

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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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 Student Affairs / Career & Student Development								
1	Career Days	ACT + 3 CY	0	ACT + 3 CY	M	S	N	I	ACT = until end of CY in which created or received.
2	Credentials/ Resumes	ACT + 3 CY	0	ACT + 3 CY	M	S	N	I	ACT = until end of CY in which created or received.
3	Employee Interview Sign-Up Forms	ACT + 3 CY	0	ACT + 3 CY	M	S	N	I	ACT = until end of CY in which created or received.
4	Correspondence – General	ACT + 3 CY	0	ACT + 3 CY	M	S	N	I	ACT = until end of CY in which created or received.
5	Surveys	PERM	0	PERM	P	R	N	V	Graduation, Career Fair
6	CAB, Spirit Groups and SGA Budget	PERM	0	PERM	P	R	N	V	
7	CAB, Spirit Groups and SGA Minutes	PERM	0	PERM	P	R	N	V	
8	CAB, Spirit Groups and SGA Constitution	PERM	0	PERM	P	R	N	V	

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 CAB – Campus Activities Board SGA – Student Government Association
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Heather R. Pilcher

Agency Approval

1/10/2024

Date Signed

Amy Mera

Secretary of State, State Archives & Records Services

JAN 22 2024

Date Approved

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066.000	University of Louisiana Monroe / VP for Student Affairs / Recreational Services								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Payroll	ACT + 1 CY	4 FY	ACT + 5 CY	M	S	N	U	ACT = until end of CY in which created or received.
2	Bookstore Orders	ACT + 1 FY	2 FY	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.
3	Check Requests	ACT + 1 FY	2 FY	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.
4	Deposits	ACT + 1 FY	2 FY	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.
5	Interdepartmental Requests	ACT + 1 FY	2 FY	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.
6	Purchase Requisitions	ACT + 1 FY	2 FY	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.
7	Purchase Orders	ACT + 1 FY	2 FY	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.
8	Travel Documents	ACT + 2 FY	2 FY	ACT + 4 FY	M	S	N	U	ACT = until end of FY in which created or received.
9	Supervisor Files	ACT + 1 FY	4 CY	ACT + 5 CY	M	S	N	I	ACT = until end of CY in which employee separates from agency.
10	Facility Rental Documents	ACT + 2 FY	2 FY	ACT + 4 FY	P	S	N	U	ACT = until end of FY rental period expires or is terminated.
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Heather R. Pilcher
Agency Approval

1/10/2024
Date Signed

Amy Mora
Secretary of State, State Archives & Records Services

JAN 22 2024
Date Approved

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Remarks

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Item Number	Records Series Title	In Office	In Storage	Total Retention					
066.000	University of Louisiana Monroe / VP for Student Affairs / Recreational Services								
11	Property Control Inventory Records	ACT + 2 FY	2 FY	ACT + 4 FY	P	S	N	I	ACT = until end of FY in which created or received.
12	Injury and Accident Reports	ACT + 4 FY	2 FY	ACT + 6 FY	C	S	N	U	ACT = until end of FY in which created or received.
13	Police Reports	ACT + 2 FY	2 FY	ACT + 4 FY	C	S	N	U	ACT = until end of FY in which created or received.
14	Telephone Logs	ACT	1 FY	ACT + 1 FY	M	S	N	U	ACT = until end of FY in which created or received.
15	Departmental Annual Reports	PERM	0	PERM	P	R	N	V	
16	Blue Prints/ Floor Plans	PERM	0	PERM	C	R	N	V	
17	Disciplinary File	PERM	0	PERM	C	R	N	V	

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Heather R. Pilcher

Agency Approval

1/10/2024

Date Signed

Angela Moran

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 <input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE Remarks
066.000	University of Louisiana Monroe / VP for Student Affairs / Residential Housing								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Housing Assignment Records	ACT + 3 FY	5 FY	ACT + 8 FY	M	S	N	U	ACT = until end of FY in which created or received.
2	Vendor Payment Records	PERM	0	PERM	P	R	N	V	
3	Housing Student Judicial	PERM	0	PERM	C	R	N	V	
4	Budget	PERM	0	PERM	C	R	N	V	
5	Vendor Contracts	PERM	0	PERM	M	R	N	V	
6	Rental of Guest Suites	PERM	0	PERM	M	R	N	V	
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1/10/2024
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Amey Mera
Secretary of State, State Archives & Records Services

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Item Number	Records Series Title	In Office	In Storage	Total Retention					
066.000	University of Louisiana Monroe / VP for Student Affairs / Self-Development, Counseling & Special Accommodations Center								
1	Accounts Payable/Receivables	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = until end of FY in which audited.
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	Client Correspondence	ACT + 3 FY	0	ACT + 3 FY	C	S	N	U	ACT = until end of FY in which created or received. Each counselor has a correspondence file.
4	Elevator Request Form	ACT + 3 FY	0	ACT + 3 FY	C	S	N	U	ACT = until end of FY in which created or received. Form has disability information related to student requiring elevator access.
5	Client Folders	ACT + 5 FY	5 FY	ACT + 10 FY	C	S	N	I	ACT = until end of FY in which no longer a client.
6	Special Needs Folders	ACT + 5 FY	5 FY	ACT + 10 FY	C	S	N	I	ACT = until end of FY in which created or received.
7	Fire and Safety Drill Reports	ACT + 3 FY	0	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.
8	Property Control Inventory Reports	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = until end of FY in which created or received.

