

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](http://www.sos.la.gov)

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
066.000	University of Louisiana Monroe/ Office of the President								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Board of Supervisors	ACT + 8FY	0	ACT + 8FY	P	S	N	I	ACT = until end of FY in which created or received.
2	Board of Regents	ACT + 8FY	0	ACT + 8FY	P	S	N	I	ACT = until end of FY in which created or received.
3	General Correspondence	ACT + 5FY	0	ACT + 5FY	P	S	N	I	ACT = until end of FY in which created or received.
4	Legal	ACT + 5FY	PERM	PERM	M	R	N	V	ACT = until end of FY in which matter closed.
5	Legislative Auditor/ Internal Audit	ACT + 10FY	PERM	PERM	M	R	N	V	ACT = until end of FY year in report issued.
6	President's Correspondence	ACT + 5FY	PERM	PERM	M	R	N	I	ACT = until end of FY in which created or received.
7	University Construction Files	ACT + 4FY	PERM	PERM	P	R	N	V	ACT = until end of FY in which project completed.
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			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

9/12/19
 Date Signed

Steph S. Campbell
 Secretary of State, State Archives & Records Services

9/17/2019
 Date Approved

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title					
066.000	University of Louisiana Monroe/ Office of the President / Chief Communications Officer/ Marketing & Communications					
1	Marketing Campaign Records	ACT + 5FY	0	ACT + 5FY	P S N U	ACT = until end FY in which created or received.
2	Marketing Events	ACT + 3FY	0	ACT + 3FY	P S N U	ACT = until end FY in which created or received.
3	Marketing Contracts	ACT + 10FY	0	ACT + 10FY	P S N U	ACT = until end FY in which contract lapses.
4	Digital Image (photo & video)	ACT + 5FY	PERM	PERM	P R N U	ACT = until end FY in which created or received. Transfer to University Archives for permanent retention.
5	Presidential Records	ACT + 10FY	PERM	PERM	P R N U	ACT = until end FY in which created or received.
6	Graphic Design Files	ACT + 5FY	0	ACT + 5FY	P S N U	ACT = until end FY in which created or received.
7	Press Releases	ACT + 5FY	PERM	PERM	P R N U	ACT = until end FY in which created or received. Transfer to University Archives for permanent retention.
8	Office Records	ACT + 5FY	0	ACT + 5FY	P S N U	ACT = until end FY in which created or received.
9	Publications	ACT + 5FY	PERM	PERM	P R N U	ACT = until end FY in which created or received. Transfer to University Archives for permanent retention.
10	University Policies & Guidelines	ACT + 5FY	PERM	PERM	P R N V	ACT = until end FY in which suspended or abolished. Transfer to University Archives for permanent retention.
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Robert G. Campbell
 Secretary of State, State Archives & Records Services

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		In Office	In Storage	Total Retention					
066.000	University of Louisiana Monroe/ Office of the President / Chief Communications Officer/ Marketing & Communications								
11	Inventory	ACT + 5FY	PERM	PERM	P	R	N	I	ACT = until end FY in which created or received.

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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital
Item Number	Records Series Title	In Office	In Storage	Total Retention				
066.000	University of Louisiana Monroe/ Office of the President / Internal Audit							
1	Internal Audit Working Papers	ACT + 3FY	PERM	PERM	M	R	N	U

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9/12/19
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Bobby S. Gandy
 Secretary of State, State Archives & Records Services

9/17/2019
 Date Approved

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Item Number	Records Series Title	In Office	In Storage	Total Retention					
066.000	University of Louisiana Monroe/ Office of the President/ Special Projects and Title IX								
1	Case Files	PERM	0	PERM	M	R	N	I	
2	University Policies	PERM	0	PERM	M	R	N	V	
3	University Training Records	PERM	0	PERM	M	R	N	I	
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[Signature]
 Secretary of State, State Archives & Records Services

9/17/2019
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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/ Office of the President/ Executive Director ULM Foundation & Alumni Relations									
1	Alumni Association Board Meeting Minutes	PERM	0	PERM	M	R	N	V		
2	Contracts	ACT + 10FY	0	ACT + 10FY	M	S	N	I	ACT = until the end of FY in which contract lapses.	
3	Event Records	ACT + 2FY	0	ACT + 2FY	P	S	N	U	ACT = until the end of FY in which created or received.	
4	Planned Donation Files	PERM	0	PERM	M	R	N	V		
5	Endowments	PERM	0	PERM	M	R	N	I		
6	ULM Athletic Foundation Minutes	PERM	0	PERM	M	R	N	V		
7	ULM Athletic Foundation Audit	PERM	0	PERM	M	R	N	V		
8	ULM Alumni Association Audit	PERM	0	PERM	M	R	N	V		
9	ULM Athletic Foundation By-Laws	PERM	0	PERM	M	R	N	V		
10	ULM Athletic Foundation Bank Statements	ACT + 7FY	0	ACT + 7FY	M	S	N	I	ACT = until the end of FY in which created or received.	
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Josh S. Smyke
 Secretary of State, State Archives & Records Services

