

Records Retention Schedule


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

SSARC-932 (09/20)

Page 1 of 80 R2023-230 MMM

recmgmt@sos.la.gov

Agency No	Agency / Division / Section					Security	Archival	State Records Center	Vital	
079.000	UNO/General Schedule (applies to all units of the university)/ Administrative Records									Indicate Use of Form <input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
1	Administrative Office Files	PERM	0	PERM	M	R	N	V		
2	Budget (Department Working Files)	ACT + 5 FY	0	ACT + 5 FY	M	S	N	I	ACT = Until end of FY in which created or received. Records of purchase requisitions, purchase orders, budget documentation, reconcilliations, Invoices.	
3	Conferences and Other Special Events	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT = Until end of FY in which Project is Completed. Records of Conferences, lectures, and other special events.	
4	Financial Records (Non-grant-related Department Accounts)	ACT + 7 FY	0	ACT + 7 FY	P	S	N	V	ACT = Until end of FY in which created or received.	
5	Policies and Procedures, Departmental	PERM	0	PERM	P	R	N	V		
6	Program Records (e.g., International Studies Program)	ACT	PERM	PERM	M	R	N	V	ACT = Until end of FY in which superseded or obsolete.	
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					


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10/3/23
 Date Signed


 Secretary of State, State Archives & Records Services

OCT 19 2023
 Date Approved

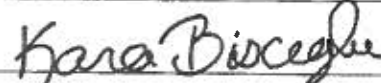
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SSARC-932 (09/20)

Page 2 of 80

Agency No	Agency / Division / Section	recmat@sos.la.gov				Indicate Use of Form <input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE			
079.000	UNO/General Schedule (applies to all units of the university)/ Candidate Searches								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
7	Job Candidate Searches (no search committee formed)	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = Until end of FY in which vacancy is filled.
8	Search Committee Records	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = Until end of FY in which vacancy is filled.
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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SSARC-932 (09/20)

Page 3 of 80

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Item Number	Records Series Title	In Office	In Storage	Total Retention					
079.000	UNO/General Schedule (applies to all units of the university)/ Correspondence								
9	Administrative Correspondence (incoming/outgoing and internal correspondence pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of the university and the administrative regulations, policies, and procedures that govern them. Usually prepared in the name of an executive of the university, e.g. the Chancellor, a vice chancellor, a dean, or other high-ranking official)	PERM	0	PERM	P	R	N	V	
10	General Correspondence (non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of the university)	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	

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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 Base).	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
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ACT = Until end of FY in which created or received.

Kara Biocege

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Amy Moran

Secretary of State, State Archives & Records Services

OCT 19 2023

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SSARC-932 (09/20)

Page 5 of 80

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Remarks

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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					
079.000	UNO/General Schedule (applies to all units of the university)/ Personnel Records								
14	Department Personnel Records	ACT + 70 FY	0	ACT + 70 FY	C	S	N	V	ACT = Until end of FY in which employee separates from agency. All appropriate personnel actions on file and maintained by staff. Some originals on file in HRM.
15	Employee Sign-in Sheets	ACT + 4 FY	0	ACT + 4 FY	M	S	N	I	ACT = Until end of FY in which created or received.
16	Employee Time Cards	ACT + 4 FY	0	ACT + 4 FY	M	S	N	I	ACT = Until end of FY in which created or received. Applies only to departments using time clocks.
17	Leave Reconciliation Forms (monthly)	ACT + 4 FY	0	ACT + 4 FY	M	S	N	I	ACT = Until end of FY in which created or received.
18	S-F6 Forms / Leave Forms	ACT + 4 FY	0	ACT + 4 FY	M	S	N	U	ACT = Until end of FY in which created or received.
19	Attendance Leave Card Record	ACT + 30 FY	0	ACT + 30 FY	M	S	N	I	ACT = Until end of FY in which employee separates.
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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Page 6 of 80

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- REPLACEMENT PAGE
- ADDENDUM PAGE

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Item Number	Records Series Title	In Office	In Storage	Total Retention					
079.000	UNO/General Schedule (applies to all units of the university)/ Purchasing Records (Departments)								
20	Direct Orders (working files)	ACT + 1 FY	0	ACT + 1 FY	P	S	N	I	ACT = Until end of FY in which created or received.
21	Interdepartmental Invoices (working files)	ACT + 2 FY	0	ACT + 2 FY	M	S	N	I	ACT = Until end of FY in which created or received. Master Copy: Accounting Services – Accounts Payable
22	Invoices (working files)	ACT + 2 FY	0	ACT + 2 FY	M	S	N	I	ACT = Until end of FY in which created or received. Master Copy: Accounting Services – Accounts Payable
23	Office Supplies Requisition Requests	ACT + 1 FY	0	ACT + 1 FY	P	S	N	U	ACT = Until end of FY in which created or received.
24	Packing Slips	ACT + 2 FY	0	ACT + 2 FY	P	S	N	U	ACT = Until end of FY in which created or received.
25	Purchase Orders (working files)	ACT + 2 FY	0	ACT + 2 FY	P	S	N	U	ACT = Until end of FY in which created or received. Master Copy: Accounting Services – Accounts Payable
26	Vendor Files	ACT + 4 FY	0	ACT + 4 FY	P	S	N	I	ACT = Until end of FY in which created or received.
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Page 7 of 80

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- ADDENDUM PAGE

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Item Number	Records Series Title	In Office	In Storage	Total Retention					
079.000	UNO/General Schedule (applies to all academic units of the University, including the Colleges of Business Administration, Education, Engineering, Liberal Arts, and Sciences)/ Academic Records								
27	Advisement Records	ACT + 5 FY	0	ACT + 5 FY	C	S	N	I	ACT = Until end of FY in which student is no longer enrolled. May include High School and College transcripts, advisement, meeting notes, master time table, dean's list information relative to academic standing.
28	Course Lecture Notes/Handouts/Master Copies of Examinations	ACT + 3 AY	0	ACT + 3 AY	P	S	N	V	ACT = Until end of AY in which superseded or obsolete.
29	Department/College Publications	ACT + 3 AY	0	ACT + 3 AY	P	S	N	I	ACT = Until end of AY in which superseded.
30	Examinations/Homework/Papers/Project	ACT + 3 AY	0	ACT + 3 AY	C	S	N	V	ACT = Until end of AY in which course is completed.
31	Grade Book (Class Records)	ACT + 6 AY	0	ACT + 6 AY	C	S	N	V	ACT = Until end of AY in which created or received, as per Faculty Handbook.
32	Graduate Program Student Files	ACT + 10 AY	0	ACT + 10 AY	C	S	N	V	ACT = Until end of AY in which no longer enrolled.
33	International Student Files	ACT + 10 AY	0	ACT + 10 AY	C	S	N	V	ACT = Until end of AY in which no longer enrolled.
34	Students' Evaluation of Course and Instructor	ACT + 10 AY	0	ACT + 10 AY	P	S	N	U	ACT = Until end of AY 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				
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			U= 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 ProBase).		O – Other (Specify in Remarks)							

Kara Biceghe

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Amy Moran

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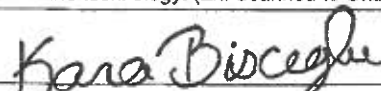
Page 8 of 80

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- REPLACEMENT PAGE
- ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
079.000	UNO/General Schedule (applies to all academic units of the University, including the Colleges of Business Administration, Education, Engineering, Liberal Arts, and Sciences)/ Academic Records								
35	Study Abroad Student Files	ACT + 6 AY	0	ACT + 6 AY	M	S	N	V	ACT = Until end of AY in which no longer enrolled.
36	Undergraduate Program Student Files	ACT + 10 AY	0	ACT + 10 AY	C	S	N	V	ACT = Until end of AY in which no longer enrolled.
	Curriculum								
37	Class Scheduling Records	PERM	0	PERM	P	R	N	V	
38	Course Request Records	ACT	PERM	PERM	P	R	N	V	ACT = Until end of AY in which superseded or obsolete
39	Textbook Order Records	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until end of FY in which created or received.
40	UNO Undergraduate/Graduate Catalogs	ACT	PERM	PERM	P	R	N	V	ACT = Until end of AY in which superseded or obsolete
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Page 9 of 80

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- ADDENDUM PAGE

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079.000	UNO/General Schedule (applies to all academic units of the University, including the Colleges of Business Administration, Education, Engineering, Liberal Arts, and Sciences)/ Academic Records – General Student Records								
41	Academic Honors	PERM	0	PERM	P	R	N	V	Maintained on Academic Record
42	General Credential or Cooperative File	ACT + 6 FY	0	ACT + 6 FY	M	S	N	V	ACT = Until end of FY in which no longer enrolled
43	Grade Report Forms	LOA + 10 FY	0	LOA + 10 FY	C	R	N	V	LOA = Life of Agency. Electronically maintained since Summer 2003; imaged prior to that date.
44	Release of Information	PERM	0	PERM	C	R	N	V	
45	Requests for Information	ACT + 2 FY	0	ACT + 2 FY	P	S	N	I	ACT = Until end of FY in which created or received.
46	Residency Applications	PERM	0	PERM	M	R	N	V	
47	Special Circumstances	ACT + 8 CY	0	ACT + 8 CY	C	S	N	V	ACT = Until end of CY in which created or received.
48	Summary Reports	ACT	PERM	PERM	M	R	N	V	ACT = Until end of AY in which student is no longer enrolled.
49	Veterans Files	ACT + 10 CY	0	ACT + 10 CY	M	S	N	V	ACT = Until end of CY in which student graduates or no longer attends classes.
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Page 12 of 80

