

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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☒ RENEWAL
☐ REPLACEMENT PAGE
☐ ADDENDUM PAGE

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 Enrollment Management & University Relations / Assistant VP for Admissions, Recruitment, & Operations								
1	Applications on File Report	ACT + 3 FY	PERM	PERM	M	R	N	V	ACT = until end of FY in which created or received.
2	Admissions Applications and Supporting Credentials	ACT + 1 FY	0	ACT + 1 FY	C	S	N	V	ACT = until end of AY in which created or received.
3	DNE Admissions Applications	ACT + 1 FY	0	ACT + 1 FY	C	S	N	V	ACT = until end of AY in which created or received.
4	Office Supply Accounts	ACT + 2 FY	1 FY	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.
5	Enrollment Statistics	ACT + 10 FY	PERM	PERM	P	R	N	V	ACT = until end of FY in which created or received.
6	Executive Enrollment Management Committee	ACT + 2 FY	3 FY	ACT + 5 FY	M	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 FY	P	S	N	U	ACT = until end of FY in which created or received.
8	Employment	ACT + 2 FY	0	ACT + 2 FY	C	S	N	I	ACT = until end of FY in which created or received.
9	Policies and Procedures	ACT + 3 FY	PERM	PERM	P	R	N	V	ACT = until end of FY in which created or received.
10	Enrollment Counts	ACT + 5 FY	0	ACT + 5 FY	P	S	N	I	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 DNE – Did Not Enroll			

Heather R. Pilcher

Agency Approval

1/10/2024

Date Signed

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

JAN 22 2024

Date Approved

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Louisiana Secretary of State
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Agency No 066.000		Agency / Division / Section University of Louisiana Monroe / VP for Enrollment Management & University Relations / Assistant VP for Admissions, Recruitment, & Operations			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	
												Remarks	
					In Office	In Storage	Total Retention						
11	Inventory	ACT + 5 FY	0	ACT + 5 FY	P	S	N	I	ACT = until end of FY in which created or received.				
12	Accounts Payable Check Requests	ACT + 3 FY	3 FY	ACT + 6 FY	M	S	N	I	ACT = until end of FY in which created or received.				
13	Student Worker's Employment	ACT + 6 FY	0	ACT + 6 FY	M	S	N	I	ACT = until end of FY in which no longer employed.				
14	Travel	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.				
15	Purchase	ACT + 3 FY	0	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.				
16	Graphic Requests	ACT + 3 FY	0	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.				
17	American College (ACT)	ACT + 10 CY	0	ACT + 10 CY	C	S	N	I	ACT = until end of CY in which created or received.				
18	Advanced Placement Program (AP)	ACT + 10 CY	0	ACT + 10 CY	C	S	N	I	ACT = until end of CY in which created or received.				
19	College Level Examination Program (CLEP)	ACT + 10 CY	0	ACT + 10 CY	C	S	N	I	ACT = until end of CY in which created or received.				
20	Dantes Standardized Subject Test (DSST)	ACT + 10 CY	0	ACT + 10 CY	C	S	N	I	ACT = until end of CY 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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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
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066.000	University of Louisiana Monroe / VP for Enrollment Management & University Relations / Assistant VP for Admissions, Recruitment, & Operations								
21	Graduates Management Admission Test (GMAT)	ACT + 10 CY	0	ACT + 10 CY	C	S	N	I	ACT = until end of CY in which created or received.
22	Graduate Record Examination (GRE)	ACT + 10 CY	0	ACT + 10 CY	C	S	N	I	ACT = until end of CY in which created or received.
23	PRAXIS Certification Exams	ACT + 10 CY	0	ACT + 10 CY	C	S	N	I	ACT = until end of CY in which created or received.
24	Scholastic Aptitude Test (SAT)	ACT + 10 CY	0	ACT + 10 CY	C	S	N	I	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	C	S	N	I	ACT = until end of CY in which created or received.
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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 Enrollment Management & University Relations / Dual Enrollment								
1	Routine Correspondence	ACT + 1 FY	0	ACT + 1 FY	P	S	N	U	ACT = until end of FY in which created or received.
2	Continuing Education Class Information	ACT + 2 FY	0	ACT + 2 FY	P	S	N	U	ACT = until end of FY in which created or received.
3	Continuing Education Instructors	ACT + 3 FY	0	ACT + 3 FY	C	S	N	U	ACT = until end of FY in which no longer employed.
4	Continuing Education Co-Sponsors	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT = until end of FY in which created or received.
5	Continuing Education Financial Deposits	ACT + 5 FY	0	ACT + 5 FY	C	S	N	I	ACT = until end of FY in which created or received.
6	Purchase Requisitions/ Orders	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = until end of FY in which audited.
7	Annual Departmental Inventory	ACT + 5 AY	0	ACT + 5 AY	P	S	N	I	ACT = until end of FY in which created or received.

