

Records Retention Schedule

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

SSARC-932 (09/20)

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Indicate Use of Form

- ORIGINAL SUBMISSION
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- 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 / Provost & VP for Academic Affairs / Office of Online Student Advocacy								
1	Board of Regents	PERM	PERM	PERM	C	R	N	V	
2	Faculty Files	ACT + 10 FY	0	ACT + 10 FY	C	S	N	I	ACT = until end of FY in which employee is no longer with agency.
3	Supervisor Files	ACT + 5 FY	0	ACT + 5 FY	M	S	N	I	ACT = until end of FY in which employee is no longer with agency.
4	Student Records	PERM	PERM	PERM	C	S	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			State Records Center Use Y – Yes N - No		Agency Abbreviations		
		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			Vital Record Identification Code V= Vital I = Important U= Useful				

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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Agency No	Agency / Division / Section							
066.000	University of Louisiana Monroe / Provost & VP for Academic Affairs / Registrar							
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital
		In Office	In Storage	Total Retention				
1	Official Transcripts	PERM	0	PERM	C	R	N	V
2	Admissions Applications & Supporting Credentials	ACT + 10 AY	0	ACT + 10 AY	C	R	N	V
3	Official Class Rosters	PERM	0	PERM	C	R	N	V
4	Official Class Roster Detail & Summary Reports	PERM	0	PERM	C	R	N	V
5	Grade Rosters	PERM	0	PERM	C	R	N	V
6	Graduation List	PERM	0	PERM	C	R	N	V
7	Degree Certifications	PERM	0	PERM	C	R	N	V

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Remarks

ACT = until end of AY in which created or received.

<p>Permitted Retention Period Abbreviations</p> <p>ACT – Active Period (when used define term in remarks column)</p> <p>FY- Fiscal Year (July 1- June 30)</p> <p>CY – Calendar Year (Jan 1 – Dec 31)</p> <p>AY – Academic Year (Aug 1 – July 31)</p> <p>FFY – Federal Fiscal Year (Oct 1 – Sept 30)</p> <p>MO – Months WK – Week (Mon-Sun) DY - Day(s)</p> <p>PERM – Permanent (Life of State) LOA—Life of Agency</p> <p>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).</p>	<p>Security Status Codes</p> <p>P – Public Record</p> <p>M – May Contain Confidential Information</p> <p>C – Confidential Information</p> <hr/> <p>Archival Processing Codes</p> <p>A – Transfer to State Archives</p> <p>R – Retain in Agency Archives</p> <p>S – Review by State Archives</p> <p>O – Other (Specify in Remarks)</p>	<p>State Records Center Use</p> <p>Y – Yes</p> <p>N - No</p> <hr/> <p>Vital Record Identification Code</p> <p>V= Vital</p> <p>I = Important</p> <p>U= Useful</p>	<p>Agency Abbreviations</p>
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				In Office	In Storage	Total Retention						
066.000	University of Louisiana Monroe / Vice President for Business Affairs											
1	Correspondence Files - General			ACT + 5 FY	0	ACT + 10 FY	M	S	N	I	ACT = until end of FY in which created or received.	
2	Board of Supervisors Files			ACT + 5 FY	5 FY	ACT + 10 FY	M	S	N	I	ACT = until end of FY in which created or received.	
3	Board of Regents files			ACT + 5 FY	5 FY	ACT + 10 FY	M	S	N	I	ACT = until end of FY in which created or received.	
4	Legislative Auditor files			PERM	0	PERM	M	R	N	V		
5	Purchase Requisition Files			ACT + 5 FY	0	ACT + 5 FY	M	S	N	I	ACT = until end of FY in which created or received.	
6	Project Files			ACT + 5 FY	5 FY	ACT + 10 FY	M	S	N	I	ACT = until end of FY project is completed.	
7	Job Search Pre-approval and Justification Forms			ACT + 10 FY	PERM	PERM	C	R	N	V	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			State Records Center Use Y – Yes N - No		Agency Abbreviations			
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[Signature]
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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 Business Affairs/ Executive Director for Auxiliary Enterprises & Student Services								
1	Beverage Contract/ Accounting Documents	ACT + 2 FY	9 FY	ACT + 11 FY	P	S	N	I	ACT = until end of FY in which contract lapses.
2	Snack Contract/ Accounting Documents	ACT + 2 FY	9 FY	ACT + 11 FY	P	S	N	I	ACT = until end of FY in which contract lapses.
3	Programs Operation Contracts/ Accounting Documents	ACT + 2 FY	9 FY	ACT + 11 FY	P	S	N	I	ACT = until end of FY in which contract lapses.
4	Working Files	ACT + 2 FY	9 FY	ACT + 11 FY	P	S	N	I	ACT = until end of FY in which created or received.
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 Secretary of State, State Archives & Records Services

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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Indicate Use of Form	
066.000	University of Louisiana Monroe / VP for Business Affairs / Executive Director for Auxiliary Enterprises & Student Services / Bookstore								___ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL ___ REPLACEMENT PAGE ___ ADDENDUM PAGE	
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
1	Bookstore Contract/ Accounting Documents	ACT + 3 FY	7 FY	ACT + 10 FY	P	S	N	I	ACT = until end of FY in which contract lapses.	
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use			Agency 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).		P – Public Record M – May Contain Confidential Information C – Confidential Information			Y – Yes N - No					
		Archival Processing Codes			Vital Record Identification Code					
		A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			V= Vital I = Important U= Useful					

