

# 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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Remarks

Agency No	Agency / Division / Section	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 Information Services &amp; Student Success/ Registrar</b>								
1	Official Transcripts	PERM	0	PERM	C	R	N	V	
2	Admissions Applications & Supporting Credentials	ACT + 10AY	0	ACT + 10AY	C	S	N	V	ACT = until end of AY in which created or received.
3	Official Class Rosters	PERM	0	PERM	C	R	N	V	
4	Official Class Roster Detail & Summary Reports	PERM	0	PERM	C	R	N	V	
5	Grade Rosters	PERM	0	PERM	C	R	N	V	
6	Graduation List	PERM	0	PERM	C	R	N	V	
7	Degree Certifications	PERM	0	PERM	C	R	N	V	
<b>Permitted Retention Period Abbreviations</b> 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		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information		<b>State Records Center Use</b> Y – Yes N - No		<b>Agency Abbreviations</b>			
		<b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)		<b>Vital Record Identification Code</b> V= Vital I = Important U= Useful					

Heather R. Pilcher  
 Agency Approval

9/12/19  
 Date Signed

Bobby S. Gump  
 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					
<b>066.000</b>	<b>University of Louisiana Monroe/ Vice President for Information Services &amp; Student Success/ University Planning &amp; Analysis</b>								
1	IPEDES Reports	ACT + 10AY	0	ACT + 10AY	P	S	N	I	ACT = until end of AY in which created or received.
2	Routine Correspondence	ACT + 1CY	0	ACT + 1CY	P	S	N	U	ACT = until end of CY in which created or received.
3	Board Material	ACT + 5FY	0	ACT + 5FY	P	S	N	U	ACT = until end of FY in which created or received.
4	Peterson's Surveys	ACT + 3AY	0	ACT + 3AY	M	S	N	U	ACT = until end of AY in which created or received.
5	Questionnaire	ACT + 3CY	0	ACT + 3CY	M	S	N	U	ACT = until end of CY in which created or received.
6	BoR ACT Student Opinion Survey	ACT + 5CY	0	ACT + 5CY	C	S	N	I	ACT = until end of CY in which created or received.
7	Student Workers	ACT + 5AY	0	ACT + 5AY	M	S	N	I	ACT = until end of AY in which no longer employed.
8	U.S. News Surveys	ACT + 3AY	0	ACT + 3AY	M	S	N	U	ACT = until end of AY in which created or received.
9	Office Inventory	ACT + 3CY	0	ACT + 3CY	P	S	N	I	ACT = until end of CY in which created or received.
10	Purchases	ACT + 5CY	0	ACT + 5CY	P	S	N	I	ACT = until end of CY in which created or received.
<b>Permitted Retention Period Abbreviations</b> 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		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information			<b>State Records Center Use</b> Y – Yes N - No		<b>Agency Abbreviations</b> IPEDES = Integrated Postsecondary Education Data System BoR = Board of Regents ACT = American College Testing		
		<b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			<b>Vital Record Identification Code</b> 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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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks	
Item Number	Records Series Title						In Office
<b>066.000</b>	<b>University of Louisiana Monroe/ Vice President for Information Services &amp; Student Success/ University Planning &amp; Analysis</b>						
11	Statewide Student Profile System	C	S	N	I	ACT = until end of AY in which created or received.	
12	LaPas	P	S	N	I	ACT = until end of AY in which created or received.	
13	Administrative Comp. Survey, CUPA	C	S	N	U	ACT = until end of AY in which created or received.	
14	NLU/ULM Fact Book	P	R	N	U		
15	SREB State Data Exchange	M	S	N	U	ACT = until end of AY in which created or received.	
16	Board of Regents	M	S	N	I	ACT = until end of AY in which created or received.	
17	Board of Supervisors	M	S	N	I	ACT = until end of CY in which created or received.	
18	Facilities Inventory and Utilization	P	S	N	I	ACT = until end of CY in which created or received.	
19	University Building and Classroom	P	S	N	U	ACT = until end of CY in which created or received.	
20	NSSE Survey	M	S	N	U	ACT = until end of AY in which created or received.	
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		<b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)		<b>Vital Record Identification Code</b> V= Vital I = Important U= Useful			

