Louisiana State Archives—Records Management Louisiana Secretary of State

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						cmgi	t@so	s.la.go	<u>V</u>	Indicate Use of Form
Agency No	Agency / Division / Section									_ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / VP for Enrollment Management & University Relations / Assistant VP for Admissions, Recruitment, & Operations							şp		X_RENEWALREPLACEMENT PAGE
Item Number	Records Series Title	Retention Period					le/	State Records Center		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security	Archival State Re Center	Vital	Remarks	
1	Applications on File Report	ACT + 3 FY	PERM	PERM	1	м	R	N	٧	ACT = until end of FY in which created or received.
2	Admissions Applications and Supporting Credentials	ACT + 1 FY	0	ACT + 1 F	Y	С	s	N	٧	ACT = until end of AY in which created or received.
3	DNE Admissions Applications	ACT + 1 FY	0	ACT + 1 F	Y	С	s	N	٧	ACT = until end of AY in which created or received.
4	Office Supply Accounts	ACT + 2 FY	1 FY	ACT + 3 FY		Р	s	N	U	ACT = until end of FY in which created or received.
5	Enrollment Statistics	ACT + 10 FY	PERM	PËRM		Р	R	N	٧	ACT = until end of FY in which created or received.
6	Executive Enrollment Management Committee	ACT + 2 FY	3 FY	ACT + 5 F	Υ Ι	м	s	N	U	ACT = until end of FY in which created or received.
7	Louisiana Board of Regents	ACT + 2 FY	1 FY	ACT + 3 F	Y	Р	s	N	U	ACT = until end of FY in which created or received.
8	Employment	ACT + 2 FY	0	ACT + 2 F	Υ	С	s	N	1	ACT = until end of FY in which created or received.
9	Policies and Procedures	ACT + 3 FY	PERM	PERM		Р	R	N	٧	ACT = until end of FY in which created or received.
10	Enrollment Counts	ACT + 5 FY	0	ACT + 5 F	Y	Р	s	N	ı	ACT = until end of FY in which created or received.
ermitted Rete	ention Period Abbreviations						ords (	Center		Agency Abbreviations
CT – Active P	Period (when used define term in remarks column)	P – Public Record Use								
Y- Fiscal Yea	r (July 1- June 30)	M – May Contain Confidential Information				Y – Yes				DNE - Did Not Enroll
Y - Calendar	Year (Jan 1 – Dec 31)	C – Confidential Information N -								
Y – Academic	Year (Aug 1 – July 31)	9				Reco				
FFY - Federal Fiscal Year (Oct 1 - Sept 30)		A - Transfer to State Archives					ion C	ode		
	VK – Week (Mon-Sun) DY - Day(s)	R – Retain in Agency Archives					4			
	anent (Life of State) LOA – Life of Agency	S - Review by S	State Archives		I = Im		ant			
series that cont	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	5)	U= Us	seful				

