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

Post Office Box 94125, Baton Rouge, LA 70804 recmgt@sos.la.gov

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Agency No	Agency / Division / Section						1.0			_ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / VP for Busine	siness Affairs / Human Resources								X_RENEWAL
								ords		REPLACEMENT PAGE
ltem Number	Records Series Title	R	etention Per	riod			<u> </u>	Records		ADDENDUM PAGE
Number	Noos as series (Nas	In Office	In Storage	Total Retentio	n (Security	Archival	State R Center	Vital	Remarks
1	Employee Personnel Files – Classified	ACT + 5 FY	PERM	PERM	1	и	s	N	V	ACT = until end of FY in which employee separates from agency.
2	Employee Personnel Files – Unclassified	ACT + 5 FY	PERM	PERM		и	s	N	٧	ACT = until end of FY in which employee separates from agency.
3	Employment Verification Forms (I-3)	ACT + 5 FY	0	ACT + 5 F	Y	С	s	N	U	ACT = until end of FY in which created or received.
4	Job Description Files	ACT+ 10 FY	1 FY	ACT + 11	FY !	и	s	N	U	ACT = until end of FY in which superseded or abolished.
5	Employee Medical Files	ACT + 5 FY	PERM	PERM	(С	R	N	V	ACT = until end of FY in which created or received.
6	Job Applicant Files	ACT + 2 FY	0	ACT + 2 F	Y	и	s	N	U	ACT = until end of FY in which created or received.
7	Outside Disclosure Files	ACT + 5 FY	5 FY	ACT + 10 i	=Y (С	S	N	U	ACT = until end of FY in which created or received.
8	Employee I-9	ACT + 2 FY	1 FY	ACT + 3 FY			s	N	U	ACT = until end of FY in which employee separates from agency.
9	Performance Evaluations	ACT + 3 FY	2 FY	ACT + 5 F	Y	c T	s	N	U	ACT = until end of FY in which employee separates from agency.
10	Employee & Dependent Tuition Waiver Application Records	ACT + 2 FY	PERM	PERM	٨	vi	R	N	٧	ACT = until end of FY in which created or received.
Permitted Ret	ention Period Abbreviations	Security Status	s Codes			Reco	ords (Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P Public Reco	ord		Use					
FY- Fiscal Year (July 1- June 30)		M – May Contai	in Confidential	Information	Y – Ye					
CY – Calendar	Year (Jan 1 – Dec 31)	C – Confidentia	I Information		N - No	ı				
AY – Academic Year (Aug 1 – July 31)		Archival Proce	ssing Codes		Vital R					
	Fiscal Year (Oct 1 – Sept 30)	A - Transfer to State Archives			Identii		ion C	ode		
	NK – Week (Mon-Sun) DY - Day(s)	R – Retain in A	-		V= Vita		4			
PERM – Perma	anent (Life of State) LOA – Life of Agency	5 - Review by State Archives			1 = 1m	•	ant			
series that conf	put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief he technology. (Ex. Scanned to OnBase).	O - Other (Spec	cify in Remarks	s)	U= Us	eful				

<u>Heather R. Pilcher</u> Agency Approval

1/10/2024

Date Signed

Secretary of State, State Archives & Records Services

JAN 2 2 2024

SSARC-932 (09/20)