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079.000	UNO/ Accreditation, Institutional Statistics, and Academic Program Records – Faculty (Academic Affairs)									
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
54	Distinguished Research/Early Research/Chancellor Research	PERM	0	PERM	P	R	N	V		
55	Endowed Professors/Chairs	PERM	0	PERM	P	R	N	V		
56	Faculty Academic Files	PERM	0	PERM	M	R	N	V		
57	Promotion and Tenure	PERM	0	PERM	M	R	N	V		
58	Recommendation for Reappointment	PERM	0	PERM	P	R	N	V		
59	Sabbatical Requests	PERM	0	PERM	M	R	N	V		
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Page 13 of 80

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Indicate Use of Form					
079.000	UNO / Computing and Network Infrastructure Records					<input type="checkbox"/> ORIGINAL SUBMISSION	<input checked="" type="checkbox"/> RENEWAL	<input type="checkbox"/> REPLACEMENT PAGE	<input type="checkbox"/> ADDENDUM PAGE	Remarks	
Item Number	Records Series Title					Retention Period					
		In Office	In Storage	Total Retention							
60	Account Requests [not UNO affiliated]	ACT + 3 FY	0	ACT + 3 FY	C	S	N	I	ACT = Until end of FY in which audited.		
61	AD Security Logs	ACT + 1 CY	1 CY	ACT + 2 CY	M	S	N	I	ACT = Until end of CY in which created or received. Required for Security Analysis.		
62	Application Programming Requests	ACT + 1 CY	0	ACT + 1 CY	M	S	N	I	ACT = Until end of CY in which project is completed.		
63	Application Programming Requests Tracking	ACT + 6 FY	0	ACT + 6 FY	P	S	N	U	ACT = Until end of CY in which created or received.		
64	Blueprints and Schematics of Underground Cable Systems	ACT + 1 FY	5 FY	ACT + 6 FY	C	S	N	I	ACT = Until end of FY in which created or received. Destroy by shredding		
65	Consultant Time Sheets	ACT + 5 FY	0	ACT + 5 FY	P	S	N	I	ACT = Until end of FY in which audited.		
66	Daily Backup Tapes	ACT + 1 WK	6 WK	ACT + 7 WK	C	S	N	V	ACT = Until end of WK in which created or received.		
67	DHCP, RADIUS, CAMS Logs	ACT + 1 CY	1 CY	ACT + 2 CY	M	S	N	I	ACT = Until end of CY in which created or received. Required for Security Analysis.		
68	Email Accounts – Student	ACT	400 DY	ACT + 400 DY	M	S	N	V	ACT = Until end of DY Enrollment ends. Mail content (mailbox) that is kept a period of time after enrollment		
69	Employee Training Memorandum of Agreement	ACT + 1 FY	0	ACT + 1 FY	P	S	N	I	ACT = Until end of FY in which employee separates.		
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Page 14 of 80

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- RENEWAL
- REPLACEMENT PAGE
- ADDENDUM PAGE

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079.000	UNO / Computing and Network Infrastructure Records								
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
70	Help Desk Service Requests/Tracking	ACT + 6 FY	0	ACT + 6 FY	M	S	N	I	ACT = Until end of FY in which created or received
71	Multi-Media Server Files	ACT + 3 AY	0	ACT + 3 AY	P	S	N	I	ACT = Until end of AY in which created or received
72	Network and Telephone Work Orders	ACT + 6 FY	0	ACT + 6 FY	P	S	N	I	ACT = Until end of FY in which created or received
73	PeopleSoft Change Control Request	ACT + 4 FY	0	ACT + 4 FY	M	S	N	I	ACT = Until end of FY in which created or received
74	PeopleSoft Security Request	ACT + 4 FY	0	ACT + 4 FY	M	S	N	I	ACT = Until end of FY in which created or received
75	Telecommunications Supplemental Billing Information	ACT + 1 FY	2 FY	ACT + 3 FY	M	S	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		
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							


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SSARC-932 (09/20)

Page 15 of 80

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title					
079.000	UNO / Computing and Network Infrastructure Records – Enterprise Networks and Servers					
76	Enterprise Networks Service Requests	ACT + 1 FY	2 FY	ACT + 3 FY	M S N I	ACT = Until end of FY in which created or received.
77	Enterprise Networks Support Logs	ACT + 1 FY	2 FY	ACT + 3 FY	M S N I	ACT = Until end of FY in which created or received.
78	Enterprise Networks UNOnet Resources	ACT + 1 FY	5 FY	ACT + 6 FY	C S 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 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 UNOnet – University of New Orleans-net

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SSARC-932 (09/20)

Page 16 of 80

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- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- ADDENDUM PAGE

Agency No	Agency / Division / Section			Security	Archival	State Records Center	Vital	Remarks	
	Item Number	Records Series Title	Retention Period						
	In Office	In Storage	Total Retention						
079.000	UNO / Computing and Network Infrastructure Records – Media Resources								
79	Audio-Visual Equipment Requests	ACT	0	ACT	P	S	N	I	ACT = Until end of FY in which created or received.
80	ID Card Information and Photos	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until end of FY in which employed or enrolled
81	Mechanical Key Requests	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT = Until end of FY in which employed or enrolled.

<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 bom-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> <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> <p>Vital Record Identification Code</p> <p>V= Vital</p> <p>I = Important</p> <p>U= Useful</p>
<p>Agency Abbreviations</p> <p>ID – Identification</p>		

Kara Bisceglie

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Cathy Moran

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SSARC-932 (09/20)

Page 17 of 80

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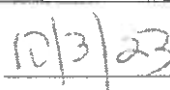
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 REPLACEMENT PAGE
 ADDENDUM PAGE

Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Remarks
	Item Number	Records Series Title	In Office	In Storage					
079.000	UNO / Computing and Network Infrastructure Records – Telecommunications								
82	Telecommunications Service Requests	ACT + 1 FY	2 FY	ACT + 3 FY	M	S	N	I	ACT = Until end of FY in which created or received.
83	Telecommunications Support Logs	ACT + 1 FY	2 FY	ACT + 3 FY	M	S	N	I	ACT = Until end of FY in which created or received.
84	Telecommunications Resources	ACT + 1 FY	5 FY	ACT + 6 FY	M	S	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
	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	


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SSARC-932 (09/20)

Page 19 of 80

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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						
079.000	UNO / Facility Operations Records – Bookstore (Campus Services)									
86	Bookstore Purchase Journals	ACT + 4 FY	0	ACT + 4 FY	P	S	N	U	ACT = Until end of FY in which created or received.	
87	Cash Register Reconciliation Reports	ACT + 1 FY	3 FY	ACT + 4 FY	P	S	N	I	ACT = Until end of FY in which created or received.	
88	Credit Card Customer Detail Receipts and Signature Capture	ACT + 1 FY	0	ACT + 1 FY	M	S	N	I	ACT = Until end of FY in which created or received.	
89	Credit Card Data Capture Daily Reports	ACT + 1 FY	0	ACT + 1 FY	M	S	N	I	ACT = Until end of FY in which created or received.	
90	General Merchandise Purchase Orders	ACT + 4 FY	0	ACT + 4 FY	P	S	N	U	ACT = Until end of FY in which created or received.	
91	POS Daily Summary Reports by Sales Department Category	ACT + 1 FY	0	ACT + 1 FY	P	S	N	U	ACT = Until end of FY in which created or received.	
92	POS Daily Terminal Reports	ACT + 1 FY	0	ACT + 1 FY	P	S	N	U	ACT = Until end of FY in which created or received.	
93	POS Journals – Customer Receipts	ACT + 1 FY	0	ACT + 1 FY	M	S	N	U	ACT = Until end of FY in which created or received.	
94	Scholarship & Financial Aid Purchase Detail	ACT + 4 FY	0	ACT + 4 FY	P	S	N	I	ACT = Until end of FY in which created or received.	
95	Textbook Adoption Information	ACT + 4 FY	0	ACT + 4 FY	P	S	N	U	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 POS – Point of Sale			
		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					


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 Louisiana Secretary of State
 Post Office Box 94125, Baton Rouge, LA 70804

SSARC-932 (09/20)

Page 20 of 80

Agency No	Agency / Division / Section	recmot@sos.la.gov				Indicate Use of Form			
079.000	UNO / Facility Operations Records – Bookstore (Campus Services)					<input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE			
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
96	Textbook Charge Back	ACT + 4 FY	0	ACT + 4 FY	P	S	N	U	ACT = Until end of FY in which created or received.
97	Textbook Purchase Orders	ACT + 4 FY	0	ACT + 4 FY	P	S	N	U	ACT = Until end of FY in which created or received.
98	Year End Inventory Computations	ACT + 4 FY	0	ACT + 4 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			
		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					


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Louisiana State Archives—Records Management
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SSARC-932 (09/20)

Page 22 of 80

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ORIGINAL SUBMISSION
 RENEWAL
 REPLACEMENT PAGE
 ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
079.000	UNO / Facility Operations Records – Environmental Health and Safety (Campus Services)								
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
100	Automobile Claim File	ACT + 5 FY	0	ACT + 5 FY	M	S	N	V	ACT = Until end of FY in which file closed by ORM.
101	BioHazard Waste Form	PERM	0	PERM	M	R	N	V	
102	Employee Training File (BBP & Driver's Safety)	ACT + 10 FY	0	ACT + 10 FY	P	S	N	I	ACT = Until end of FY in which employee separates.
103	Existing Annual Hazardous Waste Disposal Report for Larger Quantity Generator	PERM	0	PERM	M	R	N	V	
104	General Liability Claim File	ACT + 5 FY	0	ACT + 5 FY	M	S	N	V	ACT = Until end of FY in which file closed by ORM.
105	General Safety Information	ACT + 3 FY	0	ACT + 3 FY	P	S	N	V	ACT = Until end of FY in which superseded.
106	Hazardous Waste Manifests	PERM	0	PERM	M	R	N	V	
107	Incident Reports – Employees	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = Until end of FY in which investigation is completed. If a claim is made, transfer records to Workers Comp Files.
108	Incident Reports – Non-Employee	ACT + 3 CY	0	ACT + 3 CY	M	S	N	V	ACT = Until end of CY in which investigation is completed. If a claim is made, transfer records to Litigation Files.

