

Records Retention Schedule

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

SSARC-932 (09/20)

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recmgt@sos.la.gov

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
Agency No	Agency / Division / Section								
066.000	University of Louisiana Monroe / VP for Business Affairs / Assistant VP Budget & Administration / Athletics Business Operations								
1	Home Football Game Ticket Reconciliations	ACT + 6 FY	0	ACT + 6 FY	M	S	N	I	ACT = until end of FY in which created or received.
2	All Sports Game Contracts/ Agreements	ACT + 10 FY	0	ACT + 10 FY	M	S	N	V	ACT = until end of FY in which contract lapses.
3	Football Team Travel Expense Reports	ACT + 6 FY	0	ACT + 6 FY	M	S	N	U	ACT = until end of FY in which created or received.
4	Football Home Game Officials Expense Vouchers	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT = until end of FY in which created or received.
5	Baseball Home Game Umpire Payment Vouchers	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT = until end of FY in which created or received.
6	Athletic Department Surveys	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.
7	Professional Service Contracts/ Agreements	ACT + 10 FY	0	ACT + 10 FY	P	S	N	I	ACT = until end of FY in which contract lapses.
8	Athletic Game Guarantees-Revenues	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT = until end of FY in which created or received.
9	Athletic Game Guarantees Paid Out-Expenses	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT = until end of FY in which created or received.
10	Administration & Faculty Petty Case Expense Sheet	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT = until end of FY in which created or received.
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use		Agency Abbreviations		
ACT – Active Period (when used define term in remarks column)		P – Public Record			Y – Yes				
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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 __ ADDENDUM PAGE

Heather R. Pilcher
 Agency Approval

1/10/2024
 Date Signed

Amy H. ...
 Secretary of State, State Archives & Records Services

JAN 22 2024
 Date Approved

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Item Number	Records Series Title	In Office	In Storage	Total Retention					
066.000	University of Louisiana Monroe / VP for Business Affairs / Assistant VP Budget & Administration / Athletics Business Operations								
11	Travel Expense Reports – Athletic Director	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.
12	Travel Expense Reports (ULMAF) – Athletic Director	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.
13	Travel Expense Reports – Men's Track	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.
14	Travel Expense Reports (ULMAF) – Men's Track	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.
15	Grants-in-Aid – Men's Track	ACT + 6 FY	0	ACT + 6 FY	M	S	N	V	ACT = until end of FY in which grant is closed.
16	National Letter of Intent – Men's Track	ACT + 6 FY	0	ACT + 6 FY	M	S	N	V	ACT = until end of FY in which created or received.
17	Medical Records – Athletic Trainer	ACT + 7 FY	0	ACT + 7 FY	C	S	N	V	ACT = until end of FY in which created or received.
18	Travel Expense Reports – Baseball	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.
19	Travel Expense Reports (ULMAF) - Baseball	ACT + 6 FY	0	ACT + 6 FY	M	S	N	U	ACT = until end of FY in which created or received.
20	National Letter of Intent - Baseball	ACT + 6 FY	0	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 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 ULMAF – University of Louisiana Monroe Athletic Foundation		

Heather R. Pilcher
 Agency Approval

1/10/2024
 Date Signed

Amy Mora
 Secretary of State, State Archives & Records Services

JAN 22 2024
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Item Number	Records Series Title						In Office	In Storage	Total Retention
066.000	University of Louisiana Monroe / VP for Business Affairs / Assistant VP Budget & Administration / Athletics Business Operations								
21	Grants-in-Aid – Baseball	ACT + 6 FY	0	ACT + 6 FY	M	S	N	V	ACT = until end of FY in which grant is closed.
22	Travel Expenses – Women’s Track	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.
23	Travel Expenses (ULMAF) – Women’s Track	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.
24	Grants-in-Aid – Women’s Track	ACT + 6 FY	0	ACT + 6 FY	M	S	N	V	ACT = until end of FY in which grant is closed.
25	National Letter of Intents – Women’s Track	ACT + 6 FY	0	ACT + 6 FY	M	S	N	V	ACT = until end of FY in which created or received.
26	Travel Expenses – Men’s Golf	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.
27	Travel Expenses (ULMAF) – Men’s Golf	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.
28	National Letter of Intent – Men’s Golf	ACT + 6 FY	0	ACT + 6 FY	M	S	N	V	ACT = until end of FY in which created or received.
29	Grants-in-Aid – Men’s Golf	ACT + 6 FY	0	ACT + 6 FY	M	S	N	V	ACT = until end of FY in which grant is closed.
30	Accounts Payable – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = until end of FY in which audited.
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent (Life of State) LOA – Life of Agency NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains 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 ULMAF – University of Louisiana Monroe Athletic Foundation WBKB – Women’s Basketball SOC – Soccer SB – Softball TN – Tennis VB – Volleyball MBKB – Men’s Basketball			

Heather R. Pilcher
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Amy Moran
 Secretary of State, State Archives & Records Services