Indicate Use of Form

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Louisiana Sta	ate Archives—Records Management	_				D 70 -/ 00			
Louisiana Se	cretary of State								Page 72 of 98
	ox 94125, Baton Rouge, LA 70804	- 6		-3	recn	1gt@s	s.la.go	V	Indicate Use of Form
Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / VP for Business Affairs / Human Resources								X_RENEWAL
		T					P. P.		REPLACEMENT PAGE
Item Number	Records Series Title	R	etention Per	iod	. ≥	- E	Sec.		ADDENDUM PAGE
Number	recolds selles Title	In Office	In Storage	Total Retentio	Security	Archival	State Records Center	Vital	Remarks
11	Employee Insurance Files	ACT + 2 FY	PERM	PERM	С	R	N	V	Act = until end of FY in which created or received.
12	Employee Insurance Beneficiary Forms	ACT + 2 FY	PERM	PERM	С	R	N	٧	Act = until end of FY in which created or received.
13	Casual Wage & Part-Time Personnel Files	ACT + 2 FY	PERM	PERM		s	N	V	Act = until end of FY in which employee separates from agency.
14	Student Worker Personnel Files	ACT + 5 FY	PERM	PERM	М	s	N	V	ACT = until end of FY in which student worker separates from agency.
									201 - 100 -
	ention Period Abbreviations	Security Status	s Codes		State R	ecords	Center		Agency Abbreviations
	eriod (when used define term in remarks column)	P – Public Reco	ord		Y – Yes				
	r (July 1- June 30)	M – May Contai		Information	N - No				
	Year (Jan 1 – Dec 31)	C – Confidentia							
	C Year (Aug 1 – July 31)	Archival Proce	•		Vital Re		`ode		
	Fiscal Year (Oct 1 – Sept 30)	A Transfer to			V= Vital	AUVII V	,oue		
	NK – Week (Mon-Sun) DY - Day(s)	R – Retain in A			I = tmp	ortant			
	anent (Life of State) LOA—Life of Agency	5 - Review by State Archives			U= Usel				
series that conf	put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief he technology. (Ex. Scanned to OnBase).	O – Other (Spe	cify in Remarks	3)	0-036	ui			
			/		1 1	77			

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1/10/2024

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JAN 2 2 2024

Retention Period

ln.

Storage

2 FY

2 FY

2 FY

2 FY

0

0

5 FY

2 FY

5 FY

M - May Contain Confidential Information

Louisiana State Archives-Records Management Louisiana Secretary of State

Requisitions

Yearly Vendor Copy

Purchase Orders

Vehicle Bill of Sale

(PPCS) Contracts

Major Repair Bids

Property Leases

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

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).

Agreements

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)

Sealed Bid Documents

Vehicle Purchases (Titles)

Personal, Professional, Consulting, & Social

LOA - Life of Agency

066.000

Item

Number

1

2

3

4

5

6

7

8

9

10

Post Office Box 94125, Baton Rouge, LA 70804 recmgt@sos.la.gov Agency No Agency / Division / Section

In Office

ACT + 3 FY

PFRM

ACT + 2 FY

ACT + 3 FY

ACT + 2 FY

ACT + 7 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)

University of Louisiana Monroe / VP for Business Affairs / Purchasing

Records Series Title

SSARC-932 (09/20) Page 73 of 98 Indicate Use of Form ORIGINAL SUBMISSION __RENEWAL REPLACEMENT PAGE __ADDENDUM PAGE State Re Center Remarks Vital U ACT = until end of FY in which created or received. U ACT = until end of FY in which created or received. U ACT = until end of FY in which expires or is terminated. U ACT = until end of FY in which created or received. U ACT = until end of FY vehicle disposed or in surplus. V U ACT = until end of FY in which expires or is terminated. U ACT = until end of FY in which created or received. U ACT = until end of FY in which expires or is terminated. U ACT = until end of FY in which expires or is terminated. **State Records Center Agency Abbreviations**

Heather R. Pilcher

1/10/2024

Date Signed

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Records

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Vital Record **Identification Code**

I = Important

Use

Y - Yes

N - No

V= Vital

U= Useful

Total

Retention

ACT + 5 FY

ACT + 5 FY

ACT + 5 FY

ACT + 5 FY

ACT + 3 FY

PERM

ACT + 7 FY

ACT + 5 FY

ACT + 7 FY

ACT + 7 FY

JAN 2 2 2024

SSARC-932 (09/20)

