

Records Retention Schedule

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

Http://www.sos.la.gov

SS ARC 932 (11/17)

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Indicate Use of Form
 ORIGINAL SUBMISSION
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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/ Vice President of Academic Affairs/ College of Arts, Education, and Sciences/ Office of the Dean								
1	Supervisor Files	ACT + 10AY	0	ACT + 10AY	M	S	N	I	ACT = until end of AY in which person is employed.
2	Student Files	ACT + 10AY	0	ACT + 10AY	C	S	N	M	ACT = until end of AY in which student no longer enrolled.
3	Student PRAXIS Scores	ACT + 5AY	0	ACT + 5AY	C	S	N	I	ACT = until end of AY in which student no longer enrolled.
4	Teach Delta Grant Student Records	ACT + 5AY	0	ACT + 5AY	M	S	N	V	ACT = until end of AY in which grant closes.
5	Graduate Student Files	ACT + 10AY	0	ACT + 10AY	C	S	N	V	ACT = until end of AY in which no longer enrolled
6	Alumni Files	PERM	0	PERM	C	R	N	V	Geosciences
7	Louisiana Biomedical Research Infrastructure Network	ACT + 6AY	0	ACT + 6AY	M	S	N	V	ACT = until end of AY in which record is created or received.
8	Museum Files	ACT + 5AY	0	ACT + 5AY	P	S	N	I	ACT = until end of FY in which record is created or received.
9	Accession Records	PERM	0	PERM	M	R	N	I	
10	Information Records	PERM	0	PERM	M	R	N	I	
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