Heather R. Pilcher

Agency Approval

1/10/2024

Date Signed

Secretary of State, State Archives & Records Services

JAN 2 2 2024

Louisiana State Archives—Records Management Louisiana Secretary of State

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							t@so	s.la.go	V	Indicate Use of Form
Agency No	Agency / Division / Section									_ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / VP for Enrollment Management & University Relations Assistant VP for Admissions, Recruitment, & Operations							sp		X_RENEWALREPLACEMENT PAGE
ltem Number	Records Series Title	Retention Period					'a	Records		_ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security	Archival	State Ro	Vital	Remarks
11	Inventory	ACT + 5 FY	0	ACT + 5 F	Y	Р	s	N	1	ACT = until end of FY in which created or received.
12	Accounts Payable Check Requests	ACT + 3 FY	3 FY	ACT + 6 F	Υ	М	s	N	1	ACT = until end of FY in which created or received.
13	Student Worker's Employment	ACT + 6 FY	0	ACT + 6 F	FY	М	s	N	1	ACT = until end of FY in which no longer employed.
14	Travel	ACT + 3 FY	0	ACT + 3 FY		М	S	N	υ	ACT = until end of FY in which created or received.  ACT = until end of FY in which created or received.
15	Purchase	ACT + 3 FY	0			Р	s	N	υ	
16	Graphic Requests	ACT+3FY	0	ACT + 3 F	-Y	Р	s	N	υ	ACT = until end of FY in which created or received.
17	American College (ACT)	ACT + 10 CY	0	ACT + 10 C	Y:	С	s	N	ı	ACT = until end of CY in which created or received.
18	Advanced Placement Program (AP)	ACT + 10 CY	0	ACT + 10 C	Y:	С	s	N	1	ACT = until end of CY in which created or received.
19	College Level Examination Program (CLEP)	ACT + 10 CY	0	ACT + 10 CY	Y:	С	s	N	1	ACT = until end of CY in which created or received.
20	Dantes Standardized Subject Test (DSST)	ACT + 10 CY	0	ACT + 10 C	Y	С	s	N	ī	ACT = until end of CY in which created or received.
ermitted Ret	ention Period Abbreviations						ords (	Center		Agency Abbreviations
CT – Active F	Period (when used define term in remarks column)	P – Public Record Us								
FY- Fiscal Year (July 1- June 30) CY - Calendar Year (Jan 1 - Dec 31)		M – May Contain Confidential Information			Y – Yes N - No					
AY - Academic Year (Aug 1 - July 31)						Reco	ord			
FFY – Federal Fiscal Year (Oct 1 – Sept 30)						tifica	tion C	ode		
IO – Months V	WK - Week (Mon-Sun) DY - Day(s)					ital				
ERM – Perma	anent (Life of State) LOA—Life of Agency	, , , , , , , , , , , , , , , , , , ,				mport	ant			
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).	1 '				Jseful				

Heather R. Pilcher

Agency Approval

1/10/2024

Date Signed

Secretary of State, State Archives & Records Services

JAN 2 2 2024

Louisiana State Archives-Records Management

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 Enrollment Management & University Relations / X RENEWAL Assistant VP for Admissions, Recruitment, & Operations Records REPLACEMENT PAGE ltem ADDENDUM PAGE Retention Period Security Archival **Records Series Title** Number State F Center **Total** Remarks ln Vital In Office Storage Retention 21 Graduates Management Admission Test (GMAT) ACT + 10 CY 0 С S ACT + 10 CY Ν ACT = until end of CY in which created or received. 22 Graduate Record Examination (GRE) С ACT + 10 CY 0 ACT + 10 CY S Ν ACT = until end of CY in which created or received. 23 PRAXIS Certification Exams ACT + 10 CY 0 ACT + 10 CY С S Ν ACT = until end of CY in which created or received. 24 Scholastic Aptitude Test (SAT) С ACT + 10 CY 0 ACT + 10 CY S Ν ACT = until end of CY in which created or received. 25 Test of English as a Foreign Language (TOEFL) ACT + 10 CY 0 ACT + 10 CY С S Ν ACT = until end of CY 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 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).

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Secretary of State, State Archives & Records Services

JAN 2 2 2024

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Page 84 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 Enrollment Management & University Relations / X RENEWAL **Dual Enrollment** State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE Security Archival **Records Series Title** Number Total Remarks In Vital In Office Storage Retention 1 Routine Correspondence ACT + 1 FY 0 Р s ACT + 1 FY Ν U ACT = until end of FY in which created or received. 2 Continuing Education Class Information ACT + 2 FY 0 ACT + 2 FY Р S N U ACT = until end of FY in which created or received. 3 Continuing Education Instructors С ACT + 3 FY \$ 0 ACT + 3 FY Ν U ACT = until end of FY in which no longer employed. 4 Continuing Education Co-Sponsors ACT + 3 FY 0 ACT + 3 FY М S N 1 ACT = until end of FY in which created or received. 5 Continuing Education Financial Deposits ACT + 5 FY 0 С S ACT + 5 FY N 1 ACT = until end of FY in which created or received. 6 Purchase Requisitions/ Orders ACT + 3 FY 0 ACT + 3 FY M S Ν V ACT = until end of FY in which audited. 7 **Annual Departmental Inventory** ACT + 5 AY 0 Р S ACT + 5 AY N 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 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).

