Louisiana State Archives—Records Management Page 91 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 University of Louisiana Monroe / VP for Student Affairs / Career & Student Development 066.000 X RENEWAL State Records Center REPLACEMENT PAGE ltem **Retention Period** ADDENDUM PAGE Security Archival Number Records Series Title Total In Remarks Vital In Office Storage Retention 1 Career Days ACT + 3 CY 0 ACT + 3 CY М S ACT = until end of CY in which created or received. N 2 Credentials/ Resumes ACT + 3 CY 0 ACT + 3 CY М S Ν ACT = until end of CY in which created or received. 3 Employee Interview Sign-Up Forms ACT + 3 CY 0 ACT + 3 CY М S Ν ACT = until end of CY in which created or received. 4 Correspondence - General ACT + 3 CY 0 ACT + 3 CY М S Ν ACT = until end of CY in which created or received. 5 Surveys Р PERM 0 PERM R Ν V Graduation, Career Fair 6 CAB, Spirit Groups and SGA Budget V PERM 0 Р PERM R Ν 7 CAB, Spirit Groups and SGA Minutes Р V PERM 0 PERM R 8 CAB, Spirit Groups and SGA Constitution **PERM** 0 V Р **PERM** R 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 CAB - Campus Activities Board FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information SGA - Student Government Association 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)

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series that contains born-digital or imaged records. Include brief description of the technology, (Ex. Scanned to OnBase).

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Date Signed

Secretary of State, State Archives & Records Services

JAN 2 2 2024

Date Approved

SSARC-932 (09/20)

Louisiana State Archives—Records Management Louisiana Secretary of State

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Agency No	Agency / Division / Section									Indicate Use of FormORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / VP for Studen	nt Affairs / Recreational Services					/al	Records		X_RENEWAL REPLACEMENT PAGE ADDENDUM PAGE
Item Number	Records Series Title	Retention Period				ış.				
		In Office	In Storage	Total Retentio	n	Security	Archival	State Ro	Vital	Remarks
1	Payroll	ACT + 1 CY	4 FY	ACT + 5 C	Y	м	s	N	U	ACT = until end of CY in which created or received.
2	Bookstore Orders	ACT + 1 FY	2 FY	ACT + 3 F	Υ	Р	s	N	U	ACT = until end of FY in which created or received.
3	Check Requests	ACT + 1 FY	2 FY	ACT + 3 F	-γ	м	s	N	U	ACT = until end of FY in which created or received.
4	Deposits	ACT + 1 FY	2 FY	ACT + 3 F	Y	Р	s	N	υ	ACT = until end of FY in which created or received.
5	Interdepartmental Requests	ACT + 1 FY	2 FY	ACT + 3 F	Y	Р	s	N	U	ACT = until end of FY in which created or received.
6	Purchase Requisitions	ACT + 1 FY	2 FY	ACT + 3 F	:Y	P	s	N	U	ACT = until end of FY in which created or received.
7	Purchase Orders	ACT + 1 FY	2 FY	ACT + 3 F	Y	P	s	N	U	ACT = until end of FY in which created or received.
8	Travel Documents	ACT + 2 FY	2 FY	ACT + 4 F	:Y	М	s	N	U	ACT = until end of FY in which created or received.
9	Supervisor Files	ACT + 1 FY	4 CY	ACT + 5 C	CY C	М	s	N	ı	ACT = until end of CY in which employee separates from agency.
10	Facility Rental Documents	ACT + 2 FY	2 FY	ACT + 4 FY		Р	s	N	Ų	ACT = until end of FY rental period expires or is terminated.
ermitted Ret	ention Period Abbreviations	1 -				Rec	ords (Center		Agency Abbreviations
ACT – Active Period (when used define term in remarks column)		P – Public Record			Use					
FY- Fiscal Year (July 1- June 30)		M – May Contain Confidential Information			Y - Y					
CY - Calendar Year (Jan 1 - Dec 31)		C – Confidential Information			N - No	0				
AY – Academic Year (Aug 1 – July 31)					Vital I			n d n		
FFY - Federal Fiscal Year (Oct 1 - Sept 30)		A – Transfer to State Archives				Identification Code V= Vital				
MO - Months WK - Week (Mon-Sun) DY - Day(s)		R – Retain in Agency Archives				= Vitai = Important				
ERM – Permanent (Life of State) LOA—Life of Agency IOTE: Please put an asterisk (*) in the Remarks section for any record eries that contains born-digital or imaged records. Include brief escription of the technology. (Ex. Scanned to OnBase).		S Review by State Archives O Other (Specify in Remarks)				= Important = Useful				

