

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	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/ Controller/ Payroll								
1	Tax Returns (W-2s & 941s) and Worksheets	ACT + 2FY	PERM	PERM	C	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

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

9/12/19
 Date Signed

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

9/17/2019
 Date Approved

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Remarks

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Item Number	Records Series Title	In Office	In Storage	Total Retention					
066.000	University of Louisiana Monroe/ Vice President for Business Affairs/ Controller/ LaCap								
1	ACH Refunds Reports	ACT + 5FY	0	ACT + 5FY	C	S	N	U	ACT = until end of FY in which created or received.
2	Student Direct Deposit Reports	ACT + 5FY	0	ACT + 5FY	C	S	N	U	ACT = until end of FY in which created or received.
3	Cashier's Reports	ACT + 5FY	0	ACT + 5FY	C	S	N	U	ACT = until end of FY in which created or received.
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		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
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[Signature]
 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/ Vice President for Business Affairs/ Human Resources									
1	Employee Personnel Files – Classified	ACT + 5FY	PERM	PERM	M	S	N	I	ACT = until end of FY in which employee separates from agency	
2	Employee Personnel Files – Unclassified	ACT + 5FY	PERM	PERM	M	S	N	I	ACT = until end of FY in which employee separates from agency	
3	Employment Verification Forms (I-3)	ACT + 5FY	0	ACT + 5FY	C	S	N	U	ACT = until end of FY in which created or received.	
4	Job Description Files	ACT+ 10FY	1FY	ACT + 11FY	M	S	N	U	ACT = until end of FY in which superseded or abolished.	
5	Employee Medical Files	ACT + 5FY	PERM	PERM	C	R	N	U	ACT = until end of FY in which created or received.	
6	Job Applicant Files	ACT + 2FY	0	ACT + 2FY	M	S	N	U	ACT = until end of FY in which created or received.	
7	Outside Disclosure Files	ACT + 5FY	5FY	ACT + 10FY	C	S	N	U	ACT = until end of FY in which created or received.	
8	Employee I-9	ACT + 2FY	1FY	ACT + 3FY	C	S	N	U	ACT = until end of FY in which employee separates from agency.	
9	Performance Evaluation	ACT + 3FY	2FY	ACT + 5FY	C	S	N	U	ACT = until end of FY in which employee separates from agency.	
10	Employee & Dependent Tuition Waiver Application Records	ACT + 2FY	PERM	PERM	M	R	N	U	ACT = until end of FY in which created or received.	
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Boyd S. Gump
 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/ Vice President for Business Affairs/ Human Resources								
11	Employee Insurance Files	ACT + 2FY	PERM	PERM	C	R	N	U	Act = until end of FY in which created or received.
12	Employee Insurance Beneficiary Forms	ACT + 2FY	PERM	PERM	C	R	N	U	Act = until end of FY in which created or received.
13	Casual Wage & Part-Time Personnel Files	ACT + 2FY	PERM	PERM	M	S	N	I	ACT = until end of FY in which employee separates from agency
14	Student Worker Personnel Files	ACT + 5FY	PERM	PERM	M	S	N	I	ACT = until end of FY in which student worker separates from 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		State Records Center Use Y – Yes N - No		Agency Abbreviations			
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Betsy J. Gmyl
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Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
066.000	University of Louisiana Monroe/ Vice President for Business Affairs/ Purchasing								
1	Requisitions	M	S	N	U	ACT = until end of FY in which created or received.			
2	Yearly Vendor Copy	M	S	N	U	ACT = until end of FY in which created or received.			
3	Yearly bids	M	S	N	U	ACT = until end of FY in which expires or is terminated.			
4	Purchase Orders	M	S	N	U	ACT = until end of FY in which created or received.			
5	Risk Management Claims	M	R	N	U				
6	Vehicle Purchases (Titles)	M	S	N	U	ACT = until end of FY vehicle disposed or in surplus.			
7	Vehicle Bill of Sale	P	R	N	U				
8	Certificate of Insurance	M	R	N	U				
9	Personal Service Contracts	C	S	N	U	ACT = until end of FY in which expires or is terminated.			
10	Contract Item Usage	M	S	N	U	ACT = until end of FY in which expires or is terminated.			
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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 for Business Affairs/ Purchasing								
11	Major Repair Bids	ACT + 3FY	2FY	ACT + 5FY	M	S	N	U	ACT = until end of FY in which created or received.
12	Agreements	ACT + 3FY	7FY	ACT + 10FY	M	S	N	U	ACT = until end of FY in which expires or is terminated.
13	Property Leases	ACT	10FY	ACT + 10FY	M	S	N	U	ACT = until end of FY in which expires or is terminated.
14	Purchasing Card (P-Card) Statements	ACT + 2FY	3FY	ACT + 5FY	M	S	N	U	ACT = until end of FY of statement period.

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Bryce S. Smith
 Secretary of State, State Archives & Records Services

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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/ Vice President for Information Services & Student Success					
1	Timesheets for VPIS Staff	C	R	N	U	Act = Until end of FY in which created or received
2	Student Worker Files	C	R	N	I	
3	Correspondence Regarding VPIS Employees	C	R	N	U	
4	Records Retention Schedule	P	R	N	I	
5	Inventory	P	R	N	I	
6	Purchases	P	S	N	U	ACT = until end of FY in which created or received.
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		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		

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				In Office	In Storage	Total Retention						
066.000	University of Louisiana Monroe/ Vice President for Information Services & Student Success/ Chief Information Office & Dean of the Library/ Information Technology											
		1	Account and Exit Forms	ACT + 5CY	0	ACT + 5CY	C	S	N	I	ACT = until end of CY employee/student's system access is terminated.	
		2	Contracts	ACT + 10 CY	0	ACT + 10 CY	P	S	N	I	ACT = Until end of CY employee/student system access is terminated.	
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066.000	University of Louisiana Monroe/ Vice President for Information Services & Student Success/ Chief Information Office & Dean of the Library/ Library								
1	Correspondence	ACT + 3FY	0	ACT + 3FY	M	S	N	U	ACT = until end of FY in which created or received.
2	Gift Donors	ACT + 3FY	0	ACT + 3FY	M	S	N	U	ACT = until end of FY in which created or received.
3	Inventory	ACT + 2FY	0	ACT + 2FY	P	S	N	I	ACT = until end of FY in which created or received.
4	Forms, Policies and Procedures	PERM	0	PERM	P	R	N	V	
5	Supervisor Files	ACT + 5CY	0	ACT + 5CY	M	S	N	I	ACT = until end of CY in which employee separates from agency
6	Purchase Orders	ACT + 3FY	0	ACT + 3FY	P	S	N	U	ACT = until end of FY in which created or received.
7	Requisitions/Fiscal Year	ACT + 3FY	0	ACT + 3FY	P	S	N	U	ACT = until end of FY in which created or received.
8	Annual Reports	ACT + 1FY	PERM	PERM	P	R	N	I	ACT = until end of FY in which created or received.
9	Information Services Council	ACT + 5FY	0	ACT + 5FY	P	S	N	U	ACT = until end of FY in which created or received.

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Zohy S. J. J. J.
 Secretary of State, State Archives & Records Services

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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/ Vice President for Information Services & Student Success/ Financial Aid					
1	Student Files	C	S	N	I	ACT = until end of AY in which created or received.
2	FISAP	C	R	N	I	
3	Participation Agreement	C	R	N	I	
4	Title III Waiver	C	R	N	I	

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Heather R. Pilcher
 Agency Approval

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

9/17/2019
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