Subject: Record retention	Page Number: 1
Effective Date: 11/1/2023	Approved by: Administration
Approved Date: 11/1/2023	Reviewed:
Revision Date:	

To facilitate compliance with the University record retention policy, all faculty and staff shall follow these procedures regarding record retention.

Procedures:

- Ensure that the documents to be shredded are not on our retention schedule (see page 2).
 - If the items are on the list, they must be packaged in bankers boxes and a records storage form must be completed, which can be requested from the records librarian. Once the form has been completed and approved, contact physical plant and arrange to have the boxes delivered to the records storage area in the library. Label each box with the corresponding number on the form.
 - If the items are on the list but still need to be destroyed, a destruction form must be completed and submitted to the records librarian who will forward to the State for approval. This form can be requested from the records librarian.
- If the items are not on the retention schedule, they should be boxed and sealed.
- Send an email to Brandon Hudson, Sales Manager/Operations Manager, at On-site Secure Shredding(OSS) at bhudson@oss-shred.com and provide the following information:
 - a. Department Name
 - b. Contact Person Name, Email address, and Phone Number
 - c. Campus Pick-up Location (Building Name and Physical Address)
 - d. Hours of Availability for Pick-up
 - e. Number of Boxes, by size

NOTE: If the box(es) to be picked up for shredding are located in the Records Retention area of the Library, you must instruct OSS to coordinate the pick-up date and time with Heather Pilcher: 318.342.1054 / pilcher@ulm.edu.

- After the services are completed, the Contact Person provided above will receive an invoice from OSS based on the following per-box rates:
 - a. \$4 per Banker box
 - b. \$5 per Standard Letter box
 - c. \$6 per Legal Letter box

There is a Service Charge of \$25 for low volume, which is under 20 boxes

 OSS will send you the invoice to contact name of the person provided. You will be responsible for promptly submitting a Check Request for payment. NOTE: All shredding should be charged to Account 703999

		Records Retention Schedule	ntion S	chedule				-	(71/1)
Division of A	Louisiana Secretary of State Division of Archives. Records Management and History								Page 30 of 101
Post Office E	Post Office Box 94125, Baton Rouge, LA 70804				Http://www.sos.la.gov	www.s	08.18	λob	ORIGINAL SUBMISSION
Agency No	Agency / Division / Section							L	X RENEWAL
000'990	University of Louislana Monroe/ VP of Academic Affairs/ College of Pharmacy	ic Affairs/ Colleg	e of Pharm	acy	_		sp		REPLACEMENT PAGEADDENDUM PAGE
Item	Records Series Title		Retention Period	riod	, Aq	Je	noosi		
		In Office	In Storage	Total Retention	Securi	widəsA	State R Center	IstiV	Remarks
-	Supervisor Files	ACT + 5CY	0	ACT + 5CY	Σ	o	z	_	ACT = until end of CY in which emplayee is no langer with agency
2	Student Records	PERM	0	PERM	0	ဟ	z	>	
m	Graduated Students	PERM	0	PERM	o	o)	z	>	
4	Business Office Records	PERM	0	PERM	Σ	œ	z	>	
s.	Purchasing	PERM		PERM	Σ	œ	z	>	
9	Equipment Files	ACT + 3FY	0	ACT + 3FY	Σ	03	z	>	ACT = until end of FY in which created or received.
Permitted Re ACT Active FY- Fiscal Yes CY Calenda	Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Celendar Year (July 1- June 30) A Accordant Year (July 1- July 31)	Security Status Codes P - Public Record M - May Centain Confidential Information C - Confidential Information	Codes 1 Confidential In		State Records Center Use Y - Yes N - No	spuo	Sente		Agency Abbreviations
FFY – Federal Fisco MO – Months WK. PERM – Permanent	PRY - Redental Floats Year (Oct 1 - Sept 30) MO - Months WK - Week DY - Day(s) PERM - Permanent	Archival Processing Codes A—Transfer to State Archives R—Retain in Agency Archives S—Review by State Archives O—Other (Specify in Remarks)	sing Codes late Archives ncy Archives ale Archives y in Remarks)		Vital Record Identification Code V= Vital I = Important U= Useful	tion of time	8		
Heathe Agency Approval	Heather R. Pilchen	9/12/19 Date Signed	%	Secretary of State Archive	State	6 Og	I(/\T%	\ \{\ge^2\ge^2\}	Records Services Date Approved

RECORD TRANSMITTAL AND RECEIPT FORM SSARC 103 (R 11/2010)

NOTE: Send Original to Record Center. One Receipted Copy Will Be Returned.

Name and Address of Agency University of Louisiana Monroe 700 University Library Monroe, LA 71209 Records Officer and Title								SECRETARY OF STATE DIVISION OF ARCHIVES RECORDS MANAGEMENT & HISTORY P.O. BOX 94125, Capitol Station Baton Rouge, Louisiana 70804-9125			
Heather R. Pilcher, Asst. Prof., Coord. Coll. University Library							3. Date 8-10-2023				
Universit	y Library						4. Transfer to: ULM Libra	ULM Library-Room 511			
Phone No. 318-342-	1054						Records Center	Other:			
7. RECORDS CENTER BOX NO.	8. AGENCY BOX NO.		E OF RECO				5. No. of Boxes Transferred		6. Disposal Date Perm		
Center Use Only)											
2-5-2023		Month	Year	thru	Month	Year		RECORDS	SERIES TITLE		
1 of 7	1		2013			2013	Misc. College of Pharmacy Purchase Orders				
2 of 7	2		2014			2014	Misc. College of Pharmacy Purchase Orders				
3 of 7	3		2014			2014	Misc. College	of Pharm	acy Purchase O	rders	
4 of 7	4		2015			2015	Misc. College	of Pharm	acy Purchase C	rders	
5 of 7	5		2016			2016	Misc. College of Pharmacy Purchase Orders				
6 of 7	6		2020			2020	Misc. College of Pharmacy Purchase Orders				
7 of 7	7		2021			2021	Misc. College of Pharmacy Purchase Orders				
Total Boxes on this page 7 SECTION BE					ON BE	LOW FOR RECO	ORD CEN	TER USE ONLY	•		
LOCATION											
SECTION DD	SHELF 3-4	Date Received 8-15-2023					Date Shelved 8-15-2023	Transferred	d to Records Center	Date	
Page	Total Pages	Verifie	d By:					Records Inspe	ected By:		
1	1	Heather R. Pilcher									