SS ARC 932 (01/12)

Page 1 of 1

Louisiana Secretary of State, Division of Archives, Records Management and History

Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION University of Louisiana at Monroe/ Academic Affairs/Library **X** RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Archival Number Total Remarks Vital In In Office Storage Retention ACT= until the end of the FY in which the record was 1 M S U Correspondence ACT+3FY ACT+3FY Ν created or received. Memos, schedules, agreements. policies, and procedures ACT= until the end of the FY in which the record was 2 ACT+3FY ACT+3FY Μ S U created or received. Donation records, Gift Donors Ν acknowledgements of gifts to the library 3 ACT – until end of FY superseded or obsolete. ACT + 2 FY ACT + 2 FY Р S Inventory Record of library equipment and furnishings 4 Р R Forms, Policies and Procedures **PERM** PERM Ν Information necessary for efficient daily operations 5 Active = until end of CY in which supervision ACT 1 CY ACT + 1 CY Μ S Ν Personnel Files ends/employee terminates. records of personnel while employed, ongoing from beginning of position search 6 ACT= until the end of the FY in which the record was Purchase Orders ACT+3FY ACT+3FY Р S created or received. Invoices, receipts, ordering Ν records of all purchases ACT= until the end of the FY in which the record was 7 created or received. Purchase and travel requisitions, Requisitions/Fiscal Year ACT+3FY ACT+3FY Р S Ν maintenance and telephone expenditures 8 ACT= until the end of the FY in which the record was Р **Annual Reports** ACT+1 FY PERM PERM R Ν created or received. Annual Library Report Statistics 9 ACT= until the end of the FY in which the record was Р Information Services Council ACT+ 5 FY ACT+5FY S created or received. Date and Meeting Notes Permitted Retention Period Abbreviations **Security Status Codes** State Records Center **Agency Abbreviations** Use P - Public Record ACT – Active Period (when used define term in remarks column) 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 DY - Day(s) R - Retain in Agency Archives I = Important PFRM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks)

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SS ARC 932 (01/12)

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