

# 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)

|  |
|--|
| Page 51 of 101   |
| Indicate Use of Form   |
| <input type="checkbox"/> ORIGINAL SUBMISSION<br><input checked="" type="checkbox"/> RENEWAL<br><input type="checkbox"/> REPLACEMENT PAGE<br><input type="checkbox"/> ADDENDUM PAGE |
| Remarks  |

| Item Number | Records Series Title    | Retention Period |            |                 | Security | Archival | State Records Center | Vital | Remarks   |
|-------------|-------------------------|------------------|------------|-----------------|----------|----------|----------------------|-------|---|
|             |                         | In Office        | In Storage | Total Retention |          |          |                      |       |   |
| 1           | Postage Reports         | ACT + 3FY        | 0          | ACT + 3FY       | P        | S        | N                    | I     | ACT = until end of FY in which created or received. |
| 2           | Copy Reports & Requests | ACT+ 3FY         | 0          | ACT + 3FY       | P        | S        | N                    | I     | ACT = until end of FY in which created or received. |
|             |                         |                  |            |                 |          |          |                      |       |   |
|             |                         |                  |            |                 |          |          |                      |       |   |
|             |                         |                  |            |                 |          |          |                      |       |   |
|             |                         |                  |            |                 |          |          |                      |       |   |
|             |                         |                  |            |                 |          |          |                      |       |   |
|             |                         |                  |            |                 |          |          |                      |       |   |
|             |                         |                  |            |                 |          |          |                      |       |   |
|             |                         |                  |            |                 |          |          |                      |       |   |
|             |                         |                  |            |                 |          |          |                      |       |   |
|             |                         |                  |            |                 |          |          |                      |       |   |
|             |                         |                  |            |                 |          |          |                      |       |   |
|             |                         |                  |            |                 |          |          |                      |       |   |

|  |  |   |                             |
|--|--|---|-----------------------------|
| <b>Permitted Retention Period Abbreviations</b><br>ACT – Active Period (when used define term in remarks column)<br>FY- Fiscal Year (July 1- June 30)<br>CY – Calendar Year (Jan 1 – Dec 31)<br>AY – Academic Year (Aug 1 – July 31)<br>FFY – Federal Fiscal Year (Oct 1 – Sept 30)<br>MO – Months WK – Week DY - Day(s)<br>PERM – Permanent | <b>Security Status Codes</b><br>P – Public Record<br>M – May Contain Confidential Information<br>C – Confidential Information<br><br><b>Archival Processing Codes</b><br>A – Transfer to State Archives<br>R – Retain in Agency Archives<br>S – Review by State Archives<br>O – Other (Specify in Remarks) | <b>State Records Center Use</b><br>Y – Yes<br>N - No<br><br><b>Vital Record Identification Code</b><br>V= Vital<br>I = Important<br>U= Useful | <b>Agency Abbreviations</b> |
|--|--|---|-----------------------------|

Heather R. Pilcher  
 Agency Approval

9/12/19  
 Date Signed

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

9/17/2019  
 Date Approved

# 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)

|  |
|--|
| Page 52 of 101   |
| Indicate Use of Form   |
| <input type="checkbox"/> ORIGINAL SUBMISSION<br><input checked="" type="checkbox"/> RENEWAL<br><input type="checkbox"/> REPLACEMENT PAGE<br><input type="checkbox"/> ADDENDUM PAGE |
| Remarks  |

