Retention Period

ln

Storage

PERM

PERM

0

1 FY

PERM

0

5 FY

1 FY

2 FY

O - Other (Specify in Remarks)

In Office

ACT + 5 FY

ACT + 5 FY

ACT + 5 FY

ACT+ 10 FY

ACT + 5 FY

ACT + 2 FY

ACT + 5 FY

ACT + 2 FY

ACT + 3 FY

Louisiana State Archives—Records Management Louisiana Secretary of State

066.000

Item

Number

1

2

3

4

5

6

7

8

9

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

University of Louisiana Monroe / VP for Business Affairs / Human Resources

Records Series Title

Employee Personnel Files - Classified

Employment Verification Forms (I-3)

Job Description Files

Job Applicant Files

Employee I-9

Employee Medical Files

Outside Disclosure Files

Performance Evaluations

Employee Personnel Files - Unclassified

Page 70 of 97 Indicate Use of Form __ORIGINAL SUBMISSION X RENEWAL State Records Center REPLACEMENT PAGE __ADDENDUM PAGE Remarks ACT = until end of FY in which employee separates from agency. ACT = until end of FY in which employee separates V from agency. U ACT = until end of FY in which created or received. ACT = until end of FY in which superseded or U abolished. ٧ ACT = until end of FY in which created or received. U ACT = until end of FY in which created or received. U ACT = until end of FY in which created or received. ACT = until end of FY in which employee separates U from agency. ACT = until end of FY in which employee separates U from agency. ACT = until end of FY in which created or received. **Agency Abbreviations**

SSARC-932 (09/20)

45									4
10	Employee & Dependent Tuition Waiver Application Records	ACT + 2 FY	PERM	PERM		М	R	N	V
Permitted R	etention Period Abbreviations	Security Status	Codes		State	Rec	ords (Center	
ACT - Active	Period (when used define term in remarks column)	P Public Reco		Use					
FY- Fiscal Y	ear (July 1- June 30)	M - May Contai	Information	Y – Yes					
CY - Calend	ar Year (Jan 1 – Dec 31)	C – Confidential		N - No					
AY Acader	nic Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital	Reco	ord		
FFY - Feder	al Fiscal Year (Oct 1 – Sept 30)	A - Transfer to		ldent	ificat	tion C	ode		
MO - Month	s WK - Week (Mon-Sun) DY - Day(s)	R - Retain in Ad	V= Vital						
PERM - Per	manent (Life of State) LOA – Life of Agency	S - Review by S		I = Important					
	e nut an actorick (*) in the Pemarks section for any record	O - Other (Spec	,	บ= บ	seful				

Heather R. Pilcher Agency Approval

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).

> 1/10/2024 **Date Signed**

JAN 2 2 2024

Secretary of state, State Archives & Records Services

Archival

S

S

S

S

R

S

S

S

S

Ν

Ν

Ν

N

Ν

Ν

Ν

Ν

Ν

Security

М

М

С

M

С

M

С

С

С

Total

Retention

PERM

PERM

ACT + 5 FY

ACT + 11 FY

PERM

ACT + 2 FY

ACT + 10 FY

ACT + 3 FY

ACT + 5 FY

Retention Period

ln.

Storage

PERM

PERM

PERM

PERM

Louisiana State Archives—Records Management Louisiana Secretary of State

Employee Insurance Files

Employee Insurance Beneficiary Forms

Student Worker Personnel Files

Casual Wage & Part-Time Personnel Files

066,000

Item

Number

11

12

13

14

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

In Office

ACT + 2 FY

ACT + 2 FY

ACT + 2 FY

ACT + 5 FY

University of Louisiana Monroe / VP for Business Affairs / Human Resources

Records Series Title

SSARC-932 (09/20) Page 7t of 97 Indicate Use of Form __ORIGINAL SUBMISSION X RENEWAL State Records Center __REPLACEMENT PAGE __ADDENDUM PAGE Remarks Vital Act = until end of FY in which created or V received. Act = until end of FY in which created or received. Act = until end of FY in which employee separates from agency. ACT = until end of FY in which student worker separates from agency.