Heather R. Pilcher

1/10/2024

Date Signed

Secretary of State, State Archives & Records Services

JAN 2 2 2024

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SSARC-932 (09/20)

Louisiana State Archives—Records Management Page 93 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 Student Affairs / Recreational Services X RENEWAL State Records Center __REPLACEMENT PAGE Item **Retention Period** Archival __ADDENDUM PAGE Security **Records Series Title** Number Total ln Remarks Vital In Office Storage Retention 11 Property Control Inventory Records ACT + 2 FY 2 FY ACT + 4 FY Ρ S Ν ACT = until end of FY in which created or received. 12 Injury and Accident Reports ACT + 4 FY С 2 FY ACT + 6 FY S Ν ACT = until end of FY in which created or received. 13 Police Reports ACT + 2 FY 2 FY ACT + 4 FY С S Ν ACT = until end of FY in which created or received. 14 Telephone Logs ACT 1 FY ACT + 1 FY М S ACT = until end of FY in which created or received. N 15 Departmental Annual Reports **PERM** 0 Р V PERM R Ν 16 Blue Prints/ Floor Plans **PERM** 0 PERM С R V 17 Disciplinary File **PERM** 0 С V PERM R 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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Records Retention Schedule SSARC-932 (09/20) Louisiana State Archives—Records Management Page 94 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 066,000 University of Louisiana Monroe / VP for Student Affairs / Residential Housing SUBMISSION X RENEWAL State Records Center Item **Retention Period** __RÉPLACEMENT PAGE Number **Records Series Title** Security Archival ADDENDUM PAGE Total ln. Remarks Vital In Office Storage Retention Housing Assignment Records ACT + 3 FY 5 FY ACT + 8 FY М S Ν ACT = until end of FY in which created or received. Vendor Payment Records PERM 0 Р **PERM** R V Ν Housing Student Judicial С PERM 0 PERM R Ν V Budget PERM 0 **PERM** С R Ν V **Vendor Contracts** PERM 0 PERM М R N V Rental of Guest Suites PERM 0 **PERM** М V Ν

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Permitted Retention Period Abbreviations	Security Status Codes	St	ate Reco	ords (Center	Agency Abbreviations
ACT – Active Period (when used define term in remarks column)	P – Public Record	Us	e			
FY- Fiscal Year (July 1- June 30)	M – May Contain Confidential	Information Y	– Yes			
CY – Calendar Year (Jan 1 – Dec 31)	C - Confidential Information	N	- No			
AY - Academic Year (Aug 1 - July 31)	Archival Processing Codes	Vi	tal Reco	rd		
FFY - Federal Fiscal Year (Oct 1 - Sept 30)	A - Transfer to State Archives	Ide	entificati	ion C	ode	
MO - Months WK - Week (Mon-Sun) DY - Day(s)	R - Retain in Agency Archives	, V=	· Vital			
PERM – Permanent (Life of State) LOA – Life of Agency	S - Review by State Archives	1:	= Importa	ant		
NOTE: Please put an asterisk (*) in the Remarks section for any record	O - Other (Specify in Remarks	_{s)} U=	Useful			
series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).		1 . 1	14.			

