

Records Retention Schedule

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

SSARC-932 (09/20)

Page 90 of 97

recmgt@sos.la.gov

Indicate Use of Form

- ORIGINAL SUBMISSION
 RENEWAL
 REPLACEMENT PAGE
 ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
066.000	University of Louisiana Monroe / VP for Student Affairs / Career & Student Development	In Office	In Storage	Total Retention					
Item Number	Records Series Title								
1	Career Days	ACT + 3 CY	0	ACT + 3 CY	M	S	N	I	ACT = until end of CY in which created or received.
2	Credentials/ Resumes	ACT + 3 CY	0	ACT + 3 CY	M	S	N	I	ACT = until end of CY in which created or received.
3	Employee Interview Sign-Up Forms	ACT + 3 CY	0	ACT + 3 CY	M	S	N	I	ACT = until end of CY in which created or received.
4	Correspondence – General	ACT + 3 CY	0	ACT + 3 CY	M	S	N	I	ACT = until end of CY in which created or received.
5	Surveys	PERM	0	PERM	P	R	N	V	Graduation, Career Fair
6	CAB, Spirit Groups and SGA Budget	PERM	0	PERM	P	R	N	V	
7	CAB, Spirit Groups and SGA Minutes	PERM	0	PERM	P	R	N	V	
8	CAB, Spirit Groups and SGA Constitution	PERM	0	PERM	P	R	N	V	
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) 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).		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information			State Records Center Use Y – Yes N – No		Agency Abbreviations CAB – Campus Activities Board SGA – Student Government Association		
		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			Vital Record Identification Code V= Vital I = Important U= Useful				

Heather R. Pilcher
 Agency Approval

1/10/2024
 Date Signed

Amy Mena
 Secretary of State, State Archives & Records Services

JAN 22 2024
 Date Approved

Records Retention Schedule

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 91 of 97

Indicate Use of Form

- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
Item Number	Records Series Title	In Office	In Storage	Total Retention						
066.000	University of Louisiana Monroe / VP for Student Affairs / Recreational Services									
1	Payroll	ACT + 1 CY	4 FY	ACT + 5 CY	M	S	N	U	ACT = until end of CY in which created or received.	
2	Bookstore Orders	ACT + 1 FY	2 FY	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.	
3	Check Requests	ACT + 1 FY	2 FY	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.	
4	Deposits	ACT + 1 FY	2 FY	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.	
5	Interdepartmental Requests	ACT + 1 FY	2 FY	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.	
6	Purchase Requisitions	ACT + 1 FY	2 FY	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.	
7	Purchase Orders	ACT + 1 FY	2 FY	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.	
8	Travel Documents	ACT + 2 FY	2 FY	ACT + 4 FY	M	S	N	U	ACT = until end of FY in which created or received.	
9	Supervisor Files	ACT + 1 FY	4 CY	ACT + 5 CY	M	S	N	I	ACT = until end of CY in which employee separates from agency.	
10	Facility Rental Documents	ACT + 2 FY	2 FY	ACT + 4 FY	P	S	N	U	ACT = until end of FY rental period expires or is terminated.	
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) 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).		Security Status Codes P – Public Record M – May Contain Confidential Information 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)			State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful			Agency Abbreviations		

Heather R. Pilcher
 Agency Approval

1/10/2024
 Date Signed

Amy Mora
 Secretary of State, State Archives & Records Services

JAN 22 2024
 Date Approved

Records Retention Schedule

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 93 of 97

Agency No		Agency / Division / Section			Security	Archival	State Records Center	Vital	Indicate Use of Form			
066.000		University of Louisiana Monroe / VP for Student Affairs / Residential Housing							__ ORIGINAL SUBMISSION <u>X</u> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE			
Item Number	Records Series Title	Retention Period							Remarks			
		In Office	In Storage	Total Retention								
1	Housing Assignment Records	ACT + 3 FY	5 FY	ACT + 8 FY	M	S	N	U	ACT = until end of FY in which created or received.			
2	Vendor Payment Records	PERM	0	PERM	P	R	N	V				
3	Housing Student Judicial	PERM	0	PERM	C	R	N	V				
4	Budget	PERM	0	PERM	C	R	N	V				
5	Vendor Contracts	PERM	0	PERM	M	R	N	V				
6	Rental of Guest Suites	PERM	0	PERM	M	R	N	V				
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) 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).		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information			State Records Center Use Y – Yes N - No			Agency Abbreviations				
		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			Vital Record Identification Code V= Vital I = Important U= Useful							

Heather R. Pilcher
 Agency Approval

1/10/2024
 Date Signed


 Secretary of State, State Archives & Records Services

JAN 22 2024
 Date Approved

Records Retention Schedule

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

SSARC-932 (09/20)

Page 94 of 97

recmgt@sos.la.gov

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
066.000	University of Louisiana Monroe / VP for Student Affairs / Self-Development, Counseling & Special Accommodations Center								
1	Accounts Payable/Receivables	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = until end of FY in which audited.
2	Supervisor Files	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = until end of CY in which employee separates from agency.
3	Client Correspondence	ACT + 3 FY	0	ACT + 3 FY	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 FY	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 FY	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 FY	C	S	N	I	ACT = until end of FY in which created or received.
7	Fire and Safety Drill Reports	ACT + 3 FY	0	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.
8	Property Control Inventory Reports	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = until end of FY in which created or received.
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) 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).		Security Status Codes P – Public Record M – May Contain Confidential Information 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)		State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful		Agency Abbreviations			

Indicate Use of Form

ORIGINAL SUBMISSION
 RENEWAL
 REPLACEMENT PAGE
 ADDENDUM PAGE

Heather R. Pilcher
 Agency Approval

1/10/2024
 Date Signed


 Secretary of State, State Archives & Records Services

JAN 22 2024
 Date Approved

Records Retention Schedule

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

SSARC-932 (09/20)

