

Records Retention Schedule

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)

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☐ ADDENDUM PAGE

Remarks

Agency No	Agency / Division / Section	Retention Period				Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention						
066.000	University of Louisiana Monroe / VP for Business Affairs / Controller / Student Accounts									
11	Manual Adjustment	ACT + 2 FY	PERM	PERM	M	R	N	V	ACT = until end of FY in which created or received.	
12	Third Party Billing Reconciliations	ACT + 1 FY	2 FY	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.	
13	Banner Rate Tables	ACT + 5 FY	0	ACT + 5 FY	M	S	N	U	ACT = until end of FY in which created or received.	
14	Refund Check Registers	ACT + 5 FY	0	ACT + 5 FY	M	S	N	U	ACT = until end of FY in which created or received.	
15	SIS Balance	ACT + 5 FY	0	ACT + 5 FY	C	S	N	U	ACT = until end of FY in which created or received.	
16	1098T – Tax	ACT + 5 FY	0	ACT + 5 FY	C	S	N	U	ACT = until end of FY in which created or received.	
17	Outstanding Debt	ACT + 5 FY	0	ACT + 5 FY	C	S	N	U	ACT = until end of FY in which created or received.	
18	Check Register	ACT + 5 FY	0	ACT + 5 FY	M	S	N	U	ACT = until end of FY in which created or received.	
19	Check Register Outstanding Debt	ACT + 5 FY	0	ACT + 5 FY	C	S	N	U	ACT = until end of FY in which created or received.	
20	Hurricane Katrina – Special Circumstances	ACT + 1 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

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

SIS – Student Information System

Heather R. Pilcher

Agency Approval

1/10/2024

Date Signed

Amy Hira

Secretary of State, State Archives & Records Services

JAN 22 2024

Date Approved

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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Indicate Use of Form	
066.000	University of Louisiana Monroe / VP for Business Affairs / Controller / Student Accounts								<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						
21	Quarterly Debt (AR) Reports	ACT + 1 FY	PERM	PERM	C	R	N	V	ACT = until end of FY in which created or received.	
22	Appeals Payment Information Files	ACT + 1 FY	PERM	PERM	C	R	N	V	ACT = until end of FY in which created or received.	
23	Third Party Invoices and Waivers Files	ACT + 1 FY	PERM	PERM	C	R	N	V	ACT = until end of FY in which created or received.	
24	Third Party Billing Files	ACT + 1 FY	PERM	PERM	C	R	N	V	ACT = until end of FY in which created or received.	
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Heather R. Pilcher
Agency Approval

1/10/2024
Date Signed

Amy Moran
Secretary of State, State Archives & Records Services

JAN 22 2024
Date Approved

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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 / Controller / Financial Reporting								
1	Financial Statements	ACT + 10 FY	PERM	PERM	P	R	N	V	ACT = until end of FY in which created or received.
2	Work Papers for Financial Statements	ACT + 10 FY	PERM	PERM	M	R	N	V	ACT = until end of FY in which created or received.
3	Miscellaneous Scholarship Receivables Reconciliation Reports	ACT + 2 FY	3 FY	ACT + 5 FY	M	S	N	U	ACT = until end of FY in which created or received.
4	Scholarship Receivables Reconciliation Reports	ACT + 2 FY	3 FY	ACT + 5 FY	M	S	N	U	ACT = until end of FY in which created or received.
5	All Scholarship Reconciliation Reports	ACT + 2 FY	3 FY	ACT + 5 FY	M	S	N	U	ACT = until end of FY in which created or received.
6	Bank Reconciliation Reports	ACT + 2 FY	3 FY	ACT + 5 FY	M	S	N	V	ACT = until end of FY in which audited.
7	Unclaimed Property Reports	ACT + 2 FY	3 FY	ACT + 5 FY	M	S	N	I	ACT = until end of FY in which created or received.
8	Accounts Receivable Sub-Ledgers Reports	ACT + 2 FY	3 FY	ACT + 5 FY	M	S	N	I	ACT = until end of FY in which created or received.
9	Banner A/R Reconciliation Reports	ACT + 5 FY	0	ACT + 5 FY	M	S	N	V	ACT = until end of FY in which audited.
10	Banner Student Payable Reconciliation Reports	ACT + 5 FY	0	ACT + 5 FY	M	S	N	V	ACT = until end of FY in which audited.
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 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 A/R – Accounts Receivable		