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JAN 2 2 2024

SSARC-932 (09/20)

gency No 166.000 Item Number	x 94125, Baton Rouge, LA 70804 Agency / Division / Section University of Louisiana Monroe / VP for Student Affair Accommodations Center Records Series Title	<u> </u>	nent, Counsel	ing & Specia		ngttws	os.la.go	Ī	Indicate Use of FormORIGINAL SUBMISSION	
Item Number	Accommodations Center	<u> </u>	nent, Counsel	ing & Specia				1	I ONGINAL JUDIVII SSION	
Number	Records Series Title	Re		rs / Self-Development, Counseling & Special					ORIGINAL SUBMISSION X_RENEWAL REPLACEMENT PAGE ADDENDUM PAGE	
1			Retention Period				Records			
1		In Office	In Storage	Total Retentio	n R	Archival	State Re	Vital	Remarks	
	Accounts Payable/Receivables	ACT + 3 FY	,0	ACT + 3 F	Y M	s	N	V	ACT = until end of FY in which audited.	
2	Supervisor Files	ACT + 5 CY	0	ACT + 5 C	Y M	s	N	1	ACT = until end of CY in which employee separate from agency.	
3	Client Correspondence	ACT + 3 FY	0	ACT + 3 F	Y C	s	N	U	ACT = until end of FY in which created or received. Each counselor has a correspondence file.	
	Elevator Request Form	ACT + 3 FY	0	ACT + 3 F	Y 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	ı	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	ı	ACT = until end of FY in which created or received	
	Fire and Safety Drill Reports	ACT + 3 FY	0	ACT + 3 F	ΥP	s	N	U	ACT = until end of FY in which created or received	
8	Property Control Inventory Reports	ACT + 3 FY	0	ACT + 3 F	Y P	s	N	ı	ACT = until end of FY in which created or received	
					-	-				
rmitted Reter	ntion Period Abbreviations	Security Status	Codes		State B	ecords	Center		Agency Abbreviations	
	riod (when used define term in remarks column)	P – Public Record				500102	Octilei		Agency Appreviations	
	July 1- June 30)	M – May Contain Confidential Information								
CY - Calendar Year (Jan 1 - Dec 31)		C – Confidential Information								
AY – Academic Year (Aug 1 – July 31)		· · · · · · · · · · · · · · · · · · ·				cord				
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A - Hansier to State Archives				cation	Code			
MO - Months WK - Week (Mon-Sun) DY - Day(s)		R – Retain in Agency Archives								
PERM – Permanent (Life of State) LOA – Life of Agency		3 - Review by State Archives				ortant				
NOTE: Please put an asterisk (*) in the Remarks section for any record eries that contains born-digital or imaged records. Include brief lescription of the technology. (Ex. Scanned to OnBase).		O – Other (Specify in Remarks)				iul				
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SSARC-932 (09/20) Louisiana State Archives—Records Management Page 96 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 Student Affairs / Student Advocacy & __RENEWAL Accountability Records REPLACEMENT PAGE Item **Retention Period** X ADDENDUM PAGE Security Archival **Records Series Title** Number State Re Center Total In. Remarks Vital In Office Storage Retention 1 Healthcare Professional Students-ACT + 2 CY 28 CY ACT + 30 CY М S ACT = until end of CY in which created or received. N Immunization Compliance Records 2 **Employee Incident and Accident Reports** ACT + 2 CY 28 CY ACT + 30 CY Ν S U N ACT = until end of CY in which created or received. 3 Student Clinical Records ACT + 5 CY 5 CY ACT + 10 CY С S N ACT = until end of CY in which created or received. 4 Physician Standing Orders ACT + 1 CY **PERM** PERM С R N ٧ 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 ACT = until end of FY in which created or received. 6 Policy and Procedure Manual ACT + 1 CY PERM Р **PERM** R N V ACT = Until end of CY in which suspended. 7 Clinic Daily Reports-Credit Card, Warhawk ACT + 1 CY 4 CY ACT + 5 CY Ρ S N ACT = until end of CY in which created or received. Express, and Cash Receipts 8 Clinic Monthly Reports - Monthly Statistical ACT + 1 CY 4 CY ACT + 5 CY М S Ν ACT = until end of CY in which created or received. Records and STD Reports 9 Memos ACT + 1 MO 0 ACT + 1 MO Р S N U ACT = until end of CY in which created or received 10 Stock Drug Usage Record ACT + 5 FY ACT + 5 FY C S 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)