Page 95 of 97

recmgt@sos.la.gov

Indicate Use of Form

- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
066.000	University of Louisiana Monroe / VP for Student Affairs / Student Advocacy & Accountability								
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
1	Healthcare Professional Students-Immunization Compliance Records	ACT + 2 CY	28 CY	ACT + 30 CY	M	S	N	U	ACT = until end of CY in which created or received.
2	Employee Incident and Accident Reports	ACT + 2 CY	28 CY	ACT + 30 CY	N	S	N	U	ACT = until end of CY in which created or received.
3	Student Clinical Records	ACT + 5 CY	5 CY	ACT + 10 CY	C	S	N	I	ACT = until end of CY in which created or received.
4	Physician Standing Orders	ACT + 1 CY	PERM	PERM	C	R	N	V	ACT = until end of CY in which created or received.
5	Purchasing/Receiving Orders/Requisitions	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.
6	Policy and Procedure Manual	ACT + 1 CY	PERM	PERM	P	R	N	V	ACT = Until end of CY in which suspended.
7	Clinic Daily Reports-Credit Card, Warhawk Express, and Cash Receipts	ACT + 1 CY	4 CY	ACT + 5 CY	P	S	N	U	ACT = until end of CY in which created or received.
8	Clinic Monthly Reports – Monthly Statistical Records and STD Reports	ACT + 1 CY	4 CY	ACT + 5 CY	M	S	N	U	ACT = until end of CY in which created or received.
9	Memos	ACT + 1 MO	0	ACT + 1 MO	P	S	N	U	ACT = until end of CY in which created or received.
10	Stock Drug Usage Record	ACT + 5 FY	0	ACT + 5 FY	C	S	N	U	ACT = until end of FY in which created or received.
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) 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).		Security Status Codes P – Public Record M – May Contain Confidential Information 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)			State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful		Agency Abbreviations		

Heather R. Pilcher
 Agency Approval

1/10/2024
 Date Signed

Amy Mora
 Secretary of State, State Archives & Records Services

JAN 22 2024
 Date Approved

Records Retention Schedule

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

recmat@sos.la.gov

SSARC-932 (09/20)

Page 96 of 97

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Indicate Use of Form
066.000	University of Louisiana Monroe / VP for Student Affairs / Student Advocacy & Accountability					<input type="checkbox"/> ORIGINAL SUBMISSION <input type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input checked="" type="checkbox"/> ADDENDUM PAGE
Item Number	Records Series Title					Retention Period
		In Office	In Storage	Total Retention		
11	Time/ Attendance/ Vacation Records	ACT + 5 FY	0	ACT + 5 FY	M S N I	ACT = until end of FY in which supervision ends.
12	Student Health Services/ Immunization Clinic Inventory	ACT + 3 CY	0	ACT + 3 CY	P S N I	ACT = until end of CY in which created or received.
13	Proof of Immunization Compliance Forms	ACT + 1 CY	9 CY	ACT + 10 CY	C S N U	ACT = until end of CY in which created or received.
14	Laboratory Records – Controls, Temperature, Etc.	ACT + 5 CY	0	ACT + 5 CY	C S N U	ACT = until end of CY in which created or received.
15	Fiscal Year Files	ACT + 5 FY	0	ACT + 5 FY	M S N I	ACT = until end of FY in which created or received.
16	Serious Cases	ACT + 15 CY	0	ACT + 15 CY	C S N V	ACT = until end of CY in which created or received.
17	Disciplinary Files	ACT + 7 FY	0	ACT + 7 FY	C S N V	ACT = until end of FY in which matter is resolved.
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) 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).		Security Status Codes P – Public Record M – May Contain Confidential Information 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)		State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations	

Heather R. Pilcher
 Agency Approval

1/10/2024
 Date Signed

Secretary of State, State Archives & Records Services

JAN 22 2024
 Date Approved

Records Retention Schedule

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 97 of 97

Indicate Use of Form

- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
Item Number	Records Series Title	In Office	In Storage	Total Retention						
066.000	University of Louisiana Monroe / Vice President for Student Affairs / University Police									
1	Security Reports (Building/ Campus Safety)	ACT + 2 CY	0	ACT + 2 CY	P	S	N	I	ACT = until end of CY in which created or received.	
2	Timesheets, Leave Reports, Overtime	ACT + 3 CY	0	ACT + 3 CY	M	S	N	I	ACT = until end of CY in which created or received.	
3	Reports of Incidents	PERM	0	PERM	C	R	N	V		
4	Personnel Records (Departmental Copy)	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = until end of CY in which no longer employed.	
5	Parking/ Traffic Financial Control Forms	ACT + 2 CY	0	ACT + 2 CY	M	S	N	I	ACT = until end of CY in which created or received.	
6	Uniform Crime Reports	ACT + 3 CY	0	ACT + 3 CY	P	S	N	I	ACT = until end of CY in which created or received.	
7	Police Dispatch Logs	PERM	0	PERM	C	R	N	V		
8	Accounts Payable	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	ACT = until end of CY in which audited.	
9	Vehicle Registration	ACT + 1 CY	0	ACT + 1 CY	P	S	N	I	ACT = until end of CY in which registration expires.	
10	Parking Citation Files	ACT + 3 CY	0	ACT + 3 CY	M	S	N	I	ACT = until end of CY in which created or received.	
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) 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). OnBase).		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information			State Records Center Use Y – Yes N - No			Agency Abbreviations		
		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			Vital Record Identification Code V= Vital I = Important U= Useful					

Heather R. Pilcher
 Agency Approval

1/10/2024
 Date Signed

Secretary of State, State Archives & Records Services

JAN 22 2024
 Date Approved