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

recmgt@sos.la.gov

SSARC-932 (09/20) Page 31 of 98 Indicate Use of Form

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Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / Provost & VP	or Academic Affairs / College of Health						X_RENEWAL	
	Sciences / School of Allied Health / Radiologic			cords		REPLACEMENT PAGE			
Item	Records Series Title	R	etention Per	iod	-	r Reco			ADDENDUM PAGE
Number		In Office	ln Storage	Total Retention	Security	Archival	State R	Vital	Remarks
1	Graduate Files – Student Academic Folders	PERM	0	PERM	С	s	N	V	
2	Graduate Files – Student Clinical Folders	ACT + 1 AY	PERM	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	Exams/ Scantrons/ Analyses	ACT + 1 AY	0	ACT + 1 A	Y C	s	N	υ	ACT = until end of AY in which created or received. Scantrons = machine readable answer sheets.
6	Course Grade Book/ Grade Sheets (Electronic & 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	1 10-			State Red	cords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P - Public Record			Y – Yes				
	r (July 1- June 30) Year (Jan 1 – Dec 31)	wi – way Contain Confidential Information			N - No				
	c Year (Aug 1 – July 31)	C - Confidential information			Vital Rec	ord			
FFY – Federal Fiscal Year (Oct 1 – Sept 30)					Identifica		ode		
MO – Months WK – Week (Mon-Sun) DY - Day(s)					V= Vital				
PERM – Permanent (Life of State) LOA – Life of Agency					I = Impor	tant			
series that conf	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)			I			

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Secretary of State, State Archives & Records Services

Louisiana State Archives—Records Management Page 32 of 98 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmqt@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 / School of Allied Health / Speech-Language Pathology State Records Center -REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE Archival Security **Records Series Title** Number Total Remarks ln. Vital In Office Storage Retention 1 С Graduate Student Records **PERM** 0 **PERM** S Ν V 2 Clinical Intern Contracts ACT + 10 CY 0 С S ACT + 10 CY Ν ACT = until end of CY in which contract lapses. 3 ACT = until end of CY in which employee separates Supervisor Files ACT + 5 CY 0 ACT + 5 CY М S Ν from agency. 4 Office Forms (Policies & Procedures, SPLP **PERM** 0 PERM Р R V Handbooks, Accreditation Reports, Curriculum Paperwork, and Faculty Evaluations) 5 Financial Files ACT + 3 CY 0 ACT + 3 CY Р S V Ν ACT = until end of CY in which audited. 6 Bachelor of Science Degree (Clinical & ACT + 5 FY 0 ACT + 5 FY М S N -1 ACT = until end of FY in which program completed. Academic Records) 7 Master of Science Degree (Clinical & ACT + 5 FY 0 ACT + 5 FY М S Ν 1 ACT = until end of FY in which program completed. Academic Records) 8 ACT = until end of CY in which patient reaches age of Client Files - Juvenile ACT + 10 CY 0 С ACT + 10 CY S Ν majority. 9 Client Files - Adult ACT + 10 CY С 0 ACT + 10 CY S 1 Ν ACT = until end of CY in which no longer being treated. 10 Clinical Financial Records ACT + 3 FY 0 ACT + 3 FY V N ACT = until end of FY in which audited. **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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SSARC-932 (09/20) Louisiana State Archives—Records Management Page 33 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 __RENEWAL Sciences / School of Allied Health / Speech-Language Pathology State Records Center -REPLACEMENT PAGE Item ADDENDUM PAGE Retention Period Archival Security Number **Records Series Title** Total In Remarks Vital In Office Storage Retention 11 Clinical Files Information ACT + 3 FY 0 ACT + 3 FY С S Ν ACT = until end of CY in which created or received. 12 Hearing Screenings ACT + 10 CY 0 С S ACT + 10 CY Ν 1 ACT = until end of CY in which created or received. 13 Risk Management Information ACT + 3 FY 0 ACT + 3 FY Ρ S Ν ACT = until end of FY in which created or received. 14 Clinic Forms PERM 0 Р R V PERM Ν **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).

