SSARC-932 (09/20)

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

Planned Donation Files

ULM Athletic Foundation Minutes

ULM Athletic Foundation Audit

ULM Alumni Association Audit

Endowments

Agency No Agency / Division / Section ORIGINAL SUBMISSION 066.000 University of Louisiana Monroe / Office of the President / Executive Director ULM X RENEWAL **Foundation & Alumni Relations** Records REPLACEMENT PAGE Item __ADDENDUM PAGE **Retention Period** Archival Security Number **Records Series Title** State Ro Total Remarks In In Office Storage Retention 1 Alumni Association Board Meeting Minutes PERM 0 PERM V М R Ν 2 Contracts ACT + 10 FY М 0 ACT + 10 FY S N 1 ACT = until the end of FY in which contract lapses. 3 **Event Records** ACT + 2 FY 0 ACT + 2 FY Р S N U ACT = until the end of FY in which created or received.

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	9	ULM Athletic Foundation By-Laws	PERM	0	PERM	М	R	N	v	
	10	ULM Athletic Foundation Bank Statements	ACT + 7 FY	0	ACT + 7 FY		s	N	1	ACT = until the end of FY in which created or received.
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center				Agency Abbreviations	
	ACT - Active F	Period (when used define term in remarks column)	P – Public Record			Use				
FY- Fiscal Year (July 1- June 30)			M – May Contai	May Contain Confidential Information		Y – Yes				ULM – University of Louisiana Monroe

CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives

PERM - Permanent (Life of State) LOA - Life of Agency

NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).

N - No Vital Record **Identification Code** V= Vital

I = Important S - Review by State Archives U= Useful O - Other (Specify in Remarks)

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M - May Contain Confidential Information

Louisiana State Archives—Records Management Louisiana Secretary of State

ULM Foundation Files

ULM Foundation Invoices

Alumni Association Invoices

Scholarships Memoranda

ACT - Active Period (when used define term in remarks column)

Permitted Retention Period Abbreviations

FY- Fiscal Year (July 1- June 30)

CY - Calendar Year (Jan 1 - Dec 31)

AY - Academic Year (Aug 1 - July 31)

PERM - Permanent (Life of State)

FFY - Federal Fiscal Year (Oct 1 - Sept 30)

MO - Months WK - Week (Mon-Sun) DY - Day(s)

ULM Foundation Bank Reconciliations

ULM Foundation Accounts Payable

Alumni Association Accounts Payable

ULM Foundation Trust Reconciliation

LOA-Life of Agency

Alumni Association Bank Reconciliations

Trust Records

Foundation & Alumni Relations

Records Series Title

066.000

Item

Number

11

12

13

14

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Post Office Box 94125, Baton Rouge, LA 70804 recmgt@sos.la.gov Agency No Agency / Division / Section

In Office

ACT + 5 FY

ACT + 2 FY

ACT + 5 FY

P - Public Record

Security Status Codes

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)

University of Louisiana Monroe / Office of the President / Executive Director ULM

SSARC-932 (09/20) Page 12 of 98 Indicate Use of Form _ORIGINAL SUBMISSION X RENEWAL REPLACEMENT PAGE ADDENDUM PAGE State R Remarks Vital ACT = until the end of FY in which created or received. ACT = until the end of FY in which created or received. V ACT = until the end of FY in which audited. ٧ ACT = until the end of FY in which audited. V ACT = until the end of FY in which audited V ACT = until the end of FY in which audited. V ACT = until the end of FY in which audited. ACT = until the end of FY in which audited. U ACT = until the end of FY in which created or received. V ACT = until the end of FY in which audited. **Agency Abbreviations** ULM - University of Louisiana Monroe

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series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).