| 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/ Vice President for Business Affairs/ Executive Director for Auxiliary Enterprises/ Food Services |   |            |                 |  |          |                             |       |  |  |
| 1  | Food Services Contracts/ Accounting Documents  | ACT + 3FY   | 7FY        | ACT + 10FY      | P  | S        | N                           | I     | ACT = until end of FY in which contract lapses |  |
|  |  |   |            |                 |  |          |                             |       |  |  |
|  |  |   |            |                 |  |          |                             |       |  |  |
|  |  |   |            |                 |  |          |                             |       |  |  |
|  |  |   |            |                 |  |          |                             |       |  |  |
|  |  |   |            |                 |  |          |                             |       |  |  |
|  |  |   |            |                 |  |          |                             |       |  |  |
|  |  |   |            |                 |  |          |                             |       |  |  |
|  |  |   |            |                 |  |          |                             |       |  |  |
|  |  |   |            |                 |  |          |                             |       |  |  |
|  |  |   |            |                 |  |          |                             |       |  |  |
|  |  |   |            |                 |  |          |                             |       |  |  |
|  |  |   |            |                 |  |          |                             |       |  |  |
|  |  |   |            |                 |  |          |                             |       |  |  |
|  |  |   |            |                 |  |          |                             |       |  |  |
|  |  |   |            |                 |  |          |                             |       |  |  |
|  |  |   |            |                 |  |          |                             |       |  |  |
|  |  |   |            |                 |  |          |                             |       |  |  |
| <b>Permitted Retention Period Abbreviations</b><br>ACT – Active Period (when used define term in remarks column)<br>FY- Fiscal Year (July 1- June 30)<br>CY – Calendar Year (Jan 1 – Dec 31)<br>AY – Academic Year (Aug 1 – July 31)<br>FFY – Federal Fiscal Year (Oct 1 – Sept 30)<br>MO – Months WK – Week DY - Day(s)<br>PERM – Permanent |  | <b>Security Status Codes</b><br>P – Public Record<br>M – May Contain Confidential Information<br>C – Confidential Information |            |                 | <b>State Records Center Use</b><br>Y – Yes<br>N - No |          | <b>Agency Abbreviations</b> |       |  |  |
| <b>Archival Processing Codes</b><br>A – Transfer to State Archives<br>R – Retain in Agency Archives<br>S – Review by State Archives<br>O – Other (Specify in Remarks)  |  | <b>Vital Record Identification Code</b><br>V= Vital<br>I = Important<br>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

# 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)

Page 53 of 101

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 Business Affairs/ Executive Director for Auxiliary Enterprises/ IWTP HEP |                  |            |                 |          |          |                      |       |   |
| 1           | HEP Working Files   | ACT + 7CY        | 0          | ACT + 7CY       | C        | S        | N                    | I     | ACT = until end of CY in which grant is closed out. |
| 2           | IWTP Files  | ACT + 7CY        | 0          | ACT + 7CY       | C        | S        | N                    | I     | ACT = until end of CY in which grant is closed out. |
| 3           | Certified Nurse Aide Files  | ACT + 7CY        | 0          | ACT + 7CY       | C        | S        | N                    | I     | ACT = until end of CY in which grant is closed out. |
|             |   |                  |            |                 |          |          |                      |       |   |
|             |   |                  |            |                 |          |          |                      |       |   |
|             |   |                  |            |                 |          |          |                      |       |   |
|             |   |                  |            |                 |          |          |                      |       |   |
|             |   |                  |            |                 |          |          |                      |       |   |
|             |   |                  |            |                 |          |          |                      |       |   |
|             |   |                  |            |                 |          |          |                      |       |   |
|             |   |                  |            |                 |          |          |                      |       |   |
|             |   |                  |            |                 |          |          |                      |       |   |
|             |   |                  |            |                 |          |          |                      |       |   |
|             |   |                  |            |                 |          |          |                      |       |   |
|             |   |                  |            |                 |          |          |                      |       |   |
|             |   |                  |            |                 |          |          |                      |       |   |
|             |   |                  |            |                 |          |          |                      |       |   |
|             |   |                  |            |                 |          |          |                      |       |   |
|             |   |                  |            |                 |          |          |                      |       |   |
|             |   |                  |            |                 |          |          |                      |       |   |
|             |   |                  |            |                 |          |          |                      |       |   |
|             |   |                  |            |                 |          |          |                      |       |   |