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SSARC-932 (09/20) Louisiana State Archives-Records Management Page 34 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 / Marriage & Family Therapy and Counseling State Records Center -REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE Security Archival Number **Records Series Title** Total Remarks ln Vital In Office Storage Retention 1 Student Records PERM PERM C R 0 V Ν 2 Client Files - Adults ACT + 7 CY 0 ACT + 7 CY М S Ν 1 ACT = until end of CY in which no longer being treated. 3 ACT = until end of CY in which client reaches age of Client Files - Adolescents ACT + 7 CY 0 ACT + 7 CY С S Ν majority. **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)

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Louisiana State Archives—Records Management Louisiana Secretary of State

Post Office Box 94125, Baton Rouge, LA 70804 recmat@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 Pharmacy __RENEWAL State Records Center __REPLACEMENT PAGE Item Retention Period Archival __ADDENDUM PAGE Security Number **Records Series Title** Total Remarks ln Vital In Office Storage Retention 1 ACT = until end of CY in which employee is no longer Supervisor Files ACT + 2 CY 0 ACT + 2 CY М S Ν with agency. 2 Student Records **PERM** 0 **PERM** C S Ν V 3 **Graduated Students** С PERM S 0 **PERM** Ν V 4 **Business Office Records** PERM 0 PERM М R V Ν 5 Purchasing PERM 0 PERM М R V Ν 6 **Equipment Files** ACT + 2 FY 0 ACT + 2 FY М S Ν V 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 description of the technology, (Ex. Scanned to OnBase).

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SSARC-932 (09/20)

Page 35 of 98

SSARC-932 (09/20)

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Louisiana Se	ate Archives—Records Management cretary of State									Page 36 of 98
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Agency No	Agency / Division / Section									_ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / Provost & VP 1	or Academic A	Academic Affairs / Graduate School							X_RENEWAL
								ords		REPLACEMENT PAGE
item Number	Records Series Title	Retention Period				<u>\$</u>	<u>a</u>	Se -		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
1	Student Records	PERM	0	PERM		С	s	N	٧	
2	Graduate Council Minutes	ACT + 10 AY	0	ACT + 10 /	AY	м	s	N	V	ACT = until end of AY year record created or received.
3	Graduate Catalog	PERM	0	PERM		Р	R	N	٧	
4	Application Materials for Incomplete Applicants	ACT + 1 AY	0	ACT + 1 A	ιΥ	С	s	N	V	ACT = until end of AY year record created or received
5	Application Materials for Denied Applicants	ACT + 1 AY	0	ACT + 1 A	·Υ	С	S	N	V	ACT = until end of AY year record created or received
6	Application Materials for Admitted Applicants who do not enroll	ACT + 1 AY	0	ACT + 1 A	Υ	С	s	N	٧	ACT = until end of AY year record created or received
7	Education Graduates: Degree Plan and Grade Sheet	PERM	0	PERM		м	R	N	V	
8	Graduate Assistant Records	ACT + 10 AY	0	ACT + 10 A	AY	м	s	N	1	ACT = until end of AY in which employed

