

# Records Retention Schedule

Tom Schedler, Louisiana Secretary of State  
 Division of Archives, Records Management and History  
 Post Office Box 94125, Baton Rouge, LA 70804

Http://www.sos.la.gov

SS ARC 932 (06/13) R2017-210

Agency No 003.007 Agency / Division / Section Office of Risk Management/Division of Administration/Administrative Unit

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Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total					
1	FMLA Record	ACT + 5 CY	0	ACT + 5 CY	C	S	N	I	ACT= until the end of the FY in which the FMLA period expires. (originals retained by DOA/HR)
2	Personnel Files	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	Active = Until the end of the FY in which employee separates from agency (Originals retained by DOA/HR)
3	Grievances Files	ACT + 5 FY	0	ACT + 5 FY	C	S	N	I	Active = Until the end of the FY in which the matter is closed
4	Position Descriptions (SF3)	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT= until the end of the FY in which the description is abolished or is superseded. (originals retained by DOA/HR)
5	Purchase Orders & Requests	ACT + 3 FY	0	ACT + 3 FY	P	S	N	U	ACT= until the end of the FY in which the record was created or received. (originals retained by ORM accounting unit)
6	Applicant Data	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT= until the end of the FY in which the position is filed or closed. (originals retained by DOA/HR)
7	I.D. Badge files	ACT + 6 MO	0	ACT + 6 MO	M	S	N	U	ACT= until the end of the month created or received. (originals retained by State Buildings for 3 years)
8	ORM Organizational Charts	ACT + 5 FY	0	ACT + 5 FY	P	S	N	I	ACT= until the end of the FY created.
9	Org Publisher Organizational Charts	ACT + 5 FY	0	ACT + 5 FY	M	S	N	I	ACT= until the end of the FY created.

**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 DY - Day(s)  
 PERM - Permanent

**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 Approval: M-D. Ollie Date Signed: 10-12-17  
 Secretary of State, State Archives & Records Services: Carrie Mathis, CEO Date Approved: 11/7/17 as amended

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		In Office	In Storage	Total Retention					
10	Office of Telecommunication Service Orders	ACT + 3 CY	0	ACT + 3 CY	P	S	N	U	ACT = until the end of the FY in which the record was created or received.
11	Vehicle History Files	ACT + 3 CY	0	ACT + 3 CY	P	S	N	I	Active = until the end of the FY in which the vehicle is surplus or disposed of
12	Time and Attendance Records	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	ACT = until end of the FY year created
13	Training History Files (CPTP)	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = until the end of the FY created or received (originals retained by DOA/HR)
14	Property/Inventory Records	ACT + 4 FY	0	ACT + 4 FY	P	S	N	U	ACT = until the end of the FY in which the record is created or received. (originals retained by LPAA)
15	Safety Records	ACT + 5 FY	0	ACT + 5 FY	P	S	N	U	ACT = until the end of the FY in which the record is created.
16	Building Rental Leases	ACT + 3 CY	0	ACT + 3 CY	P	S	N	V	ACT = until the end of the FY in which the lease expires otherwise

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Agency Approval *M - J. O. [Signature]*

Date Signed *10-12-17*

Secretary of State, State Archives & Records Services *Cassie M. [Signature]*

Date Approved *11/7/17 as amended*



# Records Retention Schedule

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 Post Office Box 94125, Baton Rouge, LA 70804

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Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Account Design	Perm		Perm	P	R	N	V	
2	Bid Invitations and Correspondence	ACT+ 10 FY		ACT+ 10 FY	P	S	N	I	ACT= until the end of the FY in which the record was created or received.
3	Builders Risk Premiums, Reports and Files	ACT+ 5 FY		ACT+ 5 FY	P	S	N	I	ACT= until the end of the FY in which the record was created or received.
4	Exposure Files (Aviation, Marine and Property)	ACT+ 5 FY		ACT+ 5 FY	P	S	N	I	ACT= until the end of the FY in which the record was created or received.
5	General Correspondence	ACT+ 5 FY		ACT+ 5 FY	P	S	N	I	ACT= until the end of the FY in which the record was created or received.
6	Certificates of Insurance	Perm		Perm	P	R	N	V	
7	ORM Invoices	ACT+5 FY		ACT+ 5 FY	P	S	N	I	ACT= until the end of the FY in which the record was created or received.
8	Policy and Correspondence Files	Perm		Perm	P	S	N	V	
9	Professional Correspondence	ACT + 1FY		ACT+1FY	P	S	N	V	ACT= Until the end of the FY in which document no longer applies, as determined by Underwriting personnel
10	Key Contacts	ACT + 1FY		ACT + 1 FY	P	S	N	I	ACT= Until the end of the FY in which document no longer applies, as determined by Underwriting personnel.

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*[Signature]*  
 Agency Approval

11-13-14  
 Date Signed

*[Signature]*  
 Secretary of State, State Archives & Records Services

12/15/14  
 Date Approved *as amended*













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1	Manual Check Requests	ACT+ 1FY	3FY	ACT+ 4FY	M	S	Y	U	ACT= until the end of the FY created or received.
2	Recoveries	ACT + 3FY	0	Act +3 FY	P	S	N	V	Active = Until the end of the FY in which the matter is closed.
3	Hurricane Recoveries	ACT + 3FY	0	ACT + 3FY	P	S	N	V	Active = Until the end of the FY in which the project is closed out. Subject to Federal audit
4	Payables	ACT + 3FY	0	ACT + 3FY	P	S	N	V	Act = until end of FY created or received.
5	Voided Check Summaries (Reconciliation Reports)	ACT+ 3FY	0	ACT+ 3FY	P	S	N	I	ACT= until the end of the FY in which the record is created or received.
6	Correction Documents (J forms)	ACT+ 3FY	0	ACT+ 3FY	P	S	N	I	ACT= until the end of the FY in which the record is created or received.
7	Contract Payment Reports (STARS Reports)	ACT + 3FY	0	ACT + 3FY	P	S	N	U	Act = until end of FY created
8	Travel Documents	ACT+ 1FY	2FY	ACT+ 3FY	C	S	Y	I	ACT= until the end of the FY in which the record is created or received.
9	Bank Reconciliations	ACT+ 3FY	3FY	ACT+ 6FY	C	S	Y	V	ACT= until the end of the FY in which the record is created or received.
10	Budget Requests	ACT + 20 FY	0	ACT + 20FY	P	S	N	V	Active = Until end of the FY in which matter is closed

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Agency Approval *[Signature]*

Date Signed 5-6-2014

Secretary of State, State Archives & Records Services *[Signature]*

Date Approved 11/13/14