|  |  |   |  |
|--|--|---|--|
| <b>Permitted Retention Period Abbreviations</b><br>ACT – Active Period (when used define term in remarks column)<br>FY- Fiscal Year (July 1- June 30)<br>CY – Calendar Year (Jan 1 – Dec 31)<br>AY – Academic Year (Aug 1 – July 31)<br>FFY – Federal Fiscal Year (Oct 1 – Sept 30)<br>MO – Months WK – Week DY – Day(s)<br>PERM – Permanent | <b>Security Status Codes</b><br>P – Public Record<br>M – May Contain Confidential Information<br>C – Confidential Information<br><br><b>Archival Processing Codes</b><br>A – Transfer to State Archives<br>R – Retain in Agency Archives<br>S – Review by State Archives<br>O – Other (Specify in Remarks) | <b>State Records Center Use</b><br>Y – Yes<br>N - No<br><br><b>Vital Record Identification Code</b><br>V= Vital<br>I = Important<br>U= Useful | <b>Agency Abbreviations</b><br><br>HEP = High School Equivalency Program<br>IWTP = Incumbent Worker Training Program |
|--|--|---|--|

Heather R. Pilcher  
 Agency Approval

9/12/19  
 Date Signed

Zachary S. Goyette  
 Secretary of State, State Archives & Records Services

9/17/2019  
 Date Approved

# 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)

|  |
|--|
| Page 54 of 101   |
| Indicate Use of Form   |
| <input type="checkbox"/> ORIGINAL SUBMISSION<br><input checked="" type="checkbox"/> RENEWAL<br><input type="checkbox"/> REPLACEMENT PAGE<br><input type="checkbox"/> ADDENDUM PAGE |
| 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/ Vice President for Business Affairs/ Executive Director for Auxiliary Enterprises/ Residential Housing |   |          |   |       |   |                  |            |                 |
| 1  | Housing Assignment Records   | M   | S        | N   | U     | ACT = until end of FY in which created or received. |                  |            |                 |
| 2  | Vendor Payment Records   | P   | R        | N   | U     |   |                  |            |                 |
| 3  | Housing Student Judicial   | C   | R        | N   | I     |   |                  |            |                 |
| 4  | Budget   | M   | R        | N   | I     |   |                  |            |                 |
| 5  | Vendor Contracts   | M   | R        | N   | I     |   |                  |            |                 |
| 6  | Rental of Guest Suites   | M   | R        | N   | I     |   |                  |            |                 |
|  |  |   |          |   |       |   |                  |            |                 |
|  |  |   |          |   |       |   |                  |            |                 |
|  |  |   |          |   |       |   |                  |            |                 |
|  |  |   |          |   |       |   |                  |            |                 |
|  |  |   |          |   |       |   |                  |            |                 |
| <b>Permitted Retention Period Abbreviations</b><br>ACT – Active Period (when used define term in remarks column)<br>FY- Fiscal Year (July 1- June 30)<br>CY – Calendar Year (Jan 1 – Dec 31)<br>AY – Academic Year (Aug 1 – July 31)<br>FFY – Federal Fiscal Year (Oct 1 – Sept 30)<br>MO – Months WK – Week DY - Day(s)<br>PERM – Permanent |  | <b>Security Status Codes</b><br>P – Public Record<br>M – May Contain Confidential Information<br>C – Confidential Information   |          | <b>State Records Center Use</b><br>Y – Yes<br>N - No                              |       | <b>Agency Abbreviations</b>                         |                  |            |                 |
|  |  | <b>Archival Processing Codes</b><br>A – Transfer to State Archives<br>R – Retain in Agency Archives<br>S – Review by State Archives<br>O – Other (Specify in Remarks) |          | <b>Vital Record Identification Code</b><br>V= Vital<br>I = Important<br>U= Useful |       |   |                  |            |                 |

Heather R. Pilcher  
 Agency Approval

9/12/19  
 Date Signed

*Betsy S. Gungl*  
 Secretary of State, State Archives & Records Services

9/17/2019  
 Date Approved

## 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)

|  |
|--|
| Page 55 of 101   |
| Indicate Use of Form   |
| <input type="checkbox"/> ORIGINAL SUBMISSION<br><input checked="" type="checkbox"/> RENEWAL<br><input type="checkbox"/> REPLACEMENT PAGE<br><input type="checkbox"/> ADDENDUM PAGE |