Permitted Ret	ention Period Abbreviations	Security Status	Codes		State Use	Rec	ords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Reco	rd		Y-Y	/				
	r (July 1- June 30)	M – May Contain		Information	N - No					
	Year (Jan 1 – Dec 31)	C - Confidential								
	c Year (Aug 1 – July 31)	Archival Proces	•		Vital Ident			ode		
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S			V= Vi			~44		
	WK – Week (Mon-Sun) DY - Day(s) anent (Life of State) LOA – Life of Agency	R – Retain in Agency Archives			' ' '	= Important				
NOTE: Please	put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief	S – Review by S O – Other (Spec			U= Us	•				
	he technology. (Ex. Scanned to OnBase).			<u> </u>						
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066.000	University of Louisiana Monroe / Provost & VP Effectiveness	for Academic A	ffairs / Instit	utional			S S		ORIGINAL SUBMISSION X_RENEWAL REPLACEMENT PAGE
item Number	Records Series Title	Retention Period				<u></u>	Records		ADDENDUM PAGE
		In Office	ln Storage	Total Retentio	Security	Archival	State R Center	Vital	Remarks
1	Assessment Documentation	ACT + 3 AY	0	ACT + 3 A	Y M	s	N	ı	ACT = until end of AY in which created or received.
2	Inventory	ACT + 2 FY	0	ACT + 2 F	Y P	s	N	1	ACT = until end of FY in which created or received.
3	Supervisor Files	ACT + 5 CY	0	ACT + 5 C	Y M	s	N	ı	ACT = until end of FY in which employee is no longer with agency.
4	Purchase Order	ACT + 3 FY	0	ACT + 3 F	ΥP	s	N	ı	ACT = until end of FY in which created or received.
5	IPEDS Reports	ACT + 10 AY	0	ACT + 10 /	AY P	s	N	ı	ACT = until end of AY in which created or received.
6	Correspondence – General	ACT + 3 CY	0	ACT+3C	Y P	s	N	υ	ACT = until end of CY in which created or received.
7	Board Material	ACT + 5 FY	0	ACT + 5 F	Y P	s	N	U	ACT = until end of FY in which created or received.
8	Peterson's Surveys	ACT + 3 AY	0	ACT + 3 A	Y M	s	N	U	ACT = until end of AY in which created or received.
9	Questionnaire	ACT + 3 CY	0	ACT + 3 C	Y M	s	N	U	ACT = until end of CY in which created or received.
10	BoR ACT Student Opinion Survey	ACT + 5 CY	0	ACT + 5 C	Y C	s	N	ı	ACT = until end of CY in which created or received.
Permitted Ret	tention Period Abbreviations				State Re	cords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P - Public Record			Use Y – Yes				IPEDS – Integrated Postsecondary Education Data
	ar (July 1- June 30)	ivi – may Contain Confidential Information			N - No				System
CY - Calendar Year (Jan 1 – Dec 31)		C - Confidential information							BoR - Board of Regents
AY – Academic Year (Aug 1 – July 31)						Vital Record Identification Code V= Vital			ACT – American College Testing
FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s)		A - Transfer to State Archives			V= Vital				
PERM – Permanent (Life of State) LOA – Life of Agency		R - Retain in Agency Archives			I = Impo	I = Important			
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).		O – Other (Spec			U= Useful				

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SSARC-932 (09/20)

Page 37 of 98

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SSARC-932 (09/20)

Page 38 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 / Institutional X RENEWAL Effectiveness State Records Center __REPLACEMENT PAGE Item ADDENDUM PAGE **Retention Period** Archival Security **Records Series Title** Number Total Remarks ln. Vital In Office Storage Retention 11 Student Workers S ACT + 5 AY 0 ACT + 5 AY М Ν ACT = until end of AY in which created or received. 12 U.S. News Surveys ACT + 3 AY 0 ACT + 3 AY М S Ν H ACT = until end of AY in which created or received. 13 Office Inventory Р ACT + 3 CY 0 S ACT + 3 CY N ACT = until end of CY in which created or received. 14 **Purchases** Ρ ACT + 5 CY 0 ACT + 5 CY S Ν 1 ACT = until end of CY in which created or received. 15 Statewide Student Profile System 0 С S ACT + 5 AY ACT + 5 AY Ν 1 ACT = until end of AY in which created or received. 16 LaPas ACT + 10 AY 0 ACT + 10 AY Р S Ν П ACT = until end of AY in which created or received. 17 Administrative Comp. Survey, CUPA ACT + 10 AY 0 ACT + 10 AY С S N U ACT = until end of AY in which created or received. 18 V NLU/ULM Fact Book PERM 0 **PERM** Р R Ν 19 SREB State Data Exchange ACT + 10 AY 0 ACT + 10 AY М S Ν U ACT = until end of AY in which created or received. 20 **Board of Regents** ACT + 5 AY ACT + 5 AY М S Т 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 LaPas - Louisiana Performance Accountability FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information System N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information CUPA - College and University Professional AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Association Vital Record **Identification Code** NLU - Northeast Louisiana University FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives **ULM - University of Louisiana Monroe** V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives SREB - Southern Regional Education Board 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

