Louisiana State Archives—Records Management

Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmgt@sos.la.gov

SSARC-932 (09/20) Page 90 of 97 Indicate Use of Form

Agency No	Agency / Division / Section								ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / VP for Studen	Affairs / Career & Student Development			nt		State Records Center		X_RENEWALREPLACEMENT PAGEADDENDUM PAGE
Item Number	Records Series Title	Retention Period			<u>*</u>	<u></u>			
	Necolus Selles fille	In Office	In Storage	Total Retention	Security	Archival	State F Center	Vital	Remarks
1	Career Days	ACT + 3 CY	0	ACT+3C	Y M	s	N	ı	ACT = until end of CY in which created or received.
2	Credentials/ Resumes	ACT + 3 CY	0	ACT + 3 C	Y M	S	N	ı	ACT = until end of CY in which created or received.
3	Employee Interview Sign-Up Forms	ACT + 3 CY	0	ACT + 3 C	Y M	s	N	ı	ACT = until end of CY in which created or received.
4	Correspondence – General	ACT+3CY	0	ACT + 3 C	Y M	s	N	ı	ACT = until end of CY in which created or received.
5	Surveys	PERM	0	PERM	Р	R	N	٧	Graduation, Career Fair
6	CAB, Spirit Groups and SGA Budget	PERM	0	PERM	Р	R	N	V	
7	CAB, Spirit Groups and SGA Minutes	PERM	0	PERM	Р	R	N	v	
8	CAB, Spirit Groups and SGA Constitution	PERM	0	PERM	Р	R	N	٧	
						\vdash			
Permitted Re	etention Period Abbreviations	Security Status	s Codes		State Re	cords	Center		Agency Abbreviations
ACT – Active Period (when used define term in remarks column)		P - Public Record			Use	Y – Yes			CAB – Campus Activities Board
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				SGA – Student Government Association
AY - Academic Year (Aug 1 - July 31)						Vital Record Identification Code V= Vital I = Important			
FFY - Federal Fiscal Year (Oct 1 - Sept 30)		A - Transfer to State Archives							
MO - Months WK - Week (Mon-Sun) DY - Day(s)		R - Retain in Agency Archives							
PERM – Permanent (Life of State) LOA – Life of Agency		3 - Review by State Archives							
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 (Spe	Other (Specify in Remarks)			ıl			

Heather R. Pilcher

Agency Approval

1/10/2024

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Records Retention Sc

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Agency No	Agency / Division / Section									_ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / VP for Studen	ent Affairs / Recreational Services						w		X_RENEWAL
Item Number								ecords		REPLACEMENT PAGE
	Records Series Title	Retention Period				ا چ	val	8 7 E		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security	Archival	State Ro	Vital	Remarks
1	Payroll	ACT + 1 CY	4 FY	ACT + 5 C	Y	м	s	N	U	ACT = until end of CY in which created or received
2	Bookstore Orders	ACT + 1 FY	2 FY	ACT + 3 F	Y	Р	s	N	U	ACT = until end of FY in which created or received.
3	Check Requests	ACT + 1 FY	2 FY	ACT + 3 F	Y 1	м	s	N	υ	ACT = until end of FY in which created or received.
4	Deposits	ACT + 1 FY	2 FY	ACT + 3 F	Y	Р	s	N	υ	ACT = until end of FY in which created or received.
5	Interdepartmental Requests	ACT + 1 FY	2 FY	ACT + 3 F	Y	Р	s	N	U	ACT = until end of FY in which created or received
6	Purchase Requisitions	ACT + 1 FY	2 FY	ACT + 3 F	Y	P	s	N	U	ACT = until end of FY in which created or received
7	Purchase Orders	ACT + 1 FY	2 FY	ACT + 3 F	Υ	P	S	N	U	ACT = until end of FY in which created or received
8	Travel Documents	ACT + 2 FY	2 FY	ACT + 4 F	Y	м	s	N	U	ACT = until end of FY in which created or received
9	Supervisor Files	ACT + 1 FY	4 CY	ACT + 5 C	Y I	М	s	N	1	ACT = until end of CY in which employee separate from agency.
10	Facility Rental Documents	ACT + 2 FY	2 FY	ACT + 4 F	Υ	Р	s	N	U	ACT = until end of FY rental period expires or is terminated.
Permitted Ret	ention Period Abbreviations	Security Status	Codes			Rec	ords (enter	- 2	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 - Italisier to State Archives			Identification Code					
MO ~ Months WK – Week (Mon-Sun) DY - Day(s)		R - Retain in Agency Archives			V= Vital					
PERM – Permanent (Life of State) LOA—Life of Agency		3 - Review by State Archives				I = Important				
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)			U= Us	U= Useful				

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Louisiana State Archives—Records Management

Louisiana Secretary of State

1/10/2024

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Secretary State, State Archives & Records Services