| 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 for Business Affairs/ Athletics Business Operations |   |          |   |         |   |                  |            |                 |
| 1  | Home Football Game Ticket Reconciliations  | ACT + 6FY   | 0        | ACT + 6FY   | M S N I | ACT = until end of FY in which created or received. |                  |            |                 |
| 2  | All Sports Game Contracts/ Agreements  | ACT + 10FY  | 0        | ACT + 10FY  | M S N V | ACT = until end of FY in which contract lapses.     |                  |            |                 |
| 3  | Football Team Travel Expense Reports   | ACT + 6FY   | 0        | ACT + 6FY   | M S N U | ACT = until end of FY in which created or received. |                  |            |                 |
| 4  | Football Home Game Officials Expense Vouchers  | ACT + 3FY   | 0        | ACT + 3FY   | M S N I | ACT = until end of FY in which created or received. |                  |            |                 |
| 5  | Baseball Home Game Umpire Payment Vouchers   | ACT + 3FY   | 0        | ACT + 3FY   | M S N I | ACT = until end of FY in which created or received. |                  |            |                 |
| 6  | Athletic Department Surveys  | ACT + 3FY   | 0        | ACT + 3FY   | M S N U | ACT = until end of FY in which created or received. |                  |            |                 |
| 7  | Professional Service Contracts/ Agreements   | ACT + 10FY  | 0        | ACT + 10FY  | P S N I | ACT = until end of FY in which contract lapses.     |                  |            |                 |
| 8  | Athletic Game Guarantees-Revenues  | ACT + 3FY   | 0        | ACT + 3FY   | M S N I | ACT = until end of FY in which created or received. |                  |            |                 |
| 9  | Athletic Game Guarantees Paid Out-Expenses   | ACT + 3FY   | 0        | ACT + 3FY   | M S N I | ACT = until end of FY in which created or received. |                  |            |                 |
| 10   | Administration & Faculty Petty Case Expense Sheet  | ACT + 3FY   | 0        | ACT + 3FY   | M S N I | ACT = until end of FY in which created or received. |                  |            |                 |
| <b>Permitted Retention Period Abbreviations</b><br>ACT – Active Period (when used define term in remarks column)<br>FY- Fiscal Year (July 1- June 30)<br>CY – Calendar Year (Jan 1 – Dec 31)<br>AY – Academic Year (Aug 1 – July 31)<br>FFY – Federal Fiscal Year (Oct 1 – Sept 30)<br>MO – Months WK – Week DY - Day(s)<br>PERM – Permanent |  | <b>Security Status Codes</b><br>P – Public Record<br>M – May Contain Confidential Information<br>C – Confidential Information   |          | <b>State Records Center Use</b><br>Y – Yes<br>N - No                              |         | <b>Agency Abbreviations</b>                         |                  |            |                 |
|  |  | <b>Archival Processing Codes</b><br>A – Transfer to State Archives<br>R – Retain in Agency Archives<br>S – Review by State Archives<br>O – Other (Specify in Remarks) |          | <b>Vital Record Identification Code</b><br>V= Vital<br>I = Important<br>U= Useful |         |   |                  |            |                 |

Heather R. Pilcher  
 Agency Approval

9/12/19  
 Date Signed

*July S. Smith*  
 Secretary of State, State Archives & Records Services

9/17/2019  
 Date Approved

## 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

|  |
|--|
| Page 56 of 101   |
| Indicate Use of Form<br><input type="checkbox"/> ORIGINAL SUBMISSION<br><input checked="" type="checkbox"/> RENEWAL<br><input type="checkbox"/> REPLACEMENT PAGE<br><input type="checkbox"/> ADDENDUM PAGE |
| Remarks  |