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Heather R. Pilcher
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1/10/2024
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Amy Mora
Secretary of State, State Archives & Records Services

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Date Approved

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__REPLACEMENT PAGE

ADDENDUM PAGE

Remarks

Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	____ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / VP for Enrollment Management & University Relations / Financial Aid								<input checked="" type="checkbox"/> RENEWAL
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	____REPLACEMENT PAGE
		In Office	In Storage	Total Retention					____ADDENDUM PAGE
1	Student Files	ACT + 4 AY	0	ACT + 4 AY	C	S	N	I	ACT = until end of AY in which created or received.
2	FISAP	PERM	0	PERM	C	R	N	V	
3	Participation Agreement	PERM	0	PERM	C	R	N	V	
4	Title III Waiver	PERM	0	PERM	C	R	N	V	
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use		Agency Abbreviations		
ACT – Active Period (when used define term in remarks column)		P – Public Record			Y – Yes		FISAP – Fiscal Operations Report and Application to Participate		
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 series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).		O – Other (Specify in Remarks)							

Heather R. Pilcher

Agency Approval

1/10/2024

Date Signed

Amy Mora
Secretary of State, State Archives & Records

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	Remarks					
066.000	University of Louisiana Monroe / VP for Enrollment Management & University Relations / IWTP (Incumbent Worker Training Program)													
Item Number	Records Series Title	Retention Period												
		In Office	In Storage	Total Retention										
1	HEP (High School Equivalency Program) Working Files	ACT + 7 CY	0	ACT + 7 CY	C	S	N	I	ACT = until end of CY in which grant is closed out.					
2	IWTP Files	ACT + 7 CY	0	ACT + 7 CY	C	S	N	I	ACT = until end of CY in which grant is closed out.					
3	Certified Nurse Aide Files	ACT + 7 CY	0	ACT + 7 CY	C	S	N	I	ACT = until end of CY in which grant is closed out.					
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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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Louisiana Secretary of State
Post Office Box 94125, Baton Rouge, LA 70804

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Heather R. Pilcher
Agency Approval

02/2/2024
Date Signed


Secretary of State, State Archives & Records Services

29-2024
Date Approved

Louisiana State Archives—Records Management
Louisiana Secretary of State
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Agency No 066.000	Agency / Division / Section University of Louisiana Monroe / Vice President for Student Affairs				Security	Archival	State Records Center	Vital	Indicate Use of Form	
Item Number	Records Series Title	Retention Period							<input type="checkbox"/> ORIGINAL SUBMISSION <input type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input checked="" type="checkbox"/> ADDENDUM PAGE	
		In Office	In Storage	Total Retention					Remarks	
1	General Correspondence	ACT + 5 FY	0	ACT + 5 FY	P	S	N	I	ACT = until end of FY in which created or received.	
2	Supervisor Files	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = until end of CY in which employee separates from agency.	
3	Student Affairs Annual Reports	PERM	0	PERM	P	R	N	V		
4	Who's Who Among Colleges & Universities	PERM	0	PERM	P	R	N	V		
5	Student Involvement Scholarship	PERM	0	PERM	M	R	N	V		
6	Inventory	ACT + 2 FY	0	ACT + 2 FY	P	S	N	U	ACT = until end of FY in which created or received.	
7	Insurance	ACT + 5 AY	0	ACT + 5 AY	M	S	N	V	ACT = until end of AY in which created or received.	

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Secretary of State, State Archives & Records Services

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