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

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				In Office	In Storage	Total Retention					
<b>066.000</b>	<b>University of Louisiana Monroe/ Vice President for Information Services &amp; Student Success/ Executive Director for Admissions &amp; Recruitment</b>										
		1	Applications on File Report	ACT + 3FY	PERM	PERM	M	R	N	I	ACT = until end of FY in which created or received.
		2	Admissions Applications and Supporting Credentials	ACT + 1FY	0	ACT + 1FY	C	S	N	V	ACT = until end of AY in which created or received.
		3	DNE Admissions Applications	ACT + 1FY	0	ACT + 1FY	C	S	N	V	ACT = until end of AY in which created or received.
		4	Office Supply Accounts	ACT + 2FY	1FY	ACT + 3FY	P	S	N	U	ACT = until end of FY in which created or received.
		5	Enrollment Statistics	ACT + 10FY	PERM	PERM	P	R	N	U	ACT = until end of FY in which created or received.
		6	Executive Enrollment Management Committee	ACT + 2FY	3FY	ACT + 5FY	M	S	N	U	ACT = until end of FY in which created or received.
		7	Louisiana Board of Regents	ACT + 2FY	1FY	ACT + 3FY	P	S	N	U	ACT = until end of FY in which created or received.
		8	Employment	ACT + 2FY	0	ACT + 2FY	C	S	N	I	ACT = until end of FY in which created or received.
		9	Policies and Procedures	ACT + 3FY	PERM	PERM	P	R	N	V	ACT = until end of FY in which created or received.
		10	Enrollment Counts	ACT + 5FY	0	ACT + 5FY	P	S	N	I	ACT = until end of FY in which created or received.

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<b>Agency Abbreviations</b> DNE = Did Not Enroll		

Heather R. Pilcher  
 Agency Approval

9/12/19  
 Date Signed

Betsy S. Brown  
 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					
<b>066.000</b>	<b>University of Louisiana Monroe/ Vice President for Information Services &amp; Student Success/ Executive Director for Admissions &amp; Recruitment</b>								
11	Inventory	ACT + 5FY	0	ACT + 5FY	P	S	N	I	ACT = until end of FY in which created or received.
12	Accounts Payable Check Requests	ACT + 3FY	3FY	ACT + 6FY	M	S	N	I	ACT = until end of FY in which created or received.
13	Student Worker's Employment	ACT + 2FY	0	ACT + 2FY	M	S	N	I	ACT = until end of FY in which no longer employed.
14	Travel	ACT + 3FY	0	ACT + 3FY	M	S	N	U	ACT = until end of FY in which created or received.
15	Purchase	ACT + 3FY	0	ACT + 3FY	P	S	N	U	ACT = until end of FY in which created or received.
16	Graphic Requests	ACT + 3FY	0	ACT + 3FY	P	S	N	U	ACT = until end of FY in which created or received.
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Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
066.000	University of Louisiana Monroe/ Vice President for Information Services & Student Success/ Executive Director for Admissions & Recruitment/ International Student Services								
1	SEVIS Form I 20 and Student Files	ACT + 4AY	0	ACT + 4AY	C	S	N	I	ACT = until end of AY in which created or received.
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		<b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			<b>Vital Record Identification Code</b> V= Vital I = Important U= Useful				

