Records Retention Schedule

SS ARC 932 (11/17)

Louisiana Secretary of State
Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.la.gov

 R2019-721 DB

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Agency No	Agency / Division / Section
066.000	**University of Louisiana Monroe/ Vice President for Information Services & Student Success/ Retention-Student Success Center**

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Supervisory Files	ACT + 5AY	0	ACT + 5AY	C	S	N	V	ACT = Until end of the CY in which the employee is no longer employed by the agency.

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 DY - Day(s)
PERM – Permanent

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

10-28-19
Date Signed

Tiffany C. Hopkins, CRM
Secretary of State, State Archives & Records Services

10/31/2019
Date Approved