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SSARC-932 (09/20)

Page 23 of 80

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- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
079.000	UNO / Facility Operations Records – Environmental Health and Safety (Campus Services)								
109	Material Safety Data Sheets (MSDS)	ACT + 30 CY	0	ACT + 30 CY	P	S	N	V	ACT = Until end of CY in which superseded
110	Medical Surveillance Records	ACT + 30 CY	0	ACT + 30 CY	M	S	N	V	ACT = Until end of CY in which employee separates
111	Property Claim File	ACT + 5 FY	0	ACT + 5 FY	M	S	N	V	ACT = Until end of FY in which file closed by ORM
112	Safety Inspections	ACT + 1 FY	0	ACT + 1 FY	P	S	N	V	ACT = Until end of FY in which superseded
113	Safety Training Materials	ACT + 1 FY	0	ACT + 1 FY	P	S	N	I	ACT = Until end of FY in which superseded or obsolete.
114	Tier II Form (Hazardous Materials Notification Form)	PERM	0	PERM	M	R	N	V	

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Kara Bisceglie
 Agency Approver **REGISTRAR**

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Amy Moran
 Secretary of State, State Archives & Records Services
as amended

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Louisiana State Archives—Records Management
 Louisiana Secretary of State
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SSARC-932 (09/20)

Page 24 of 80

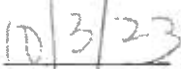
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- RENEWAL
- REPLACEMENT PAGE
- ADDENDUM PAGE

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					
079.000	UNO / Facility Operations Records – Facility Services (Campus Services)								
115	Asbestos Results	PERM	0	PERM	M	R	N	V	
116	Assistant Operators Log Book	ACT + 1 CY	0	ACT + 1 CY	M	S	N	U	ACT = Until end of CY in which created or received.
117	Boiler Certificates	ACT + 1 CY	0	ACT + 1 CY	M	S	N	U	ACT = Until end of CY in which created or received.
118	CAD Drawings	PERM	0	PERM	M	R	N	V	
119	Capital Outlay	ACT + 5 FY	0	ACT + 5 FY	M	S	N	U	ACT = Until end of FY in which created or received.
120	Confirming Verbal Orders	ACT + 2 FY	0	ACT + 2 FY	P	S	N	I	ACT = Until end of FY in which created or received.
121	Daily Gas Logs	ACT + 2 FY	0	ACT + 2 FY	P	S	N	I	ACT = Until end of FY in which created or received.
122	Design and Construction (Working Files)	ACT	5 FY	ACT + 5 FY	M	S	N	U	ACT = Until end of FY in which project completed
123	Drawings	ACT + 11 FY	PERM	PERM	M	R	N	V	ACT = Until end of FY in which created or received
124	Emergency Generators Weekly Log Sheets	ACT + 1 FY	2 FY	ACT + 3 FY	P	S	N	U	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 CAD – Computer-Aided Design		
		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				


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Records Retention Schedule

Louisiana State Archives—Records Management
 Louisiana Secretary of State
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SSARC-932 (09/20)

Page 25 of 80

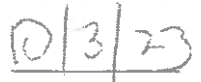
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 ADDENDUM PAGE

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						
079.000	UNO / Facility Operations Records – Facility Services (Campus Services)									
125	Flat Files (drawings)	ACT + 3 FY	PERM	PERM	M	R	N	V	ACT = Until end of FY in which project completed.	
126	Inventory – Stockroom	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until end of FY in which created or received.	
127	Issue Report / Sheet	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until end of FY in which created or received.	
128	Leases	ACT + 5 FY	0	ACT + 5 FY	P	S	N	I	ACT = Until end of FY in which lease term ends	
129	Major Repairs Projects	PERM	0	PERM	P	R	N	V		
130	Master Specification Files	PERM	0	PERM	M	R	N	V		
131	Operators Log Sheet	ACT + 1 CY	0	ACT + 1 CY	M	S	N	U	ACT = Until end of CY in which created or received	
132	Rackset Drawings	ACT	1 CY	ACT + 1 CY	M	S	N	U	ACT = Until end of CY in which project ends	
133	Refrigerant Usage Log Book	ACT + 1 CY	0	ACT + 1 CY	M	S	N	U	ACT = Until end of CY in which created or received	
134	Scope and Cost Analysis	ACT	PERM	PERM	P	R	N	V	ACT = Until end of CY in which project ends	
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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SSARC-932 (09/20)

Page 26 of 80

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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						
079.000	UNO / Facility Operations Records – Facility Services (Campus Services)									
135	Special Projects	ACT	PERM	PERM	P	R	N	V	ACT = Until end of FY in which project ends	
136	Stockroom Receiving Report	ACT + 2 FY	0	ACT + 2 FY	P	S	N	I	ACT = Until end of FY in which created or received	
137	Trouble Call Sheets	ACT + 1 CY	PERM	PERM	M	R	N	V	ACT = Until end of CY in which created or received	
138	Water Treatment	ACT + 1 CY	0	ACT + 1 CY	M	S	N	U	ACT = Until end of CY in which created or received	
139	Work Orders (Closed)	ACT + 2 FY	0	ACT + 2 FY	P	S	N	I	ACT = Until end of FY in which work completed	
140	Yearly Service Contract Files (Working Copy)	ACT + 1 FY	2 FY	ACT + 3 FY	P	S	N	U	ACT = Until end of FY in which contracts ends. Master Copy: Financial Services – Purchasing.	
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								


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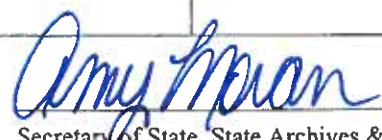
Page 27 of 80

Indicate Use of Form

- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- 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					
079.000	UNO / Facility Operations Records – Lakefront Arena (Campus Services)								
141	Administration: Cancelled Event Folders	ACT + 3 CY	0	ACT + 3 CY	M	S	N	I	ACT = Until end of CY in which created or received.
142	Administration: Event Folders	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	ACT = Until end of CY in which event occurs
143	Box Office: Athletic Event Folders	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	ACT = Until end of CY in which event occurs
144	Box Office: Cancelled Event Folders	PERM	0	PERM	M	R	N	V	Retain at Lakefront Arena
145	Box Office: Voided Tickets	ACT + 5 FY	0	ACT + 5 FY	M	S	N	I	ACT = Until end of FY in which created or received.
146	Concessions: Licenses, Permits, Certificates	ACT	0	ACT	P	S	N	V	ACT = Until end of CY in which superseded
147	Concessions: Stand Folders	ACT + 3 CY	0	ACT + 3 CY	M	S	N	V	ACT = Until end of CY 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		
		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				


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SSARC-932 (09/20)

Page 28 of 80

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Indicate Use of Form			
079.000	UNO / Facility Operations Records – Recreation and Intramural Sports (Campus Services)					<input type="checkbox"/> ORIGINAL SUBMISSION	<input checked="" type="checkbox"/> RENEWAL	<input type="checkbox"/> REPLACEMENT PAGE	<input type="checkbox"/> ADDENDUM PAGE
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
148	Daily Cashier Reconciliation Sheets	ACT + 4 FY	0	ACT + 4 FY	P	S	N	I	ACT = Until end of FY in which created or received
149	Internal Incident/Accident Reports	ACT + 4 FY	0	ACT + 4 FY	C	S	N	U	ACT = Until end of FY in which report is closed
150	Intramural & Club Sport Waiver/Roster Form	ACT + 4 FY	0	ACT + 4 FY	C	S	N	I	ACT = Until end of FY in which created or received
151	Membership PAR-Q & Waiver/Assumption of Risk Form	PERM	0	PERM	C	R	N	V	
152	Pro Show Inventory	ACT + 4 FY	0	ACT + 4 FY	P	S	N	I	ACT = Until end of FY in which created or received
153	Recreation & Fitness Center Building Key Log	PERM	0	PERM	P	R	N	V	
154	Recreation & Fitness Center Membership Forms	ACT + 4 FY	0	ACT + 4 FY	M	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 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 PAR-Q – Physical Activity Readiness Questionnaire		