Heather R. Pilcher
Agency Approval

1/10/2024
Date Signed

Amey M. ...
Secretary of State, State Archives & Records Services

JAN 22 2024
Date Approved

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Remarks

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title					
066.000	University of Louisiana Monroe / VP for Business Affairs / Controller / Student Loans					
		In Office	In Storage	Total Retention		
1	NBD 060 Report	ACT + 1 FY	4 FY	ACT + 5 FY	C S N U	ACT = until end of FY in which created or received.
2	EOM (End of the Month) Report	ACT + 1 FY	4 FY	ACT + 5 FY	M S N U	ACT = until end of FY in which created or received.
3	LMS Mid-Month & End of Month Report	ACT + 1 FY	4 FY	ACT + 5 FY	C S N U	ACT = until end of FY in which created or received.
4	HPSL – Total Cancellations Report	ACT + 1 FY	4 FY	ACT + 5 FY	C S N U	ACT = until end of FY in which created or received.
5	NDSL – Total Cancellations Report	ACT + 1 FY	4 FY	ACT + 5 FY	C S N U	ACT = until end of FY in which created or received.
6	EOF (End of Year) Report	PERM	0	PERM	M R N V	
7	Discrepancy List Report	ACT + 5 FY	0	ACT + 5 FY	M S N V	ACT = until end of FY in which created or received.
8	LMS Paid in Full Files	ACT + 1 FY	4 FY	ACT + 5 FY	C S N U	ACT = until end of FY in which created or received.
9	Federal Loans Outstanding	ACT + 1 FY	4 FY	ACT + 5 FY	M S N U	PERM until paid in full or transferred.
10	Federal Government NDSL Report	ACT + 2 FY	4 FY	ACT + 5 FY	C S N U	ACT = until end of FY in which created or received.
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Heather R. Pilcher

Agency Approval

1/10/2024

Date Signed

Amy Moran

Secretary of State, State Archives & Records Services

JAN 22 2024

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Agency No Agency / Division / Section		Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
066.000	University of Louisiana Monroe / VP for Business Affairs / Controller / Student Loans								
11	Health Professional Loans – Nursing Loans Purchased by ULM Report	ACT + 2 FY	3 FY	ACT + 5 FY	C	S	N	U	ACT = until end of FY in which created or received.
12	Paid in Full Accounts (Folders) Files	ACT + 1 FY	4 FY	ACT + 5 FY	C	S	N	U	ACT = until end of FY in which created or received.
13	Paid Out Files	ACT + 1 FY	4 FY	ACT + 5 FY	C	S	N	U	ACT = until end of FY in which created or received.
14	NBD 060 Feed Journal Report	ACT + 1 FY	4 FY	ACT + 5 FY	M	S	N	U	ACT = until end of FY in which created or received.
15	Learning Management System Daily Payments Report	ACT + 5 FY	0	ACT + 5 FY	C	S	N	U	ACT = until end of FY in which created or received.
16	Tuition Payments Report	ACT + 1 FY	PERM	PERM	C	R	N	V	ACT = until end of FY in which created or received.
17	End of the Year Report	ACT + 5 FY	PERM	PERM	C	R	N	V	ACT = until end of FY in which created or received.
18	End of the Year NJY 600/630 cohort (01-03) Report	ACT + 5 FY	PERM	PERM	C	R	N	V	ACT = until end of FY in which created or received.

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Heather R. Pilcher
Agency Approval

1/10/2024
Date Signed

Amy H. Poirier
Secretary of State, State Archives & Records Services

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Agency No 066.000	Agency / Division / Section University of Louisiana Monroe / VP for Business Affairs / Controller / Grants & Contracts				Security	Archival	State Records Center	Vital	Indicate Use of Form	
Item Number	Records Series Title	Retention Period							<input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE	
		In Office	In Storage	Total Retention					Remarks	
1	Grant Folders	ACT + 6 CY	0	ACT + 6 CY	M	S	N	I	ACT = until end of CY in which grant is closed out.	
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 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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Remarks

[illegible]

Amy Mora
Secretary of State, State Archives & Records Services

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Agency No 066.000	Agency / Division / Section University of Louisiana Monroe / VP for Business Affairs / Controller / LaCap				Security	Archival	State Records Center	Vital	Indicate Use of Form	
Item Number	Records Series Title	Retention Period							<input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE	
		In Office	In Storage	Total Retention					Remarks	
1	ACH Refunds Reports	ACT + 5 FY	0	ACT + 5 FY	C	S	N	U	ACT = until end of FY in which created or received.	
2	Student Direct Deposit Reports	ACT + 5 FY	0	ACT + 5 FY	C	S	N	U	ACT = until end of FY in which created or received.	
3	Cashier's Reports	ACT + 5 FY	0	ACT + 5 FY	C	S	N	U	ACT = until end of FY in which created or received.	
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		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						

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066.000	University of Louisiana Monroe / VP for Business Affairs / Facilities, Capital Projects, and Environmental Health & Safety									
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
1	Architectural Files	PERM	0	PERM	M	R	N	V		
2	Payroll Action Forms	ACT + 2 FY	3 FY	ACT + 5 FY	M	S	N	U	ACT = until end of FY in which created or received.	
3	Capital Outlay Requests Budgets	ACT + 5 FY	5 FY	ACT + 10 FY	P	S	N	U	ACT = until end of FY in which created or received.	
4	Fire Marshall Inspections	ACT + 5 FY	0	ACT + 5 FY	M	S	N	U	ACT = until end of FY in which created or received.	
5	Project Director General Files	ACT + 2 FY	2 FY	ACT + 4 FY	M	S	N	U	ACT = until end of FY in which created or received.	
6	Risk Management Claims	ACT + 5 FY	0	ACT + 5 FY	M	S	N	U	ACT = until end of FY in which created or received.	
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