Louisiana Sta	puisiana State Archives—Records Management											
Louisiana Se	ecretary of State						Page 74 of 98					
	Box 94125, Baton Rouge, LA 70804			07	recm	gt@sc	@sos.la.gov		Indicate Use of Form			
Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION			
066.000	University of Louisiana Monroe / VP for Busines	ss Affairs / Purc					RENEWAL					
							pro		REPLACEMENT PAGE			
ltem Number	Records Series Title	R	etention Per	riod	≥	<u></u>	State Records Center		ADDENDUM PAGE			
	1,000,000 1,000	In Office	In Storage	Total Retentio	s Security	Archival		Vital	Remarks			
11	Purchasing Card (P-Card) Statements	ACT + 5 FY	0	ACT + 5 F	Y M	s	N	U	ACT = until end of FY of statement period.			
12	Change Orders	ACT + 3 FY	2 FY	ACT + 5 F	Y M	s	N	U	ACT = until end of FY in which created or received.			
13	Request for Proposals	ACT + 5 FY	0	ACT + 5 F	Y M	s	N	υ	ACT = until end of FY in which created or received.			
14	Certificate of Insurance	ACT + 10 CY	0	ACT + 10 (CY M	S	N	U	ACT = Until end of CY in which certificate expires.			
	0 199											
	tention Period Abbreviations	Security Status			State Re	cords	Center		Agency Abbreviations			
	Period (when used define term in remarks column)	P Public Reco			Y – Yes							
	ir (July 1- June 30)	M – May Contai		Information	N - No							
	r Year (Jan 1 – Dec 31)	C - Confidential										
AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30)		Archival Proce	•		Vital Re Identific		Code					
MO – Months WK – Week (Mon-Sun) DY - Day(s)		R - Retain in Ag			V= Vital							
PERM – Permanent (Life of State) LOA – Life of Agency		,			I = Impo	rtant						
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			U= Usef	ıl						
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1/10/2024

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JAN 2 2 2024

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Agency No	Agency / Division / Section		ngt@s			Indicate Use of FormORIGINAL SUBMISSION			
066.000	University of Louisiana Monroe / VP for Busines	ss Affairs / Phys	sical Plant						RENEWAL
				spic		REPLACEMENT PAGE			
Item Number	Records Series Title	R	etention Per	iod	≥	<u> 18</u>	_ Rec		X_ADDENDUM PAGE
		In Office	In Storage	Total Retentio	Security	Archival	State Records Center	Vital	Remarks
1	Key Request Forms	PERM	0	PERM	М	R	N	V	
2	Preventive Maintenance Work Orders	ACT + 3 FY	0	ACT + 3 F	Y M	s	N	U	ACT = until end of FY in which created or received
3	Interdepartmental Billing	ACT + 3 FY	0	ACT + 3 F	Y M	s	N	υ	ACT = until end of FY in which created or received
4	Vehicle Log Sheets/ Gas Tickets	ACT + 3 FY	0	0 ACT + 3 FY		s	N	U	ACT = until end of FY in which created or received
5	Payroll Records	ACT + 5 CY	0	ACT + 5 CY ACT + 6 FY		s	N	U	ACT = until end of CY in which created or received
6	Warehouse Requisitions	ACT + 3 FY	3 FY			s	N	U	ACT = until end of FY in which created or received
7	Service Request	ACT + 3 FY	0	ACT + 3 I	Y M	s	N	U	ACT = until end of FY in which created or received
8	General Personnel Files	PERM	0	PERM	M	s	N	V	
9	Purchase Orders	ACT + 3 FY	0	ACT + 8 F	Y M	s	N	U	ACT = until end of FY in which created or received
10	Payroll Vouchers	ACT + 2 FY	2 FY	ACT + 4 F	Y M	s	N	U	ACT = until end of FY in which created or received.
Permitted Ret	ention Period Abbreviations	Security Status	Codes	-		ecords	Center		Agency Abbreviations
CT – Active F	Period (when used define term in remarks column)	P – Public Reco	ord		Use				
	r (July 1- June 30)	M – May Contai		Information	Y – Yes N - No				
	Year (Jan 1 – Dec 31)	C - Confidentia							
	C Year (Aug 1 – July 31)	Archival Proce	•		Vital Re		Code		
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to			V= Vital		Joue		
MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent (Life of State) LOA – Life of Agency		R – Retain in Agency Archives			I = Imp				
IOTE: Please eries that con	anent (Life of State) LOA – Life of Agency put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief he technology. (Ex. Scanned to OnBase).	S – Review by S O – Other (Spec		s)	U= Use				

