

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 80 of 97

recmgmt@sos.la.gov

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 Enrollment Management & University Relations / Assistant VP for Admissions, Recruitment, & Operations								
1	Applications on File Report	ACT + 3 FY	PERM	PERM	M	R	N	V	
2	Admissions Applications and Supporting Credentials	ACT + 1 FY	0	ACT + 1 FY	C	S	N	V	
3	DNE Admissions Applications	ACT + 1 FY	0	ACT + 1 FY	C	S	N	V	
4	Office Supply Accounts	ACT + 2 FY	1 FY	ACT + 3 FY	P	S	N	U	
5	Enrollment Statistics	ACT + 10 FY	PERM	PERM	P	R	N	V	
6	Executive Enrollment Management Committee	ACT + 2 FY	3 FY	ACT + 5 FY	M	S	N	U	
7	Louisiana Board of Regents	ACT + 2 FY	1 FY	ACT + 3 FY	P	S	N	U	
8	Employment	ACT + 2 FY	0	ACT + 2 FY	C	S	N	I	
9	Policies and Procedures	ACT + 3 FY	PERM	PERM	P	R	N	V	
10	Enrollment Counts	ACT + 5 FY	0	ACT + 5 FY	P	S	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		Agency Abbreviations DNE – Did Not Enroll		

Indicate Use of Form

ORIGINAL SUBMISSION
 RENEWAL
 REPLACEMENT PAGE
 ADDENDUM PAGE

Heather R. Pilcher
 Agency Approval

1/10/2024
 Date Signed

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

JAN 22 2024
 Date Approved

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Page 81 of 97

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066.000	University of Louisiana Monroe / VP for Enrollment Management & University Relations / Assistant VP for Admissions, Recruitment, & Operations								
11	Inventory	ACT + 5 FY	0	ACT + 5 FY	P	S	N	I	ACT = until end of FY in which created or received.
12	Accounts Payable Check Requests	ACT + 3 FY	3 FY	ACT + 6 FY	M	S	N	I	ACT = until end of FY in which created or received.
13	Student Worker's Employment	ACT + 6 FY	0	ACT + 6 FY	M	S	N	I	ACT = until end of FY in which no longer employed.
14	Travel	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = until end of FY in which created or received.
15	Purchase	ACT + 3 FY	0	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.
16	Graphic Requests	ACT + 3 FY	0	ACT + 3 FY	P	S	N	U	ACT = until end of FY in which created or received.
17	American College (ACT)	ACT + 10 CY	0	ACT + 10 CY	C	S	N	I	ACT = until end of CY in which created or received.
18	Advanced Placement Program (AP)	ACT + 10 CY	0	ACT + 10 CY	C	S	N	I	ACT = until end of CY in which created or received.
19	College Level Examination Program (CLEP)	ACT + 10 CY	0	ACT + 10 CY	C	S	N	I	ACT = until end of CY in which created or received.
20	Dantes Standardized Subject Test (DSST)	ACT + 10 CY	0	ACT + 10 CY	C	S	N	I	ACT = until end of CY in which created or received.
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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				

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Heather R. Pilcher
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1/10/2024
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Amy Moran
 Secretary of State, State Archives & Records Services

JAN 22 2024
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Page 82 of 97

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066.000	University of Louisiana Monroe / VP for Enrollment Management & University Relations / Assistant VP for Admissions, Recruitment, & Operations								
Item Number	Records Series Title	Retention Period							
		In Office	In Storage	Total Retention					
21	Graduates Management Admission Test (GMAT)	ACT + 10 CY	0	ACT + 10 CY	C	S	N	I	ACT = until end of CY in which created or received.
22	Graduate Record Examination (GRE)	ACT + 10 CY	0	ACT + 10 CY	C	S	N	I	ACT = until end of CY in which created or received.
23	PRAXIS Certification Exams	ACT + 10 CY	0	ACT + 10 CY	C	S	N	I	ACT = until end of CY in which created or received.
24	Scholastic Aptitude Test (SAT)	ACT + 10 CY	0	ACT + 10 CY	C	S	N	I	ACT = until end of CY in which created or received.
25	Test of English as a Foreign Language (TOEFL)	ACT + 10 CY	0	ACT + 10 CY	C	S	N	I	ACT = until end of CY 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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Cathy Moran
 Secretary of State, State Archives & Records Services