Permitted Retention Period Abbreviations	Security Status Codes	State Records 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 – Yes	
CY - Calendar Year (Jan 1 - Dec 31)	C – Confidential Information	N - No	
AY - Academic Year (Aug 1 - July 31)	Archival Processing Codes	Vital Record	
FFY – Federal Fiscal Year (Oct 1 – Sept 30)	A - Transfer to State Archives	Identification Code	
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	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).	O – Other (Specify in Remarks)	U= Useful	
Lather D. Dillater al	MILI AMILI	Mara	IAN 2 2 2021

Agency Approval

1/10/2024

Date Signed

Secretary of State, State Archives & Records Services

Security

С

С

М

М

Total

Retention

PERM

PERM

PERM

PERM

Archival

R

R

S

S

Ν

Ν

Ν

Ν

JAN 2 2 2024

Louisiana State Archives—Records Management Louisiana Secretary of State

	ecretary of State									<u> </u>			
						cmg	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 Busines	ss Affairs / Purc	chasing							RENEWAL			
••								cords		REPLACEMENT PAGE			
Item Number	Records Series Title	R	etention Per	riod		Security Archival State Reco	<u> </u>	ş,		ADDENDUM PAGE			
Walliber	NOSSIGO OSINOS TILO	In Office	In Storage	Total Retentio	n		Archiv State I Center	Vital	Remarks				
1	Requisitions	ACT + 3 FY	2 FY	ACT + 5 F	ΥI	м	s	N	U	ACT = until end of FY in which created or received.			
2	Yearly Vendor Copy	ACT + 3 FY	2 FY	ACT + 5 F	-Y I	м	s	N	U	ACT = until end of FY in which created or received.			
3	Sealed Bid Documents	ACT + 3 FY	2 FY	ACT + 5 F	=Y I	м	s	N	U	ACT = until end of FY in which expires or is terminated			
4	Purchase Orders	ACT + 3 FY	2 FY	ACT + 5 F	=Y I	м	s	N	υ	ACT = until end of FY in which created or received.			
5	Vehicle Purchases (Titles)	ACT + 3 FY	0	ACT + 3 FY		м	s	N	υ	ACT = until end of FY vehicle disposed or in surplus.			
6	Vehicle Bill of Sale	PERM	0	PERM		P	R	N	٧				
7	Personal, Professional, Consulting, & Social (PPCS) Contracts	ACT + 2 FY	5 FY	ACT + 7 F	Y	С	s	N	υ	ACT = until end of FY in which expires or is terminated			
8	Major Repair Bids	ACT + 3 FY	2 FY	ACT + 5 F	Y	м	s	N	U	ACT = until end of FY in which created or received.			
9	Agreements	ACT + 2 FY	5 FY	ACT + 7 F	-Y I	м	s	N	υ	ACT = until end of FY in which expires or is terminated			
10	Property Leases	ACT +7 FY	0	ACT + 7 F	Y	м	s	N	υ	ACT = until end of FY in which expires or is terminated			
Permitted Ret	tention Period Abbreviations	Security Status	s Codes			Rec	ords	Center		Agency Abbreviations			
ACT – Active F	Period (when used define term in remarks column)	P - Public Reco	or d		Use								
FY- Fiscal Yea	ar (July 1- June 30)	M - May Contai	n Confidential	Information	Y – Yes								
CY – Calendar	r Year (Jan 1 – Dec 31)	C - Confidentia	I Information		N - No)							
AY - Academic Year (Aug 1 - July 31)		Archival Proce	ssing Codes		Vital F								
FFY - Federal Fiscal Year (Oct 1 - Sept 30)		A - Transfer to	State Archives		Identi		ion C	od e					
MO - Months \	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in Ag	gency Archives	3	V= Vit								
PERM – Perma	anent (Life of State) LOA – Life of Agency	S – Review by S	State Archives		I = Important		ant						
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).		cify in Remarks	s)	U= Us	seful								

Yeather R. Pilcher

Agency Approval

1/10/2024

Date Signed

ecretary & State, State Archives & Records Services

JAN 2 2 2024

SSARC-932 (09/20)

