Louisiana State Archives—Records Management

Page 21 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 & Vice President for Academic Affairs / College X RENEWAL of Health Sciences / Kitty Degree School of Nursing State Records Center REPLACEMENT PAGE ltem **Retention Period** ADDENDUM PAGE Archival Security **Records Series Title** Number Total Remarks In Vital In Office Storage Retention 1 Graduate Files - Student Academic Folders С PERM PERM S N V 2 Prospective Students ACT + 3 FY 0 ACT + 3 FY С S Ν ACT = until end of FY in which created or received. 3 Pre-nursing and Nursing Academic Folders C ٧ **PERM** PERM S N 4 ACT = until end of FY in which student no longer Student Files ACT + 3 FY 0 С S V ACT + 3 FY N enrolled. 5 Student Clinical Folders ACT + 1 CY O ACT + 1 CY С V S Ν ACT = until end of CY in which program is complete. 6 Assessment/ Evaluation Diagnostic Reports ACT + 1 CY 0 ACT + 1 CY С S Ν ACT = until end of CY in which created or received. 7 ACT = until end of AY in which created or received. **Test Scantrons** U ACT + 1 AY 0 ACT + 1 AY С S Ν Scantrons = machine readable answer sheets. 8 Keyed Test Booklets & Test Analysis ACT + 5 AY 0 ACT + 5 AY С S Ν V ACT = until end of AY in which created or received. 9 Grade Book or Grade Sheet for Each Course. ACT + 3 FY ACT + 3 FY С S V 0 Ν ACT = until end of FY in which created or received. 10 **Clinical Contracts** С s V ACT + 5 CY ACT + 5 CY Ν ACT = until end of CY in which contract lapses. **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)

Heather R. Pilcher

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

1/10/2024

Date Signed

Secretary of State, State Archives & Records Services

JAN 2 2 2024

Date Approved

SSARC-932 (09/20)

Louisiana State Archives—Records Management Louisiana Secretary of State

Heather R. Pilcher

Sciences / Kitty Degree School of Nursing

066.000

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

> 1/10/2024 Date Signed

University of Louisiana Monroe / Provost & VP for Academic Affairs / College of Health

SSARC-932 (09/20) Page 22 of 98 Indicate Use of Form ORIGINAL SUBMISSION X\_RENEWAL \_\_REPLACEMENT PAGE

JAN 2 2 2024

Date Approved

Item Number	Records Series Title	R	etention Per	riod		Ą	<u></u>	Secor		_ADDENDUM PAGE
Number	Nacords delies fille	In Office	In Storage	Total Retentio	n	Security	Archival	State Recor	Vital	Remarks
11	Louisiana State Board of Nursing Clinical Faculty Survey Forms	ACT + 1 CY	0	ACT + 1 C	CY	С	s	N	v	ACT = until end of CY in which created or received.
12	Current Louisiana State Board of Nursing Preceptor Qualification Forms	ACT +3 FY	0	ACT +3 F	Y	С	s	N	v	ACT = until end of FY in which created or received.
13	Clinical Agency Letter of Agreement	ACT +3 FY	0	ACT +3 F	Y	С	s	N	٧	ACT = until end of FY in which agreement ends.
14	Infant Assessment Permission Forms	ACT +5 FY	0	ACT +5 F	Y	С	S	N	v	ACT = until end of FY in which patient reaches age of majority.
15	Clinical Site Request Approval Forms	ACT +3 FY	0	ACT +3 F	Y	С	s	N	V	ACT = until end of FY in which created or received.
16	Department Heads Annual Report for Evaluation Committee	ACT +10 FY	0	ACT +10 F	FY	С	s	N	ı	ACT = until end of FY in which created or received.
17	Course Syllabi	ACT +10 FY	0	ACT +10 F	FY	С	s	N	٧	ACT = until end of FY in which created or received.
18	School of Nursing Self-Study Report	ACT +10 FY	0	ACT +10 F	FY	С	s	N	V	ACT = until end of FY in which created or received.
19	School of Nursing Annual Report to the University	PERM	0	PERM		С	R	N	v	
20	Louisiana State Board of Nursing Annual Report	ACT +10 FY	0	ACT +10 F	+10 FY		s	N	٧	ACT = until end of FY in which created or received.
Permitted Ref	ention Period Abbreviations	Security Status Codes					ords	Center		Agency Abbreviations
ACT - Active I	Period (when used define term in remarks column)	P – Public Record								
FY- Fiscal Yea	ar (July 1- June 30)	M – May Contain Confidential Information			Y – Yes N - No					
CY – Calenda	r Year (Jan 1 – Dec 31)	C - Confidential Information				<b>NO</b>				
	c Year (Aug 1 – July 31)	Archival Processing Codes			Vital Record					
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to State Archives			Identification Code					
MO - Months	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in Agency Archives			V= Vital					
PERM – Perm	PERM – Permanent (Life of State) LOA—Life of Agency		S – Review by State Archives				I = Important			
series that con	put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief the technology. (Ex. Scanned to OnBase).	O - Other (Spec	cify in Remarks	s) `\	U= L	Jseful	1			
				1 (1	1. 1.					