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SSARC-932 (09/20)

Page 29 of 80

Indicate Use of Form

ORIGINAL SUBMISSION
 RENEWAL
 REPLACEMENT PAGE
 ADDENDUM PAGE

Agency No	Agency / Division / Section	Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
				In Office	In Storage	Total Retention					
079.000	UNO / Facility Operations Records – Student Housing (Campus Services)										
155	Invoices (Conference Housing)		ACT + 1 FY	4 FY	ACT + 5 FY	P	S	N	I	ACT = Until end of FY in which created or received	
156	Maintenance/Inspection Records		ACT + 1 FY	4 FY	ACT + 5 FY	P	S	N	I	ACT = Until end of FY in which created or received	
157	Resident File (application, contract, payment receipt)		ACT	4 FY	ACT + 4 FY	M	S	N	I	ACT = Until end of FY in which no longer residing in student housing	
158	Work Orders – Student Housing		ACT + 1 FY	4 FY	ACT + 5 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 OpBase).				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							


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Page 31 of 80

Indicate Use of Form

- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- ADDENDUM PAGE

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
079.000	UNO / Financial Records – Accounts Payable (Financial Services)								
162	Accounts Payable – 1099 Reporting	P	S	N	I	ACT = Until end of FY in which created or received.			
163	Account Payable – Reporting	P	S	N	V	ACT = Until end of FY in which created or received.			
164	Vouchers – Check Requests	M	S	N	I	ACT = Until end of FY in which created or received.			
165	Vouchers – Contractual/Honorarium Payment	M	S	N	I	ACT = Until end of FY in which created or received.			
166	Vouchers – Travel	M	S	N	I	ACT = Until end of FY in which created or received.			
167	Vouchers – Vendor Invoices	M	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 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			

Kara Bisceglie
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Amy Moran
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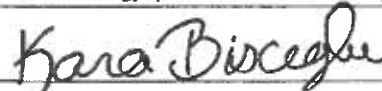
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Page 32 of 80

Indicate Use of Form

- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- 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					
079.000	UNO / Financial Records – Accounts Receivable (Financial Services)								
168	Accounts Receivable – Account Files	ACT + 2 FY	5 FY	ACT + 7 FY	M	S	N	V	ACT = Until end of FY in which paid in full or written off.
169	Accounts Receivable – Reporting	ACT + 4 FY	0	ACT + 4 FY	M	S	N	I	ACT = Until end of FY in which created or received
170	Delinquent Accounts/Collections	ACT + 4 FY	0	ACT + 4 FY	C	S	N	V	ACT = Until end of FY in which paid in full or written off
171	Differed Payment Agreements	ACT + 4 FY	3 FY	ACT + 7 FY	C	S	N	V	ACT = Until end of FY in which agreement ends
172	Perkins Promissory Notes	ACT + 2 FY	5 FY	ACT + 7 FY	C	S	N	V	ACT = Until end of FY in which paid in full or written off
173	Title IV Authorization Forms	ACT + 7 FY	0	ACT + 7 FY	C	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 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		
		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				



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Page 34 of 80

Indicate Use of Form

- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
079.000	UNO / Financial Records – Cash Management (Financial Services)								
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
180	Deposit Logs	ACT + 2 FY	0	ACT + 2 FY	M	S	N	I	ACT = Until end of FY in which created or received.
181	Deposited Checks Records	ACT + 4 FY	3 FY	ACT + 7 FY	C	S	N	I	ACT = Until end of FY in which created or received
182	Receipts/Cash Transition Records	ACT + 2 FY	5 FY	ACT + 7 FY	C	S	N	I	ACT = Until end of FY in which created or received
183	Student Direct Deposit Authorization Forms	ACT + 7 FY	0	ACT + 7 FY	C	S	N	I	ACT = Until end of FY in which created or received
184	Student Payment Records	ACT + 4 FY	3 FY	ACT + 7 FY	C	S	N	I	ACT = Until end of FY in which created or received
185	1098T IRS Reporting	ACT + 7 CY	0	ACT + 7 CY	C	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 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 IRS – Internal Revenue Service		


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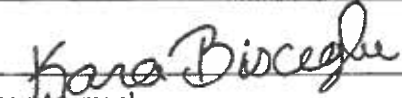
Page 36 of 80

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- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
079.000	UNO / Financial Records – General Accounting & Financial Reporting (Financial Services)								
188	Banking Statements & Reconciliations	ACT + 3 FY	5 FY	ACT + 8 FY	M	S	N	U	ACT = Until end of FY in which created or received
189	Bond Statements	ACT + 3 FY	PERM	PERM	P	R	N	I	ACT = Until end of FY in which created or received
190	Endowment Reports	ACT + 3 FY	5 FY	ACT + 8 FY	P	S	N	I	ACT = Until end of FY in which created or received
191	Financial Statement Working Papers	ACT + 5 FY	0	ACT + 5 FY	P	S	N	U	ACT = Until end of FY in which created or received
192	Financial Statements	PERM	0	PERM	P	R	N	I	
193	General Ledger (Reconciliation Support)	ACT + 5 FY	0	ACT + 5 FY	M	S	N	U	ACT = Until end of FY in which created or received
194	Journal Entries – Including Interdepartments	ACT + 3 FY	5 FY	ACT + 8 FY	M	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 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		


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Page 37 of 80

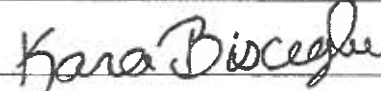
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- REPLACEMENT PAGE
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
079.000	UNO / Financial Records – Office Supplies (Financial Services)								
195	Office Supplies Return Form	ACT + 4 FY	0	ACT + 4 FY	P	S	N	U	
196	Office Supply Requisitions	ACT + 4 FY	0	ACT + 4 FY	P	S	N	U	

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	<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>Vital Record Identification Code</p> <p>V= Vital</p> <p>I = Important</p> <p>U= Useful</p>	


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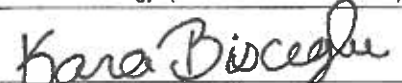
Page 38 of 80

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 REPLACEMENT PAGE
 ADDENDUM PAGE

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
079.000	UNO / Financial Records – Payroll (Financial Services)								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
197	Garnishments/Child Support	ACT + 5 CY		ACT + 5 CY	C	S	N	V	ACT = Until end of CY in which Paid in Full or Released
198	Payroll Reconciliations	ACT + 2 FY	3 FY	ACT + 5 FY	C	S	N	V	ACT = Until end of FY in which audited.
199	Payroll Records	ACT + 5 CY	PERM	PERM	M	R	N	V	ACT = Until end of CY in which created or received.
200	Payroll Reports	ACT + 1 FY	5 FY	ACT + 6 FY	M	S	N	V	ACT = Until end of FY in which created or received. Retention period mandated by FLSA.
201	Tax Reporting	ACT + 4 CY	2 CY	ACT + 6 CY	C	S	N	V	ACT = Until end of CY in which created or received. Form 941. Retention period mandated by IRS.
202	Time Sheets	ACT + 3 MO	5 FY 9 MO	ACT + 6 FY	M	S	N	V	ACT = Until end of FY in which created or received. Retention period mandated by FLSA.

<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>	<p>State Records Center Use</p> <p>Y – Yes</p> <p>N – No</p>	<p>Agency Abbreviations</p> <p>FLSA – Fair Labor Standards Act</p> <p>IRS – Internal Revenue Service</p>
	<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>Vital Record Identification Code</p> <p>V= Vital</p> <p>I = Important</p> <p>U= Useful</p>	



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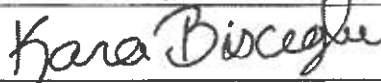
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Page 40 of 80

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- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- 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					
079.000	UNO / Financial Records – Purchasing (Financial Services)								
206	Annual Reports to State, Emergency, Sole Source and State Contract	ACT + 4 FY	0	ACT + 4 FY	P	S	N	U	ACT = Until end of FY in which created or received
207	Bids	ACT	2 FY	ACT + 2 FY	P	S	N	V	ACT = Until end of FY in which Term of Contract ends/PO Resulting from Bid
208	Contracts Resulting from Procurement Process	ACT	10 FY	ACT + 10 FY	P	S	N	V	ACT = Until end of FY in which Term of Contract ends
209	Insurance Certificates	ACT	0	ACT	P	S	N	U	ACT = Until end of CY in which Term of Certificate ends
210	Leases	ACT + 10 FY	0	ACT + 10 FY	P	S	N	V	ACT = Until end of FY in which Term of Lease ends
211	Purchase Orders	ACT + 2 FY	2 FY	ACT + 4 FY	P	S	N	V	ACT = Until end of Current FY or Term of PO if Longer
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 PO – Purchase Order		