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title					
066.000	University of Louisiana Monroe / VP for Business Affairs / Executive Director for Auxiliary Enterprises & Student Services / Campus Mail & Copy Center					
1	Postage Reports	ACT + 3 FY	0	ACT + 3 FY	P S N I	ACT = until end of FY in which created or received.
2	Copy Reports & Requests	ACT + 3 FY	0	ACT + 3 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		State Records Center Use Y – Yes N - No		Agency Abbreviations
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		In Office	In Storage	Total Retention						
066.000	University of Louisiana Monroe / VP for Business Affairs / Executive Director for Auxiliary Enterprises & Student Services / Event Services									
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks	
1	Invoices	ACT + 2 FY	0	ACT + 2 FY	M	S	N	V	ACT = until end of FY in which audited.	
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 bom-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			State Records Center Use Y – Yes N - No		Agency Abbreviations			
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title					
066.000	University of Louisiana Monroe / VP for Business Affairs / Executive Director for Auxiliary Enterprises & Student Services / Environmental Analysis Lab					
1	Purchase Orders	ACT + 3 FY	0	ACT + 3 FY	P S N I	ACT = until end of FY in which created or received.
2	General Accreditation Files	ACT + 10 FY	0	ACT + 10 FY	P S N I	ACT = until end of FY in which created or received.
3	Contracts	ACT + 10 FY	0	ACT + 10 FY	P S N I	ACT = until end of FY in which contract lapses.
4	Correspondence-Routine	ACT + 2 FY	0	ACT + 2 FY	P S N U	ACT = until end of FY in which created or received.
5	Fee Schedules	ACT + 1 FY	1 FY	ACT + 2 FY	P S N U	ACT = until end of FY schedule superseded or abolished.
6	Forms	ACT	PERM	PERM	P R N V	ACT = until end of FY in which created or received.
7	Inventory	ACT + 5 FY	0	ACT + 5 FY	P S N I	ACT = until end of FY in which created or received.
8	Equipment Information	ACT + 2 FY	0	ACT + 2 FY	P S N I	ACT = until end of FY equipment disposed or in surplus.
9	Travel	ACT + 3 FY	0	ACT + 3 FY	P S N U	ACT = until end of FY in which created or received.
10	Accounts Receivable	ACT + 1 FY	0	ACT + 1 FY	P S N V	ACT = until end of FY in which audited.
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). OnBase).		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information		State Records Center Use Y – Yes N – No		Agency Abbreviations
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066.000	University of Louisiana Monroe / VP for Business Affairs / Executive Director for Auxiliary Enterprises & Student Services / Environmental Analysis Lab								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
11	Supervisor Files	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = until end of CY in which employee separates from agency.
12	Invoices	ACT + 10 FY	0	ACT + 10 FY	P	S	N	V	ACT = until end of FY in which created or received.
13	Receipts and Statement Cards	ACT + 10 FY	0	ACT + 10 FY	P	S	N	V	ACT = until end of FY in which created or received.
14	Analysis Reports	ACT + 10 FY	0	ACT + 10 FY	P	S	N	I	ACT = until end of FY in which created or received.
15	Accounts Payable	ACT + 10 FY	0	ACT + 10 FY	P	S	N	V	ACT = until end of FY in which audited.
16	Detector File	PERM	0	PERM	P	R	N	V	
17	Accreditation QA/QC	ACT + 10 FY	0	ACT + 10 FY	P	S	N	I	ACT = until end of FY in which created or received.
18	Time and Attendance Records	ACT + 2 FY	1FY	ACT + 3 FY	P	S	N	V	ACT = until end of FY in which created or received.
19	Budget	PERM	0	PERM	P	R	N	V	
20	Sample Reports and Data	ACT + 10 FY	0	ACT + 10 FY	P	S	N	I	ACT = until end of FY in which created or received.
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			QA/QC – Quality Assurance/Quality Control	
FY- Fiscal Year (July 1- June 30)		M – May Contain Confidential Information			N - No				
CY – Calendar Year (Jan 1 – Dec 31)		C – Confidential Information			Vital Record Identification Code				
AY – Academic Year (Aug 1 – July 31)		Archival Processing Codes			V= Vital				
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to State Archives			I = Important				
MO – Months WK – Week (Mon-Sun) DY - Day(s)		R – Retain in Agency Archives			L= Useful				
PERM – Permanent (Life of State) LOA – Life of Agency		S – Review by State Archives							
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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		In Office	In Storage	Total Retention						
066.000	University of Louisiana Monroe / VP for Business Affairs / Executive Director for Auxiliary Enterprises & Student Services / Food Services									
1	Food Services Contracts/ Accounting Documents	ACT + 3 FY	7 FY	ACT + 10 FY	P	S	N	I	ACT = until end of FY in which contract lapses.	
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			State Records Center Use Y – Yes N - No			Agency Abbreviations		
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