Secretary of State, State Archives & Records Services

SSARC-932 (09/20)

Page 23 of 98 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmat@sos.la.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION University of Louisiana Monroe / Provost & VP for Academic Affairs / College of Health 066.000 X RENEWAL Sciences / Kitty Degree School of Nursing State Records Center \_\_REPLACEMENT PAGE ltem **Retention Period** ADDENDUM PAGE Security Archival **Records Series Title** Number Total In. Remarks Vital In Office Storage Retention 21 **Faculty Folders** ACT + 30 FY 0 ACT + 30 FY М S N ٧ ACT = until end of FY in which no longer employed. 22 Louisiana State Board of Nursing Letters on ACT + 5 FY Ω ACT + 5 FY С S V Ν ACT = until end of FY in which created or received. Students in Clinical 23 Prospective Faculty Folders ACT + 10 FY 0 ACT + 10 FY ACT = until end of FY in which created or received. С S Ν 24 Minutes for School of Nursing ACT + 10 FY 0 ACT + 10 FY С S V Ν ACT = until end of FY in which created or received. 25 **Budget Information** PERM V 0 **PERM** М R Ν 26 Purchase Orders/ Invoices ACT + 3 FY 0 ACT + 3 FY М S Ν ٧ ACT = until end of FY in which audited. 27 Continuing Education Files PERM 0 PERM С R Ν V 28 Personal School of Nursing Files V PERM 0 С PERM R Ν 29 Certified Nurses Aid Files PERM 0 PERM C R V N **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 description of the technology. (Ex. Scanned to OnBase).

<u>Heather R. Pilcher</u> Agency Approval

Louisiana State Archives—Records Management

1/10/2024

Date Signed

Secretary of State, State Archives & Records Services

JAN 2 2 2024

Louisiana State Archives—Records Management Louisiana Secretary of State

Post Office Box 94125, Baton Rouge, LA 70804

Agency No

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Page 24 of 98 recmqt@sos.la.gov Indicate Use of Form Agency / Division / Section \_ORIGINAL SUBMISSION University of Louisiana Monroe / Provost & VP for Academic Affairs / College of Health X RENEWAL Sciences / School of Allied Health / Kinesiology State Records Center REPLACEMENT PAGE **Retention Period** ADDENDUM PAGE Security Archival **Records Series Title** Tota! Remarks ln. Vital In Office Storage Retention Course Syllabi Ρ ACT + 6 FY 0 ACT + 6 FY S Ν ACT = until end of FY in which created or received. Course Grades ACT + 6 FY 0 С S ACT + 6 FY Ν ACT = until end of FY in which created or received. **Human Performance Lab Requisitions** ACT + 6 FY 0 ACT + 6 FY Р S Ν ACT = until end of FY in which created or received. **Printing Requisitions** Ρ S ACT + 6 FY 0 ACT + 6 FY Ν ACT = until end of FY in which created or received. Faculty Folders ACT + 6 FY С 0 ACT + 6 FY S Ν ACT = until end of FY in which no longer employed. **Faculty Timesheets** ACT + 6 FY O М S ACT + 6 FY Ν ACT = until end of FY in which created or received. ACT = until end of CY in which student is no longer ACT + 6 CY Student Worker Folders 0 ACT + 6 CY М S Ν enrolled. ACT = until end of FY in which student is no longer Graduate Assistantship Folders ACT + 3 FY 0 ACT + 3 FY М S Ν enrolled. Civil Service Folder ACT + 6 FY 0 ACT + 6 FY М S Ν ACT = until end of FY in which no longer employed. Р **Budget Transfer** ACT + 6 FY S ACT + 6 FY Ν ACT = until end of FY 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

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

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1/10/2024

O - Other (Specify in Remarks)

