in which created or received.	
Miscellaneous Scholarship Receivables Reconciliation Reports	ACT + 2 FY	3 FY	ACT + 5 F	Ŷ	м	s	N	υ	ACT = until end of FY in which created or received.	
Scholarship Receivables Reconciliation Reports	ACT + 2 FY	3 FY	ACT + 5 F	Y	м	s	N	U	ACT = until end of FY in which created or received.	
All Scholarship Reconciliation Reports	ACT + 2 FY	3 FY	ACT + 5 F	Ŷ	м	S	N	υ	ACT = until end of FY in which created or received.	
Bank Reconciliation Reports	ACT + 2 FY	3 FY	ACT + 5 F	Υ	м	s	N	v	ACT = until end of FY in which audited.	
Unclaimed Property Reports	ACT + 2 FY	3 FY	ACT + 5 FY		м	s	N	I	ACT = until end of FY in which created or received.	
Accounts Receivable Sub-Ledgers Reports	ACT + 2 FY	3 FY	ACT + 5 F	۲ ۰	м	s	N	I	ACT = until end of FY in which created or received.	
Banner A/R Reconciliation Reports	ACT + 5 FY	0	ACT + 5 F	Y	м	s	N	V	ACT = until end of FY in which audited.	
Banner Student Payable Reconciliation Reports	ACT + 5 FY	0	ACT + 5 F	Y	м	s	N	v	ACT = until end of FY in which audited.	
ention Period Abbreviations	Security Status	s Codes			Rec	ords (Center		Agency Abbreviations	
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		In Office	In Storage	Total Retentio	Security	Archival	State R Center	Vital	Remarks
11	Banner Unapplied Cash and Financial Aid Files	ACT + 2 FY	3 FY	ACT + 5 F	Y C	S	N	υ	ACT = until end of FY in which created or received.
12	Return Checking Working Files	ACT + 2 FY	3 FY	ACT + 5 F	Y C	S	N	U	ACT = until end of FY in which created or received.
13	Graduate Assistant Waivers Receivable Reconciliation Reports	ACT + 2 FY	3 FY	ACT + 5 F	Y C	s	N	U	ACT = until end of FY in which created or received.
Permitted Ret	ention Period Abbreviations	Security Status	s Codes		State Re	cords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Reco	rd		Use Y – Yes				
	r (July 1- June 30)	M – May Contai		nformation	N - No				
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FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to S			V= Vital		oue		
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NBD 060 Report	ACT + 1 FY	4 FY	ACT + 5 FY	с	s	N	υ	ACT = until end of FY in which created or received.			
EOM (End of the Month) Report	ACT + 1 FY	4 FY	ACT + 5 F	rм	s	N	υ	ACT = until end of FY in which created or received.			
LMS Mid-Month & End of Month Report	ACT + 1 FY	4 FY	ACT + 5 F	r c	s	N	υ	ACT = until end of FY in which created or received.			
HPSL – Total Cancellations Report	ACT + 1 FY	4 FY	ACT + 5 F	r c	s	N	υ	ACT = until end of FY in which created or received.			
NDSL Total Cancellations Report	ACT + 1 FY	4 FY	ACT + 5 F	r c	s	N	υ	ACT = until end of FY in which created or received.			
EOF (End of Year) Report	PERM	0	PERM	м	R	N	v				
Discrepancy List Report	ACT + 5 FY	0	ACT + 5 F	r м	s	N	v	ACT = until end of FY in which created or received.			
LMS Paid in Full Files	ACT + 1 FY	4 FY	ACT + 5 F	r c	s	N	υ	ACT = until end of FY in which created or received.			
Federal Loans Outstanding	ACT + 1 FY	4 FY	ACT + 5 F	r м	s	N	υ	PERM until paid in full or transferred.			
Federal Government NDSL Report	ACT + 2 FY	4 FY	ACT + 5 F	r c	s	N	υ	ACT = until end of FY in which created or received.			
ention Period Abbreviations	Security Status	Codes			cords	Center		Agency Abbreviations			
Period (when used define term in remarks column)	P – Public Reco	P - Public Record									
r (July 1- June 30)	M – May Contai	M – May Contain Confidential Information						NBD 060 – Next Business Day – report that include loan balances, activity, and cohort rates			
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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).

Heather R. Pilcher

1/10/2024 Date Signed

Archival Processing Codes

A - Transfer to State Archives

R – Retain in Agency Archives

S - Review by State Archives

O - Other (Specify in Remarks)

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Secretary of State, State Archives & Records Services

Vital Record

I = Important

U= Useful

V= Vital

Identification Code

Date Approved

LMS - Loan Management System

EOF - End of Year

NDSL – National Direct Student Loan

HPSL – Health Professional Student Loans

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Heather R. Pilcher

1/10/2024

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SSARC-932 (09/20) Louisiana State Archives-Records Management Page 66 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 / Controller / Grants & X RENEWAL Contracts 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 Grant Folders s ACT + 6 CY 0 ACT + 6 CY Μ Ν 1 ACT = until end of CY in which grant is closed out. 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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Louisiana State Archives—Records Management
Louisiana Secretary of State
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Heather R. Pilcher

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Louisiana State Archives-Records Management Louisiana Secretary of State

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