SSARC-932 (09/20)

Louisiana State Archives-Records Management Page 41 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 / Office of Online X RENEWAL Student Advocacy Records __REPLACEMENT PAGE Item __ADDENDUM PAGE **Retention Period** Archival Security **Records Series Title** Number State Re Total Remarks in Vital In Office Storage Retention 1 **Board of Regents** PERM PERM С R PERM N 2 ACT = until end of FY in which employee is no longer Faculty Files ACT + 10 FY 0 ACT + 10 FY С S Ν with agency. 3 ACT = until end of FY in which employee is no longer Supervisor Files ACT + 5 FY 0 ACT + 5 FY М S Ν 1 with agency. 4 Student Records **PERM** PERM С S ٧ PERM 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).

Heather R. Pilcher

1/10/2024

Secretary State, State Archives & Records Services

JAN 2 2 2024

Louisiana State Archives-Records Management

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Agency No	Agency / Division / Section								ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / Provost & VP for Academic Affairs / Registrar								X_RENEWAL
·							ords		REPLACEMENT PAGE
ltem Number	Records Series Title	R	etention Per	riod	_ ≥	<u>a</u>	Seco.		ADDENDUM PAGE
Number	Treading delies the	In Office	In Storage	Total Retention	n Security	Archival	State Records Center	Vital	Remarks
1	Official Transcripts	PERM	0	PERM	С	R	N	V	
2	Admissions Applications & Supporting Credentials	ACT + 10 AY	0	ACT + 10 A	AY C	R	N	V	ACT = until end of AY in which created or received.
3	Official Class Rosters	PERM	0	PERM	С	R	N	V	
4	Official Class Roster Detail & Summary Reports	PERM	0	PERM	С	R	N	V	
5	Grade Rosters	PERM	0	PERM	С	R	N	v	
6	Graduation List	PERM	0	PERM	С	R	N	V	
7	Degree Certifications	PERM	0	PERM	С	R	N	V	
Permitted Ret	tention Period Abbreviations	Security Status	State R	ecords	Center	-	Agency Abbreviations		
ACT - Active F	Period (when used define term in remarks column)	P – Public Record							
FY- Fiscal Year (July 1- June 30)		M - May Contain Confidential Information			Y Yes				
CY - Calendar Year (Jan 1 - Dec 31)		C – Confidential Information			N - No				
AY - Academic Year (Aug 1 - July 31)					Vital Re				
FFY - Federal Fiscal Year (Oct 1 - Sept 30)		A - Halisiei to State Alctilives			Identific		Code		
MO - Months WK - Week (Mon-Sun) DY - Day(s)		R – Retain in Ag	gency Archives	s	V= Vital				
PERM - Permanent (Life of State) LOA—Life of Agency		5 - Review by State Archives				ortant			
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	ox 94125, Baton Rouge, LA 70804				recr	ngt@s	os.la.go	V	Indicate Use of Form				
Agency No	Agency / Division / Section						_ORIGINAL SUBMISSION						
066.000	University of Louisiana Monroe / Vice President	for Business A			6		X_RENEWAL						
Item							cords		REPLACEMENT PAGE				
Number	Records Series Title	Retention Period				, la	Rec 7		ADDENDUM PAGE				
		In Office	In Storage	Total Retention	n N	Archival	Archiv State I Center	Vital	Remarks				
1	Correspondence Files - General	ACT + 5 FY	0	ACT + 10 F	Y M	s	N	ı	ACT = until end of FY in which created or received.				
2	Board of Supervisors Files	ACT + 5 FY	5 FY	ACT + 10 F	Y M	s	N	1	ACT = until end of FY in which created or received.				
3	Board of Regents files	ACT + 5 FY	5 FY	ACT + 10 F	Y M	s	N	1	ACT = until end of FY in which created or received.				
4	Legislative Auditor files	PERM	0	PERM	М	R	N	V					
5	Purchase Requisition Files	ACT + 5 FY	0	ACT + 5 F	Y M	s	N	ı	ACT = until end of FY in which created or received.				
6	Project Files	ACT + 5 FY	5 FY	ACT + 10 F	Y M	s	N	ı	ACT = until end of FY project is completed.				
7	Job Search Pre-approval and Justification Forms	ACT + 10 FY	PERM	PERM	С	R	N	V	ACT = until end of FY in which created or received.				
		,											
	ention Period Abbreviations	Security Status	Codes			ecord	Center		Agency Abbreviations				
l	eriod (when used define term in remarks column)	P – Public Reco			Use Y – Yes								
	r (July 1- June 30)	M – May Contai		Information	N - No								
	Year (Jan 1 – Dec 31)	C - Confidential											
	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30)	Archival Proce	•		Vital Re Identifi		Code						
	NK - Week (Mon-Sun) DY - Day(s)				V= Vita		_						
PERM – Permanent (Life of State) LOA – Life of Agency		R – Retain in Agency Archives S – Review by State Archives			l = lmp	ortant							
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Louisiana State Archives—Records Management Page 44 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 / VP for Business Affairs/ Executive Director for Auxiliary 066.000 X RENEWAL **Enterprises & Student Services** State Records Center REPLACEMENT PAGE ltem **ADDENDUM PAGE Retention Period** Archival **Records Series Title** Security Number Total ln Remarks Vital In Office Storage Retention 1 **Beverage Contract/ Accounting Documents** ACT + 2 FY 9 FY ACT + 11 FY Р S ACT = until end of FY in which contract lapses. Ν 2 Snack Contract/ Accounting Documents ACT + 2 FY 9 FY **ACT + 11 FY** Р S Ν Т ACT = until end of FY in which contract lapses. 3 Programs Operation Contracts/ Accounting ACT + 2 FY 9 FY ACT + 11 FY Р S 1 Ν ACT = until end of FY in which contract lapses. **Documents** 4 Working Files ACT + 2 FY 9 FY P **ACT + 11 FY** S 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 1 = 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). JAN 2 2 2024