| Agency No      | Agency / Division / Section   | Retention Period |            |                 | Security | Archival | State Records Center | Vital |
|----------------|---|------------------|------------|-----------------|----------|----------|----------------------|-------|
| Item Number    | Records Series Title  | In Office        | In Storage | Total Retention |          |          |                      |       |
| <b>066.000</b> | <b>University of Louisiana Monroe/ Vice President for Business Affairs/ Athletics Business Operations</b> |                  |            |                 |          |          |                      |       |
| 11             | Travel Expense Reports – Athletic Director  | ACT + 3FY        | 0          | ACT + 3FY       | M        | S        | N                    | U     |
| 12             | Travel Expense Reports (ULMAF) – Athletic Director  | ACT + 3FY        | 0          | ACT + 3FY       | M        | S        | N                    | U     |
| 13             | Travel Expense Reports – Men’s Track  | ACT + 3FY        | 0          | ACT + 3FY       | M        | S        | N                    | U     |
| 14             | Travel Expense Reports (ULMAF) – Men’s Track  | ACT + 3FY        | 0          | ACT + 3FY       | M        | S        | N                    | U     |
| 15             | Grants-in-Aid – Men’s Track   | ACT + 6FY        | 0          | ACT + 6FY       | M        | S        | N                    | V     |
| 16             | National Letter of Intent – Men’s Track   | ACT + 6FY        | 0          | ACT + 6FY       | M        | S        | N                    | V     |
| 17             | Medical Records – Athletic Trainer  | ACT + 7FY        | 0          | ACT + 7FY       | C        | S        | N                    | V     |
| 18             | Travel Expense Reports – Baseball   | ACT + 3FY        | 0          | ACT + 3FY       | M        | S        | N                    | U     |
| 19             | Travel Expense Reports (ULMAF) - Baseball   | ACT + 6FY        | 0          | ACT + 6FY       | M        | S        | N                    | U     |
| 20             | National Letter of Intent - Baseball  | ACT + 6FY        | 0          | ACT + 6FY       | M        | S        | N                    | V     |

|  |  |   |
|--|--|---|
| <b>Permitted Retention Period Abbreviations</b><br>ACT – Active Period (when used define term in remarks column)<br>FY- Fiscal Year (July 1- June 30)<br>CY – Calendar Year (Jan 1 – Dec 31)<br>AY – Academic Year (Aug 1 – July 31)<br>FFY – Federal Fiscal Year (Oct 1 – Sept 30)<br>MO – Months WK – Week DY - Day(s)<br>PERM – Permanent | <b>Security Status Codes</b><br>P – Public Record<br>M – May Contain Confidential Information<br>C – Confidential Information<br><br><b>Archival Processing Codes</b><br>A – Transfer to State Archives<br>R – Retain in Agency Archives<br>S – Review by State Archives<br>O – Other (Specify in Remarks) | <b>State Records Center Use</b><br>Y – Yes<br>N - No<br><br><b>Vital Record Identification Code</b><br>V= Vital<br>I = Important<br>U= Useful |
|--|--|---|

|  |
|--|
| <b>Agency Abbreviations</b><br><br>ULMAF = University of LA Monroe Athletic Foundation |
|--|