Date Signed

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U= Useful

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Louisiana State Archives—Records Management

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SSARC-932 (09/20) Page 25 of 98 recmat@sos la dov Indicate Use of Form

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Agency No	Agency / Division / Section					ORIGINAL SUBMISSION			
066.000	University of Louisiana Monroe / Provost & VP Sciences / School of Allied Health / Kinesiology	ge of Health			sp.		X_RENEWAL  REPLACEMENT PAGE		
Item Number	Records Series Title	R		<u></u>	Records		_ADDENDUM PAGE		
	Records Selies Title	In Office	In Storage	Total Retention	Security	Archival	State Ro	Vital	Remarks
11	Copy Machine	ACT + 6 FY	0	ACT + 6 F	Y P	s	N	1	ACT = until end of FY in which created or received.
12	Travel Reports	ACT + 6 FY	0	ACT+6F	ΥP	s	N	ı	ACT = until end of FY in which created or received.
13	Interdepartmental	ACT + 6 FY	0	ACT + 6 F	Y P	s	N	ı	ACT = until end of FY in which created or received.
14	Purchase Orders	ACT + 6 FY	0	ACT + 6 F	ΥP	s	N	ı	ACT = until end of FY in which created or received.
15	Graduate Files	ACT + 10 FY	0	ACT + 10 F	Y C	s	N	v	ACT = until end of FY in which no longer enrolled.
16	Undergraduate Files	ACT + 10 FY	0	ACT + 10 F	-Y C	S	N	٧	ACT = until end of FY in which no longer enrolled.
	ention Period Abbreviations				State Re	cords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Reco			Y – Yes				
	r (July 1- June 30)	M – May Contai		Information	N - No				
	· Year (Jan 1 – Dec 31) c Year (Aug 1 – July 31)	C - Confidential							
	Fiscal Year (Oct 1 – Sept 30)				Vital Red		ode		
	WK – Week (Mon-Sun) DY - Day(s)	A - Transfer to State Archives			V= Vital I = Important				
	anent (Life of State) LOA – Life of Agency	R - Retail in Agency Archives							
NOTE: Please series that con	put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief he technology. (Ex. Scanned to OnBase).	5 - Review by State Archives			U= Usefu	ıl			

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Louisiana State Archives-Records Management

Page 26 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 University of Louisiana Monroe / Provost & VP for Academic Affairs / College of Health 066.000 X RENEWAL Sciences/ School of Allied Health / Health Studies State Records Center REPLACEMENT PAGE Item Retention Period ADDENDUM PAGE Archival Security Number **Records Series Title** Total Remarks ln. Vital In Office Storage Retention 1 Student Academic Folders PERM 0 PERM С S V Ν 2 Tests/ Test Analyses 0 ACT + 2 AY ACT + 2 AY М S Ν U ACT = until end of AY in which created or received. 3 Grade Book ACT + 5 AY 0 ACT + 5 AY C S Ν U ACT = until end of AY in which created or received. 4 **Practicum Contracts** Ç ACT + 10 AY 0 ACT + 10 AY S U Ν ACT = until end of AY in which contract lapses. 5 **Faculty Files** ACT **PERM PERM** С R Ν ٧ ACT = until end of AY in which created or received. 6 Annual Report ACT + 1 FY Р R PERM PERM Ν ACT = until end of FY 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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Louisiana State Archives—Records Management Louisiana Secretary of State

SSARC-932 (09/20)