Heather R. Pilcher Agency Approval

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SSARC-932 (09/20)

Louisiana Se	nte Archives—Records Management cretary of State ox 94125, Baton Rouge, LA 70804	***	recmgt@sos.la.gov				Page 76 of 98			
Agency No	Agency / Division / Section				163	CITIQI	(WSO	s.ia.go	<u>v</u>	Indicate Use of Form
066.000	University of Louisiana Monroe / VP for Busines	se Affaire / Physical Blant								_ORIGINAL SUBMISSION RENEWAL
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ltem		Re	etention Per	iod			_	Records		REPLACEMENT PAGE X_ADDENDUM PAGE
Number	Records Series Title		Total		urit.	Ş	e R	_	Remarks	
		In Office	In Storage	Retentio	n	Security	Archival	State Cente	Vital	- Nemarks
11	Correspondence - General	ACT + 3 FY	0	ACT + 3 F	Υ	м	s	N	U	ACT = until end of FY in which created or received.
12	Construction Files	ACT + 10 FY	PERM	PERM		м	R	N	٧	ACT = until end of FY in which created or received.
13	Utility Billing	ACT + 6 FY	6 FY	ACT + 12 I	FY	м	s	N	υ	ACT = until end of FY in which created or received.
14	Fleet Management Reports	ACT + 6 FY	6 FY	ACT + 12 FY		м	s	N	U	ACT = until end of FY in which created or received.
15	Mechanical Engineer Files	PERM	PERM	PERM		М	R	N	٧	
			:			\perp				
	ention Period Abbreviations	Security Status			State Use	Rec	ords (Center		Agency Abbreviations
	eriod (when used define term in remarks column)	P – Public Reco	-		Y - Y	20				
	r (July 1- June 30)	M – May Contain		Information	N - No					
	Year (Jan 1 – Dec 31)	C - Confidential					1			
AY – Academic Year (Aug 1 – July 31)		Archival Proce	•		Vital I			ode		
FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s)		R – Retain in Ag			V= Vi	tal				
		1			l = Im	nporta	ant			
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).		5 - Review by State Archives			U= Us	seful				
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JAN 2 2 2024