Heather R. Pilcher  
Agency Approval

9/12/19  
Date Signed

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

9/17/2019  
Date Approved

# 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

|  |
|--|
| Page 57 of 101   |
| Indicate Use of Form   |
| <input type="checkbox"/> ORIGINAL SUBMISSION<br><input checked="" type="checkbox"/> RENEWAL<br><input type="checkbox"/> REPLACEMENT PAGE<br><input type="checkbox"/> ADDENDUM PAGE |
| 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 |   |          |   |       |   |
| <b>066.000</b>   | <b>University of Louisiana Monroe/ Vice President for Business Affairs/ Athletics Business Operations</b> |   |            |                 |   |          |   |       |   |
| 21   | Grants-in-Aid – Baseball  | ACT + 6FY   | 0          | ACT + 6FY       | M   | S        | N   | V     | ACT = until end of FY in which grant is closed      |
| 22   | Travel Expenses – Women’s Track   | ACT + 3FY   | 0          | ACT + 3FY       | M   | S        | N   | U     | ACT = until end of FY in which created or received. |
| 23   | Travel Expenses (ULMAF) – Women’s Track   | ACT + 3FY   | 0          | ACT + 3FY       | M   | S        | N   | U     | ACT = until end of FY in which created or received. |
| 24   | Grants-in-Aid – Women’s Track   | ACT + 6FY   | 0          | ACT + 6FY       | M   | S        | N   | V     | ACT = until end of FY in which grant is closed      |
| 25   | National Letter of Intent – Women’s Track   | ACT + 6FY   | 0          | ACT + 6FY       | M   | S        | N   | V     | ACT = until end of FY in which created or received. |
| 26   | Travel Expenses – Men’s Golf  | ACT + 3FY   | 0          | ACT + 3FY       | M   | S        | N   | U     | ACT = until end of FY in which created or received. |
| 27   | Travel Expenses (ULMAF) – Men’s Golf  | ACT + 3FY   | 0          | ACT + 3FY       | M   | S        | N   | U     | ACT = until end of FY in which created or received. |
| 28   | National Letter of Intent – Men’s Golf  | ACT + 6FY   | 0          | ACT + 6FY       | M   | S        | N   | V     | ACT = until end of FY in which created or received. |
| 29   | Grants-in-Aid – Men’s Golf  | ACT + 6FY   | 0          | ACT + 6FY       | M   | S        | N   | V     | ACT = until end of FY in which grant is closed      |
| 30   | Accounts Payable – WBKB, SOC, SB, TN, VB, & MBKB  | ACT + 3FY   | 0          | ACT + 3FY       | M   | S        | N   | V     | ACT = until end of FY in which audited              |
| <b>Permitted Retention Period Abbreviations</b><br>ACT – Active Period (when used define term in remarks column)<br>FY- Fiscal Year (July 1- June 30)<br>CY – Calendar Year (Jan 1 – Dec 31)<br>AY – Academic Year (Aug 1 – July 31)<br>FFY – Federal Fiscal Year (Oct 1 – Sept 30)<br>MO – Months WK – Week DY - Day(s)<br>PERM – Permanent |   | <b>Security Status Codes</b><br>P – Public Record<br>M – May Contain Confidential Information<br>C – Confidential Information   |            |                 | <b>State Records Center Use</b><br>Y – Yes<br>N - No                                |          | <b>Agency Abbreviations</b><br>ULMAF = University of LA Monroe Athletic Foundation<br>WBKB = Women’s Basketball<br>SOC = Soccer<br>SB = Softball<br>TN = Tennis<br>VB = Volleyball<br>MBKB = Men’s Basketball |       |   |
|  |   | <b>Archival Processing Codes</b><br>A – Transfer to State Archives<br>R – Retain in Agency Archives<br>S – Review by State Archives<br>O – Other (Specify in Remarks) |            |                 | <b>Vital Record Identification Code</b><br>V = Vital<br>I = Important<br>U = Useful |          |   |       |   |

Heather R. Pilcher  
 Agency Approval

9/12/19  
 Date Signed

*Geoffrey S. Ozmyli*  
 Secretary of State, State Archives & Records Services

9/17/2019  
 Date Approved

# 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)

Page 58 of 101

Indicate Use of Form  
 ORIGINAL SUBMISSION  
 **RENEWAL**  
 REPLACEMENT PAGE  
 ADDENDUM PAGE