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Item Number	Records Series Title	In Office	In Storage	Total Retention						
066.000	University of Louisiana Monroe/ Office of the President/ Executive Director ULM Foundation & Alumni Relations									
11	ULM Foundation Files	ACT + 5FY	0	ACT + 5FY	M	S	N	I	ACT = until the end of FY in which created or received.	
12	Trust Records	ACT + 5FY	0	ACT + 5FY	M	S	N	I	ACT = until the end of FY in which created or received.	
13	ULM Foundation Invoices	ACT + 5FY	0	ACT + 5FY	M	S	N	V	ACT = until the end of FY in which audited.	
14	Alumni Association Invoices	ACT + 5FY	0	ACT + 5FY	M	S	N	V	ACT = until the end of FY in which audited.	
15	ULM Foundation Bank Reconciliations	ACT + 5FY	0	ACT + 5FY	M	S	N	V	ACT = until the end of FY in which audited.	
16	Alumni Association Bank Reconciliations	ACT + 5FY	0	ACT + 5FY	M	S	N	V	ACT = until the end of FY in which audited.	
17	ULM Foundation Accounts Payable	ACT + 5FY	0	ACT + 5FY	M	S	N	V	ACT = until the end of FY in which audited.	
18	Alumni Association Accounts Payable	ACT + 5FY	0	ACT + 5FY	M	S	N	I	ACT = until the end of FY in which audited.	
19	Scholarships Memoranda	ACT + 2FY	0	ACT + 2FY	M	S	N	U	ACT = until the end of FY in which created or received.	
20	ULM Foundation Trust Reconciliation	ACT + 5FY	0	ACT + 5FY	M	S	N	V	ACT = until the end of FY in which audited.	
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Bobby S. Gompf
 Secretary of State, State Archives & Records Services

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Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
066.000	University of Louisiana Monroe/ Office of the President/ Executive Director ULM Foundation & Alumni Relations								
21	ULM Foundation Cancelled Checks	M	S	N	I	ACT = until the end of FY in which created or received.			
22	Alumni Association Cancelled Checks	M	S	N	I	ACT = until the end of FY in which created or received.			
23	ULM Foundation Vehicle Records	M	R	N	I				
24	Property Files	M	R	N	V	Deeds, property settlements, purchase agreements, and any other pertinent information.			
25	Lease Information	M	S	N	U	ACT = until the end of FY in which created or received.			
26	Insurance Files	M	S	N	U	ACT = until the end of FY in which created or received.			
27	ULM Foundation Audit Reports	M	R	N	V				
28	Endowed Scholarships	M	S	N	U	ACT = until the end of FY in which created or received.			
29	Newsletters	M	S	N	U	ACT = until the end of FY in which created or received.			
30	Professorship and Chair Information	M	S	N	U	ACT = until the end of FY in which created or received.			
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 Secretary of State, State Archives & Records Services

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066.000	University of Louisiana Monroe/ Office of the President/ Executive Director ULM Foundation & Alumni Relations								
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
31	ULM Foundation Committee and Board Info.	PERM	0	PERM	M	R	N	V	
32	ULM Foundation Audit Work Papers	ACT + 4FY	0	ACT + 4FY	M	S	N	V	ACT = until the end of FY in which created or received.
33	Supervisor Reports	ACT + 5CY	0	ACT + 5CY	M	S	N	I	ACT = until end CY in which supervision ends/ employee separates.
34	Policies and Procedures	PERM	0	PERM	M	R	N	V	
35	Requisitions/Purchase Orders	ACT + 4FY	0	ACT + 4FY	M	S	N	I	ACT = until the end of FY in which created or received.

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Agency Abbreviations
 ULM = University of LA Monroe

Heather R. Pilcher
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July S. Gomp
 Secretary of State, State Archives & Records Services

9/17/2019
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
066.000	University of Louisiana Monroe/ Vice President of Academic Affairs								
1	SACSCOC (Correspondence & supporting information concerning ULM accreditation)	M	S	N	V	ACT = until the end of the CY in which the record was created or received.			
2	Faculty Appeals/ Complaints	C	R	N	I				
3	Student Appeals/ Complaints	C	S	N	I	ACT = until the end of the CY in which the complaint and/or appeal has concluded.			
4	Evaluations of Deans/ Directors	C	S	N	U	ACT = until end of CY in which evaluation is issued.			

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Heather R. Pilcher
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Date Signed

[Signature]
Secretary of State, State Archives & Records Services

9/17/2019
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