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Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION	
066.000	University of Louisiana Monroe / Provost & VP for Academic Affairs/ College of Health								X_RENEWAL	
	Sciences / School of Allied Health / Dental Hygi			l ds		REPLACEMENT PAGE				
Item Number	Records Series Title	R	. ≥	<u>,                                    </u>	Records		ADDENDUM PAGE			
Number		In Office	In Storage	Total Retentio	Security	Archival	State R	Vital	Remarks	
1	Student Academic Files	PERM	0	PERM	С	s	N	٧		
2	Graduate Academic Files	PERM	0	PERM	С	R	N	V		
3	Student Files	ACT + 3 AY	0	ACT + 3 A	Y C	s	N	U	ACT = until end of AY in which student no longer enrolled.	
4	Patient Clinical Files (Adults)	ACT + 5 AY	5 AY	ACT + 10 A	Y C	s	N	٧	ACT = until end of AY in which created or received.	
5	Patient Clinical Files (Children)	ACT + 5 AY	5 AY	ACT + 10	AY C	s	N	ı	ACT = until end of AY in which patient reaches age of majority.	
6	Student Clinical Files	ACT + 3 AY	0	ACT + 3 A	Y C	s	N	U	ACT = until end of AY in which student no longer enrolled.	
7	Exams/ Scantrons/ Analyses	ACT + 1 AY	0	ACT + 1 A	Y 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 + 5 AY	0	ACT + 5 A	Y C	s	N	1	ACT = until end of AY in which created or received.	
9	Correspondence	ACT + 3 AY	0	0 ACT+3AY		s	N	ı	ACT = until end of AY in which created or received.	
ermitted Ret	ention Period Abbreviations	Security Status	State R	ecords	Center		Agency Abbreviations			
ACT - Active F	Period (when used define term in remarks column)	P – Public Record								
	ır (July 1- June 30)	M - May Contain Confidential Information			Y – Yes					
	Year (Jan 1 – Dec 31)	C - Confidential Information			N - No					
	c Year (Aug 1 – July 31)	Archival Proce			Vital Re		ode.			
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A - I ransier to State Archives			V= Vital	-autil'	-046			
	WK - Week (Mon-Sun) DY - Day(s)	R - Retain in Agency Archives			l = Imp	ortant				
NOTE: Please series that con	anent (Life of State)  DOA – Life of Agency  put an asterisk (*) in the Remarks section for any record  tains born-digital or imaged records. Include brief the technology. (Ex. Scanned to OnBase).	3 - Review by State Archives			U= Use					

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1/10/2024
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JAN 2 2 2024

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

Page 28 of 98

SSARC-932 (09/20)

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Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe/ Provost & VP f Sciences/ School of Allied Health/ Medical Labo	e of Health			sp		X RENEWAL  —REPLACEMENT PAGE		
ltem Number	Records Series Title	Retention Period				雨	Records		_ADDENDUM PAGE
		In Office	In Storage	Totai Retentio	Security	Archival	State F	Vital	Remarks
1	Graduate Files – Student Academic Folders	PERM	0	PERM	С	R	N	٧	ACT = until end of AY in which created or received.
2	Graduate Files – Student Clinical Folders	PERM	0	PERM	С	R	N	V	ACT = until end of AY in which created or received.
3	Prospective Student Folders	ACT + 5 AY	0	ACT + 5 A	Y C	s	N	U	ACT = until end of AY in which created or received.
4	Student Folders	ACT + 5 AY	0	ACT + 5 A	Y C	s	N	U	ACT = until end of AY in which student no longer enrolled.
5	Exam/ Scantrons/ Analyses	ACT + 1 AY	0	ACT + 1 A	Y 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)	ACT + 5 AY	0	ACT + 5 A	Y C	s	N	U	ACT = until end of AY in which created or received.
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	ention Period Abbreviations	110				cords	Center		Agency Abbreviations
	Period (when used define term in remarks column) r (July 1- June 30)	P - Public Record			Y – Yes				
	Year (Jan 1 – Dec 31)	M - May Contain Confidential Information			N - No				
	c Year (Aug 1 – July 31)				Vital Re	cord			
FFY – Federal Fiscal Year (Oct 1 – Sept 30)					Identific	ation (	ode		
MO - Months WK - Week (Mon-Sun) DY - Day(s)		R – Retain in Agency Archives							
PERM – Perma	anent (Life of State) LOA – Life of Agency					rtant			
series that con	put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief he technology. (Ex. Scanned to OnBase). OnBase).	O – Other (Specify in Remarks)				d			

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Secretary of State, State Archives & Records Services