| Agency No  | Agency / Division / Section   | In Office   | In Storage | Total Retention   | Security | Archival  | State Records Center | Vital | Remarks   |
|--|---|---|------------|---|----------|---|----------------------|-------|---|
| <b>066.000</b>   | <b>University of Louisiana Monroe/ Vice President for Business Affairs/ Athletics Business Operations</b> |   |            |   |          |   |                      |       |   |
| Item Number  | Records Series Title  | Retention Period  |            |   | Security | Archival  | State Records Center | Vital | Remarks   |
|  |   | In Office   | In Storage | Total Retention   |          |   |                      |       |   |
| 31   | Accounts Payable (ULMAF) – WBKB, SOC, SB, TN, VB, & MBKB  | ACT + 3FY   | 0          | ACT + 3FY   | M        | S   | N                    | V     | ACT = until end of FY in which audited              |
| 32   | Contracts & Confirmation Letters – WBKB, SOC, SB, TN, VB, & MBKB  | ACT + 10FY  | 0          | ACT + 10FY  | M        | S   | N                    | I     | ACT = until end of FY in which contract lapses      |
| 33   | Inventory/ Property Control – WBKB, SOC, SB, TN, VB, & MBKB   | ACT + 3FY   | 0          | ACT + 3FY   | P        | S   | N                    | I     | ACT = until end of FY in which created or received. |
| 34   | NCAA Special Assistance Programs – WBKB, SOC, SB, TN, VB, & MBKB  | ACT + 6FY   | 0          | ACT + 6FY   | M        | S   | N                    | V     | ACT = until end of FY in which created or received. |
| 35   | Petty Cash Expenses – WBKB, SOC, SB, TN, VB, & MBKB   | ACT + 3FY   | 0          | ACT + 3FY   | M        | S   | N                    | V     | ACT = until end of FY in which audited              |
| 36   | Post Office Information – WBKB, SOC, SB, TN, VB, & MBKB   | ACT + 3FY   | 0          | ACT + 3FY   | P        | S   | N                    | U     | ACT = until end of FY in which created or received. |
| 37   | Graphic Services Requisitions – WBKB, SOC, SB, TN, VB, & MBKB   | ACT + 3FY   | 0          | ACT + 3FY   | P        | S   | N                    | U     | ACT = until end of FY in which created or received. |
| 38   | Travel Advance & Expense Reports – WBKB, SOC, SB, TN, VB, & MBKB  | ACT + 3FY   | 0          | ACT + 3FY   | M        | S   | N                    | V     | ACT = until end of FY in which audited              |
| 39   | Vehicle Requests – WBKB, SOC, SB, TN, VB, & MBKB  | ACT + 3FY   | 0          | ACT + 3FY   | P        | S   | N                    | U     | ACT = until end of FY in which created or received. |
| 40   | Grants-in-Aid – WBKB, SOC, SB, TN, VB, & MBKB   | ACT + 6FY   | 0          | ACT + 6FY   | M        | S   | N                    | V     | ACT = until end of FY in which grant is closed      |
| <b>Permitted Retention Period Abbreviations</b><br>ACT – Active Period (when used define term in remarks column)<br>FY- Fiscal Year (July 1- June 30)<br>CY – Calendar Year (Jan 1 – Dec 31)<br>AY – Academic Year (Aug 1 – July 31)<br>FFY – Federal Fiscal Year (Oct 1 – Sept 30)<br>MO – Months WK – Week DY – Day(s)<br>PERM – Permanent |   | <b>Security Status Codes</b><br>P – Public Record<br>M – May Contain Confidential Information<br>C – Confidential Information   |            | <b>State Records Center Use</b><br>Y – Yes<br>N - No                              |          | <b>Agency Abbreviations</b><br>ULMAF = University of LA Monroe Athletic Foundation<br>WBKB = Women's Basketball<br>SOC = Soccer<br>SB = Softball<br>TN = Tennis<br>VB = Volleyball<br>MBKB = Men's Basketball |                      |       |   |
|  |   | <b>Archival Processing Codes</b><br>A – Transfer to State Archives<br>R – Retain in Agency Archives<br>S – Review by State Archives<br>O – Other (Specify in Remarks) |            | <b>Vital Record Identification Code</b><br>V= Vital<br>I = Important<br>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



# 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)

|  |
|--|
| Page 59 of 101                               |
| Indicate Use of Form                         |
| <input type="checkbox"/> ORIGINAL SUBMISSION |
| <input checked="" type="checkbox"/> RENEWAL  |
| <input type="checkbox"/> REPLACEMENT PAGE    |
| <input type="checkbox"/> ADDENDUM PAGE       |