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Agency No	Agency / Division / Section					ORIGINAL SUBMISSION			
066.000	University of Louisiana Monroe / VP for Business Affairs / Executive Director for Auxiliary Enterprises & Student Services / Bookstore								X_RENEWAL
	Auxiliary Enterprises & Student Services / Book	merphises a Student Services / Bookstore							REPLACEMENT PAGE
ltem Number	Records Series Title	R	- ≥	<u></u>	Records		ADDENDUM PAGE		
Number		In Office	In Storage	Total Retentio	Security	Archival	State R Center	Vital	Remarks
1	Bookstore Contract/ Accounting Documents	ACT + 3 FY	7 FY	ACT + 10 I	FY P	s	N	1	ACT = until end of FY in which contract lapses.
				_					
				_					
									75
Permitted Ret	ention Period Abbreviations	Security Status	Codes		State Re	cords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Reco	Use						
FY- Fiscal Yea	r (July 1- June 30)	M – May Contai	n Confidential	Information	Y – Yes				
CY – Calendar	Year (Jan 1 – Dec 31)	C - Confidential	Information		N - No				
AY - Academic	c Year (Aug 1 – July 31)	1			Vital Red				
FFY – Federal	Fiscal Year (Oct 1 – Sept 30)	A - Transfer to	State Archives		Identific	ation (ode		
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Louisiana State Archives—Records Management Louisiana Secretary of State Records Management Louisiana Secretary of State									Page 46 of 98
	ox 94125, Baton Rouge, LA 70804				recn	ngt@	sos.la.qc)V	Indicate Use of Form
Agency No	Agency / Division / Section	<u></u>							_ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / VP for Busines Auxiliary Enterprises & Student Services / Cam	ss Affairs / Exec	cutive Direc	tor for					X_RENEWAL
	Administration of the services of Campus mail & Copy Center						sp		—REPLACEMENT PAGE
Item Number	Records Series Title	Retention Period				, -	Records		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	Security	Archival	State Ro	Vital	Remarks
1	Postage Reports	ACT + 3 FY	0	ACT+3F	Y P	s	N	1	ACT = until end of FY in which created or received.
2	Copy Reports & Requests	ACT+ 3 FY	0	ACT + 3 F	Y P	S	N	1	ACT = until end of FY in which created or received.
	ention Period Abbreviations	1 7				ecord	s Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Reco			Use Y – Yes				
	r (July 1- June 30)	M – May Contai		Information	Y – Yes N - No				
	Year (Jan 1 – Dec 31)	C - Confidential							
	C Year (Aug 1 - July 31)	Archival Proce			Vital Re Identific		Code		
FFY - Federal Fiscal Year (Oct 1 - Sept 30)		A - Transier to State Archives			V= Vital		0000		
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SSARC-932 (09/20) Louisiana State Archives—Records Management Page 47 of 98 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmat@sos.la.dov Indicate Use of Form Agency / Division / Section Agency No ORIGINAL SUBMISSION University of Louisiana Monroe / VP for Business Affairs / Executive Director for 066,000 X RENEWAL **Auxiliary Enterprises & Student Services / Event Services** State Records Center REPLACEMENT PAGE Item ADDENDUM PAGE Retention Period Archival Security **Records Series Title** Number Total Remarks ln. Vital In Office Storage Retention 1 Invoices ACT + 2 FY 0 ACT + 2 FY М S V 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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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 / VP for Business Affairs / Executive Director for 066.000 X RENEWAL Auxiliary Enterprises & Student Services / Environmental Analysis Lab Records ---REPLACEMENT PAGE Item ADDENDUM PAGE Retention Period Archival Security Number **Records Series Title** State R Total Remarks Vital In Office Storage Retention 1 Purchase Orders ACT + 3 FY 0 Р S ACT + 3 FY Ν ACT = until end of FY in which created or received. 2 General Accreditation Files ACT + 10 FY S 0 ACT + 10 FY Р Ν ACT = until end of FY in which created or received. 3 Contracts ACT + 10 FY 0 ACT + 10 FY Р s Ν ACT = until end of FY in which contract lapses. 4 Correspondence-Routine ACT + 2 FY 0 ACT + 2 FY Ρ S Ν U ACT = until end of FY in which created or received. 5 ACT = until end of FY schedule superseded or Fee Schedules ACT + 1 FY Р S U 1 FY ACT + 2 FY Ν abolished. 6 **Forms** ACT PERM Р R V ACT = until end of FY in which created or received. PERM Ν 7 Inventory ACT + 5 FY Ω Ρ S ACT + 5 FY Ν 1 ACT = until end of FY in which created or received. 8 ACT = until end of FY equipment disposed or in Equipment Information ACT + 2 FY ACT + 2 FY Р S Ν surplus. 9 Travel ACT + 3 FY 0 ACT + 3 FY Ρ S N U ACT = until end of FY in which created or received. 10 Accounts Receivable ACT + 1 FY ACT + 1 FY Ρ S Ν V 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