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Louisiana State Archives—Records Management Page 92 of 97 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmgt@sqs.la.qov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION 066.000 University of Louisiana Monroe / VP for Student Affairs / Recreational Services X RENEWAL State Records Center __REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE Security Archival **Records Series Title** Number Total In Remarks Vital In Office Storage Retention 11 **Property Control Inventory Records** ACT + 2 FY 2 FY ACT + 4 FY Р S Ν ACT = until end of FY in which created or received. 12 Injury and Accident Reports ACT + 4 FY 2 FY ACT + 6 FY С S Ν U ACT = until end of FY in which created or received. 13 Police Reports ACT + 2 FY 2 FY ACT + 4 FY С S Ν U ACT = until end of FY in which created or received. 14 Telephone Logs ACT 1 FY ACT + 1 FY М S U Ν ACT = until end of FY in which created or received. 15 **Departmental Annual Reports PFRM** 0 Р V **PERM** R N 16 Blue Prints/ Floor Plans **PERM** 0 С R V PERM Ν 17 Disciplinary File **PERM** 0 С V 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 [= 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)

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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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SSARC-932 (09/20)

Records Retention Schedule SSARC-932 (09/20) Louisiana State Archives—Records Management Page 93 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 066.000 University of Louisiana Monroe / VP for Student Affairs / Residential Housing SUBMISSION X RENEWAL Records Item **Retention Period** REPLACEMENT PAGE **Records Series Title** Number Archival Security ADDENDUM PAGE State Re Center **Total** Remarks In In Office Storage Retention 1 **Housing Assignment Records** ACT + 3 FY 5 FY ACT + 8 FY М S Ν ACT = until end of FY in which created or received. 2 **Vendor Payment Records** ٧ PERM 0 **PERM** Ρ R Ν 3 Housing Student Judicial 0 С ٧ **PERM PERM** R Ν 4 **PERM** 0 **PERM** С R ٧ Budget Ν 5 М ٧ **Vendor Contracts PERM** 0 **PERM** R Ν 6 **Rental of Guest Suites** PERM 0 **PERM** М R ٧ 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 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

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

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066.000	University of Louisiana Monroe / VP for Student Affair Accommodations Center	nt Affairs / Self-Development, Counseling & Special				'al	State Records Center		X_RENEWALREPLACEMENT PAGEADDENDUM PAGE
ltem Number	Records Series Title	Retention Period							
		In Office	In Storage	Total Retentio	Security	Archival	State Ro	Vital	Remarks
1	Accounts Payable/Receivables	ACT + 3 FY	,0	ACT + 3 F	Y M	S	N	V	ACT = until end of FY in which audited.
2	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.
3	Client Correspondence	ACT + 3 FY	0	ACT + 3 F	Y C	S	N	U	ACT = until end of FY in which created or received. Each counselor has a correspondence file.
4	Elevator Request Form	ACT + 3 FY	0	ACT + 3 F	Y C	s	N	U	ACT = until end of FY in which created or received. Form has disability information related to student requiring elevator access.
5	Client Folders	ACT + 5 FY	5 FY	ACT + 10 I	Y C	s	N	I	ACT = until end of FY in which no longer a client.
6	Special Needs Folders	ACT + 5 FY	5 FY	ACT + 10 I	Y C	s	N	ı	ACT = until end of FY in which created or received.
7	Fire and Safety Drill Reports	ACT + 3 FY	0	ACT + 3 F	ΥP	S	N	U	ACT = until end of FY in which created or received.
8	Property Control Inventory Reports	ACT + 3 FY	0	ACT + 3 F	Y P	S	N	ı	ACT = until end of FY in which created or received.
						1			
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column)		P – Public Record			State Re Use Y - Yes	cords	Center		Agency Abbreviations
FY- Fiscal Year (July 1- June 30)		M - May Contain Confidential Information			N - No				
CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31)		C – Confidential Information			Vital Re	cord			
FFY – Federal Fiscal Year (Oct 1 – Sept 30)					Identific		ode		
MO - Months WK - Week (Mon-Sun) DY - Day(s)					V= Vital				
PERM – Permanent (Life of State) LOA – Life of Agency		S – Review by State Archives			I = Impo	rtant			
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)			U= Usef	اد			

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Louisiana State Archives—Records Management Louisiana Secretary of State

