Louisiana State Archives—Records Management Louisiana Secretary of State

Post Office Box 94125, Baton Rouge, LA 70804						ngt@s	os.la.go	V	Indicate Use of Form
Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION
066.000		rsity of Louisiana Monroe / VP for Business Affairs / Executive Director for ary Enterprises & Student Services / WIDS (Warhawk ID Services)							X_RENEWALREPLACEMENT PAGE
Item Number	Records Series Title	R	etention Per	iod	≥	la la	Records		ADDENDUM PAGE
Rumber	1.000.00	In Office	In Storage	Total Retentio	n Security	Archival	State R	Vital	Remarks
1	Satellite Copier Center Accounts	ACT + 3 FY	0	ACT + 3 F	Y P	s	N	1	ACT = until end of FY in which created or received.
2	Equipment Working Files	PERM	0	PERM	Р	R	N	٧	
3	Miscellaneous Working Files	ACT + 6 FY	0	ACT + 6 F	Y P	s	N	ı	ACT = until end of FY in which created or received.
4	Ledger Cards	ACT+6FY	0	ACT + 6 F	ΥP	s	N	ı	ACT = until end of FY in which created or received.
5	ID Replacement Receipts	ACT+3FY	0	ACT + 3 F	Y P	s	N	1	ACT = until end of FY in which created or received.
6	Activity Center ID's	ACT+3FY	0	ACT + 3 F	Y P	s	N	U	ACT = until end of FY in which created or received.
7	Warhawk Express Working Files	ACT + 3 FY	0	ACT + 3 F	ΥP	s	N	1	ACT = until end of FY in which created or received.
8	Meal Plan Audits	ACT + 3 FY	0	ACT + 3 F	Y P	s	N	1	ACT = until end of FY in which created or received.
9	Meal Plan Cards	ACT + 3 FY	0	ACT + 3 F	Y P	s	N	U	ACT = until end of FY in which created or received.
Permitted Ret	ention Period Abbreviations	Security Status	s Codes	-	State R	ecords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Reco			Use Y – Yes				ID – Identification
1	r (July 1- June 30)	M May Contai		Information	N - No				is - identification
1	Year (Aug 1 - Dec 31)	C - Confidential							
	AY – Academic Year (Aug 1 – July 31)		ssing Codes State Archives		Vital Re		Code		
	FFY - Federal Fiscal Year (Oct 1 - Sept 30) MO - Months WK - Week (Mon-Sun) DY - Day(s)				√= Vital				
	anent (Life of State) LOA – Life of Agency	R – Retain in Agency Archives			I = Imp	portant			
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= Use	ul			

Heather R. Pilcher

1/10/2024

Secretary of State, State Archives & Records Services

Date Approved

JAN 2 2 2024

SSARC-932 (09/20)

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Date Signed

SSARC-932 (09/20)

