

# Records Retention Schedule

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

recmgt@sos.la.gov

SSARC-932 (09/20)

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Indicate Use of Form

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- ADDENDUM PAGE

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
066.000	University of Louisiana Monroe / Provost & VP for Academic Affairs / College of Health Sciences / School of Allied Health / Radiologic Technology								
1	Graduate Files – Student Academic Folders	PERM	0	PERM	C	S	N	V	
2	Graduate Files – Student Clinical Folders	ACT + 1 AY	PERM	PERM	C	R	N	V	ACT = until end of AY in which created or received.
3	Prospective Student Folders	ACT + 5 AY	0	ACT + 5 AY	C	S	N	U	ACT = until end of AY in which created or received.
4	Student Folders	ACT + 5 AY	0	ACT + 5 AY	C	S	N	U	ACT = until end of AY in which student no longer enrolled.
5	Exams/ Scantrons/ Analyses	ACT + 1 AY	0	ACT + 1 AY	C	S	N	U	ACT = until end of AY in which created or received. Scantrons = machine readable answer sheets.
6	Course Grade Book/ Grade Sheets (Electronic & Print)	ACT + 5 AY	0	ACT + 5 AY	C	S	N	U	ACT = until end of AY in which created or received.
<b>Permitted Retention Period Abbreviations</b> 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).		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information <b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			<b>State Records Center Use</b> Y – Yes N - No <b>Vital Record Identification Code</b> V= Vital I = Important U= Useful		<b>Agency Abbreviations</b>		

Heather R. Pilcher  
 Agency Approval

1/10/2024  
 Date Signed

  
 Secretary of State, State Archives & Records Services

JAN 22 2024  
 Date Approved

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Agency No <b>066.000</b> Agency / Division / Section <b>University of Louisiana Monroe / Provost &amp; VP for Academic Affairs/ College of Health Sciences / School of Allied Health / Speech-Language Pathology</b>									
1	Graduate Student Records	PERM	0	PERM	C	S	N	V	
2	Clinical Intern Contracts	ACT + 10 CY	0	ACT + 10 CY	C	S	N	V	ACT = until end of CY in which contract lapses.
3	Supervisor Files	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = until end of CY in which employee separates from agency.
4	Office Forms (Policies & Procedures, SPLP Handbooks, Accreditation Reports, Curriculum Paperwork, and Faculty Evaluations)	PERM	0	PERM	P	R	N	V	
5	Financial Files	ACT + 3 CY	0	ACT + 3 CY	P	S	N	V	ACT = until end of CY in which audited.
6	Bachelor of Science Degree (Clinical & Academic Records)	ACT + 5 FY	0	ACT + 5 FY	M	S	N	I	ACT = until end of FY in which program completed.
7	Master of Science Degree (Clinical & Academic Records)	ACT + 5 FY	0	ACT + 5 FY	M	S	N	I	ACT = until end of FY in which program completed.
8	Client Files - Juvenile	ACT + 10 CY	0	ACT + 10 CY	C	S	N	I	ACT = until end of CY in which patient reaches age of majority.
9	Client Files – Adult	ACT + 10 CY	0	ACT + 10 CY	C	S	N	I	ACT = until end of CY in which no longer being treated.
10	Clinical Financial Records	ACT + 3 FY	0	ACT + 3 FY	P	S	N	V	ACT = until end of FY in which audited.
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*Amy H. Mora*  
 Secretary of State, State Archives & Records Services

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<b>066.000</b>	<b>University of Louisiana Monroe/ Provost &amp; VP for Academic Affairs/ College of Pharmacy</b>								
1	Supervisor Files	ACT + 2 CY	0	ACT + 2 CY	M	S	N	I	ACT = until end of CY in which employee is no longer with agency.
2	Student Records	PERM	0	PERM	C	S	N	V	
3	Graduated Students	PERM	0	PERM	C	S	N	V	
4	Business Office Records	PERM	0	PERM	M	R	N	V	
5	Purchasing	PERM	0	PERM	M	R	N	V	
6	Equipment Files	ACT + 2 FY	0	ACT + 2 FY	M	S	N	V	ACT = until end of FY in which created or received.
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Agency No <b>066.000</b> Agency / Division / Section <b>University of Louisiana Monroe / Provost &amp; VP for Academic Affairs / Graduate School</b>									
1	Student Records	PERM	0	PERM	C	S	N	V	
2	Graduate Council Minutes	ACT + 10 AY	0	ACT + 10 AY	M	S	N	V	ACT = until end of AY year record created or received.
3	Graduate Catalog	PERM	0	PERM	P	R	N	V	
4	Application Materials for Incomplete Applicants	ACT + 1 AY	0	ACT + 1 AY	C	S	N	V	ACT = until end of AY year record created or received
5	Application Materials for Denied Applicants	ACT + 1 AY	0	ACT + 1 AY	C	S	N	V	ACT = until end of AY year record created or received
6	Application Materials for Admitted Applicants who do not enroll	ACT + 1 AY	0	ACT + 1 AY	C	S	N	V	ACT = until end of AY year record created or received
7	Education Graduates: Degree Plan and Grade Sheet	PERM	0	PERM	M	R	N	V	
8	Graduate Assistant Records	ACT + 10 AY	0	ACT + 10 AY	M	S	N	I	ACT = until end of AY in which employed