NOTE: Please put an asterisk (*) in the Remarks section for any record

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Use

Y-Yes

V= Vital

U= Useful

Vital Record **Identification Code**

I = Important

N - No

Total

Retention

ACT + 5 FY

ACT + 2 FY

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Louisiana Sta	ate Archives—Records Management								0.9	00A(10-932 (03/20)
Louisiana Se	ecretary of State									Page 13 of 98
								s.la.go	٧	Indicate Use of Form
Agency No	Agency / Division / Section									_ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / Office of the President / Executive Director ULM Foundation & Alumni Relations									X_RENEWAL
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ltem Number	Records Series Title	Retention Period				<u>ڇ</u>	<u>18</u>	Records		_ADDENDUM PAGE
, ,		In Office	In Storage	Total Retentio	on (Security	Archival	State R Center	Vital	Remarks
21	ULM Foundation Cancelled Checks	ACT + 5 FY	0	ACT + 5 i	FY N	и ѕ	s	N	1	ACT = until the end of FY in which created or received
22	Alumni Association Cancelled Checks	ACT + 5 FY	0	ACT + 5 F	FY N	м	s	N	ı	ACT = until the end of FY in which created or received
23	ULM Foundation Vehicle Records	PERM	0	PERM	N	м	R	N	٧	
24	Property Files	PERM	0	PERM	N	M R	R N	N	٧	Deeds, property settlements, purchase agreements, and any other pertinent information.
25	Lease Information	ACT + 10 FY	0	ACT + 10	FY N	и	s	N	υ	ACT = until the end of FY in which created or received
26	Insurance Files	ACT + 5 FY	0	ACT + 5 F	=Y N	и	s	N	U	ACT = until the end of FY in which created or received
27	ULM Foundation Audit Reports	PERM	0	PERM	N	И	R	N	٧	
28	Endowed Scholarships	ACT + 5 FY	0	ACT + 5 F	=Y N	и	s	N	U	ACT = until the end of FY in which created or received
29	Newsletters	ACT + 3 FY	0	ACT + 3 F	FY N	и	s	N	U	ACT = until the end of FY in which created or received
30	Professorship and Chair Information	ACT + 5 FY	0	ACT + 5 F	Y M	M S	s	S N	U	ACT = until the end of FY in which created or received
	ention Period Abbreviations	Security Status	Codes			Reco	ords (Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Reco	ord		Use	Yes				
	r (July 1- June 30)	M – May Contai	n Confidential	Information	Y – Ye					ULM – University of Louisiana Monroe
	Year (Jan 1 – Dec 31)	C – Confidentia			N - No	- No				
	c Year (Aug 1 – July 31)	Archival Proce	•		Vital R					
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SSARC-932 (09/20)