	ate Archives—Records Management									Page 52 of 98
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Agency No	Agency / Division / Section							J. G. I. G. G.		_ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / VP for Busines Administration / Athletics Business Operations	iversity of Louisiana Monroe / VP for Business Affairs / Assistant VP Budget &								X_RENEWAL
Item Number	Records Series Title	R	etention Per	riod			<u>a</u>	Records		REPLACEMENT PAGEADDENDUM PAGE
Number	Necords Series Tide	In Office	In Storage	Total Retentio	n distriction	Securi	Archival	State R	Vital	Remarks
1	Home Football Game Ticket Reconciliations	ACT + 6 FY	0	ACT + 6 F	Y N	1	s	N	1	ACT = until end of FY in which created or received.
2	All Sports Game Contracts/ Agreements	ACT + 10 FY	0	ACT + 10 I	FY N	1	s	N	٧	ACT = until end of FY in which contract lapses.
3	Football Team Travel Expense Reports	ACT + 6 FY	0	ACT + 6 F	Y	1	S	N	U	ACT = until end of FY in which created or received.
4	Football Home Game Officials Expense Vouchers	ACT + 3 FY	0	ACT + 3 F	Y N	1	s	N	1	ACT = until end of FY in which created or received.
5	Baseball Home Game Umpire Payment Vouchers	ACT + 3 FY	0	ACT + 3 F	Y N	1	s	N	1	ACT = until end of FY in which created or received.
6	Athletic Department Surveys	ACT + 3 FY	0	ACT + 3 F	Y N	•	s	N	U	ACT = until end of FY in which created or received.
7	Professional Service Contracts/ Agreements	ACT + 10 FY	0	ACT + 10 i	FY P	,	s	N	1	ACT = until end of FY in which contract lapses.
8	Athletic Game Guarantees-Revenues	ACT + 3 FY	0	ACT + 3 F	Y	1	s	N	1	ACT = until end of FY in which created or received.
9	Athletic Game Guarantees Paid Out-Expenses	ACT + 3 FY	0	ACT + 3 F	Y	1	s	N	ı	ACT = until end of FY in which created or received.
10	Administration & Faculty Petty Case Expense Sheet	ACT + 3 FY	0	ACT + 3 F	Y	1	s	N	ı	ACT = until end of FY in which created or received.
Permitted Ret	ention Period Abbreviations	Security Status	Codes		State F	Reco	rds (	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Reco	ord		Use					
FY- Fiscal Yea	ar (July 1- June 30)	M – May Contai	n Confidential	Information		Y – Yes				
CY – Calendar	r Year (Jan 1 – Dec 31)	C – Confidentia	Information		N - No					
AY - Academic Year (Aug 1 - July 31)		Archival Proce	ssing Codes		Vital R		_			
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to			Identifi V= Vita		on Co	ode		
MO - Months WK - Week (Mon-Sun) DY - Day(s)		R – Retain in A					nt			
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).		3 - Review by State Archives			١ '	I = Important U≃ Useful				

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1/10/2024

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In Office

ACT + 3 FY

ACT + 3 FY

ACT + 3 FY

ACT + 3 FY

ACT + 6 FY

ACT + 6 FY

ACT + 7 FY

ACT + 3 FY

ACT + 6 FY

ACT + 6 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)

Retention Period

Storage

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M - May Contain Confidential Information

Louisiana State Archives-Records Management Louisiana Secretary of State

Agency / Division / Section

Administration / Athletics Business Operations

**Records Series Title** 

Travel Expense Reports - Athletic Director

Travel Expense Reports (ULMAF) - Athletic

Travel Expense Reports (ULMAF) - Men's Track

Travel Expense Reports - Men's Track

National Letter of Intent - Men's Track

Medical Records - Athletic Trainer

Travel Expense Reports - Baseball

National Letter of Intent - Baseball

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).

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

Travel Expense Reports (ULMAF) - Baseball

LOA - Life of Agency

Grants-in-Aid - Men's Track

Agency No

066,000

Item

Number

11

12

13

14

15

16

17

18

19

20

Director

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)

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University of Louisiana Monroe / VP for Business Affairs / Assistant VP Budget &

SEADO 022 (00/20)