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

9/17/2019
 Date Approved

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066.000	University of Louisiana Monroe/ Vice President of Academic Affairs/ College of Arts, Education, and Sciences/ Office of the Dean								
11	Inventory	ACT + 3CY	0	ACT + 3CY	P	S	N	I	ACT = until end of CY in which record created or received.
12	Loan Records	PERM	0	PERM	M	R	N	I	
13	Museum Inventory/ Value	PERM	0	PERM	P	R	N	I	
14	Southwest Fishes Council	PERM	0	PERM	P	R	N	U	
15	Howard Hughes Medical Institute (HHMI)	ACT + 5FY	0	ACT + 5FY	P	S	N	U	ACT = until end of FY in which record created or received.
16	Pre-College Research Program	PERM	0	PERM	M	R	N	V	
17	Child Development Center Semester Files	ACT + 4FY	0	ACT + 4FY	C	S	N	I	ACT = until end of FY in which record created or received.
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Item Number	Records Series Title	In Office	In Storage	Total Retention						
066.000	University of Louisiana Monroe/ Vice President of Academic Affairs/ College of Business and Social Sciences/ Office of the Dean									
1	Undergraduate Students	ACT + 10AY	0	ACT + 10AY	C	S	N	V	ACT = until end of AY in which no longer enrolled.	
2	Graduate Files	PERM	0	PERM	C	R	N	V		
3	Undergraduate Students/ Graduate Senior List	ACT + 10AY	0	ACT + 10AY	P	S	N	I	ACT = until end of AY in which created or received.	
4	Administrative/ Faculty Records – Supervisor Files	PERM	0	PERM	M	R	N	V	Folder maintained on faculty (Active & Inactive) from time of employment.	
5	Administrative/ Faculty Records – Faculty Summer Staffing	ACT + 5FY	0	ACT + 5FY	M	S	N	I	ACT = until end of FY in which no longer with agency	
6	Academics/ Administrative – Commencement Faculty List	ACT + 2FY	0	ACT + 2FY	P	S	N	U	ACT = until end of FY in which created or received.	
7	Academic/ Administrative – Enrollment Report	ACT + 5FY	0	ACT + 5FY	P	S	N	U	ACT = until end of FY in which created or received.	
8	Academic/ Administrative – Inventory	ACT + 5FY	0	ACT + 5FY	P	S	N	I	ACT = until end of FY in which created or received.	
9	Academic/ Administrative – Minutes	PERM	0	PERM	P	R	N	I		
10	Academic/ Administrative – Accreditation Reports	ACT + 5FY	0	ACT + 5FY	P	S	N	I	ACT = until end of FY in which created or received. Accreditation reports updated every 5 years.	
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066.000	University of Louisiana Monroe/ Vice President of Academic Affairs/ College of Business and Social Sciences/ Office of the Dean								
11	Financial Records/ CBSS Foundation Requests	ACT + 3FY	0	ACT + 3FY	M	S	N	U	ACT = until end of FY in which created or received.
12	Financial Records/ ULM Check Requests	ACT + 3FY	0	ACT + 3FY	M	S	N	U	ACT = until end of FY in which created or received.
13	MBA Students	ACT + 2AY	0	ACT + 2AY	C	S	N	I	ACT = until end of AY in which created or received.
14	MBA – ULM/ Hong Kong Students	ACT + 2AY	0	ACT + 2AY	C	S	N	I	ACT = until end of AY in which created or received.
15	MBA Students – Graduate Student Folders/ Graduates	PERM	0	PERM	C	R	N	I	
16	MBA Students/ List of MBA Graduates	ACT + 2FY	0	ACT + 2FY	M	S	N	I	ACT = until end of FY in which created or received.
17	Financial Records/ Travel Expenses	ACT + 3FY	0	ACT + 3FY	M	S	N	I	ACT = until end of FY in which created or received.
18	Syllabi	ACT + 5AY	0	ACT + 5AY	P	S	N	I	ACT = until end of AY in which created or received.
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Item Number	Records Series Title						Retention Period		
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066.000	University of Louisiana Monroe/VP for Academic Affairs/College of Health Sciences/Office of the Dean								
1	Faculty Files	C	S	N	V	ACT = until end of AY in which no longer employed.			
2	Facility Inspections & Accident Reports	C	R	N	V				
3	Property Control & Inventory	P	R	N	V				
4	Budget & Financial Documents	C	S	N	V	ACT = until end of AY in which created or received.			
5	Student Appeals	C	S	N	I	ACT = until end of AY in which matter is resolved.			
6	Part-time Overload (PTOL)	M	S	N	V	ACT = until end of AY in which created or received.			
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066.000	University of Louisiana Monroe/ Vice President of Academic Affairs/ College of Health Sciences/ Kitty Degree School of Nursing								
1	Graduate Files – Student Academic Folders	PERM	0	PERM	C	S	N	V	
2	Prospective Students	ACT + 3FY	0	ACT + 3FY	C	S	N	V	ACT = until end of FY in which created or received.
3	Pre-nursing and Nursing Academic Folders	PERM	0	PERM	C	S	N	V	
4	Student Files	ACT + 3FY	0	ACT + 3FY	C	S	N	V	ACT = until end of FY in which student is no longer enrolled
5	Student Clinical Folders	ACT + 1CY	0	ACT + 1CY	C	S	N	V	ACT = until end of CY in which program is complete
6	Assessment/ Evaluation Diagnostic Reports	ACT + 1CY	0	ACT + 1CY	C	S	N	I	ACT = until end of CY in which created or received.
7	Test Scantrons	ACT + 1AY	0	ACT + 1AY	C	S	N	U	ACT = until end of AY in which created or received. Scantrons = machine readable answer sheets.
8	Keyed Test Booklets & Test Analysis	ACT + 5AY	0	ACT + 5AY	C	S	N	V	ACT = until end of AY in which created or received.
9	Grade Book or Grade Sheet for Each Course	ACT + 3FY	0	ACT + 3FY	C	S	N	V	ACT = until end of FY in which created or received.
10	Clinical Contracts	ACT + 5CY	0	ACT + 5CY	C	S	N	V	ACT = until end of CY in which contract lapses
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		066.000	University of Louisiana Monroe/ Vice President of Academic Affairs/ College of Health Sciences/ Kitty Degree School of Nursing						
11	Louisiana State Board of Nursing Clinical Faculty Survey Forms	ACT + 1CY	0	ACT + 1CY	C	S	N	V	ACT = until end of CY in which created or received.
12	Current Louisiana State Board of Nursing Preceptor Qualification Forms	ACT +3FY	0	ACT +3FY	C	S	N	V	ACT = until end of FY in which created or received.
13	Clinical Agency Letter of Agreement	ACT +3FY	0	ACT +3FY	C	S	N	V	ACT = until end of FY in which agreement ends
14	Infant Assessment Permission Form	ACT +5FY	0	ACT +5FY	C	S	N	V	ACT = until end of FY in which patient reaches age of majority.
15	Clinical Site Request Approval Forms	ACT +3FY	0	ACT +3FY	C	S	N	V	ACT = until end of FY in which created or received.
16	Department Heads Annual Report for Evaluation Committee	ACT +10FY	0	ACT +10FY	C	S	N	I	ACT = until end of FY in which created or received.
17	Course Syllabi	ACT +10FY	0	ACT +10FY	C	S	N	V	ACT = until end of FY in which created or received.
18	School of Nursing Self-Study Report	ACT +10FY	0	ACT +10FY	C	S	N	V	ACT = until end of FY in which created or received.
19	School of Nursing Annual Report to the University	PERM	0	PERM	C	R	N	I	
20	Louisiana State Board of Nursing Annual Report	ACT +10FY	0	ACT +10FY	C	S	N	V	ACT = until end of FY in which created or received.
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066.000	University of Louisiana Monroe/ VP of Academic Affairs/ College of Health Sciences/ Kitty Degree School of Nursing								
21	Faculty Folders	ACT + 30FY	0	ACT + 30FY	M	S	N	V	ACT = until end of FY in which no longer employed
22	Louisiana State Board of Nursing Letters on Students in Clinical	ACT + 5FY	0	ACT + 5FY	C	S	N	V	ACT = until end of FY in which created or received.
23	Prospective Faculty Folders	ACT + 10FY	0	ACT + 10FY	C	S	N	I	ACT = until end of FY in which created or received.
24	Minutes for School of Nursing	ACT + 10FY	0	ACT + 10FY	C	S	N	V	ACT = until end of FY in which created or received.
25	Budget Information	PERM	0	PERM	M	R	N	V	
26	Purchase Orders/ Invoices	ACT + 3FY	0	ACT + 3FY	M	S	N	V	ACT = until end of FY in which audited.
27	Continuing Education Files	PERM	0	PERM	C	R	N	I	
28	Personal School of Nursing Files	PERM	0	PERM	C	R	N	I	
29	Certified Nurses Aid Files	PERM	0	PERM	C	R	N	I	