JAN 2 2 2024

Louisiana State Archives—Records Management Louisiana Secretary of State

Louisiana St	ate Archives—Records Management									
Louisiana Se	ecretary of State									Page 29 of 98
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Agency No	Agency / Division / Section									_ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / Provost & VP	of for Academic Affairs/ College of Health anal Therapy								RENEWAL
	Sciences / School of Allied Health / Occupation							Records		REPLACEMENT PAGE
item Number	Records Series Title	Retention Period					<u>'a</u>			X_ADDENDUM PAGE
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1	Graduate Files – Student Academic Folders	PERM	0	PERM		С	S	N	V	
2	Tests/ Scantrons/ Test Analyses	ACT + 1 AY	0	ACT + 1 A	AY	С	s	N	U	ACT = until end of FY in which created or received. Scantrons = machine readable answer sheets.
3	Grade Book or Grade Sheets for Each Course	ACT + 5 AY	0	ACT + 5 A	AY	С	S	N	U	ACT = until end of FY in which created or received.
4	Clinical Education Contracts	ACT + 10 CY	0	ACT + 10	CY	м	s	N	ı	ACT = until end of CY in which contract lapses.
5	Budget Information	PERM	PERM	PERM		Р	R	N	V	
6	Annual Report to the University	PERM	PERM	PERM		Р	R	N	٧	
7	ACOTE Accreditation Manual/ Report Document	PERM	0	PERM		Р	R	N	٧	
8	Supervisor Files	ACT + 5 CY	0	ACT + 5 (	CY I	м	S	N	٧	
9	Pediatric Clinic Files	ACT + 26 CY	0	ACT + 26	CY	С	S	N	1	ACT = until end of CY in which created or received.
10	Adult Clinic Files	ACT + 10 CY	0	ACT + 10	CY	С	s	N	ı	ACT = until end of CY in which created or received.
Permitted Ref	tention Period Abbreviations	1 -				Rec	ords	Center		Agency Abbreviations
ACT – Active I	Period (when used define term in remarks column)	P - Public Record			Use					
FY- Fiscal Yea	ar (July 1- June 30)	M – May Contai	in Confidential	Information	'	Y – Yes				ACOTE – The Accreditation Council of Occupational Therapy Education
	r Year (Jan 1 – Dec 31)	C - Confidential Information			N - No	N - No				,
	ic Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital F					
	l Fiscal Year (Oct 1 – Sept 30)	A - Transfer to State Archives			Identi	dentification Code				
	MO - Months WK - Week (Mon-Sun) DY - Day(s)		R - Retain in Agency Archives							
	nament (Life of State) LOA – Life of Agency	S – Review by			U= Im	= Important				
series that cor	NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief		O – Other (Specify in Remarks)							

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Retention Period

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Storage

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PERM

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In Office

PERM

ACT + 5 AY

PERM

PERM

ACT + 1 AY

ACT + 26 CY

ACT + 10 CY

ACT + 10 CY

Louisiana State Archives—Records Management Louisiana Secretary of State

Agency / Division / Section

Clinical Education Contracts

Tests / Test Analyses

Pediatric Clinic Files

**Adult Clinic Files** 

Annual Report to the University

Agency No

066,000

Item

Number

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Post Office Box 94125, Baton Rouge, LA 70804

**Records Series Title** 

Graduate Files - Student Academic Folders

Grade Book or Grade Sheets for Each Course

CAPTE Accreditation Manual/ Report Document

Sciences / School of Allied Health / Physical Therapy

University of Louisiana Monroe / Provost & VP for Academic Affairs/ College of Health

SSARC-932 (09/20) Page 30 of 98 recmgt@sos.la.gov Indicate Use of Form X\_ORIGINAL SUBMISSION \_\_RENEWAL \_REPLACEMENT PAGE ADDENDUM PAGE Remarks Vital V ACT = until end of FY in which created or received. U ACT = until end of CY in which contract lapses. V ٧ ACOTE Accreditation Manual/ Report Document

ACT = until end of FY in which created or received.

ACT = until end of CY in which created or received.

ACT = until end of CY in which created or received.

Scantrons = machine readable answer sheets.

State Records Center

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Retention

**PERM** 

ACT + 5 AY

ACT + 10 CY

PERM

PERM

ACT + 1 AY

ACT + 26 CY

ACT + 10 CY

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	Use			
FY- Fiscal Year (July 1- June 30)	M – May Contain Confidential Information	Y – Yes	ACOTE – The Accreditation Council of Occupational Therapy Education  CAPTE – The Commission on Accreditation in		
CY - Calendar Year (Jan 1 - Dec 31)	C – Confidential Information	N - No			
AY – Academic Year (Aug 1 – July 31)	Archival Processing Codes	Vital Record	Physical Therapy Education		
FFY – Federal Fiscal Year (Oct 1 – Sept 30)	A – Transfer to State Archives	Identification Code			
MO - Months WK - Week (Mon-Sun) DY - Day(s)	R – Retain in Agency Archives	V= Vital			
PERM – Permanent (Life of State) LOA – Life of Agency	S - Review by State Archives	I = Important			
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).	O – Other (Specify in Remarks)	U= Useful			
description of the technology, (Ex. Scattled to Olibase).					

Heather R. Pilcher
Agency Approval

1/10/2024 Date Signed

Secretary of State, State Archives & Records Services