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1/10/2024

Secretary & State, State Archives & Records Services

Total

Retention

ACT + 3 FY

ACT + 3 FY

ACT + 3 FY

ACT + 3 FY

ACT + 6 FY

ACT + 6 FY

ACT + 7 FY

ACT + 3 FY

ACT + 6 FY

ACT + 6 FY

Date Approved

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Date Signed

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						igt@sc	os.la.go	V	Indicate Use of Form		
Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION		
066.000	University of Louisiana Monroe / VP for Business Affairs / Assistant VP Budget & Administration / Athletics Business Operations						sp		X_RENEWAL REPLACEMENT PAGE		
ltem Number	Records Series Title	R	<u></u> ≱		Recor		ADDENDUM PAGE				
	75.6	In Office	In Storage	Total Retentio	u Security	Archival	State Records Center	Vital	Remarks		
21	Grants-in-Aid – Baseball	ACT + 6 FY	0	ACT + 6 F	Y M	s	N	V	ACT = until end of FY in which grant is closed.		
22	Travel Expenses – Women's Track	ACT + 3 FY	0	ACT + 3 F	Y M	s	N	U	ACT = until end of FY in which created or received.		
23	Travel Expenses (ULMAF) – Women's Track	ACT + 3 FY	0	ACT + 3 F	Y M	s	N	U	ACT = until end of FY in which created or received.		
24	Grants-in-Aid – Women's Track	ACT + 6 FY	0	ACT + 6 F	Y M	s	N	٧	ACT = until end of FY in which grant is closed.		
25	National Letter of Intents – Women's Track	ACT + 6 FY	0	ACT + 6 F	Y M	s	N	V	ACT = until end of FY in which created or received.		
26	Travel Expenses – Men's Golf	ACT + 3 FY	0	ACT + 3 F	Y M	s	N	U	ACT = until end of FY in which created or received.		
27	Travel Expenses (ULMAF) – Men's Golf	ACT + 3 FY	0	ACT + 3 F	Y M	S	N	U	ACT = until end of FY in which created or received.		
28	National Letter of Intent – Men's Golf	ACT + 6 FY	0	ACT + 6 F	Y M	s	N	٧	ACT = until end of FY in which created or received.		
29	Grants-in-Aid – Men's Golf	ACT + 6 FY	0	ACT + 6 F	Y M	s	N	V	ACT = until end of FY in which grant is closed.		
30	Accounts Payable – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 3 FY	0	ACT + 3 F	Y M	s	N	V	ACT = until end of FY in which audited.		
Permitted Ref	tention Period Abbreviations	Security Status	State Re	cords	Center		Agency Abbreviations				
ACT Active F	Period (when used define term in remarks column)	P – Public Reco	ord		Use				AMBRAT INChesely to the second		
	ar (July 1- June 30)	M – May Contai	n Confidential	Information	Y – Yes				ULMAF – University of Louisiana Monroe Athletic Foundation		
	r Year (Jan 1 – Dec 31)	C – Confidential	Information		N - No				WBKB – Women's Basketball		
AY - Academic Year (Aug 1 - July 31)		Archival Proce	ssing Codes		Vital Re				SOC - Soccer		
FFY - Federal Fiscal Year (Oct 1 - Sept 30)		A – Transfer to	State Archives			Identification Code V= Vital			SB – Softball		
MO - Months WK - Week (Mon-Sun) DY - Day(s)		R – Retain in Ag	•						TN – Tennis VB – Volleyball		
	anent (Life of State) LOA – Life of Agency	3 - Review by State Archives				t = Important U= Useful			MBKB – Men's Basketbali		
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)				Ji					

Heather R. Pilcher

1/10/2024

Date Signed

JAN 2 2 2024

Secretary of State, State Archives & Records Services

Agency Approval

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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