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Agency No	Agency / Division / Section							_ORIGINAL SUBMISSION	
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Item Number	Records Series Title	Records Series Title Retention Period	<u>19</u>	, Rec		ADDENDUM PAGE			
		In Office	In Storage	Total Retentio	s Security	Archival	State R Center	Vital	Remarks
21	Board of Supervisors	ACT + 5 CY	0	ACT + 5 C	Y M	s	N	ı	ACT = until end of CY in which created or received.
22	Facilities Inventory and Utilization	ACT + 3 CY	0	ACT+3C	Y P	s	N	ı	ACT = until end of CY in which created or received.
23	University Building and Classroom	ACT + 3 CY	0	ACT + 3 C	Y P	s	N	U	ACT = until end of CY in which created or received.
24	NSSE Survey	ACT + 5 AY	0	ACT + 5 A	Y M	s	N	U	ACT = until end of AY in which created or received.

Permitted Ret	ention Period Abbreviations	Security Status	Codes		State Records Center				Agency Abbreviations
F	Period (when used define term in remarks column)	P – Public Reco			Use Y – Yes				NSSE – National Survey of Student Engagement
	r (July 1- June 30)	M - May Contain Confidential Information			Y - Yes N - No				Troot - Regorder oursey or orderic Engagement
	· Year (Jan 1 – Dec 31) c Year (Aug 1 – July 31)	C - Confidential information			Vital Record				
	Fiscal Year (Oct 1 – Sept 30)	A - Transfer to			Identifica		ode		
	WK – Week (Mon-Sun) DY - Day(s)				V= Vital	V= Vital			
	anent (Life of State) LOA – Life of Agency				I = Impo	I = Important			
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ltem Number	Records Series Title	Retention Period			-£	<u></u>	Recor		REPLACEMENT PAGEADDENDUM PAGE
Number	TROUGHS TILLS	In Office	In Storage	Total Retentio	Security	Archival	State Records Center	Vital	Remarks
1	Correspondence – General	ACT + 3 FY	0	ACT + 3 F	Y M	s	N	υ	ACT = until end of FY in which created or received.
2	Gift Donors	ACT + 3 FY	0	ACT + 3 F	Y M	s	N	Ų	ACT = until end of FY in which created or received.
3	Inventory	ACT + 2 FY	0	ACT + 2 F	YP	s	N	ı	ACT = until end of FY in which created or received.
4	Forms, Policies and Procedures	PERM	0	PERM	Р	R	N	V	
5	Supervisor Files	ACT + 5 CY	0	ACT + 5 C	Y M	s	N	1	ACT = until end of CY in which employee separates from agency.
6	Purchase Orders	ACT + 3 FY	0	ACT + 3 F	Y P	s	N	U	ACT = until end of FY in which created or received.
7	Requisitions/Fiscal Year	ACT + 3 FY	0	ACT+3F	Y P	s	N	U	ACT = until end of FY in which created or received.
8	Annual Reports	ACT + 1 FY	PERM	PERM	Р	R	N	V	ACT = until end of FY in which created or received.
9	Information Services Council	ACT + 5 FY	0	ACT + 5 F	Y P	s	N	U	ACT = until end of FY in which created or received.
	ention Period Abbreviations	19.				cords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Reco			Use Y – Yes				
	ır (July 1- June 30) · Year (Jan 1 – Dec 31)	M – May Contain Confidential Information			N - No				
	,	C - Confidential Information			Vital Re				
AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30)		,			Identific		ode		
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		T T T T T T T T T T T T T T T T T T T			I = Impo	rtant			
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).		1	- Other (Specify in Remarks)			ıl			

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