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Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
		066.000	University of Louisiana Monroe/ Vice President for Information Services & Student Success/ Executive Director for Admissions & Recruitment/ Testing Center						
1	American College (ACT)	ACT + 10CY	0	ACT + 10CY	C	S	N	I	ACT = until end of CY in which created or received.
2	Advanced Placement Program (AP)	ACT + 10CY	0	ACT + 10CY	C	S	N	I	ACT = until end of CY in which created or received.
3	College Level Examination Program (CLEP)	ACT + 10CY	0	ACT + 10CY	C	S	N	I	ACT = until end of CY in which created or received.
4	Dantes Standardized Subject Test (DSST)	ACT + 10CY	0	ACT + 10CY	C	S	N	I	ACT = until end of CY in which created or received.
5	Graduates Management Admission Test (GMAT)	ACT + 10CY	0	ACT + 10CY	C	S	N	I	ACT = until end of CY in which created or received.
6	Graduate Record Examination (GRE)	ACT + 10CY	0	ACT + 10CY	C	S	N	I	ACT = until end of CY in which created or received.
7	Praxis Certification Exams	ACT + 10CY	0	ACT + 10CY	C	S	N	I	ACT = until end of CY in which created or received.
8	Scholastic Aptitude Test (SAT)	ACT + 10CY	0	ACT + 10CY	C	S	N	I	ACT = until end of CY in which created or received.
9	Test of English as a Foreign Language (TOEFL)	ACT + 10CY	0	ACT + 10CY	C	S	N	I	ACT = until end of CY in which created or received.

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

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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 Student Affairs							
1	General Correspondence	ACT + 5FY	0	ACT + 5FY	P	S	N	I	ACT = until end of FY in which created or received.	
2	Supervisor files	ACT + 5CY	0	ACT + 5CY	M	S	N	I	ACT = until end of CY in which employee separates from agency.	
3	Student Affairs Annual Reports	PERM	0	PERM	P	R	N	U		
4	Who's Who Among Colleges & Universities	PERM	0	PERM	P	R	N	U		
5	Student Involvement Scholarship	PERM	0	PERM	M	R	N	U		
6	Inventory	ACT + 2FY	0	ACT + 2FY	P	S	N	U	ACT = until end of FY in which 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 for Student Affairs/ Dean of Students/ Student Services						
1	Fiscal Year Files	ACT + 5FY	0	ACT + 5FY	M	S	N	I	ACT = until end of FY in which created or received.
2	Serious Cases	ACT + 15CY	0	ACT + 15CY	C	S	N	V	ACT = until end of CY in which created or received.
3	Policies and Procedures	PERM	0	PERM	P	R	N	V	Student policy manual, alcohol policy, off campus housing, eviction, sexual assault/harassment, Judicial Reference, FERPA.
4	Disciplinary Files	ACT + 7FY	0	ACT + 7FY	C	S	N	V	ACT = until end of FY in which matter is resolved.
5	Insurance	ACT + 5AY	0	ACT + 5AY	M	S	N	V	ACT = until end of AY in which created or received.
6	Supervisor Files	ACT + 5FY	0	ACT + 5FY	M	S	N	I	ACT = until end of FY in which no longer employed
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*Ruby S. Smith*  
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Item Number	Records Series Title	In Office	In Storage	Total Retention					
<b>066.000</b>	<b>University of Louisiana Monroe/ Vice President for Student Affairs/ Dean of Students/ WIDS</b>								
1	Satellite Copier Center Accounts	ACT + 3FY	0	ACT + 3FY	P	S	N	I	ACT = until end of FY in which created or received.
2	Equipment working Files	PERM	0	PERM	P	R	N	V	
3	Miscellaneous Working Files	ACT + 6FY	0	ACT + 6FY	P	S	N	I	ACT = until end of FY in which created or received.
4	Ledger Cards	ACT + 6FY	0	ACT + 6FY	P	S	N	I	ACT = until end of FY in which created or received.
5	ID Replacement Receipts	ACT + 3FY	0	ACT + 3FY	P	S	N	I	ACT = until end of FY in which created or received.
6	Activity Center ID's	ACT + 3FY	0	ACT + 3FY	P	S	N	U	ACT = until end of FY in which created or received.
7	Warhawk Express Working Files	ACT + 3FY	0	ACT + 3FY	P	S	N	I	ACT = until end of FY in which created or received.
8	Meal Plan Audits	ACT + 3FY	0	ACT + 3FY	P	S	N	I	ACT = until end of FY in which created or received.
9	Meal Plan Cards	ACT + 3FY	0	ACT + 3FY	P	S	N	U	ACT = until end of FY in which created or received.

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Bobby S. Compti  
 Secretary of State, State Archives & Records Services

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