Page 55 of 98 recmat@sos.la.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION 066,000 University of Louisiana Monroe / VP for Business Affairs / Assistant VP Budget & X RENEWAL Administration / Athletics Business Operations State Records Center \_\_REPLACEMENT PAGE ltem **Retention Period** ADDENDUM PAGE Archival Security **Records Series Title** Number Total In. Remarks Vital In Office Storage Retention 31 Accounts Payable (ULMAF) - WBKB, SOC, SB, ACT + 3 FY 0 ACT + 3 FY М S Ν ACT = until end of FY in which audited. TN, VB, & MBKB Contracts & Confirmation Letters - WBKB, SOC. 32 ACT + 10 FY ACT + 10 FY М S Ν ACT = until end of FY in which contract lapses. SB, TN, VB, & MBKB Inventory/ Property Control - WBKB, SOC, SB. 33 ACT + 3 FY 0 Р ACT + 3 FY S Ν ACT = until end of FY in which created or received. TN. VB. & MBKB NCAA Special Assistance Programs - WBKB. 34 ACT + 6 FY ACT + 6 FY М S V N ACT = until end of FY in which created or received. SOC, SB, TN, VB, & MBKB Petty Cash Expenses - WBKB, SOC, SB, TN, VB, 35 ACT + 3 FY 0 S V ACT + 3 FY M Ν ACT = until end of FY in which audited. & MBKB Post Office Information - WBKB, SOC, SB, TN, 36 ACT + 3 FY 0 ACT + 3 FY Р S Ν U ACT = until end of FY in which created or received. VB. & MBKB Graphic Services Regulsitions - WBKB, SOC, SB, 37 ACT + 3 FY 0 ACT + 3 FY Р S N U ACT = until end of FY in which created or received. TN, VB, & MBKB Travel Advance & Expense Reports - WBKB, 38 ACT + 3 FY 0 ACT + 3 FY М S Ν V ACT = until end of FY in which audited. SOC, SB, TN, VB, & MBKB Vehicle Requests - WBKB, SQC, SB, TN, VB, & 39 ACT + 3 FY Р 0 ACT + 3 FY S U Ν ACT = until end of FY in which created or received. **MBKB** Grants-in-Aid - WBKB, SOC, SB, TN, VB, & 40 ACT + 6 FY 0 ACT + 6 FY M S N V ACT = until end of FY in which grant is closed. **MBKB 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 **ULMAF – University of Louisiana Monroe Athletic** FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information Foundation N - No CY - Calendar Year (Jan 1 - Dec 31) C – Confidential Information WBKB - Women's Basketball AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record SOC - Soccer **Identification Code** SB - Softball FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital TN - Tennis MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives VB - Volleyball I = Important PERM - Permanent (Life of State) LOA – Life of Agency S - Review by State Archives MBKB - Men's Basketball U= Useful

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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

1/10/2024

Date Signed

O - Other (Specify in Remarks)

Secretary & State, State Archives & Records Services

JAN 2 2 2024

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Date Approved

SSARC-932 (09/20)

SSARC-932 (09/20)

Agency No	Sox 94125, Baton Rouge, LA 70804  Agency / Division / Section								Indicate Use of Form ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / VP for Busine Administration / Athletics Business Operations				sp		X_RENEWALREPLACEMENT PAGE		
item Number	Records Series Title	R	etention Per	iod		<u> 75</u>	Records		ADDENDUM PAGE
Humber	Nossius Galles Tiuc	In Office	In Storage	Total Retentio	Security	Archival	State F	Vital	Remarks
41	National Letter of Intent – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 6 FY	0	ACT + 6 F	Y M	s	N	٧	ACT = until end of FY in which created or received.
42	Spreadsheet for Scholarships	ACT + 6 FY	0	ACT + 6 F	Y M	s	N	٧	ACT = until end of FY in which created or received.
43	Grants-in-Aid Football	ACT + 6 FY	0	ACT + 6 F	Y M	S	N	V	ACT = until end of FY in which grant is closed.
44	National Letter of Intent – Football	ACT + 6 FY	0	ACT + 6 F	Y M	s	N	V	ACT = until end of FY in which created or received.
45	ULMAF Accounts Payable (other)	ACT+3FY	0	ACT + 3 F	Y M	ś	N	٧	ACT = until end of FY in which audited.
46	Football Recruiting and Travel Expenses	ACT + 3 FY	ACT + 3 FY 0 ACT		Y M	s	N	٧	ACT = until end of FY in which audited.
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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)		P – Public Record M – May Contain Confidential Information Y			State Re Use Y – Yes N - No	cords	Center		Agency Abbreviations  ULMAF – University of Louisiana Monroe Athleti Foundation  WBKB – Women's Basketball
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)  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).		Archival Proce A – Transfer to S R – Retain in Ac		al Record ntification Code Vital			SOC – Soccer SB – Softball TN – Tennis		
		3 - Review by State Archives			I = Impoi U= Usefu		nt		VB – Volleyball MBKB – Men's Basketball