Page 72 of 97

SSARC-932 (09/20)

1 - 1 - 1 - 1 - 04	A. A. alii a Dana da Manananana				_							
	ate Archives—Records Management cretary of State								Page 73 of 97			
Post Office B	ox 94125, Baton Rouge, LA 70804				recm	qt@sc	s.la.go	V	Indicate Use of Form			
Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION			
066.000	University of Louisiana Monroe / VP for Busine	ss Affairs / Purc	hasing						RENEWAL			
		1			_		ords		REPLACEMENT PAGE			
Item Number	Records Series Title	R	etention Pe	riod	≤	<u></u>	Records		ADDENDUM PAGE			
Number	regords certes trate	In Office	In Storage	Total Retentio	Security	Archival	State Ro	Vital	Remarks			
11	Purchasing Card (P-Card) Statements	ACT + 5 FY	0	ACT + 5 F	Y M	s	N	U	ACT = until end of FY of statement period.			
12	Change Orders	ACT + 3 FY	2 FY	ACT + 5 F	Y M	s	N	U	ACT = until end of FY in which created or received.			
13	Request for Proposals	ACT + 5 FY	0	ACT + 5 F	Y M	s	N	U	ACT = until end of FY in which created or received.			
14	Certificate of Insurance	ACT + 10 CY	0	ACT + 10 (CY M	S	S N U		J ACT = Until end of CY in which certificate expires.			
	<u> </u>											
	ention Period Abbreviations	Security Status			State Re Use	cords	Center		Agency Abbreviations			
	Period (when used define term in remarks column)	P - Public Reco	-		Y – Yes							
	r (July 1- June 30)	M – May Contai		Information	N - No							
	Year (Aug 1 - Dec 31)	C – Confidential										
	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30)	Archival Proce	•		Vital Red		ode					
	NK – Week (Mon-Sun) DY - Day(s)	A - Transfer to			V= Vital							
		R - Retain in Ag			I = Impo	rtant						
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).		5 - Review by State Archives			U= Usefu	ıl						
					10.							

Heather R. Pilcher Agency Approval

1/10/2024

Date Signed

Secretary State, State Archives & Records Services

JAN 2 2 2024

SSARC-932 (09/20) Page 74 of 97 recmgt@sos.la.gov Indicate Use of Form __ORIGINAL SUBMISSION University of Louisiana Monroe / VP for Business Affairs / Physical Plant RENEWAL State Records Center __REPLACEMENT PAGE **Retention Period** Archival Security X ADDENDUM PAGE Total Remarks ln Vital In Office **Storage** Retention PERM PERM М R Ν V 0 М s ACT + 3 FY ACT + 3 FY Ν ACT = until end of FY in which created or received. ACT + 3 FY М S ACT + 3 FY N U ACT = until end of FY in which created or received. ACT + 3 FY 0 ACT + 3 FY M s N U ACT = until end of FY in which created or received. ACT + 5 CY Ω ACT + 5 CY M S U Ν ACT = until end of CY in which created or received. ACT + 3 FY 3 FY ACT + 6 FY М S Ν U ACT = until end of FY in which created or received. ACT + 3 FY ACT + 3 FY M s U 0 Ν ACT = until end of FY in which created or received. **PERM** 0 PERM S V M Ν

9	Purchase Orders	ACT + 3 FY	0	ACT + 8 F	Y M	S	N	U	ACT = until end of FY in which created or received.
10	Payroll Vouchers	ACT + 2 FY	2 FY	ACT + 4 FY		s	N	U	ACT = until end of FY in which created or received.
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center				Agency Abbreviations
ACT - Active F	Period (when used define term in remarks column)	P – Public Record			Use				
FY- Fiscal Yea	ır (July 1- June 30)	M - May Contain Confidential Information			Y – Yes				
CY - Calendar	Year (Jan 1 – Dec 31)	C - Confidential Information			N - No				
AY – Academi	c Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital Record				
FFY - Federal	Fiscal Year (Oct 1 - Sept 30)	A - Transfer to	State Archives		Identification Code				
MO - Months	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in Agency Archives			V= Vital				
PERM – Perm	anent (Life of State) LOA – Life of Agency	S – Review by State Archives			I = Important				
NOTE: Please	put an asterisk (*) in the Remarks section for any record	O – Other (Specify in Remarks)			U= Useful				