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OCT 19 2023
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 Louisiana Secretary of State
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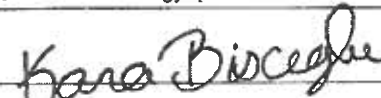
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Page 41 of 80	
Indicate Use of Form	
<input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
079.000	UNO / Employment Records, Including Benefits – Faculty/Staff								
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
220	Employee Health Records	ACT + 30 FY	0	ACT + 30 FY	C	S	N	V	ACT = Until end of FY in which employee separates
221	Faculty Personnel Files	PERM	0	PERM	M	R	N	V	
222	Health Certificates (Employees)	ACT + 3 FY	0	ACT + 3 FY	C	S	N	V	ACT = Until end of FY in which employee separates
223	Market Data	ACT + 2 FY	0	ACT + 2 FY	P	S	N	I	ACT = Until end of FY in which created or received
224	Personnel Action Notices	ACT + 70 FY	0	ACT + 70 FY	C	S	N	V	ACT = Until end of FY in which employee separates. Includes changes in pay status, regrades or reclassifications.
225	Position Descriptions	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until end of FY in which superseded
226	Staff Personnel Files	PERM	0	PERM	M	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
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Agency Abbreviations



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SSARC-932 (09/20)

Page 42 of 80

Indicate Use of Form

ORIGINAL SUBMISSION
 RENEWAL
 REPLACEMENT PAGE
 ADDENDUM PAGE

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
079.000	UNO / Employment Records, Including Benefits – General								
Item Number	Records Series Title						In Office	In Storage	Total Retention
227	Accident/Illness Reports	ACT + 10 FY	0	ACT + 10 FY	C	S	N	V	ACT = Until end of FY in which employee separates
228	Affirmative Action	ACT + 6 FY	0	ACT + 6 FY	M	S	N	V	ACT = Until end of FY in which created or received
229	Annual Employee Notification of Policies	ACT + 2 FY	0	ACT + 2 FY	P	S	N	I	ACT = Until end of FY in which employee separates
230	Applications / Recruitment / Interview	ACT + 3 FY	0	ACT + 3 FY	C	S	N	I	ACT = Until end of FY in which employee separates
231	Attendance Records	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until end of FY in which employee separates
232	Benefits	ACT + 30 FY	0	ACT + 30 FY	C	S	N	V	ACT = Until end of FY in which employee separates
233	Credentials	ACT + 3 FY	0	ACT + 3 FY	P	S	N	V	ACT = Until end of FY in which employee separates
234	Discrimination Complaint – Case Files	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = Until end of FY in which case is settled or disposed of.
235	Drug Screening or Testing Records	ACT + 4 FY	0	ACT + 4 FY	C	S	N	V	ACT = Until end of FY in which employee separates
236	Employee Manual	ACT + 1 FY	PERM	PERM	P	R	N	V	ACT = Until end of FY in which superseded.
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					



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SSARC-932 (09/20)

Page 43 of 80

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Indicate Use of Form

ORIGINAL SUBMISSION
 RENEWAL
 REPLACEMENT PAGE
 ADDENDUM PAGE

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
079.000	UNO / Employment Records, Including Benefits – General								
237	Equal Employment Opportunity Records and Reports (EEOC)	P	S	N	V	ACT = Until end of FY in which updated or superseded			
238	Exit Interview Files	M	S	N	V	ACT = Until end of FY in which employee separates			
239	Grievance Records and Reports	M	S	N	V	ACT = Until end of FY in which settled or disposed of			
240	Job Applicants – Civil Service	M	S	N	V	ACT = Until end of FY in which created or received			
241	Pay Classification / Scale Records	M	S	N	I	ACT = Until end of FY in which updated or superseded			
242	Performance Planning and Evaluation	C	S	N	V	ACT = Until end of FY in which employee separates			
243	Promotion / Demotion, Layoff, Termination, or Tenure Records	M	S	N	I	ACT = Until end of FY in which employee separates			
244	Training Records	M	S	N	V	ACT = Until end of FY in which employee separates			
245	Unemployment Insurance Records and Reports	M	S	N	I	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 ProBase).		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					


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Page 46 of 80

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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Indicate Use of Form	
079.000	UNO / Intellectual Property Records – Patents/Trademarks								<input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE	
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
250	Patents / Trademark Applications	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = Until end of FY in which Life of Patent ends.	
251	Patent / Trademark Income / Expense / Inventor Share Payments	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT = Until end of FY in which completion of process occurs	
252	Patent / Trademark Information	PERM	0	PERM	M	R	N	I		
253	Patents / Trademarks Issued	PERM	0	PERM	M	R	N	V		
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					
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			U= 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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SSARC-932 (09/20)

Page 47 of 80

Agency No	Agency / Division / Section	recmgmt@sos.la.gov						
079.000	UNO / Intellectual Property Records – Research & Technology Parks							
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital
		In Office	In Storage	Total Retention				
254	Park Development / Design Documents	PERM	0	PERM	M	R	N	I
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				

Kara Bisceglie
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Amy Yipman
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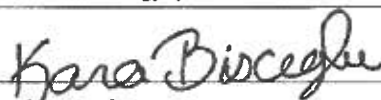
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Page 48 of 80

Indicate Use of Form

- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
079.000	UNO / Office of Internal Audit								
255	Internal Audit Reports	PERM	0	PERM	M	R	N	V	ACT = Until end of FY in which the report is issued or the follow-up report is completed
256	Internal Audit Working Papers and Supporting Documents	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT = Until end of FY in which the report is issued or the follow-up report is completed
257	Annual Risk Assessments	ACT + 5 FY	0	ACT + 5 FY	M	S	N	I	ACT = Until end of FY in which created or received
258	General Correspondence	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT = Until end of FY in which created or received
259	Calendars and Routine Correspondence	ACT + 1 FY	0	ACT + 1 FY	M	S	N	I	ACT = Until end of FY in which created or received
260	Policies and Procedures	PERM	0	PERM	M	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			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				


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Page 49 of 80

Indicate Use of Form

- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- ADDENDUM PAGE

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title					
079.000	UNO / Law Enforcement Records – UNO Police (Campus Services)					
261	Appeal Letter of Parking Citation	ACT + 5 AY	0	ACT + 5 AY	C S N V	ACT = Until end of AY in which final disposition of Appeal occurs
262	Arrest Register	PERM	0	PERM	C R N V	
263	Ban Notification Letters	ACT + 5 CY	0	ACT + 5 CY	C S N V	ACT = Until end of CY in which superseded
264	Daily Crime Log	ACT + 3 CY	0	ACT + 3 CY	P S N V	ACT = Until end of CY in which superseded
265	Daily Dispatch Logs	ACT + 3 CY	0	ACT + 3 CY	C S N V	ACT = Until end of CY in which superseded
266	Daily Vehicle Log	ACT + 1 CY	0	ACT + 1 CY	C S N V	ACT = Until end of CY in which superseded
267	Departmental Policy and Procedures	ACT + 3 AY	0	ACT + 3 AY	M S N V	ACT = Until end of CY in which superseded
268	Disability Parking Records	ACT + 5 AY	0	ACT + 5 AY	C S N V	ACT = Until end of AY in which created or received
269	Incident Reports	ACT + 7 CY	0	ACT + 7 CY	M S N V	ACT = Until end of CY in which investigation is completed. CIR are kept by City of New Orleans.
270	Internal Affairs Investigations	ACT + 7 CY	0	ACT + 7 CY	C S N V	ACT = Until end of CY in which final disposition of Investigation occurs.
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 CIR – Criminal Incident Reports



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Page 50 of 80

Indicate Use of Form

ORIGINAL SUBMISSION
 RENEWAL
 REPLACEMENT PAGE
 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					
079.000	UNO / Law Enforcement Records – UNO Police (Campus Services)								
271	Key Sign out Log	ACT + 1 CY	PERM	PERM	C	R	N	V	ACT = Until end of CY in which superseded
272	NCIC Terminal User Agreement	ACT + 3 CY	0	ACT + 3 CY	P	S	N	V	ACT = Until end of CY in which Life of Agreement ends
273	Officer Activity Sheet	ACT + 3 CY	0	ACT + 3 CY	C	S	N	V	ACT = Until end of CY in which employee separates
274	Operations Orders	ACT + 1 CY	0	ACT + 1 CY	P	S	N	V	ACT = Until end of CY in which obsolete or superseded
275	Parking Tickets	ACT + 5 AY	0	ACT + 5 AY	C	S	N	V	ACT = Until end of AY in which final disposition occurs
276	Patrol Rifle Inventory Form	ACT + 4 CY	0	ACT + 4 CY	C	S	N	V	ACT = Until end of CY in which created or received
277	Police Item Log	PERM	0	PERM	C	R	N	V	
278	Privateer Place Parking Agreement	ACT + 5 CY	0	ACT + 5 CY	P	S	N	V	ACT = Until end of CY in which superseded
279	Property & Evidence Log Book	PERM	0	PERM	C	R	N	V	
280	Property Issuance Cognizance Cards	ACT + 1 CY	1 CY	ACT + 1 CY	P	S	N	V	ACT = Until end of CY in which employee separates
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 NCIC – National Crime Information Center		
		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				