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Louisiana State Archives—Records Management

1/10/2024

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JAN 2 2 2024

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Louisiana State Archives—Records Management  Louisiana Secretary of State									Page 85 of 98
Post Office B	ox 94125, Baton Rouge, LA 70804				recr	ngt@:	sos.la.go	)V	Indicate Use of Form
Agency No	Agency / Division / Section								ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / VP for Enrollm	ent Manageme	s /				X RENEWAL		
	International Student Services						S S	1	REPLACEMENT PAGE
ltem		R		.   _	Records		ADDENDUM PAGE		
Number	Records Series Title		Total		`   <u>`</u>	8 5	l _	<del></del>	
		In Office	In Storage	Retention	Security	Archival	State R	Vital	Remarks
1	SEVIS Form I 20 and Student Files	ACT + 4 AY	0	ACT + 4 A	Y C	s	N	ı	ACT = until end of AY in which created or received.
	-								
Permitted Ret	ention Period Abbreviations	Security Status	Codes		State R	ecord	s 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				SERVIS – Student & Exchange Visitor Information System
CY - Calendar	Year (Jan 1 – Dec 31)	C - Confidential	Information		N - No				- Oysteni
AY Academic	c Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital Re	cord			
FFY - Federal	Fiscal Year (Oct 1 - Sept 30)	A - Transfer to	State Archives		Identifi	cation	Code		
MO – Months WK – Week (Mon-Sun) DY - Day(s)		R - Retain in Ag	gency Archives		V= Vital				
PERM – Permanent (Life of State) LOA – Life of Agency					i = Imp	ortant			
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).					U= Use	ful	1		
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Secretary of State, State Archives & Records Services

JAN 2 2 2024

SSARC-932 (09/20)

Louisiana State Archives-Records Management Page 86 of 98 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmgt@sos.la.gov Indicate Use of Form Agency / Division / Section Agency No ORIGINAL SUBMISSION 066.000 University of Louisiana Monroe / VP for Enrollment Management & University Relations / X RENEWAL **Financial Aid** State Records Center REPLACEMENT PAGE Item ADDENDUM PAGE **Retention Period** Archival Security Number **Records Series Title** Total Remarks In Vital In Office Storage Retention 1 Student Files ACT + 4 AY 0 ACT + 4 AY С S N ACT = until end of AY in which created or received. 2 FISAP V PERM 0 С PERM R Ν 3 Participation Agreement PERM 0 PERM С R N V 4 Title III Waiver v PERM 0 С **PERM** R 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 FISAP - Fiscal Operations Report and Application to Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information **Participate** 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).

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SSARC-932 (09/20)

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Post Office E	3ox 94125, Baton Rouge, LA 70804				recm	gt@sc	s.la.go	٧	Indicate Use of Form
Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / VP for Enrolln	nent Management & University Relations /							X_RENEWAL
	IWTP (Incumbent Worker Training Program)						rds		REPLACEMENT PAGE
Item Number	Records Series Title	Retention Period				<u></u>	200		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Totai Retentio	s Security	Archival	State Records Center	Vital	Remarks
1	HEP ( High School Equivalency Program) Working Files	ACT + 7 CY	0	ACT + 7 C	Y C	s	N	Ι	ACT = until end of CY in which grant is closed out.
2	IWTP Files	ACT + 7 CY	0	ACT + 7 C	Y C	s	N	1	ACT = until end of CY in which grant is closed out.
3	Certified Nurse Aide Files	ACT + 7 CY	0	ACT + 7 C	Y C	s	N	ı	ACT = until end of CY in which grant is closed out.
Permitted Ret	tention Period Abbreviations	Security Status	Codes		State Re	cords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Reco	ord		Use				HED High Och one in a
	ar (July 1- June 30)	M – May Contai		Information	Y – Yes N - No				HEP – High School Equivalency Program IWTP – Incumbent Worker Training Program
	r Year (Jan 1 – Dec 31)	C - Confidential			N - NO				
	c Year (Aug 1 – July 31)	Archival Proce	•		Vital Rec		`odo		
	Fiscal Year (Oct 1 – Sept 30)	A - Transfer to State Archives			V= Vital	24011 €	, oue		
	WK – Week (Mon-Sun) DY - Day(s)	R - Retain in Agency Archives			I = Impo	rtant			
	anent (Life of State) LOA – Life of Agency	S – Review by S			U= Usefu				
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)							