Heather R. Pilcher

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

Louisiana State Archives—Records Management

Post Office Box 94125, Baton Rouge, LA 70804

Key Request Forms

Interdepartmental Billing

Warehouse Requisitions

General Personnel Files

Payroll Records

Service Request

Agency / Division / Section

Records Series Title

Preventive Maintenance Work Orders

Vehicle Log Sheets/ Gas Tickets

Louisiana Secretary of State

Agency No

066,000

Item

Number

1

2

3

4

5

6

7

8

9

1/10/2024

Date Signed

Secretary State, State Archives & Records Services

JAN 2 2 2024

SSARC-932 (09/20) Louisiana State Archives—Records Management Page 75 of 97 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 Business Affairs / Physical Plant __RENEWAL Records REPLACEMENT PAGE Item **Retention Period** X ADDENDUM PAGE Archival **Records Series Title** Security Number State R Center Total ln Remarks Vital In Office Storage Retention 11 Correspondence - General ACT + 3 FY 0 ACT + 3 FY М S Ν U ACT = until end of FY in which created or received. 12 Construction Files ACT + 10 FY PERM PERM М R Ν ٧ ACT = until end of FY in which created or received. 13 **Utility Billing** ACT + 6 FY 6 FY **ACT + 12 FY** M S Ν U ACT = until end of FY in which created or received. 14 Fleet Management Reports ACT + 6 FY 6 FY ACT + 12 FY M S Ν U ACT = until end of FY in which created or received. 15 Mechanical Engineer Files PERM PERM PERM M R N V **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

Heather R. Pilcher Agency Approval

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

NOTE: Please put an asterisk (*) in the Remarks section for any record

LOA - Life of Agency

MO - Months WK - Week (Mon-Sun) DY - Day(s)

PERM - Permanent (Life of State)

1/10/2024

R - Retain in Agency Archives

S - Review by State Archives

O - Other (Specify in Remarks)

Date Signed

State Archives & Records Services

V= Vital

I = Important

U= Useful

JAN 2 2 2024

SSARC-932 (09/20) Louisiana State Archives—Records Management Page 76 of 97 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 Business Affairs / Physical Plant / Property Control X RENEWAL State Records Center __REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE Archival Security **Records Series Title** Number Total In Remarks Vital In Office Storage Retention 1 Land Acquisitions Records **PERM** 0 **PERM** M R N ٧ 2 **Tagging Sheets** 0 M V PERM PERM R N 3 Invoices **PERM** 0 **PERM** M R ٧ Ν 4 **PERM** Vehicle Files 0 PERM M R Ν V 5 Stolen Property Police Reports ACT + 5 CY 0 ACT + 5 CY M S Ν U ACT = until end of CY in which created or received. 6 **ORM Exposure Reports** ACT + 5 CY ACT + 5 CY М S U ACT = until end of CY in which created or received. 0 N 7 LPAA Reports ACT + 10 CY 0 ACT + 10 CY M S Ν U ACT = until end of CY in which created or received. 8 ٧ R **PERM** 0 **PERM** M Ν **Building Files** 9 ACT = until end of CY in which created or received. ACT + 5 CY 0 ACT + 5 CY М s U **Original Requests** N Property control request forms from campus offices. 10 ACT = until end of CY in which created or received. U Property Control (PC) Forms ACT + 10 CY 0 ACT + 10 CY M S N Completed forms for property inventory changes which are needed for reference. **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 **ORM - Office of Risk Management** FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information LPAA - Louisiana Property Assistance Agency N - No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) **Archival Processing Codes** Vital Record AY - Academic Year (Aug 1 - July 31) **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

Heather R. Pilcher.
Agency Approval

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).