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	<p><b>Archival Processing Codes</b></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><b>Vital Record Identification Code</b></p> <p>V= Vital</p> <p>I = Important</p> <p>U= Useful</p>	

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*Amy Wilson*  
 Secretary of State, State Archives & Records Services

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Agency No <b>066.000</b> Agency / Division / Section <b>University of Louisiana Monroe / Provost &amp; VP for Academic Affairs / Institutional Effectiveness</b>									
1	Assessment Documentation	ACT + 3 AY	0	ACT + 3 AY	M	S	N	I	ACT = until end of AY in which created or received.
2	Inventory	ACT + 2 FY	0	ACT + 2 FY	P	S	N	I	ACT = until end of FY in which created or received.
3	Supervisor Files	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = until end of FY in which employee is no longer with agency.
4	Purchase Order	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = until end of FY in which created or received.
5	IPEDS Reports	ACT + 10 AY	0	ACT + 10 AY	P	S	N	I	ACT = until end of AY in which created or received.
6	Correspondence – General	ACT + 3 CY	0	ACT + 3 CY	P	S	N	U	ACT = until end of CY in which created or received.
7	Board Material	ACT + 5 FY	0	ACT + 5 FY	P	S	N	U	ACT = until end of FY in which created or received.
8	Peterson's Surveys	ACT + 3 AY	0	ACT + 3 AY	M	S	N	U	ACT = until end of AY in which created or received.
9	Questionnaire	ACT + 3 CY	0	ACT + 3 CY	M	S	N	U	ACT = until end of CY in which created or received.
10	BoR ACT Student Opinion Survey	ACT + 5 CY	0	ACT + 5 CY	C	S	N	I	ACT = until end of CY in which created or received.
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<b>066.000</b>	<b>University of Louisiana Monroe / Provost &amp; VP for Academic Affairs / Institutional Effectiveness</b>								
11	Student Workers	ACT + 5 AY	0	ACT + 5 AY	M	S	N	I	ACT = until end of AY in which created or received.
12	U.S. News Surveys	ACT + 3 AY	0	ACT + 3 AY	M	S	N	U	ACT = until end of AY in which created or received.
13	Office Inventory	ACT + 3 CY	0	ACT + 3 CY	P	S	N	I	ACT = until end of CY in which created or received.
14	Purchases	ACT + 5 CY	0	ACT + 5 CY	P	S	N	I	ACT = until end of CY in which created or received.
15	Statewide Student Profile System	ACT + 5 AY	0	ACT + 5 AY	C	S	N	I	ACT = until end of AY in which created or received.
16	LaPas	ACT + 10 AY	0	ACT + 10 AY	P	S	N	I	ACT = until end of AY in which created or received.
17	Administrative Comp. Survey, CUPA	ACT + 10 AY	0	ACT + 10 AY	C	S	N	U	ACT = until end of AY in which created or received.
18	NLU/ULM Fact Book	PERM	0	PERM	P	R	N	V	
19	SREB State Data Exchange	ACT + 10 AY	0	ACT + 10 AY	M	S	N	U	ACT = until end of AY in which created or received.
20	Board of Regents	ACT + 5 AY	0	ACT + 5 AY	M	S	N	I	ACT = until end of AY in which created or received.
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<b>Agency No</b>	<b>Agency / Division / Section</b>								
<b>066.000</b>	<b>University of Louisiana Monroe / Provost &amp; VP for Academic Affairs / Institutional Effectiveness</b>								Indicate Use of Form ___ 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
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21	Board of Supervisors	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = until end of CY in which created or received.
22	Facilities Inventory and Utilization	ACT + 3 CY	0	ACT + 3 CY	P	S	N	I	ACT = until end of CY in which created or received.
23	University Building and Classroom	ACT + 3 CY	0	ACT + 3 CY	P	S	N	U	ACT = until end of CY in which created or received.
24	NSSE Survey	ACT + 5 AY	0	ACT + 5 AY	M	S	N	U	ACT = until end of AY in which created or received.
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<b>066.000</b>	<b>University of Louisiana Monroe / Provost &amp; VP for Academic Affairs / Library</b>								
1	Correspondence – General	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.
2	Gift Donors	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.
3	Inventory	ACT + 2 FY	0	ACT + 2 FY	P	S	N	I	ACT = until end of FY in which created or received.
4	Forms, Policies and Procedures	PERM	0	PERM	P	R	N	V	
5	Supervisor Files	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = until end of CY in which employee separates from agency.
6	Purchase Orders	ACT + 3 FY	0	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.
7	Requisitions/Fiscal Year	ACT + 3 FY	0	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.
8	Annual Reports	ACT + 1 FY	PERM	PERM	P	R	N	V	ACT = until end of FY in which created or received.
9	Information Services Council	ACT + 5 FY	0	ACT + 5 FY	P	S	N	U	ACT = until end of FY in which created or received.
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