Louisiana State Archives—Records Management Louisiana Secretary of State

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Agency No	Agency / Division / Section					-				ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / VP for Business Aff	airs / Physical Pla	int / Property	/ Property Control						X RENEWAL
		81						ords		REPLACEMENT PAGE
Item Number	Records Series Title	R	etention Per	iod		ξ	<u> </u>	Reco		ADDENDUM PAGE
	In Office In Total Storage Retention		n	Security	Archival	State Records Center	Vital	Remarks		
1	Land Acquisitions Records	PERM	0	PERM		М	R	N	٧	
2	Tagging Sheets	PERM	0	PERM		М	R	N	٧	
3	Invoices	PERM	0	PERM		М	R	N	v	
4	Vehicle Files	PERM	0	PERM		М	R	N	V	
5	Stolen Property Police Reports	ACT + 5 CY	0	ACT + 5 CY		М	s	N	U	ACT = until end of CY in which created or received.
6	ORM Exposure Reports	ACT + 5 CY	0	ACT + 5 CY ACT + 10 CY PERM		м	s	N	U	ACT = until end of CY in which created or received.
7	LPAA Reports	ACT + 10 CY	0			М	S	N	U	ACT = until end of CY in which created or received.
8	Building Files	PERM	0			М	R	N	٧	· · · · · · · · · · · · · · · · · · ·
9	Original Requests	ACT + 5 CY	0	ACT + 5 C	CY	М	s	N	U	ACT = until end of CY in which created or received. Property control request forms from campus offices.
10	Property Control (PC) Forms	ACT + 10 CY	0	ACT + 10	CY	М	s	N	υ	ACT = until end of CY in which created or received. Completed forms for property inventory changes whi are needed for reference.
ermitted Ret	ention Period Abbreviations	Security Status	Codes			Rec	ords (Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Reco	-		Use Y – Y	/oc				ORM – Office of Risk Management
	r (July 1- June 30)	M – May Contai		Information	N - N					LPAA – Louisiana Property Assistance Agency
CY - Calendar Year (Jan 1 - Dec 31)		C - Confidential			1					
AY – Academic Year (Aug 1 – July 31)		Archival Proce	•		Vital Ident		ora tion C	ode		
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to			V= Vi					
MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent (Life of State) LOA – Life of Agency		R – Retain in Ag			l = In	mportant				4
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Agency No	Agency / Division / Section				160	HICL	WSU	5.1a.40	V	Indicate Use of Form ORIGINAL SUBMISSION	
066.000	University of Louisiana Monroe / VP for Busine Control	ss Affairs / Phys	s Affairs / Physical Plant / Property					sb		X_RENEWALREPLACEMENT PAGE	
ltem Number	Records Series Title	Re	etention Per	riod		ا ج	ᇛ	Records		ADDENDUM PAGE	
Humber	Nossido estico filic	In Office	In Storage	Total Retentio	n	Security	Archival	State Ro	Vital	Remarks	
11	Monthly Transmittals	ACT + 5 CY	0	ACT + 5 (CY N	1	s	N	U	ACT = until end of CY in which created or received.	
12	Certification of Inventory	ACT + 10 CY	0	ACT + 10	CY F	-	s	N	ι	ACT = until end of CY in which created or received.	
13	BF11 File	ACT + 10 CY	0	ACT + 10	CY N	Л	s	N	U	ACT = until end of CY in which created or received.	
14	Transfer Records	ACT + 10 CY	0	ACT + 10	CY N	Л	s	N	U	ACT = until end of CY in which created or received.	
15	End of Year Printouts	ACT + 5 CY	0	ACT + 5 CY		1	s	N	U	ACT = until end of CY in which created or received.	
16	BF11 Logs	ACT + 5 CY	0	ACT + 5 (CY N	1	s	N	U	ACT = until end of CY in which created or received.	
17	General Correspondence	ACT + 5 CY	0	ACT + 5 (CY F	7	s	N	U	ACT = until end of CY in which created or received.	
18	LPAA Inventory Purge	ACT + 5 CY	0	ACT + 5 C	CY F	-	s	N	ı	ACT = until end of CY in which created or received.	
19	LPAA Net Change Report	ACT + 15 CY	0	ACT + 15	CY N	Л	s	N	U	ACT = until end of CY in which created or received.	
20	Purchase Orders	ACT + 5 CY	0	ACT + 5 C	CY N	Л	s	N	U	ACT = until end of CY 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	rd		Use					DE44 Combon Assessed Faces	
FY- Fiscal Yea	r (July 1- June 30)	M – May Contain	n Confidential	Information	Y – Ye	_				BF11 – Surplus Approval Form LPAA – Louisiana Property Assistance Agency	
	Year (Jan 1 – Dec 31)	C - Confidential	Information		N - No					2. 12. 2000 and 1 reporty recommendering	
AY – Academic Year (Aug 1 – July 31)		Archival Proces	ssing Codes		Vital R			مام			
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to 5	State Archives	\$	Identif		on C	vae			
	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in Ag	•				nt.				
PERM – Permanent (Life of State) LOA – Life of Agency		S – Review by S			I = Imp		II IL				
series 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). OnBase).	O - Other (Spec	cify in Remark	s)	0- US	eiui					