LOA – Life of Agency

PERM - Permanent (Life of State)

1/10/2024 Date Signed

S - Review by State Archives

O - Other (Specify in Remarks)

Secretary of State, State Archives & Records Services

I = Important

U= Useful

JAN 2 2 2024

Louisiana State Archives—Records Management Louisiana Secretary of State

SSARC-932 (09/20) Page 77 of 97

Post Office Box 94125, Baton Rouge, LA 70804						ecmqt@sos.la.gov				Indicate Use of Form						
Agency No	Agency / Division / Section									_ORIGINAL SUBMISSION						
066.000	University of Louisiana Monroe / VP for Business Affairs / Physical Plant / Property Control					-		dis		X_RENEWALREPLACEMENT PAGE						
ltem Number	Records Series Title	Retention Period				اجِ	val	State Records Center		ADDENDUM PAGE						
		In Office	In Storage	Total Retentio	n	Security	Archival	State Cente	Vital	Remarks						
11	Monthly Transmittals	ACT + 5 CY	0	ACT + 5 C	CY	м	s	N	U	ACT = until end of CY in which created or received.						
12	Certification of Inventory	ACT + 10 CY	0	ACT + 10	CY	P	s	N	ı	ACT = until end of CY in which created or received.						
13	BF11 File	ACT + 10 CY	0	ACT + 10	CY	м	\$	N	U	ACT = until end of CY in which created or received.						
14	Transfer Records	ACT + 10 CY	0	ACT + 10 CY		м	s	N	U	ACT = until end of CY in which created or received.						
15	End of Year Printouts	ACT + 5 CY	0	ACT + 5 CY		м	s	N	U	ACT = until end of CY in which created or received.						
16	BF11 Logs	ACT + 5 CY	0	ACT + 5 CY		м	S	N	U	ACT = until end of CY in which created or received.						
17	General Correspondence	ACT + 5 CY	0	ACT + 5 CY		Р	S	N	U	ACT = until end of CY in which created or received.						
18	LPAA Inventory Purge	ACT + 5 CY	0	ACT + 5 C	ACT + 5 C	ACT + 5 C	ACT + 5 C	ACT + 5 C	ACT + 5 C	ACT + 5 CY	CY	Р :	s	N	I	ACT = until end of CY in which created or received.
19	LPAA Net Change Report	ACT + 15 CY	0	ACT + 15	CY	м	s	N	U	ACT = until end of CY in which created or received,						
20	Purchase Orders	ACT + 5 CY	0	ACT + 5 C	CY	м	s	N	U	ACT = until end of CY in which created or received.						
ermitted Ret	ention Period Abbreviations	Security Status	Codes			ate Records Center				Agency Abbreviations						
CT – Active F	Period (when used define term in remarks column)	P – Public Reco	ord			Use				DEAA O who Assessed France						
	ır (July 1- June 30) · Year (Jan 1 – Dec 31)	M – May Contain		Information	N - No					BF11 – Surplus Approval Form LPAA – Louisiana Property Assistance Agency						
			Vital I	Reco	ord											
			Identi			ode										
O - Months \	WK – Week (Mon-Sun) DY - Day(s)			V= Vit	tal											
ERM – Perma	anent (Life of State) LOA – Life of Agency	1	•		l = lm	porta	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). OnBase).	3 - Review by State Archives		U= Us	= Useful		Iseful		i							