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Item Number	Records Series Title					
066.000	University of Louisiana Monroe / VP for Business Affairs / Assistant VP Budget & Administration / Athletics Business Operations					
31	Accounts Payable (ULMAF) – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 3 FY	0	ACT + 3 FY	M S N V	ACT = until end of FY in which audited.
32	Contracts & Confirmation Letters – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 10 FY	0	ACT + 10 FY	M S N I	ACT = until end of FY in which contract lapses.
33	Inventory/ Property Control – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 3 FY	0	ACT + 3 FY	P S N I	ACT = until end of FY in which created or received.
34	NCAA Special Assistance Programs – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 6 FY	0	ACT + 6 FY	M S N V	ACT = until end of FY in which created or received.
35	Petty Cash Expenses – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 3 FY	0	ACT + 3 FY	M S N V	ACT = until end of FY in which audited.
36	Post Office Information – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 3 FY	0	ACT + 3 FY	P S N U	ACT = until end of FY in which created or received.
37	Graphic Services Requisitions – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 3 FY	0	ACT + 3 FY	P S N U	ACT = until end of FY in which created or received.
38	Travel Advance & Expense Reports – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 3 FY	0	ACT + 3 FY	M S N V	ACT = until end of FY in which audited.
39	Vehicle Requests – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 3 FY	0	ACT + 3 FY	P S N U	ACT = until end of FY in which created or received.
40	Grants-in-Aid – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 6 FY	0	ACT + 6 FY	M S N V	ACT = until end of FY in which grant is closed.
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Amy Moran
 Secretary of State, State Archives & Records Services

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Agency No		Agency / Division / Section								Indicate Use of Form	
066.000		University of Louisiana Monroe / VP for Business Affairs / Assistant VP Budget & Administration / Athletics Business Operations								__ 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							
41	National Letter of Intent – WBKB, SOC, SB, TN, VB, & MBKB	ACT + 6 FY	0	ACT + 6 FY	M	S	N	V	ACT = until end of FY in which created or received.		
42	Spreadsheet for Scholarships	ACT + 6 FY	0	ACT + 6 FY	M	S	N	V	ACT = until end of FY in which created or received.		
43	Grants-in-Aid – Football	ACT + 6 FY	0	ACT + 6 FY	M	S	N	V	ACT = until end of FY in which grant is closed.		
44	National Letter of Intent – Football	ACT + 6 FY	0	ACT + 6 FY	M	S	N	V	ACT = until end of FY in which created or received.		
45	ULMAF Accounts Payable (other)	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = until end of FY in which audited.		
46	Football Recruiting and Travel Expenses	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = until end of FY in which audited.		
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Agency No	Agency / Division / Section					recmgmt@sos.la.gov					
066.000	University of Louisiana Monroe / VP for Business Affairs / Assistant VP Budget & Administration / Budget Office										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		
		In Office	In Storage	Total Retention							
1	Correspondence Files – General	ACT + 5 FY	0	ACT +5 FY	M	S	N	I	ACT = until end of FY in which created or received.		
2	Budget Work Papers	ACT + 10 FY	PERM	PERM	M	R	N	V	ACT = until end of FY in which created or received.		
3	Fiscal Year Completed Budgets with Working Documents	PERM	0	PERM	M	R	N	V			
4	Other University of Louisiana System Budgets	PERM	0	PERM	P	R	N	V			
5	Payroll Action Forms	ACT + 2 FY	3 FY	ACT + 5FY	C	S	N	I	ACT = until end of FY in which created or received.		
6	Fiscal Year-End Reports and Financial Statements	PERM	0	PERM	P	R	N	V			
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use			Agency Abbreviations			
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
		066.000	University of Louisiana Monroe / VP for Business Affairs / Controller / General Accounting						
1	Bank Reconciliations	ACT + 2 FY	3 FY	ACT + 5 FY	M	S	N	V	ACT = until end of FY in which audited.
2	Unclaimed Property Report	ACT + 2 FY	3 FY	ACT + 5 FY	M	S	N	V	ACT = until end of FY in which audited.
3	Investment and Banking Documents	ACT + 5 FY	10 FY	ACT = 15 FY	C	S	N	U	ACT = until end of FY in which created or received.
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
066.000	University of Louisiana Monroe / VP for Business Affairs / Controller / Student Accounts								
Item Number	Records Series Title						In Office	In Storage	Total Retention
1	Bankruptcy Filing	ACT + 1 FY	3 FY	ACT + 4 FY	C	S	N	U	ACT = until end of FY in which created or received.
2	Bankruptcy Discharge	ACT + 1 FY	3 FY	ACT + 4 FY	C	S	N	U	ACT = until end of FY in which created or received.
3	Statement of Account	ACT + 2 FY	PERM	PERM	C	R	N	V	ACT = until end of FY in which created or received.
4	Collection Agency Status Reports	ACT + 2 FY	PERM	PERM	C	R	N	V	ACT = until end of FY in which created or received.
5	Banner Check Register	ACT + 3 FY	PERM	PERM	M	R	N	V	ACT = until end of FY in which created or received.
6	Affidavit of Lost, Destroyed, or Stolen Checks	ACT + 1 FY	2 FY	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.
7	Numbered Adjustments Voucher	ACT + 3 FY	PERM	PERM	M	R	N	V	ACT = until end of FY in which created or received.
8	1098T	ACT + 1 FY	PERM	PERM	C	R	N	V	ACT = until end of FY in which created or received.
9	Fee Schedule & Calendars	ACT + 10 FY	PERM	PERM	P	R	N	V	ACT = until end of FY in which created or received.
10	Warhawk Express Cancellation Request	ACT + 7 FY	0	ACT + 7 FY	C	S	N	U	ACT = until end of FY in which created or received.
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