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Agency No	st Office Box 94125, Baton Rouge, LA 70804 ency No Agency / Division / Section								Indicate Use of Form		
066.000	University of Louisiana Monroe / Office of the President / Executive Director ULM Foundation & Alumni Relations						ds		ORIGINAL SUBMISSION X_RENEWALREPLACEMENT PAGE		
ltem Number	Records Series Title	Retention Period				<u>8</u>	Secor		_ADDENDUM PAGE		
	Records Series Title	In Office	In Storage	Total Retentio	Security	Archival	State Records Center	Vital	Remarks		
31	ULM Foundation Committee and Board Info. ULM Foundation Audit Work Papers Supervisor Reports Policies and Procedures Requisitions/Purchase Orders	PERM ACT + 4 FY	0	PERM	FY M CY M	R	N	V	ACT = until the end of FY in which created or received. ACT = until end CY in which supervision ends/ employee separates.		
32				ACT + 4 F		s	N	v			
33		ACT + 5 CY	0	ACT + 5 C		s	N	ı			
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CT – Active F Y- Fiscal Yea	tention Period Abbreviations Period (when used define term in remarks column) ar (July 1- June 30) r Year (Jan 1 – Dec 31)	Security Status P - Public Reco M - May Contai C - Confidential	State Re Use Y – Yes N - No	cords	Center		Agency Abbreviations ULM ~ University of Louisiana Monroe				
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Louisiana State Archives—Records Management Louisiana Secretary of State Post Office Pay 94125 Pates Pouse LA 70904									Page 15 of 98
								DV_	Indicate Use of Form
Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / Provost & Vice President for Academic Affairs						w		X_RENEWAL
14							p		REPLACEMENT PAGE
Item Number	Records Series Title SACSCOC (Correspondence & supporting information concerning ULM accreditation) Faculty Appeals/ Complaints Student Appeals/ Complaints	Retention Period				<u> </u>	. 22 L		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n b	Archival	State Records	Vital	Remarks
1		ACT + 30 CY	0	ACT + 30 (CY N	ı s	N	V	ACT = until the end of the CY in which the record was created or received.
2		PERM	0	PERM	C	R	N	V	
3		ACT + 10 CY	0	ACT + 10 (CY C	s	N	ı	ACT = until the end of the CY in which the complaint and/or appeal has concluded.
4	Evaluations of Deans/ Directors	ACT + 2 CY	0	ACT + 2 C	Y C	s	N	U	ACT = until end of CY in which evaluation is issued.
	ention Period Abbreviations	Security Status	Codes			lecord	s Center		Agency Abbreviations
	Period (when used define term in remarks column)	P - Public Reco			Use Y – Yes				SACSCOC – Southern Association of Colleges and
	r (July 1- June 30)	M – May Contai		Information	N - No	•			Schools Commission on Colleges
	Year (Jan 1 – Dec 31)	C – Confidential							ULM – University of Louisiana Monroe
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Agency No	Agency / Division / Section				100	recmqt@sos.la.gov				ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / Provost & VP for Academic Affairs / College of Arts, Education, and Sciences / Office of the Dean							sp		RENEWAL REPLACEMENT PAGE
item Number	Records Series Title	Retention Period					val	Records		X_ADDENDUM PAGE
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1	Supervisor Files	ACT+ 10 AY	0	ACT + 10 A	Y N		s	N	i	ACT = until end of AY in which person is employed.
2	Student Files	ACT+ 10 AY	0	ACT + 10 A	Y C		s	N	М	ACT = until end of AY in which student no longer enrolled.
3	Grant Records	ACT + 6 AY	0	ACT + 6 AY	′ N	1	s	N	V	ACT = until end of AY in which grant closes.
4	College Inventory	ACT + 3 CY	0	ACT + 3 C	Y F		s	N	1	ACT = until end of CY in which record created or received.
5	Museum Inventory/ Value/Loan	PERM	0	PERM			R	N	V	
6	Child Development Center Semester Files	ACT + 4 FY	0	ACT + 4 FY	· c		s	N	1	ACT = until end of FY in which record created or received.
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Permitted Rete	ention Period Abbreviations	Security Status	Codes	State Records Center Use				Center	Use	Agency Abbreviations
ACT - Active P	eriod (when used define term in remarks column)	P – Public Reco	rd		Y – Yes					
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MO - Months	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in Ag	ency Archives	5		V= Vital				
PERM - Perma	anent (Life of State) LOA—Life of Agency	S – Review by S	State Archives		'	I = Important				
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Louisiana State Archives—Records Management

Page 18 of 98 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmgt@sos.la.gov Indicate Use of Form Agency / Division / Section Agency No ORIGINAL SUBMISSION 066.000 University of Louisiana Monroe / Provost & VP fort Academic Affairs / College of Business and X RENEWAL Social Sciences/ Office of the Dean Records __REPLACEMENT PAGE ltem **Retention Period** ADDENDUM PAGE Security Archival Records Series Title Number State R Center Total Remarks ln. Vital In Office Storage Retention 1 Undergraduate Students ACT + 10 AY С ACT + 10 AY S N V ACT = until end of AY in which created or received. 2 Graduate Files **PERM** 0 PERM С V R N 3 Undergraduate Students/ Graduate Senior List ACT + 10 AY 0 Ρ S ACT + 10 AY Ν ACT = until end of AY in which created or received. 4 Administrative/ Faculty Records - Supervisor Folder maintained on faculty (Active & Inactive) from ٧ PERM Ω PERM M R Ν Files time of employment. 5 Administrative/ Faculty Records - Faculty ACT + 5 FY 0 ACT + 5 FY M S Ν ACT = until end of FY in which no longer with agency. Summer Staffing 6 Academics/ Administrative - Commencement ACT + 2 FY n ACT + 2 FY Р S Ν U ACT = until end of FY in which created or received. Faculty List 7 Academic/ Administrative - Enrollment Report ACT + 5 FY 0 Ρ S U ACT + 5 FY N ACT = until end of FY in which created or received. Academic/ Administrative - Inventory 8 ACT + 5 FY Û ACT + 5 FY Ρ S Ν ACT = until end of FY in which created or received. 9 Academic/ Administrative - Minutes Þ V PERM 0 PERM R Ν 10 Academic/ Administrative - Accreditation Reports ACT = until end of FY in which created or received. ACT + 5 FY n ACT + 5 FY Р S Ν Accreditation reports updated every 5 years. Permitted Retention Period Abbreviations **Security Status Codes** State Records Center Agency Abbreviations ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R – Retain in Agency Archives I = Important PERM - Permanent (Life of State) LOA - Life of Agency S - Review by State Archives U= Useful NOTE: Please put an asterisk (*) in the Remarks section for any record O - Other (Specify in Remarks) series that contains born-digital or imaged records. Include brief description of the technology, (Ex. Scanned to OnBase), OnBase),