JAN 22 2024
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Page 83 of 97

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- 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					
066.000	University of Louisiana Monroe / VP for Enrollment Management & University Relations / Dual Enrollment								
1	Routine Correspondence	ACT + 1 FY	0	ACT + 1 FY	P	S	N	U	ACT = until end of FY in which created or received.
2	Continuing Education Class Information	ACT + 2 FY	0	ACT + 2 FY	P	S	N	U	ACT = until end of FY in which created or received.
3	Continuing Education Instructors	ACT + 3 FY	0	ACT + 3 FY	C	S	N	U	ACT = until end of FY in which no longer employed.
4	Continuing Education Co-Sponsors	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT = until end of FY in which created or received.
5	Continuing Education Financial Deposits	ACT + 5 FY	0	ACT + 5 FY	C	S	N	I	ACT = until end of FY in which created or received.
6	Purchase Requisitions/ Orders	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = until end of FY in which audited.
7	Annual Departmental Inventory	ACT + 5 AY	0	ACT + 5 AY	P	S	N	I	ACT = until end of FY in which created or received.
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Heather R. Pilcher
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1/10/2024
 Date Signed

Amy Mora
 Secretary of State, State Archives & Records Services

JAN 22 2024
 Date Approved

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SSARC-932 (09/20)

Page 85 of 97

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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 Enrollment Management & University Relations / Financial Aid								
1	Student Files	ACT + 4 AY	0	ACT + 4 AY	C	S	N	I	ACT = until end of AY in which created or received.
2	FISAP	PERM	0	PERM	C	R	N	V	
3	Participation Agreement	PERM	0	PERM	C	R	N	V	
4	Title III Waiver	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				

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Amy Mora
 Secretary of State, State Archives & Records Services

JAN 22 2024
 Date Approved

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Page 87 of 97 R2024-292 MMM

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Agency No	Agency / Division / Section			Security	Archival	State Records Center	Vital	Indicate Use of Form	
								<input type="checkbox"/> ORIGINAL SUBMISSION	<input checked="" type="checkbox"/> RENEWAL
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
066.00	University of Louisiana Monroe/Vice President for Information Services & Student Success/ Retention-Student Success Center							<input type="checkbox"/> ORIGINAL SUBMISSION	<input checked="" type="checkbox"/> RENEWAL
1	Supervisory Files	ACT + 5 AY	0	ACT + 5 AY	C	S	N	V	

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Heather R. Pilcher
 Agency Approval

02/2/2024
 Date Signed

Amy Khan
 Secretary of State, State Archives & Records Services

29-2024
 Date Approved

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SSARC-932 (09/20)

Page 89 of 97

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- RENEWAL
- REPLACEMENT PAGE
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Item Number	Records Series Title	In Office	In Storage	Total Retention						
066.000	University of Louisiana Monroe / Vice President for Student Affairs									
1	General Correspondence	ACT + 5 FY	0	ACT + 5 FY	P	S	N	I	ACT = until end of FY in which created or received.	
2	Supervisor Files	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = until end of CY in which employee separates from agency.	
3	Student Affairs Annual Reports	PERM	0	PERM	P	R	N	V		
4	Who's Who Among Colleges & Universities	PERM	0	PERM	P	R	N	V		
5	Student Involvement Scholarship	PERM	0	PERM	M	R	N	V		
6	Inventory	ACT + 2 FY	0	ACT + 2 FY	P	S	N	U	ACT = until end of FY in which created or received.	
7	Insurance	ACT + 5 AY	0	ACT + 5 AY	M	S	N	V	ACT = until end of AY in which created or received.	
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Heather R. Pilcher
 Agency Approval

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Amy Mora
 Secretary of State, State Archives & Records Services

JAN 22 2024
 Date Approved