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1/10/2024

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Secretary of State, State Archives & Records Services

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Agency No	Agency / Division / Section									_ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / VP for Busine	ss Affairs / Assi	istant VP Bu	ıdget &						X_RENEWAL
	Administration / Budget Office			<u>.</u>				şp		REPLACEMENT PAGE
Item		R	etention Per	riod		Α	=	Records		ADDENDUM PAGE
Number	Records Series Title	9	In	In Total		Security	hiva	te R	_	Remarks
		In Office	Storage	Retentio	n	Sec	Archival	State R	Vital	
1	Correspondence Files – General	ACT + 5 FY	0	ACT +5 F	Y.	м	S	N	1	ACT = until end of FY in which created or received.
2	Budget Work Papers	ACT + 10 FY	PERM	PERM		М	R	N	٧	ACT = until end of FY in which created or received.
3	Fiscal Year Completed Budgets with Working Documents	PERM	0	PERM		М	R	N	٧	
4	Other University of Louisiana System Budgets	PERM	0	PERM		Р	R	N	٧	
5	Payroll Action Forms	ACT + 2 FY	3 FY	ACT + 5F	Υ	С	s	N	ı	ACT = until end of FY in which created or received.
6	Fiscal Year-End Reports and Financial Statements	PERM	0	PERM		Р	R	N	٧	
Permitted Ret	ention Period Abbreviations	Security Status	s Codes			Rec	ords (	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Reco	-		Use Y-Y	/				
	r (July 1- June 30)	M – May Contai		Information	N - N					
	Year (Jan 1 – Dec 31)	C – Confidential	_							
	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30)	Archival Proce	•		Vital Ident		ora tion C	ode		
	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in Ag			V= Vi					
	anent (Life of State) LOA – Life of Agency	S – Review by S	•		l = In	mport	tant			
	put an asterisk (*) in the Remarks section for any record	O - Other (Spec		i	U= U:	Iseful				
series that con	tains born-digital or imaged records. Include brief he technology. (Ex. Scanned to OnBase).			<u>)                                    </u>	1					
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Date Signed

Secretary of State, State Archives & Records Services

Date Approved

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66.000	University of Louisiana Monroe / VP for Busines	ss Affairs / Cont	troller / Acco	ounts Payab	le				X_RENEWAL
Item		Patentian Pariod							REPLACEMENT PAGE
Number	Records Series Title	Retention Peri		Total	Security	Archival	State Records Center	_	ADDENDUM PAGE  Remarks
		In Office	Storage	Retentio	n တိ	Arc	Staf	Vital	Kemarks
1	Purchase Orders	ACT + 2 FY	3 FY	ACT + 5 F	Y M	s	N	U	ACT = until end of FY in which created or received.
2	Travel Reimbursement Files	ACT + 2 FY	3 FY	ACT + 5 F	Y M	s	N	U	ACT = until end of FY in which created or received.
3	1099's & Worksheets	ACT + 2 FY	PERM	PERM	С	R	N	v	ACT = until end of FY in which created or received.
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rmitted Ret	ention Period Abbreviations	Security Status	Codes		State Re	cords	Center		Agency Abbreviations
CT - Active F	Period (when used define term in remarks column)	P - Public Reco	ord		Use				
- 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							
′ – Academi	c Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital Re				
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A - Transfer to State Archives			Identific	ation C	ode		
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		5 - Review by State Archives			I = Impo				
ries 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)			U= Usef	uı			