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JAN 2 2 2024

SSARC-932 (09/20)

Louisiana Se	ate Archives—Records Management cretary of State ox 94125, Baton Rouge, LA 70804				room	nt@c/	s.la.go		Page 88 of 98 R2024-292 MMM Indicate Use of Form
Agency No	Agency / Division / Section							Y	ORIGINAL SUBMISSION
066.00	University of Louisiana Monroe/Vice President for Information Services & Student Success/ Retention-Student Success Center								X_RENEWALREPLACEMENT PAGE
Item Number	Records Series Title	Retention Period					Records		ADDENDUM PAGE
Number		In Office	In Storage	Total Retentio	Security	Archival	State Ro	Vital	Remarks
1	Supervisory Files	ACT + 5 AY	0	ACT + 5 A	Y C	S	N	٧	
		_							
	ention Period Abbreviations	Security Status			State Re	cords	Center		Agency Abbreviations
	Period (when used define term in remarks column) r (July 1- June 30)	P – Public Reco	. =:	Information	Y – Yes				
	Year (Jan 1 – Dec 31)	C – Confidential		momation	N - No				
	c Year (Aug 1 – July 31)	Archival Proce			Vital Red	cord			
	Fiscal Year (Oct 1 – Sept 30)	_			Identific		Code		
	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in Ag			V= Vital				
	anent (Life of State) LOA – Life of Agency				! = 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).					U= Usefu	ıl			
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Secretary of State, State Archives & Records Services

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SSARC-932 (09/20)

Louisiana State Archives-Records Management Page 89 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 Information Services & Student Success / X RENEWAL Information Technology Records \_\_REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE Archival Security Number Records Series Title State Re Center Total Remarks ln. Vital In Office Storage Retention 1 ACT = until end of CY employee/student's system Account and Exit Forms ACT + 5 CY С S 0 ACT + 5 CY Ν access is terminated. 2 ACT = until end of CY employee/student's system Contracts ACT + 10 CY 0 ACT + 10 CY Р S Ν access is terminated. **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).

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Post Office B	ox 94125, Baton Rouge, LA 70804				rec	mgt@sos.la.gov			V	Indicate Use of Form
Agency No	Agency / Division / Section	t for Student Affairs								_ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / Vice President							<b>(A</b>		RENEWAL
lta-m								Records		REPLACEMENT PAGE
ltem Number	Records Series Title	Retention Period				<u> </u>	- Ka	Rec		X_ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n d	Security	Archival	State R Center	Vital	Remarks
1	General Correspondence	ACT + 5 FY	0	ACT + 5 F	FY F	,	s	N	1	ACT = until end of FY in which created or received.
2	Supervisor Files	ACT + 5 CY	0	ACT + 5 (	CY N	1	s	N	ı	ACT = until end of CY in which employee separates from agency.
3	Student Affairs Annual Reports	PERM	0	PERM	RM P R N V		٧			
4	Who's Who Among Colleges & Universities	PERM	0	PERM	F		R	N	٧	
5	Student Involvement Scholarship	PERM	0	PERM	N	1	RN	И	٧	
6	Inventory	ACT + 2 FY	0	ACT + 2 F	FY F	•	s	N	U	ACT = until end of FY in which created or received.
7	Insurance	ACT + 5 AY	0	ACT + 5 A	AY N	1	s	N	٧	ACT = until end of AY in which created or received.
	ention Period Abbreviations	Security Status			State F Use	Reco	rds C	enter		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Reco		1.5	Y – Yes					
	r (July 1- June 30) Year (Jan 1 – Dec 31)	M May Contai		Information	N - No	0				
	c Year (Aug 1 – July 31)				Vital R					
	Fiscal Year (Oct 1 – Sept 30)	,					u on Co	ode		
	NK - Week (Mon-Sun) DY - Day(s)					ıl				
	anent (Life of State) LOA – Life of Agency	S – Review by S	•		I = Imp	orta	nt			
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