| 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 for Business Affairs/ Athletics Business Operations |           |          |                      |         |   |                  |            |                 |
| 41          | National Letter of Intent – WBKB, SOC, SB, TN, VB, & MBKB  | ACT + 6FY | 0        | ACT + 6FY            | M S N V | ACT = until end of FY in which created or received. |                  |            |                 |
| 42          | Spreadsheet for Scholarships   | ACT + 6FY | 0        | ACT + 6FY            | M S N V | ACT = until end of FY in which created or received. |                  |            |                 |
| 43          | Grants-in-Aid – Football   | ACT + 6FY | 0        | ACT + 6FY            | M S N V | ACT = until end of FY in which grant is closed      |                  |            |                 |
| 44          | National Letter of Intent – Football   | ACT + 6FY | 0        | ACT + 6FY            | M S N V | ACT = until end of FY in which created or received. |                  |            |                 |
| 45          | ULMAF Accounts Payable (other)   | ACT + 3FY | 0        | ACT + 3FY            | M S N V | ACT = until end of FY in which audited              |                  |            |                 |
| 46          | Football Recruiting and Travel Expenses  | ACT + 3FY | 0        | ACT + 3FY            | M S N V | ACT = until end of FY in which audited              |                  |            |                 |
|             |  |           |          |                      |         |   |                  |            |                 |
|             |  |           |          |                      |         |   |                  |            |                 |
|             |  |           |          |                      |         |   |                  |            |                 |
|             |  |           |          |                      |         |   |                  |            |                 |

**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**  
 ULMAF = University of LA Monroe Athletic Foundation  
 WBKB = Women’s Basketball  
 SOC = Soccer  
 SB = Softball  
 TN =Tennis  
 VB =Volleyball  
 MBKB = Men's Basketball

Heather R. Pilcher  
 Agency Approval

9/12/19  
 Date Signed

Ruby S. Gagnier  
 Secretary of State, State Archives & Records Services

9/17/2019  
 Date Approved

# 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)

|  |
|--|
| Page 60 of 101   |
| Indicate Use of Form   |
| <input type="checkbox"/> ORIGINAL SUBMISSION<br><input checked="" type="checkbox"/> RENEWAL<br><input type="checkbox"/> REPLACEMENT PAGE<br><input type="checkbox"/> ADDENDUM PAGE |
| Remarks  |

| Agency No  | Agency / Division / Section   | Security  | Archival | State Records Center  | Vital   | Remarks   |
|--|---|---|----------|---|---------|---|
| Item Number  | Records Series Title  |   |          |   |         |   |
| <b>066.000</b>   | <b>University of Louisiana Monroe/ Vice President for Business Affairs/ Budget Office</b> |   |          |   |         |   |
| 1  | Correspondence files  | ACT + 5FY   | 0        | ACT + 5FY   | M S N I | ACT = until end of FY in which created or received. |
| 2  | Budget Work Papers  | ACT + 10FY  | PERM     | PERM  | M R N U | ACT = until end of FY in which created or received. |
| 3  | Fiscal Year Completed Budgets with Working Documents                                      | PERM  | 0        | PERM  | M R N U |   |
| 4  | Other University of Louisiana System Budgets  | PERM  | 0        | PERM  | P R N U |   |
| 5  | Payroll Action Forms  | ACT + 2FY   | 3FY      | ACT + 5FY   | C S N I | ACT = until end of FY in which created or received. |
| 6  | Fiscal Year-End Reports and Financial Statements  | PERM  | 0        | PERM  | P R N U |   |
|  |   |   |          |   |         |   |
|  |   |   |          |   |         |   |
|  |   |   |          |   |         |   |
|  |   |   |          |   |         |   |
|  |   |   |          |   |         |   |
| <b>Permitted Retention Period Abbreviations</b><br>ACT – Active Period (when used define term in remarks column)<br>FY- Fiscal Year (July 1- June 30)<br>CY – Calendar Year (Jan 1 – Dec 31)<br>AY – Academic Year (Aug 1 – July 31)<br>FFY – Federal Fiscal Year (Oct 1 – Sept 30)<br>MO – Months WK – Week DY - Day(s)<br>PERM – Permanent |   | <b>Security Status Codes</b><br>P – Public Record<br>M – May Contain Confidential Information<br>C – Confidential Information   |          | <b>State Records Center Use</b><br>Y – Yes<br>N - No                              |         | <b>Agency Abbreviations</b>                         |
|  |   | <b>Archival Processing Codes</b><br>A – Transfer to State Archives<br>R – Retain in Agency Archives<br>S – Review by State Archives<br>O – Other (Specify in Remarks) |          | <b>Vital Record Identification Code</b><br>V= Vital<br>I = Important<br>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