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JAN 2 2 2024

Louisiana State Archives—Records Management Louisiana Secretary of State

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	cretary of State ox 94125, Baton Rouge, LA 70804				reem	at@e	os.la.go	w	Indicate Use of Form
Agency No	Agency / Division / Section				16011	MILLOS		Ī	_ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / Vice President University Relations	for Enrollment	for Enrollment Management and						X_RENEWAL REPLACEMENT PAGE
ltem Number	Records Series Title	R	etention Per	iod	- 4	ज	Records		_ADDENDUM PAGE
Number	Necords Selies Title	In Office	In Storage	Total Retentio	Security	Archival	State F	Vital	Remarks
1	Marketing Campaign Records	ACT + 5 FY	0	ACT + 5 F	Y P	s	N	U	ACT = until end FY in which created or received.
2	Marketing Events	ACT + 3 FY	0	ACT + 3 F	ΥP	s	N	U	ACT = until end FY in which created or received.
3	Marketing Contracts	ACT + 10 FY	0	ACT + 10 i	-Y P	s	N	U	ACT = until end FY in which contract lapses.
4	Digital Image (photo & video)	ACT + 5 FY	PERM	PERM	Р	R	N	V	ACT = until end FY in which created or received. Transfer to University Archives for perm retention.
5	Presidential Records	ACT + 10 FY	PERM	PERM	P	R	N	v	ACT = until end FY in which created or received.
6	Graphic Design Files	ACT + 5 FY	0	ACT + 5 F	Y P	s	N	U	ACT = until end FY in which created or received.
7	Press Releases	ACT + 5 FY	PERM	PERM	Р	R	N	V	ACT = until end FY in which created or received. Transfer to University Archives for perm retention.
8	Office Records	ACT + 5 FY	0	ACT + 5 F	Y P	s	N	U	ACT = until end FY in which created or received.
9	Publications	ACT + 5 FY	PERM	PERM	Р	R	N	٧	ACT = until end FY in which created or received. Transfer to University Archives for perm retention.
10	University Policies & Guidelines	ACT + 5 FY	PERM	PERM	Р	R	N	V	ACT = until end FY in which suspended or abolished Transfer to University Archives for perm retention.
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	ord		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	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 (Code		
MO - Months V	NK – Week (Mon-Sun) DY - Day(s)	R – Retain in Ag	gency Archives		V= Vital				
PERM - Perma	anent (Life of State) LOA – Life of Agency	S – Review by S	State Archives		I = Impo				
series that cont	put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records, include brief he technology. (Ex. Scanned to OnBase).	O – Other (Spec	ify in Remarks ر	s).	U= Usef	ıl			

Heather R. Pilcher

Agency Approval

1/10/2024

Date Signed

Secretary of State, State Archives & Records Services

JAN 2 2 2024

SSARC-932 (09/20)

Louisiana Se	ate Archives—Records Management cretary of State					Page 80 of 98			
	ox 94125, Baton Rouge, LA 70804				recm	gt@sc	s.la.go	V	Indicate Use of Form
Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / Vice President	t for Enrollment	Manageme	nt and					X_RENEWAL
	University Relations	1					rds		REPLACEMENT PAGE
Item	Records Series Title	R	etention Per	iod	_ ≥	-	Records		_ADDENDUM PAGE
Number	Records Series Title	In Office	ln	Total	Security	Archival	State R Center	Vital	Remarks
			Storage	Retention	יס ר	₹	000	Š	
11	Inventory	ACT + 5 FY	PERM	PERM	Р	R	N	٧	ACT = until end FY in which created or received.
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	rd		Use				
	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 Red		`odo		
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to			V= Vital	auon	Joue		
MO – Months WK – Week (Mon-Sun) DY - Day(s)		R – Retain in Ag	•	•	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).		3 - Review by State Archives			U= Usefu	•			
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