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1/10/2024

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SSARC-932 (09/20) Louisiana State Archives—Records Management Page 59 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 / VP for Business Affairs / Controller / General X RENEWAL Accounting Records REPLACEMENT PAGE ltem ADDENDUM PAGE Retention Period Archival Security **Records Series Title** Number State R **Total** Remarks ln Vital In Office Storage Retention 1 **Bank Reconciliations** ACT + 2 FY 3 FY ACT + 5 FY S М V Ν ACT = until end of FY in which audited. 2 Unclaimed Property Report ACT + 2 FY 3 FY ACT + 5 FY M S Ν V ACT = until end of FY in which audited. 3 Investment and Banking Documents ACT + 5 FY 10 FY **ACT = 15 FY** С S Ν U 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).

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

1/10/2024

O - Other (Specify in Remarks)

Secretary of State, State Archives & Records Services

U= Useful

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Louisiana State Archives—Records Management Louisiana Secretary of State

Agency No

066.000

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University of Louisiana Monroe / VP for Business Affairs / Controller / Student Accounts

SSARC-932 (09/20) Page 60 of 98 Indicate Use of Form ORIGINAL SUBMISSION X\_RENEWAL \_\_REPLACEMENT PAGE ADDENDUM PAGE

000.000	Oliversity of Louisiana Montoe / VP for Busine	ts		<u>s</u>		X_RENEWAL			
Item	Records Series Title	R	etention Per	iod		-	Records		REPLACEMENT PAGEADDENDUM PAGE
Number	Records Series Title	In Office	ln Storage	Total Retention	security	Archival	State Re Center	Vital	
1	Bankruptcy Filing	ACT + 1 FY	3 FY	ACT + 4 F	Y C	s	N	U	ACT = until end of FY in which created or received.
2	Bankruptcy Discharge	ACT + 1 FY	3 FY	ACT + 4 F	Y C	s	N	U	ACT = until end of FY in which created or received.
3	Statement of Account	ACT + 2 FY	PERM	PERM	С	R	N	V	ACT = until end of FY in which created or received.
4	Collection Agency Status Reports	ACT + 2 FY	PERM	PERM	С	R	N	V	ACT = until end of FY in which created or received.
5	Banner Check Register	ACT + 3 FY	PERM	PERM	М	R	N	V	ACT = until end of FY in which created or received.
6	Affidavit of Lost, Destroyed, or Stolen Checks	ACT + 1 FY	2 FY	ACT + 3 F	Y M	s	N	U	ACT = until end of FY in which created or received
7	Numbered Adjustments Voucher	ACT + 3 FY	PERM	PERM	М	R	N	V	ACT = until end of FY in which created or received
8	1098T	ACT + 1 FY	PERM	PERM	С	R	N	٧	ACT = until end of FY in which created or received
9	Fee Schedule & Calendars	ACT + 10 FY	PERM	PERM	Р	R	N	V	ACT = until end of FY in which created or received
10	Warhawk Express Cancellation Request	ACT + 7 FY	0	ACT + 7 F	Y C	s	N	U	ACT = until end of FY in which created or received.
rmitted Ret	ention Period Abbreviations	Security Status Codes S				cords	Center		Agency Abbreviations
CT - Active F	Period (when used define term in remarks column)	P - Public Reco	rd		Use				
'- Fiscal Yea	ır (July 1- June 30)	M – May Contai	n Confidential	Information	Y – Yes N - No				
Y – Calendar	Year (Jan 1 – Dec 31)	C – Confidential Information							
Y – Academic	c Year (Aug 1 – July 31)	Archival Processing Codes				cord			·
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A - Transfer to State Archives				ation (	Code		
MO – Months WK – Week (Mon-Sun) DY - Day(s)		R – Retain in Agency Archives							
PERM – Permanent (Life of State) LOA – Life of Agency		S – Review by S	State Archives		I = Impo				
eries 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= Usef	ul			
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Heather R. Pilcher

Agency Approval

1/10/2024

Date Signed

Secretary of State, State Archives & Records Services