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Indicate Use of Form Agency / Division / Section Agency No ORIGINAL SUBMISSION University of Louisiana Monroe / VP for Student Affairs / Student Advocacy & 066.000 __RENEWAL Accountability Records REPLACEMENT PAGE ltem X ADDENDUM PAGE Retention Period Security Archival State Re Center **Records Series Title** Number Total Remarks In Vital In Office Storage Retention 1 Healthcare Professional Students-ACT + 2 CY 28 CY ACT + 30 CY M s Ν ACT = until end of CY in which created or received. Immunization Compliance Records 2 **Employee Incident and Accident Reports** ACT + 2 CY 28 CY ACT + 30 CY Ν S Ν U ACT = until end of CY in which created or received. 3 Student Clinical Records ACT + 5 CY 5 CY ACT + 10 CY С s Ν ACT = until end of CY in which created or received. 4 Physician Standing Orders ACT + 1 CY PERM PERM С R Ν V ACT = until end of CY in which created or received. 5 Purchasing/Receiving Orders/Requisitions ACT + 3 FY 0 S U ACT + 3 FY M Ν ACT = until end of FY in which created or received. 6 Policy and Procedure Manual ACT + 1 CY Р R PERM **PERM** N ٧ ACT = Until end of CY in which suspended. 7 Clinic Daily Reports-Credit Card, Warhawk ACT + 1 CY 4 CY ACT + 5 CY Ρ S Ν U ACT = until end of CY in which created or received. Express, and Cash Receipts 8 Clinic Monthly Reports - Monthly Statistical ACT + 1 CY 4 CY ACT + 5 CY M s Ν U ACT = until end of CY in which created or received. Records and STD Reports 9 Р Memos ACT + 1 MO 0 ACT + 1 MO S Ν U ACT = until end of CY in which created or received. 10 С U Stock Drug Usage Record ACT + 5 FY ACT + 5 FY Ν ACT = until end of FY in which created or received. **Security Status Codes** Permitted Retention Period Abbreviations 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 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 96 of 97 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 Indicate Use of Form recmat@sos.la.gov Agency / Division / Section Agency No ORIGINAL SUBMISSION 066.000 University of Louisiana Monroe / VP for Student Affairs / Student Advocacy & RENEWAL **Accountability** Records REPLACEMENT PAGE **Item** X ADDENDUM PAGE **Retention Period Archival** Security **Records Series Title** State Re Center Number Total Remarks ln In Office Storage Retention 11 Time/ Attendance/ Vacation Records ACT + 5 FY 0 ACT + 5 FY M S Ν ACT = until end of FY in which supervision ends. 12 Student Health Services/ Immunization Clinic ACT + 3CY0 ACT + 3 CY Ρ S Ν ACT = until end of CY in which created or received. Inventory 13 Proof of Immunization Compliance Forms ACT + 1 CY 9 CY ACT + 10 CY С S U ACT = until end of CY in which created or received. Ν 14 С Laboratory Records -- Controls, Temperature, Etc. ACT + 5 CY 0 ACT + 5 CY s Ν ACT = until end of CY in which created or received. 15 Fiscal Year Files ACT + 5 FY 0 ACT + 5 FY М S Ν ACT = until end of FY in which created or received. 16 С Serious Cases ACT + 15 CY 0 ACT + 15 CY S Ν ٧ ACT = until end of CY in which created or received. 17 ACT + 7 FY С S ٧ Disciplinary Files 0 ACT + 7 FY Ν ACT = until end of FY in which matter is resolved. **Security Status Codes Permitted Retention Period Abbreviations** 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) 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 LOA - Life of Agency PERM - Permanent (Life of State) 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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Retention Period

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M - May Contain Confidential Information

Louisiana State Archives—Records Management Louisiana Secretary of State

Reports of Incidents

Uniform Crime Reports

Police Dispatch Logs

Accounts Payable

Vehicle Registration

Parking Citation Files

ACT - Active Period (when used define term in remarks column)

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)

Agency Approval

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

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

Agency No

066.000

Item

Number

1

2

3

4

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10

Agency / Division / Section

Records Series Title

Security Reports (Building/ Campus Safety)

Timesheets, Leave Reports, Overtime

Personnel Records (Departmental Copy)

Parking/ Traffic Financial Control Forms

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In Office

ACT + 2 CY

ACT + 3 CY

PFRM

ACT + 5 CY

ACT + 2 CY

ACT + 3 CY

PERM

ACT + 5 CY

ACT + 1 CY

ACT + 3 CY

P - Public Record

Security Status Codes

C - Confidential Information

Archival Processing Codes

A - Transfer to State Archives

R - Retain in Agency Archives

S - Review by State Archives

O - Other (Specify in Remarks)

University of Louisiana Monroe / Vice President for Student Affairs / University Police

SSARC-932 (09/20) Page 97 of 97 Indicate Use of Form ORIGINAL SUBMISSION X RENEWAL State Records Center REPLACEMENT PAGE __ADDENDUM PAGE Remarks Vital Ν ACT = until end of CY in which created or received. Ν ACT = until end of CY in which created or received. V Ν Ν ACT = until end of CY in which no longer employed. Ν ACT = until end of CY in which created or received. Ν ACT = until end of CY in which created or received. ٧ Ν V Ν ACT = until end of CY in which audited. Ν ACT = until end of CY in which registration expires. ACT = until end of CY in which created or received. **State Records Center Agency Abbreviations** Identification Code

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/	N N N

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

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

LOA - Life of Agency

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Archival

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Security

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Vital Record

I = Important

Use

Y - Yes

N - No

V= Vital

U= Useful

Total

Retention

ACT + 2 CY

ACT + 3 CY

PERM

ACT + 5 CY

ACT + 2 CY

ACT + 3 CY

PERM

ACT + 5 CY

ACT + 1 CY

ACT + 3 CY

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