

Records Retention Schedule

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

SSARC-932 (09/20)

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recmgt@sos.la.gov

Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Indicate Use of Form	
066.000	University of Louisiana Monroe / Provost & VP for Academic Affairs / Office of Online Student Advocacy								<input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE	
Item Number	Records Series Title	Retention Period							Remarks	
		In Office	In Storage	Total Retention						
1	Board of Regents	PERM	PERM	PERM	C	R	N	V		
2	Faculty Files	ACT + 10 FY	0	ACT + 10 FY	C	S	N	I	ACT = until end of FY in which employee is no longer with agency.	
3	Supervisor Files	ACT + 5 FY	0	ACT + 5 FY	M	S	N	I	ACT = until end of FY in which employee is no longer with agency.	
4	Student Records	PERM	PERM	PERM	C	S	N	V		
Permitted Retention Period Abbreviations 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 (Mon-Sun) DY - Day(s) 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).		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information		State Records Center Use Y – Yes N – No		Agency Abbreviations				
		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)		Vital Record Identification Code V= Vital I = Important U= Useful						

Heather R. Pilcher

Agency Approval

1/10/2024

Date Signed

Amy Mera

Secretary of State, State Archives & Records Services

JAN 22 2024

Date Approved

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066.000	University of Louisiana Monroe / Provost & VP for Academic Affairs / Registrar								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Official Transcripts	PERM	0	PERM	C	R	N	V	
2	Admissions Applications & Supporting Credentials	ACT + 10 AY	0	ACT + 10 AY	C	R	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	
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Heather R. Pilcher
Agency Approval

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Date Signed

Amy Mora
Secretary of State, State Archives & Records Services

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066.000	University of Louisiana Monroe / Vice President for Business Affairs								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Correspondence Files - General	ACT + 5 FY	0	ACT + 10 FY	M	S	N	I	ACT = until end of FY in which created or received.
2	Board of Supervisors Files	ACT + 5 FY	5 FY	ACT + 10 FY	M	S	N	I	ACT = until end of FY in which created or received.
3	Board of Regents files	ACT + 5 FY	5 FY	ACT + 10 FY	M	S	N	I	ACT = until end of FY in which created or received.
4	Legislative Auditor files	PERM	0	PERM	M	R	N	V	
5	Purchase Requisition Files	ACT + 5 FY	0	ACT + 5 FY	M	S	N	I	ACT = until end of FY in which created or received.
6	Project Files	ACT + 5 FY	5 FY	ACT + 10 FY	M	S	N	I	ACT = until end of FY project is completed.
7	Job Search Pre-approval and Justification Forms	ACT + 10 FY	PERM	PERM	C	R	N	V	ACT = until end of FY in which created or received.
Permitted Retention Period Abbreviations 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 (Mon-Sun) DY - Day(s) 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).		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information		State Records Center Use Y – Yes N - No		Agency Abbreviations			
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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Remarks
066.000	University of Louisiana Monroe / VP for Business Affairs/ Executive Director for Auxiliary Enterprises & Student Services								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Beverage Contract/ Accounting Documents	ACT + 2 FY	9 FY	ACT + 11 FY	P	S	N	I	ACT = until end of FY in which contract lapses.
2	Snack Contract/ Accounting Documents	ACT + 2 FY	9 FY	ACT + 11 FY	P	S	N	I	ACT = until end of FY in which contract lapses.
3	Programs Operation Contracts/ Accounting Documents	ACT + 2 FY	9 FY	ACT + 11 FY	P	S	N	I	ACT = until end of FY in which contract lapses.
4	Working Files	ACT + 2 FY	9 FY	ACT + 11 FY	P	S	N	I	ACT = until end of FY in which created or received.
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Heather R. Pilcher
Agency Approval

1/10/2024
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Amy Mora
Secretary of State, State Archives & Records Services

JAN 22 2024
Date Approved

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ADDENDUM PAGE

Remarks

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Remarks

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Item Number	Records Series Title	In Office	In Storage	Total Retention					
066.000	University of Louisiana Monroe / VP for Business Affairs / Executive Director for Auxiliary Enterprises & Student Services / Environmental Analysis Lab								
1	Purchase Orders	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = until end of FY in which created or received.
2	General Accreditation Files	ACT + 10 FY	0	ACT + 10 FY	P	S	N	I	ACT = until end of FY in which created or received.
3	Contracts	ACT + 10 FY	0	ACT + 10 FY	P	S	N	I	ACT = until end of FY in which contract lapses.
4	Correspondence-Routine	ACT + 2 FY	0	ACT + 2 FY	P	S	N	U	ACT = until end of FY in which created or received.
5	Fee Schedules	ACT + 1 FY	1 FY	ACT + 2 FY	P	S	N	U	ACT = until end of FY schedule superseded or abolished.
6	Forms	ACT	PERM	PERM	P	R	N	V	ACT = until end of FY in which created or received.
7	Inventory	ACT + 5 FY	0	ACT + 5 FY	P	S	N	I	ACT = until end of FY in which created or received.
8	Equipment Information	ACT + 2 FY	0	ACT + 2 FY	P	S	N	I	ACT = until end of FY equipment disposed or in surplus.
9	Travel	ACT + 3 FY	0	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.
10	Accounts Receivable	ACT + 1 FY	0	ACT + 1 FY	P	S	N	V	ACT = until end of FY in which audited.

Permitted Retention Period Abbreviations
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Security Status Codes
P – Public Record
M – May Contain Confidential Information
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)

State Records Center Use
Y – Yes
N – No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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Secretary of State, State Archives & Records Services

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		In Office	In Storage	Total Retention					
11	Supervisor Files	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = until end of CY in which employee separates from agency.
12	Invoices	ACT + 10 FY	0	ACT + 10 FY	P	S	N	V	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	V	ACT = until end of FY in which created or received.
14	Analysis Reports	ACT + 10 FY	0	ACT + 10 FY	P	S	N	I	ACT = until end of FY in which created or received.
15	Accounts Payable	ACT + 10 FY	0	ACT + 10 FY	P	S	N	V	ACT = until end of FY in which audited.
16	Detector File	PERM	0	PERM	P	R	N	V	
17	Accreditation QA/QC	ACT + 10 FY	0	ACT + 10 FY	P	S	N	I	ACT = until end of FY in which created or received.
18	Time and Attendance Records	ACT + 2 FY	1FY	ACT + 3 FY	P	S	N	V	ACT = until end of FY in which created or received.
19	Budget	PERM	0	PERM	P	R	N	V	
20	Sample Reports and Data	ACT + 10 FY	0	ACT + 10 FY	P	S	N	I	ACT = until end of FY in which created or received.

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**Vital Record
Identification Code**
V= Vital
I = Important
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Agency Abbreviations

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