

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

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Remarks

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/ VP of Academic Affairs/ College of Health Sciences/ School of Allied Health/ Health Studies								
1	Student Academic Folders	C	S	N	V				
2	Tests/ Test Analyses	M	S	N	U	ACT = until end of AY in which created or received.			
3	Grade Book	C	S	N	U	ACT = until end of AY in which created or received.			
4	Practicum Contracts	C	S	N	U	ACT = until end of AY in which contract lapses.			
5	Faculty Files	C	R	N	U	ACT = until end of AY in which created or received.			
6	Annual Report	P	R	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 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

July S. Gump
 Secretary of State, State Archives & Records Services

9/17/2019
 Date Approved

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Remarks

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 of Academic Affairs/ College of Health Sciences/ School of Allied Health/ Dental Hygiene								
1	Student Academic Files	PERM	0	PERM	C	S	N	V	
2	Graduate Academic Files	PERM	0	PERM	C	R	N	V	
3	Student Files	ACT + 3AY	0	ACT + 3AY	C	S	N	U	ACT = until end of AY in which student no longer enrolled.
4	Patient Clinical Files (Adults)	ACT + 5AY	5AY	ACT + 10AY	C	S	N	V	ACT = until end of AY in which created or received.
5	Patient Clinical Files (Children)	ACT + 5AY	5AY	ACT + 10AY	C	S	N	I	ACT = until end of AY in which the patient reaches the age of majority.
6	Student Clinical Files	ACT + 3AY	0	ACT + 3AY	C	S	N	U	ACT = until end of AY in which student is no longer enrolled.
7	Exams/ Scantrons/ Analyses	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	Course Grade Books/ Electronic Grades	ACT + 5AY	0	ACT + 5AY	C	S	N	I	ACT = until end of AY in which created or received.
9	Correspondence	ACT + 3AY	0	ACT + 3AY	C	S	N	I	ACT = until end of AY 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 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
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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/ VP of Academic Affairs/ College of Health Sciences/ School of Allied Health/ Medical Laboratory Science					
1	Graduate Files – Student Academic Folders	C	R	N	V	ACT = until end of AY in which created or received.
2	Graduate Files – Student Clinical Folders	C	R	N	U	ACT = until end of AY in which created or received.
3	Prospective Student Folders	C	S	N	U	ACT = until end of AY in which created or received.
4	Student Folders	C	S	N	U	ACT = until end of AY in which student no longer enrolled.
5	Exam/ Scantrons/ Analyses	C	S	N	U	ACT = until end of AY in which created or received. Scantrons = machine readable answer sheets.
6	Course Grade Book/ Grade Sheets (Electric & Print)	C	S	N	U	ACT = until end of AY 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 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

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				In Office	In Storage	Total Retention					
066.000	University of Louisiana Monroe/ VP of Academic Affairs/ College of Health Sciences/ School of Allied Health/ Occupational Therapy										
1	Graduate Files – Student Academic Folders		PERM	0	PERM	C	S	N	V		
2	Prospective Students *		ACT + 5CY	0	ACT + 5CY	M	S	N	U	ACT = until end of CY in which created or received	
3	Student Clinical Folders		ACT + 1AY	0	ACT + 1AY	M	S	N	U	ACT = until end of AY in which student is no longer enrolled.	
4	Tests/ Scantrons/ Test Analyses		ACT + 1AY	0	ACT + 1AY	C	S	N	U	ACT = until end of FY in which created or received. Scantrons = machine readable answer sheets.	
5	Grade Book or Grade Sheets for Each Course		ACT + 5AY	0	ACT + 5AY	C	S	N	U	ACT = until end of FY in which created or received.	
6	Clinical Education Contracts		ACT + 10CY	0	ACT + 10CY	M	S	N	I	ACT = until end of CY in which contract lapses.	
7	Purchase Orders/ Invoices		ACT + 3FY	0	ACT + 3FY	P	S	N	V	ACT = until end of FY in which audited.	
8	Budget Information		PERM	PERM	PERM	P	R	N	I		
9	Correspondence		ACT + 3CY	0	ACT + 3CY	M	S	N	U	ACT = until end of CY in which created or received.	
10	Annual Report to the University		PERM	PERM	PERM	P	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	
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July 8 6 00 pm
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066.000	University of Louisiana Monroe/ VP of Academic Affairs/ College of Health Sciences/ School of Allied Health/ Occupational Therapy								
11	ACOTE Accreditation Manual/ Report Document	PERM	0	PERM	P	R	N	I	
12	Supervisor Files	ACT + 5CY	0	ACT + 5CY	M	S	N	I	ACT = until end of CY in which employee separates from agency.
13	Prospective Faculty Files	ACT + 3CY	0	ACT + 3CY	P	S	N	I	ACT = until end of CY in which created or received.
14	Pediatric Clinic Files	ACT + 26CY	0	ACT + 26CY	C	S	N	I	ACT = until end of CY in which created or received.
15	Adult Clinic Files	ACT + 10CY	0	ACT + 10CY	C	S	N	I	ACT = until end of CY 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/ Radiologic Technology								
1	Graduate Files – Student Academic Folders	PERM	0	PERM	C	S	N	V	
2	Graduate Files – Student Clinical Folders	ACT + 1AY	PERM	PERM	C	R	N	U	
3	Prospective Student Folders	ACT + 5AY	0	ACT + 5AY	C	S	N	U	
4	Student Folders	ACT + 5AY	0	ACT + 5AY	C	S	N	U	
5	Exams/ Scantrons/ Analyses	ACT + 1AY	0	ACT + 1AY	C	S	N	U	
6	Course Grade Book/ Grade Sheets (Electronic & Print)	ACT + 5AY	0	ACT + 5AY	C	S	N	U	