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066.000	University of Louisiana Monroe/ VP of Academic Affairs/ College of Health Sciences/ School of Allied Health/ Kinesiology								
1	Course Syllabi	P	S	N	I	ACT = until end of FY in which created or received.			
2	Course Grades	C	S	N	I	ACT = until end of FY in which created or received.			
3	Human Performance Lab Requisitions	P	S	N	I	ACT = until end of FY in which created or received.			
4	Printing Requisitions	P	S	N	I	ACT = until end of FY in which created or received.			
5	Faculty Folders	C	S	N	I	ACT = until end of FY in which no longer employed.			
6	Faculty Timesheets	M	S	N	I	ACT = until end of FY in which created or received.			
7	Student Worker Folders	M	S	N	I	ACT = until end of CY in which student is no longer enrolled.			
8	Graduate Assistantship Folders	M	S	N	I	ACT = until end of FY in which the student is no longer enrolled.			
9	Civil Service Folder	M	S	N	I	ACT = until end of FY in which no longer employed.			
10	Budget Transfer	P	S	N	I	ACT = until end of FY in which created or received.			
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066.000	University of Louisiana Monroe/ VP of Academic Affairs/ College of Health Sciences/ School of Allied Health/ Kinesiology										
11	Copy Machine		ACT + 6FY	0	ACT + 6FY	P	S	N	I	ACT = until end of FY in which created or received.	
12	Travel Reports		ACT + 6FY	0	ACT + 6FY	P	S	N	I	ACT = until end of FY in which created or received.	
13	Interdepartmental		ACT + 6FY	0	ACT + 6FY	P	S	N	I	ACT = until end of FY in which created or received.	
14	Purchase Orders		ACT + 6FY	0	ACT + 6FY	P	S	N	I	ACT = until end of FY in which created or received.	
15	Graduate Files		ACT + 10AY	0	ACT + 10AY	C	S	N	V	ACT = until end of FY in which no longer enrolled.	
16	Undergraduate Files		ACT + 10AY	0	ACT + 10AY	C	S	N	V	ACT = until end of FY in which no longer enrolled.	
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