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Page 51 of 80

Indicate Use of Form

- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
079.000	UNO / Law Enforcement Records – UNO Police (Campus Services)								
Item Number	Records Series Title								
281	Radio Issuance Form	ACT + 1 CY	0	ACT + 1 CY	C	S	N	V	ACT = Until end of CY in which employee separates
282	Regulation Issuance Cognizance Cards	ACT	1 CY	ACT + 1 CY	P	S	N	V	ACT = Until end of CY in which employee separates
283	Resisting Arrest Report Form	ACT + 3 CY	0	ACT + 3 CY	C	S	N	V	ACT = Until end of CY in which superseded
284	Sex Offender Registry	PERM	0	PERM	C	R	N	V	
285	Subpoena Book	PERM	0	PERM	C	R	N	V	
286	Supervisor Daily pass on log	ACT + 1 CY	0	ACT + 1 CY	C	S	N	V	ACT = Until end of CY in which superseded
287	Temporary Parking Decals	ACT + 5 CY	0	ACT + 5 CY	P	S	N	V	ACT = Until end of CY in which superseded
288	Uniform Crime Reports	PERM	0	PERM	C	R	N	V	
289	UNOPD Immobilization Release Form	ACT + 5 CY	0	ACT + 5 CY	P	S	N	V	ACT = Until end of CY in which superseded
290	UNOPD Report Log	PERM	0	PERM	C	R	N	V	
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		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				

Kara Bisceglie

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Amy Moran

Secretary of State, State Archives & Records Services

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Page 52 of 80

Indicate Use of Form

- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- ADDENDUM PAGE

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
079.000 UNO / Legal Records – Agreements/Memoranda of Understanding (MOU)									
Item Number	Records Series Title						In Office	In Storage	Total Retention
291	Cooperative Endeavor Agreements	ACT + 6 FY	0	ACT + 6 FY	P	S	N	V	ACT = Until end of FY in which Life of Agreement ends
292	Material Transfer Agreements	ACT + 6 FY	0	ACT + 6 FY	P	S	N	V	ACT = Until end of FY in which Life of Agreement ends
293	Memoranda of Understanding and Related Contracts	ACT + 6 FY	0	ACT + 6 FY	P	S	N	V	ACT = Until end of FY in which Life of Agreement ends
294	Non-Disclosure Agreements	ACT + 6 FY	0	ACT + 6 FY	M	S	N	V	ACT = Until end of FY in which Life of Agreement ends

<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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Secretary of State, State Archives & Records Services

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Records Retention Schedule

SSARC-932 (09/20)

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

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Page 53 of 80	
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	

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital
		In Office	In Storage	Total Retention				
079.000	UNO / Legal Records – Litigation / Grievances							
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital
295	Grievances	ACT + 6 FY	0	ACT + 6 FY	M	S	N	V
296	Litigation Files	ACT + 6 FY	0	ACT + 6 FY	M	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 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
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Agency Abbreviations



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SSARC-932 (09/20)

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Page 54 of 80

Agency No	Agency / Division / Section									Indicate Use of Form <input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE
079.000	UNO / Legal Records – Opinions									
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
297	Legal Opinions	ACT + 10 FY	0	ACT + 10 FY	C	S	N	V	ACT = Until end of FY in which updated or obsolete. Contains documentation from legal counsel detailing facts which result in rules, policy, or administrative procedures.	
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					


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Records Retention Schedule

SSARC-932 (09/20)

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Page 57 of 80	
Indicate Use of Form	
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Remarks	

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
079.000	UNO / Library Records – Gifts/Donations (Earl K. Long Library)								
Item Number	Records Series Title								
307	Special Gift or Donation Records (Non-Archives and Special Collections)	PERM	0	PERM	M	R	N	I	

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
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Agency Abbreviations



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Records Retention Schedule

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SSARC-932 (09/20)

Page 58 of 80

Indicate Use of Form

- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
079.000	UNO / Library Records – Library Patrons (Earl K. Long Library)								
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
308	Circulation Records	ACT + 1 FY	0	ACT + 1 FY	C	S	N	V	ACT = Until end of FY in which returned and any fees paid in full.
309	Interlibrary Loan Records	ACT + 2 FY	0	ACT + 2 FY	C	S	N	V	ACT = Until end of FY in which returned
310	Patron Registration Records	ACT + 5 FY	0	ACT + 5 FY	C	S	N	V	ACT = Until end of FY in which no longer enrolled or employed or otherwise registered as a valid borrower, or while fines or other financial obligations are outstanding.

<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> <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> <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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Page 60 of 80	
Indicate Use of Form	
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Remarks	

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
079.000	UNO / President's Records – Policy and Regulatory Compliance Records, including NCAA (Office of the President, formerly Office of the Chancellor)									
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks	
314	Audits / Compliance	ACT + 5 FY	0	ACT + 5 FY	C	S	N	V	ACT = Until end of FY in which Publication/release of final audit findings or final resolution. Audits and compliance reviews performed by or on behalf of an agency, including supporting workpapers. Also includes audits/reviews performed on the university.	
315	Committee Oversight	ACT + 4 FY	0	ACT + 4 FY	M	S	N	I	ACT = Until end of FY in which created or received.	
316	Partnerships	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT = Until end of FY in which Duration of Partnership ends.	
317	University Policy	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			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					



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Records Retention Schedule

SSARC-932 (09/20)

Louisiana State Archives—Records Management
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recmgt@sos.la.gov

Page 61 of 80

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Indicate Use of Form
079.000	UNO / President's Records - Policy and Regulatory Compliance Records, including NCAA – NCAA (Office of the President, formerly Office of the Chancellor)							___ ORIGINAL SUBMISSION <u> X </u> RENEWAL ___ REPLACEMENT PAGE ___ ADDENDUM PAGE	
Item Number	Records Series Title	In Office	In Storage	Total Retention				Remarks	
231	Game Reports	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until end of current FY or after resolution of all official actions, whichever occurs later. Files contain ticket order forms, complimentary ticket lists, will call ticket lists, ticket reports, etc.
319	NCAA Compliance Records	ACT + 5 FY	0	ACT + 5 FY	M	S	N	I	ACT = Until end of FY in which departure date of student athlete occurs. Files include eligibility, compliance, squad rosters, drug test consent forms, recruitment files, etc.
320	Photographs, Video Recordings, and Film	PERM	0	PERM	P	R	N	V	Files include team photographs, publicity stills, tapes of games, highlights of games, etc. Some materials are originals, other are edited productions.
321	Publications	PERM	0	PERM	P	R	N	V	Media guides, programs, game schedules, posters, and other publications produced by the office.
322	Sales Reports	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until end of current FY or after resolution of all official actions, whichever occurs later. Records of all sales activities related to an athletic event: tickets, concessions, novelties, etc. Master copy: Accounting services – Bursar.
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 NCAA – National Collegiate Athletic Association		
		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				


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Records Retention Schedule


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

SSARC-932 (09/20)

Page 62 of 80

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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Indicate Use of Form	
079.000	UNO / President's Records - Policy and Regulatory Compliance Records, including NCAA – NCAA (Office of the President, formerly Office of the Chancellor)								_ 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						
323	Sport Files	PERM	0	PERM	P	R	N	V	Files may contain score reports, publicity materials, photographs, team information and other related records.	
324	Ticket Orders	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until end of current FY or after resolution of all official actions, whoever occurs later. Annual ticket order forms/sales.	
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 Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful					


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Records Retention Schedule

Louisiana State Archives—Records Management
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SSARC-932 (09/20)

Page 63 of 80

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Indicate Use of Form

- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- 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					
079.000	UNO / Student Academic Records – Curriculum (Office of the Registrar)								
325	Class Scheduling Records	PERM	0	PERM	P	R	N	V	
326	Course Request Records	ACT	PERM	PERM	P	R	N	V	ACT = Until end of AY in which superseded or obsolete
327	Educational Catalog Records	ACT	PERM	PERM	P	R	N	V	ACT = Until end of AY in which superseded or obsolete
328	Program Curriculum Records	ACT	PERM	PERM	P	R	N	V	ACT = Until end of AY in which superseded or obsolete
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				
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			U= 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 bom-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).		O – Other (Specify in Remarks)							


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 Post Office Box 94125, Baton Rouge, LA 70804

SSARC-932 (09/20)

Page 64 of 80

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Indicate Use of Form			
079.000	UNO / Student Academic Records – General Student Records (Office of the Registrar)					__ ORIGINAL SUBMISSION	<input checked="" type="checkbox"/> RENEWAL	__ REPLACEMENT PAGE	__ ADDENDUM PAGE
Item Number	Records Series Title					Retention Period			Remarks
		In Office	In Storage	Total Retention					
329	Academic Honors	PERM	0	PERM	P	R	N	V	
330	Academic Records – Graduate	PERM	0	PERM	C	R	N	V	
331	Academic Records – Undergraduate	PERM	0	PERM	C	R	N	V	
332	Admission Applications (University)	PERM	0	PERM	C	R	N	V	
333	Admission Exception Forms (UGRD)	PERM	0	PERM	C	R	N	V	
334	Change to Undergraduate Degree Status Form	PERM	0	PERM	C	R	N	V	
335	College Connection Contracts (UGRD)	PERM	0	PERM	C	R	N	V	
336	Commencement Documentation (includes lists of graduates)	PERM	0	PERM	P	R	N	V	
337	General Credential or Cooperative File	ACT + 6 FY	0	ACT + 6 FY	M	S	N	V	ACT = Until end of FY in which no longer enrolled.
338	Grade Report Forms	PERM	0	PERM	C	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			State Records Center Use Y – Yes N – No			Agency Abbreviations UGRD – Undergraduate Student(s)	
		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				

Kara Bisceglie

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10/3/23

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Amy Mora

Secretary of State, State Archives & Records Services

OCT 19 2023

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SSARC-932 (09/20)