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Item Number	Records Series Title	In Office	In Storage	Total Retention					
066.000	University of Louisiana Monroe / VP for Student Affairs / Student Advocacy & Accountability								
1	Healthcare Professional Students-Immunization Compliance Records	ACT + 2 CY	28 CY	ACT + 30 CY	M	S	N	U	ACT = until end of CY in which created or received.
2	Employee Incident and Accident Reports	ACT + 2 CY	28 CY	ACT + 30 CY	N	S	N	U	ACT = until end of CY in which created or received.
3	Student Clinical Records	ACT + 5 CY	5 CY	ACT + 10 CY	C	S	N	I	ACT = until end of CY in which created or received.
4	Physician Standing Orders	ACT + 1 CY	PERM	PERM	C	R	N	V	ACT = until end of CY in which created or received.
5	Purchasing/Receiving Orders/Requisitions	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.
6	Policy and Procedure Manual	ACT + 1 CY	PERM	PERM	P	R	N	V	ACT = Until end of CY in which suspended.
7	Clinic Daily Reports-Credit Card, Warhawk Express, and Cash Receipts	ACT + 1 CY	4 CY	ACT + 5 CY	P	S	N	U	ACT = until end of CY in which created or received.
8	Clinic Monthly Reports – Monthly Statistical Records and STD Reports	ACT + 1 CY	4 CY	ACT + 5 CY	M	S	N	U	ACT = until end of CY in which created or received.
9	Memos	ACT + 1 MO	0	ACT + 1 MO	P	S	N	U	ACT = until end of CY in which created or received.
10	Stock Drug Usage Record	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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Amy Mora
Secretary of State, State Archives & Records Services

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Item Number	Records Series Title	In Office	In Storage	Total Retention					
066.000	University of Louisiana Monroe / VP for Student Affairs / Student Advocacy & Accountability								
11	Time/ Attendance/ Vacation Records	ACT + 5 FY	0	ACT + 5 FY	M	S	N	I	ACT = until end of FY in which supervision ends.
12	Student Health Services/ Immunization Clinic Inventory	ACT + 3 CY	0	ACT + 3 CY	P	S	N	I	ACT = until end of CY in which created or received.
13	Proof of Immunization Compliance Forms	ACT + 1 CY	9 CY	ACT + 10 CY	C	S	N	U	ACT = until end of CY in which created or received.
14	Laboratory Records – Controls, Temperature, Etc.	ACT + 5 CY	0	ACT + 5 CY	C	S	N	U	ACT = until end of CY in which created or received.
15	Fiscal Year Files	ACT + 5 FY	0	ACT + 5 FY	M	S	N	I	ACT = until end of FY in which created or received.
16	Serious Cases	ACT + 15 CY	0	ACT + 15 CY	C	S	N	V	ACT = until end of CY in which created or received.
17	Disciplinary Files	ACT + 7 FY	0	ACT + 7 FY	C	S	N	V	ACT = until end of FY in which matter is resolved.

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[Signature]
Secretary of State, State Archives & Records Services

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Item Number	Records Series Title	In Office	In Storage	Total Retention					
066.000	University of Louisiana Monroe / Vice President for Student Affairs / University Police								
1	Security Reports (Building/ Campus Safety)	ACT + 2 CY	0	ACT + 2 CY	P	S	N	I	ACT = until end of CY in which created or received.
2	Timesheets, Leave Reports, Overtime	ACT + 3 CY	0	ACT + 3 CY	M	S	N	I	ACT = until end of CY in which created or received.
3	Reports of Incidents	PERM	0	PERM	C	R	N	V	
4	Personnel Records (Departmental Copy)	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = until end of CY in which no longer employed.
5	Parking/ Traffic Financial Control Forms	ACT + 2 CY	0	ACT + 2 CY	M	S	N	I	ACT = until end of CY in which created or received.
6	Uniform Crime Reports	ACT + 3 CY	0	ACT + 3 CY	P	S	N	I	ACT = until end of CY in which created or received.
7	Police Dispatch Logs	PERM	0	PERM	C	R	N	V	
8	Accounts Payable	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	ACT = until end of CY in which audited.
9	Vehicle Registration	ACT + 1 CY	0	ACT + 1 CY	P	S	N	I	ACT = until end of CY in which registration expires.
10	Parking Citation Files	ACT + 3 CY	0	ACT + 3 CY	M	S	N	I	ACT = until end of CY in which created or received.
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Myra Nola
Secretary of State, State Archives & Records Services

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