Heather R. Pilcher

Agency Approval

1/10/2024

Date Signed

Secretary State, State Archives & Records Services

JAN 2 2 2024

Louisiana State Archives—Records Management

	uisiana State Archives—Records Management uisiana Secretary of State								Page 78 of 97		
	Office Box 94125, Baton Rouge, LA 70804 recr							V	Indicate Use of Form		
Agency No 066.000	Agency / Division / Section University of Louisiana Monroe / Vice President for Enrollment Management and University Relations						s.		ORIGINAL SUBMISSION X_RENEWALREPLACEMENT PAGE		
Item	Records Series Title	Re	etention Per	iod		, ₌	Secore		_ADDENDUM PAGE		
Number	Records Series Title	In Office	In Storage	Total Retentio	Security	Archival	State Records Center	Vital	Remarks		
1	Marketing Campaign Records	ACT + 5 FY	0	ACT + 5 F	Y P	s	N	U	ACT = until end FY in which created or received.		
2	Marketing Events	ACT + 3 FY	0	ACT + 3 F	Y P	s	N	U	ACT = until end FY in which created or received.		
3	Marketing Contracts	ACT + 10 FY	0	ACT + 10 I	FY P	s	N	U	ACT = until end FY in which contract lapses.		
4	Digital Image (photo & video)	ACT + 5 FY	Y PERM PERM		Р	R	N	v	ACT = until end FY in which created or received. Transfer to University Archives for perm retention.		
5	Presidential Records	ACT + 10 FY	PERM	RM PERM		R	N	v	ACT = until end FY in which created or received.		
6	Graphic Design Files	ACT + 5 FY	0	0 ACT + 5 FY		s	N	U	ACT = until end FY in which created or received.		
7	Press Releases	ACT + 5 FY	PERM	PERM	Р	R	N	V	ACT = until end FY in which created or received. Transfer to University Archives for perm retention.		
8	Office Records	ACT + 5 FY	0	ACT + 5 F	YP	s	N	U	ACT = until end FY in which created or received.		
9	Publications	ACT + 5 FY	PERM	PERM	P	R	N	V	ACT = until end FY in which created or received. Transfer to University Archives for perm retention.		
10	University Policies & Guidelines	ACT + 5 FY	PERM	PERM	P	R	N	V	ACT = until end FY in which suspended or abolished. Transfer to University Archives for perm retention.		
Permitted Ret	ention Period Abbreviations	Security Status	Codes			ecords	Center		Agency Abbreviations		
ACT - Active F	Period (when used define term in remarks column)	P – Public Reco	rd		Use						
FY- Fiscal Yea	r (July 1- June 30)	M - May Contai		Information	Y – Yes N - No	i					
CY - Calendar Year (Jan 1 - Dec 31)											
AY – Academic Year (Aug 1 – July 31)		Archival Proce	•		Vital Ro		Code				
		A - Transfer to			V= Vita						
MO - Months WK - Week (Mon-Sun) DY - Day(s)		R – Retain in Ag	,			I = Important					
FERM - Permanent (Life of State) LOA - Life of Agency 5 - Review by State Archives			U= Use	ful							

Heather R. Pilcher

Agency Approval

1/10/2024

Date Signed

Secretary of State, State Archives & Records Services

JAN-2-2-2024-

Date Approved

SSARC-932 (09/20)

SSARC-932 (09/20)

Louisiana Se	ate Archives—Records Management cretary of State lox 94125, Baton Rouge, LA 70804		Page 79 of 97									
Agency No								<u>v</u>	Indicate Use of Form			
066.000	University of Louisiana Monroe / Vice President	for Enrollment	Managemer	nt and					ORIGINAL SUBMISSION			
000.000	University Relations	TOI EITOIMEN	managemen	it dild			<u> </u>		X_RENEWAL			
Item					_		0.00		REPLACEMENT PAGE			
Number	Records Series Title	R	etention Per		₹	\ Z	Re l		ADDENDUM PAGE			
		In Office	In Storage	Total Retentio	Security	Archival	State Records Center	Vital	Remarks			
11	Inventory	ACT + 5 FY	PERM	PERM	Р	R	N	v	ACT = until end FY in which created or received.			
			531									
Permitted Ret	ention Period Abbreviations	Security Status	Codes		State Re	cords	Center		Agency Abbreviations			
l	Period (when used define term in remarks column)	P – Public Reco	rd		Y - Yes							
	r (July 1- June 30)	M – May Contai		Information	N - No							
	Year (Jan 1 – Dec 31)	C - Confidential										
	c Year (Aug 1 – July 31)	Archival Proce	_		Vital Red		ode:					
l	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S			V= Vital							
	NK - Week (Mon-Sun) DY - Day(s)	R – Retain in Ag			I = Impo	ortant						
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).		3 - Review by State Archives			U= Usefu							
,				2.11	min							

Heather R. Pilcher
Agency Approval

1/10/2024

Date Signed

Secretary of State, State Archives & Records Services

JAN 2 2 2024