Page 65 of 80

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Agency No	Agency / Division / Section										Indicate Use of Form <input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE
079.000	UNO / Student Academic Records – General Student Records (Office of the Registrar)										
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks		
		In Office	In Storage	Total Retention							
339	Law Enforcement/Firefighter Fee Exemption	PERM	0	PERM	C	R	N	V			
340	National Student Clearinghouse	PERM	0	PERM	C	R	N	V			
341	Re-entry Appeals	PERM	0	PERM	C	R	N	V			
342	Release of Information (FERPA)	PERM	0	PERM	C	R	N	V			
343	Residency Applications	PERM	0	PERM	C	R	N	V			
344	Standardized Test Scores	PERM	0	PERM	C	R	N	V			
345	Statement of Financial Support (International Students)	PERM	0	PERM	C	R	N	V			
346	Student Athletic Certification	PERM	0	PERM	C	R	N	V			
347	Student Transcript Evaluations	PERM	0	PERM	C	R	N	V			
348	Veterans Files	ACT + 10 CY	0	ACT + 10 CY	M	S	N	V	ACT = Until end of CY in which graduation or no longer attending class.		
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 FERPA – Family Educational Rights and Privacy Act				
		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						



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Page 66 of 80

Indicate Use of Form

- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- ADDENDUM PAGE

Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Remarks
	Item Number	Records Series Title	In Office	In Storage					
079.000	UNO / Research and Sponsored Programs Records (Office of Research and Sponsored Programs)								
349	ORSP Awarded Research Files	ACT + 1 FY	2 FY	ACT + 3 FY	P	S	N	V	ACT = Until end of FY in which award expires or until audit or litigation is resolved, whoever is longer.
349a	ORSP Office Budgets	ACT + 5 FY	0	ACT + 5 FY	P	S	N	V	ACT = Until end of FY covered Internal and campus funded budget.
350	ORSP Pending Proposal Files	ACT + 2 FY	0	ACT + 2 FY	P	S	N	V	ACT = Until end of FY in which awarded/rejected/received.
351	ORSP Personnel Activity Reports	ACT + 11 AY	0	ACT + 11 AY	P	S	N	U	ACT = Until end of FY in which created or received. Certification of percent effort charged to federal/pass through awards.
351a	ORSP Personnel Files (Departmental copy)	ACT + 1 FY	0	ACT + 1 FY	C	S	N	I	ACT = Until end of FY supervision ends.
352	ORSP Quarterly Reports	ACT + 5 FY	0	ACT + 5 FY	P	S	N	V	ACT = Until end of FY in which created or received. Quarterly funding reports.
353	ORSP Rejected Proposal Files	ACT + 1 FY	2 FY	ACT + 5 FY	P	S	N	U	ACT = Until end of FY in which rejected.
354	ORSP Subcontract Files	ACT + 1 FY	2 FY	ACT + 3 FY	P	S	N	V	ACT = Until end of FY in which Life of Contract expires. See Awarded Research Files (Item 349)
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			ORSP – Office of Research and Sponsored Programs.	
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			U= 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)							

Kara Bisceglie
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Chris Moran
 Secretary of State, State Archives & Records Services

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Records Retention Schedule

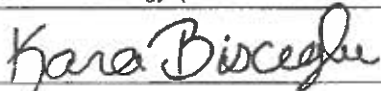
Louisiana State Archives—Records Management
 Louisiana Secretary of State
 Post Office Box 94125, Baton Rouge, LA 70804

SSARC-932 (09/20)

Page 67 of 80

recmgt@sos.la.gov

Agency No	Agency / Division / Section		Security	Archival	State Records Center	Vital	Indicate Use of Form		
	Item Number	Records Series Title					In Office	In Storage	Total Retention
079.000	UNO / Student Health Records – Counseling Services (Division of Student Affairs)						<input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE		
355	Appointment Books – Counseling Services	ACT + 2 FY	0	ACT + 2 FY	C	S	N	I	ACT = Until end of FY in which created or received
356	Client / Program Feedback	ACT + 2 FY	0	ACT + 2 FY	M	S	N	I	ACT = Until end of FY in which created or received
357	Client Forms	ACT + 10 FY	0	ACT + 10 FY	C	S	N	V	ACT = Until end of FY in which client is no longer being seen.
358	Intern Files	ACT + 15 FY	0	ACT + 15 FY	C	S	N	I	ACT = Until end of FY in which Period of Internship ends. Accepted interns' application/permanent files.
359	Outreach Records	ACT + 2 FY	0	ACT + 2 FY	M	S	N	I	ACT = Until end of FY in which created or received.
360	Workshop Binders	PERM	0	PERM	P	R	N	V	Historical record of workshop services.
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				


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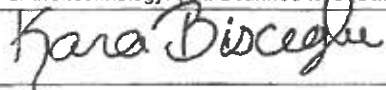
SSARC-932 (09/20)

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Page 68 of 80

Agency No	Agency / Division / Section								
079.000	UNO / Student Health Records – Disability Services (Division of Student Affairs)								Indicate Use of Form ___ ORIGINAL SUBMISSION <u> X </u> 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					
361	Accommodative Testing Forms	ACT + 7 FY	0	ACT + 7 FY	C	S	N	V	ACT = Until end of FY in which student is no longer enrolled.
362	Disability Documentation	ACT + 7 FY	0	ACT + 7 FY	C	S	N	V	ACT = Until end of FY in which student is no longer enrolled.
363	Student Accommodation Agreements	ACT + 7 FY	0	ACT + 7 FY	C	S	N	V	ACT = Until end of FY in which student is no longer enrolled.
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 eBase).		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				


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SSARC-932 (09/20)

Page 69 of 80

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Indicate Use of Form						
Item Number	Records Series Title					Retention Period			<input type="checkbox"/> ORIGINAL SUBMISSION	<input checked="" type="checkbox"/> RENEWAL	<input type="checkbox"/> REPLACEMENT PAGE	<input type="checkbox"/> ADDENDUM PAGE
						In Office	In Storage	Total Retention	Remarks			
079.000	UNO / Student Health Records – Disability Services (Division of Student Affairs)											
364	Appointment Books – Student Health Services	ACT + 1 FY	0	ACT + 1 FY	C	S	N	I	ACT = Until end of FY in which created or received.			
365	Daily Sign-in Sheet	ACT + 3 FY	0	Act + 3 FY	C	S	N	V	ACT = Until end of FY in which enrolled			
366	Flu Vaccine Consent Forms	ACT + 1 FFY	0	Act + 1 FFY	C	S	N	I	ACT = Until end of FFY in which created or received.			
367	In-House Laboratory Slips	ACT	0	ACT	C	S	N	V	ACT = Until end of 1 semester in which created or received.			
368	Log Book for Lab Tests	ACT + 2 FY	0	ACT + 2 FY	C	S	N	I	ACT = Until end of FY in which created or received.			
369	Medical Records	ACT + 5 FY	5 FY	ACT + 10 FY	C	S	N	V	ACT = Until end of FY in which no longer actively utilizing health services.			
370	Outreach Program Sign-In	ACT + 3 FY	0	ACT + 3 FY	P	S	N	U	ACT = Until end of FY in which created or received.			
371	Student Immunization Records	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT = Until end of FY in which student no longer enrolled.			
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						

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Page 70 of 80

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- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
079.000	UNO / Student Health Records – Student Health Services – Pharmacy (Division of Student Affairs)								
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
372	Daily Log of Prescriptions Filled	ACT + 3 FY	0	ACT + 3 FY	C	S	N	V	ACT = Until end of FY in which created or received Retention period complies with Board of Pharmacy law
373	Pharmacy Inventory Records	ACT + 3 FY	0	ACT + 3 FY	P	S	N	V	ACT = Until end of FY in which created or received.
374	Prescriptions	ACT + 3 FY	0	ACT + 3 FY	C	S	N	V	ACT = Until end of FY in which created or received. Retention period complies with Board of Pharmacy law

<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> <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> <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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SSARC-932 (09/20)

Page 71 of 80

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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Indicate Use of Form ___ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL ___ REPLACEMENT PAGE ___ ADDENDUM PAGE _____ Remarks
079.000	UNO / Student Judicial Records (Division of Student Affairs)								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
375	Judicial Complaint File	PERM	0	PERM	C	R	N	V	
376	Student Assistance File	PERM	0	PERM	C	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		

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Page 72 of 80

Agency No	Agency / Division / Section					Security	Archival	State Records Center	Vital	
079.000	UNO / UNO Children's Center (Division of Student Affairs) (Closed permanently in 2013)									Indicate Use of Form ___ ORIGINAL SUBMISSION <u> X </u> 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						
377	Center Operations Records	ACT + 3 CY	0	ACT + 3 CY	C	S	N	V	ACT = Until end of CY in which Center's Licensure ends. Inspection Reports, diaper charts, menus, attendance sheets, policies and procedures, daily observation of children, visual check of center, visitor log, etc.	
378	Child Care Assistance Program Forms	ACT + 3 CY	0	ACT + 3 CY	C	S	N	V	ACT = Until end of CY in which discharged from Center Attendance Long.	
379	Children's Records	ACT + 3 CY	0	ACT + 3 CY	C	S	N	V	ACT = Until end of CY in which discharged from Center. Enrollment form, health form, CACFP form, daily sign-in sheets.	
380	Personnel Compliance Records	ACT + 5 CY	0	ACT + 5 CY	C	S	N	V	ACT = Until end of CY in which termination of employment occurs. Continuing Education Hours, Criminal Record Check, CPR and Pediatric First Aid Certification, daily sign-in sheets.	
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 CACFP – Child and Adult Care Food Program CPR – Cardiopulmonary Resuscitation UNO – University of New Orleans			
		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					