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Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
066.000	University of Louisiana Monroe/ VP of Academic Affairs/ College of Health Sciences/ School of Allied Health/ Speech-Language Pathology								
1	Graduate Student Records	C	S	N	V				
2	Clinical Intern Contracts	C	S	N	V	ACT = until end of CY in which contract lapses.			
3	Supervisor Files	M	S	N	I	ACT = until end of CY in which employee separates from agency.			
4	Office Forms	P	R	N	I	Departmental Forms			
5	Financial Files	P	S	N	V	ACT = until end of CY in which audited.			
6	Bachelor of Science Degree (Clinical & Academic Records)	M	S	N	I	ACT = until end of FY in which program completed			
7	Master of Science Degree (Clinical & Academic Records)	M	S	N	I	ACT = until end of FY in which program completed			
8	Client Files - Juvenile	C	S	N	I	ACT = until end of CY in which patient reaches age of majority.			
9	Client Files – Adult	C	S	N	I	ACT = until end of CY in which no longer being treated			
10	Clinical Financial Records	P	S	N	V	ACT = until end of FY in which audited..			
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Item Number	Records Series Title	In Office	In Storage	Total Retention					
066.000	University of Louisiana Monroe/ VP of Academic Affairs/ College of Health Sciences/ School of Allied Health/ Speech-Language Pathology								
10	Clinical Files Information	ACT + 3FY	0	ACT + 3FY	C	S	N	I	ACT = until end of CY in which created or received.
11	Hearing Screenings	ACT + 10CY	0	ACT + 10CY	C	S	N	I	ACT = until end of CY in which created or received.
12	Risk Management Information	ACT + 3FY	0	ACT + 3FY	P	S	N	I	ACT = until end of FY in which created or received.
13	Clinic Forms	PERM	0	PERM	P	R	N	I	

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		In Office	In Storage	Total Retention					
066.000	University of Louisiana Monroe/ VP of Academic Affairs/ College of Health Sciences/ School of Allied Health/ Marriage & Family Therapy and Counseling								
1	Student Records	PERM	0	PERM	C	R	N	V	
2	Client Files – Adults	ACT + 7CY	0	ACT + 7CY	M	S	N	I	ACT = until end of CY in which no longer being treated
3	Client Files - Adolescents	ACT + 7CY	0	ACT + 7CY	C	S	N	I	ACT = until end of CY in which client reaches age of majority.
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		
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Item Number	Records Series Title	In Office	In Storage	Total Retention					
066.000	University of Louisiana Monroe/ VP of Academic Affairs/ College of Pharmacy								
1	Supervisor Files	ACT + 5CY	0	ACT + 5CY	M	S	N	I	ACT = until end of CY in which employee is no longer with agency
2	Student Records	PERM	0	PERM	C	S	N	V	
3	Graduated Students	PERM	0	PERM	C	S	N	V	
4	Business Office Records	PERM	0	PERM	M	R	N	V	
5	Purchasing	PERM	0	PERM	M	R	N	V	
6	Equipment Files	ACT + 3FY	0	ACT + 3FY	M	S	N	V	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)
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 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)

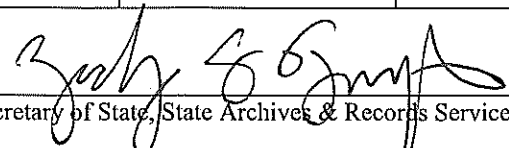
State Records Center Use
 Y – Yes
 N - No

Vital Record Identification Code
 V= Vital
 I = Important
 U= Useful

Agency Abbreviations

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