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SSARC-932 (09/20) Louisiana State Archives—Records Management Page 97 of 98 Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmat@sos.la.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION 066.000 University of Louisiana Monroe / VP for Student Affairs / Student Advocacy & __RENEWAL Accountability State Records Center __REPLACEMENT PAGE **Item Retention Period** X ADDENDUM PAGE Archival **Records Series Title** Number Total ln. Remarks Vital In Office Storage Retention 11 Time/ Attendance/ Vacation Records ACT + 5 FY 0 ACT + 5 FY М S Ν ACT = until end of FY in which supervision ends. 12 Student Health Services/ Immunization Clinic ACT + 3 CY 0 ACT + 3 CY Р S Ν ACT = until end of CY in which created or received. Inventory 13 **Proof of Immunization Compliance Forms** ACT + 1 CY 9 CY ACT + 10 CY С S U N ACT = until end of CY in which created or received. 14 Laboratory Records - Controls, Temperature, Etc. ACT + 5 CY 0 ACT + 5 CY С S Ν U ACT = until end of CY in which created or received. 15 Fiscal Year Files ACT + 5 FY 0 ACT = until end of FY in which created or received. ACT + 5 FY M S N 16 Serious Cases ACT + 15 CY 0 ACT + 15 CY С S N V ACT = until end of CY in which created or received. 17 Disciplinary Files ACT + 7 FY 0 ACT + 7 FY С S Ν V ACT = until end of FY in which matter is resolved. 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 Louisiana Secretary of State

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

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Agency No	Agency / Division / Section									ORIGINAL SUBMISSION
066.000	University of Louisiana Monroe / Vice Presiden	for Student Affairs / University Police								X_RENEWAL
Item Number	Records Series Title	Retention Period				2	al	Records		REPLACEMENT PAGEADDENDUM PAGE
		In Office	In Storage	Total Retentio	on C	secunty	Archival	State F Center	Vital	Remarks
1	Security Reports (Building/ Campus Safety)	ACT + 2 CY	0	ACT + 2 (CY F	,	s	N	1	ACT = until end of CY in which created or received.
2	Timesheets, Leave Reports, Overtime	ACT + 3 CY	0	ACT + 3 (CY N	л <u>—</u>	s	N	ī	ACT = until end of CY in which created or received.
3	Reports of Incidents	PERM	0	PERM			R	N	V	
4	Personnel Records (Departmental Copy)	ACT + 5 CY	0	ACT + 5 (CY N	4	s	N	1	ACT = until end of CY in which no longer employed.
5	Parking/ Traffic Financial Control Forms	ACT + 2 CY	0	ACT + 2 0	CY N	и	s	N	1	ACT = until end of CY in which created or received.
6	Uniform Crime Reports	ACT + 3 CY	0	ACT + 3 (CY F	,	s	N	1	ACT = until end of CY in which created or received.
7	Police Dispatch Logs	PERM	0	PERM		;	R	N	V	
8	Accounts Payable	ACT + 5 CY	0	ACT+50	CY N	A	s	N	٧	ACT = until end of CY in which audited.
9	Vehicle Registration	ACT + 1 CY	0	ACT + 1 CY		,	s	N	1	ACT = until end of CY in which registration expires.
10	Parking Citation Files	ACT + 3 CY	0	ACT + 3 CY		1	s	N	1	ACT = until end of CY in which created or received.
Permitted Ref	tention Period Abbreviations	Security Status Codes Sta				Rece	ords (Center		Agency Abbreviations
ACT – Active Period (when used define term in remarks column)		P – Public Record			Use	Use				
FY- Fiscal Year (July 1- June 30)		M – May Contain Confidential Information			Y – Yes					
CY - Calendar Year (Jan 1 - Dec 31)		C – Confidential Information			N - No	N - No				
AY - Academic Year (Aug 1 - July 31)						Vital Record				
FFY – Federal Fiscal Year (Oct 1 – Sept 30)					Identification Code			ode		
MO – Months WK – Week (Mon-Sun) DY - Day(s)		R – Retain in Agency Archives				V= Vital				
PERM – Permanent (Life of State) LOA – Life of Agency		S - Keview by State Archives				I = Important				
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	J= Useful				

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