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SSARC-932 (09/20)

Page 73 of 80

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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					
079.000	UNO / Student Financial Aid Records – Fiscal Records (Office of Financial Aid)								
381	EFT Rosters	ACT + 6 AY	4 AY	ACT + 10 AY	C	S	N	V	ACT = Until end of AY in which student is no longer enrolled. Records are maintained by Record Max.
382	Paper Checks Binders; Return to Lender	ACT + 5 AY	0	ACT + 5 AY	C	S	N	U	ACT = Until end of AY in which student is no longer enrolled.
383	Paper Checks; Record of Checks received from lenders	ACT + 5 AY	0	ACT + 5 AY	C	S	N	U	ACT = Until end of AY in which student is no longer enrolled.
384	Pell Reconciliation Fees	ACT + 10 AY	1 AY	ACT + 11 AY	C	S	N	V	ACT = Until end of AY in which student is no longer enrolled. Records are maintained by Record Max.
385	Wire Transfer Requests	ACT + 10 AY	0	ACT + 10 AY	C	S	N	V	ACT = Until end of AY in which created or received. Records are maintained by Record Max.
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			EFT – Electronic Funds Transfer	
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			U= 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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Page 74 of 80

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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					
079.000	UNO / Student Financial Aid Records – General and Counseling Records (Office of Financial Aid)								
386	Awarding Process	PERM	0	PERM	P	R	N	V	
387	Executive Programs – Financial Aid Files	ACT + 5 AY	0	ACT + 5 AY	C	S	N	U	ACT = Until end of AY in which created or received
388	Federal Student Aid Handbooks	ACT + 5 AY	0	ACT + 5 AY	P	S	N	U	ACT = Until end of AY in which created or received
389	Financial Aid Deferment Forms (Completed)	ACT + 3 AY	0	ACT + 3 AY	C	S	N	U	ACT = Until end of AY in which created or received
390	Financial Aid Documents (Forms & Process)	PERM	0	PERM	P	R	N	V	
391	Financial Aid Workshop Training Manuals	ACT + 5 AY	0	ACT + 5 AY	P	S	N	U	ACT = Until end of AY in which superseded
392	Policy and Procedure Manual/Process	PERM	0	PERM	P	R	N	V	
393	Student Information	ACT + 7 AY	0	ACT + 7 AY	P	S	N	U	ACT = Until end of AY in which no longer enrolled
394	Study Abroad Application/Documents	ACT + 5 AY	0	ACT + 5 AY	C	S	N	U	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 21Base).</p>	<p>Security Status Codes</p> <p>P – Public Record</p> <p>M – May Contain Confidential Information</p> <p>C – Confidential Information</p> <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> <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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Amy Moran

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SSARC-932 (09/20)

Page 75 of 80

Agency No	Agency / Division / Section					recmgmt@sos.la.gov				
079.000	UNO / Student Financial Aid Records – General Records (Office of Financial Aid)									Indicate Use of Form <input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
395	Federal Guidelines	ACT + 10 AY	0	PERM	P	R	N	V	ACT = Until end of AY in which created or received	
396	Financial Aid Policies and Procedure Manuals	ACT + 10 AY	0	PERM	P	R	N	V	ACT = Until end of AY in which superseded	
397	FISAP Reports	ACT + 5 AY	0	ACT + 5 AY	C	S	N	V	ACT = Until end of AY 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 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 FISAP – Fiscal Operations Report and Application			

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SSARC-932 (09/20)

Page 76 of 80

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Agency No	Agency / Division / Section	Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
				In Office	In Storage	Total Retention					
079.000	UNO / Student Financial Aid Records – Loan Unit (Office of Financial Aid)										
398	Entrance and Exit Counseling Policy and Procedure		PERM	0	PERM	P	R	N	V		
399	Entrance Interview Required File		ACT + 2 AY	0	ACT + 2 AY	C	S	N	V	ACT = Until end of AY in which created or received	
400	Exit Interview Notification		ACT + 4 AY	0	ACT + 4 AY	C	S	N	V	ACT = Until end of AY in which created or received	
401	Lender Default Prevention Documents		ACT + 4 AY	PERM	PERM	M	R	N	V	ACT = Until end of AY in which created or received	
402	Return of Title Four Calculations		ACT + 4 AY	2 AY	ACT + 6 AY	C	S	N	V	ACT = Until end of AY 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 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		

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SSARC-932 (09/20)

Page 78 of 80

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					
079.000	UNO / Student Financial Aid Records – Scholarship (Office of Financial Aid)								
407	Award Request Forms	ACT + 4 AY	5 AY	ACT + 9 AY	C	S	N	V	ACT = Until end of AY in which created or received
408	Community Police ID	ACT + 4 AY	5 AY	ACT + 9 AY	C	S	N	V	ACT = Until end of AY in which created or received
409	Fellowship Request Forms	ACT + 4 AY	5 AY	ACT + 9 AY	C	S	N	V	ACT = Until end of AY in which created or received
410	Graduate Assistants Forms	ACT + 4 AY	5 AY	ACT + 9 AY	C	S	N	V	ACT = Until end of AY in which created or received
411	Greater New Orleans Ratepayer's Applications	ACT + 4 AY	5 AY	ACT + 9 AY	C	S	N	V	ACT = Until end of AY in which created or received
412	LEAP/SLEAP Rosters	ACT + 4 AY	5 AY	ACT + 9 AY	C	S	N	V	ACT = Until end of AY in which created or received
413	National Guard	ACT + 4 AY	5 AY	ACT + 9 AY	C	S	N	V	ACT = Until end of AY in which created or received
414	Scholarship Acceptance/Decline Notices	ACT + 4 AY	5 AY	ACT + 9 AY	C	S	N	V	ACT = Until end of AY in which created or received
415	Scholarship Appeals	ACT + 4 AY	5 AY	ACT + 9 AY	C	S	N	V	ACT = Until end of AY in which created or received
416	Scholarship Rules and Regulations	PERM	0	PERM	C	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)
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 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 on Base).

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
 ID – Identification
 LEAP – Leveraging Educational Assistance Partnership
 SLEAP – Supplemental Leveraging Educational Assistance Partnership

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Amy Moran
 Secretary of State, State Archives & Records Services

OCT 19 2023
 Date Approved

Records Retention Schedule

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

SSARC-932 (09/20)

Page 79 of 80

Agency No	Agency / Division / Section	recmq@sos.la.gov				Indicate Use of Form <input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE			
079.000	UNO / Student Financial Aid Records – Technical (Office of Financial Aid)								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
417	EFT Disbursement Files	ACT + 5 FY	0	ACT + 5 FY	C	S	N	V	ACT = Until end of FY in which created or received
418	Federal AID Programs (Pell, ACG, Smart, Teach)	ACT + 4 FY	0	ACT + 4 FY	C	S	N	V	ACT = Until end of FY in which created or received
419	Federal Direct Loan Records	ACT + 5 FY	0	ACT + 5 FY	C	S	N	V	ACT = Until end of FY in which created or received
420	Federal Family Education Loan Program	ACT + 4 FY	0	ACT + 4 FY	C	S	N	V	ACT = Until end of FY in which created or received
421	Go Grant Program	ACT + 4 FY	0	ACT + 4 FY	C	S	N	V	ACT = Until end of FY in which created or received
422	ISIR (Student Aid Reports)	ACT + 5 FY	0	ACT + 5 FY	C	S	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 EFT – Electronic Funds Transfer ACG – Academic Competitiveness Grant ISIR – Institutional Student Information Report		
		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				

Kara Bisceglie

 Agency Approver **REGISTRAR**

10/3/23

 Date Signed

Amy Mora

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Page 80 of 80

Agency No **079.000** Agency / Division / Section **UNO / Student Financial Aid Records – Work-Study Unit (Office of Financial Aid)**

recmgmt@sos.la.gov

Indicate Use of Form

ORIGINAL SUBMISSION
 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					
423	Student Employment Records	ACT + 70 FY	0	ACT + 70 FY	M	S	N	V	ACT = Until end of FY in which created or received
424	Student Employment Reconciling Records	ACT + 4 FY	2 FY	ACT + 6 FY	M	S	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. Scanner to OnBase).

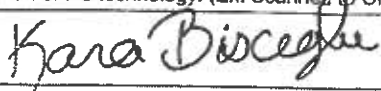
Security Status Codes
 P – Public Record
 M – May Contain Confidential Information
 C – Confidential Information

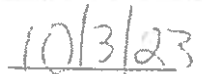
Archival Processing Codes
 A – Transfer to State Archives
 R – Retain in Agency Archives
 S – Review by State Archives
 O – Other (Specify in Remarks)

State Records Center Use
 Y – Yes
 N - No

Vital Record Identification Code
 V= Vital
 I = Important
 U= Useful

Agency Abbreviations


 Agency Approver **REGISTRAR**


 Date Signed **10/3/23**


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