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Louisiana State Archives—Records Management Page 19 of 98 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmqt@sos.la.gov Indicate Use of Form Agency / Division / Section Agency No __ORIGINAL SUBMISSION 066,000 University of Louisiana Monroe / Provost & VP for Academic Affairs / College of Business and X RENEWAL Social Sciences/ Office of the Dean State Records Center REPLACEMENT PAGE ltem **Retention Period** Archival _ADDENĐUM PAGE Security **Records Series Title** Number Total Remarks ln Vital In Office Storage Retention 11 Financial Records/ CBSS Foundation Requests ACT + 3 FY 0 ACT + 3 FY М S Ν U ACT = until end of FY in which created or received. 12 Financial Records/ ULM Check Requests ACT + 3 FY 0 М ACT + 3 FY S Ν U ACT = until end of FY in which created or received. 13 MBA Students С ACT + 2 AY ACT + 2AYS Ν 1 ACT = until end of AY in which created or received. 14 MBA - ULM/ Hong Kong Students ACT + 2 AY 0 ACT + 2 AY С S Ν ACT = until end of AY in which created or received. 15 MBA Students - Graduate Student Folders/ PERM 0 PERM С R v Ν Graduates 16 MBA Students/ List of MBA Graduates ACT + 2 FY 0 ACT + 2 FY M S ACT = until end of FY in which created or received. N 17 Financial Records/ Travel Expenses ACT + 3 FY 0 ACT + 3 FY М S Ν ACT = until end of FY in which created or received. 18 Syllabi Р ACT + 5 AY 0 ACT + 5 AY S Ν ACT = until end of AY in which created or received. **Permitted Retention Period Abbreviations Security Status Codes** State Records Center **Agency Abbreviations** Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes CBSS - College of Business and Social Sciences FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information **ULM - University of Louisiana Monroe** N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information MBA - Master of Business Administration AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent (Life of State) LOA - Life of Agency S - Review by State Archives U= Useful NOTE: Please put an asterisk (*) in the Remarks section for any record O - Other (Specify in Remarks) series that contains born-digital or imaged records. Include brief

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description of the technology. (Ex. Scanned to OnBase).

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Louisiana State Archives—Records Management

Page 20 of 98 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmgt@sos.la.gov Indicate Use of Form Agency No Agency / Division / Section __ORIGINAL SUBMISSION 066.000 University of Louisiana Monroe / Provost & VP for Academic Affairs/College of Health X RENEWAL Sciences/Office of the Dean State Records Center __REPLACEMENT PAGE ltem **Retention Period** ADDENDUM PAGE Archival Security **Records Series Title** Number Total In. Remarks Vital In Office Storage Retention 1 **Faculty Files** ACT + 5 AY ACT + 5 AY С S Ν ACT = until end of AY in which no longer employed. 2 Facility Inspections & Accident Reports PERM 0 С R V PERM Ν 3 Property Control & Inventory PERM 0 PERM Р R Ν V 4 **Budget & Financial Documents** ACT + 2 FY 0 С V ACT + 2 FY S N ACT = until end of AY in which created or received. 5 Student Appeals ACT + 2 FY 0 С ACT + 2 FY S Ν Т ACT = until end of AY in which created or received. 6 Part-time Overload (PTOL) ACT + 2 FY 0 М S ACT + 2 FY N ACT = until end of AY in which created or received. **Permitted Retention Period Abbreviations Security Status Codes** State Records Center **Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM ~ Permanent (Life of State) LOA - Life of Agency S - Review by State Archives U= Useful NOTE: Please put an asterisk (*) in the Remarks section for any record O - Other (Specify in Remarks) series that contains born-digital or imaged records. Include brief

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