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

LOA - Life of Agency

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

PERM - Permanent (Life of State)

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

Louisiana State Archives-Records Management

Louisiana Secretary of State

1/10/2024

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A - Transfer to State Archives

R - Retain in Agency Archives

S - Review by State Archives

O - Other (Specify in Remarks)

Secretary of State, State Archives & Records Services

Identification Code

V= Vital

I = Important

U= Useful

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066.000	University of Louisiana Monroe / VP for Busines Auxiliary Enterprises & Student Services / Envi	tor for				sp		X_RENEWAL —REPLACEMENT PAGE			
Item Number	Records Series Title	Retention Period					<u></u>	Recor		ADDENDUM PAGE	
Number		In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks	
11	Supervisor Files	ACT + 5 CY	0	ACT + 5 (CY C	м	s	N	ı	ACT = until end of CY in which employee separates from agency.	
12	Invoices	ACT + 10 FY	0	ACT + 10	FY	Р	s	N	٧	ACT = until end of FY in which created or received.	
13	Receipts and Statement Cards	ACT + 10 FY	0	ACT + 10	FY	P S N		N	٧	ACT = until end of FY in which created or received.	
14	Analysis Reports	ACT + 10 FY	0	ACT + 10 FY		Р	s	N	1	ACT = until end of FY in which created or received.	
15	Accounts Payable	ACT + 10 FY	0	ACT + 10 FY			S R	N	V	ACT = until end of FY in which audited.	
16	Detector File	PERM	0					N	V		
17	Accreditation QA/QC	ACT + 10 FY	0	ACT + 10	FY	Р	s	N	1	ACT = until end of FY in which created or received.	
18	Time and Attendance Records	ACT + 2 FY	1FY	ACT + 3 F	·Υ	Р	s	N	٧	ACT = until end of FY in which created or received.	
19	Budget	PERM	0	PERM		Р	R	N	٧		
20	Sample Reports and Data	ACT + 10 FY	0	ACT + 10	FY	Р	s	N	1	ACT = until end of FY in which created or received.	
ermitted Ref	tention Period Abbreviations	1 .					ords (Center		Agency Abbreviations	
CT – Active F	Period (when used define term in remarks column)	P – Public Record				,				04/00 0-156 4	
FY- Fiscal Year (July 1- June 30)		M – May Contain Confidential Information			Y – Yes N - No					QA/QC – Quality Assurance/Quality Control	
CY - Calendar Year (Jan 1 - Dec 31)		C = Confidential Information									
AY – Academic Year (Aug 1 – July 31)		Archival Proces			Vital		ord tion C	ode			
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to			V= Vi		uon C	oue			
MO – Months WK – Week (Mon-Sun) DY - Day(s)		R – Retain in Agency Archives				nai nport	ant				
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Agency No	Agency / Division / Section									_ORIGINAL SUBMISSION	
066.000	University of Louisiana Monroe / VP for Busines	or for						X RENEWAL			
	Auxiliary Enterprises & Student Services / Food Services							80		REPLACEMENT PAGE	
ltem Number	Records Series Title	Retention Period				ţ	val	Records	٠	ADDENDUM PAGE	
		In Office	In Storage	Total Retentio	n	Security	Archival	State R	Vital	Remarks	
1	Food Services Contracts/ Accounting Documents	ACT + 3 FY	7 FY	ACT + 10	FY	Р	s	N	ı	ACT = until end of FY in which contract lapses.	
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