

Records Retention Schedule

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

SS ARC 932 (10/19)

Page 12 of 13

Indicate Use of Form

ORIGINAL SUBMISSION
 RENEWAL
 REPLACEMENT PAGE
 ADDENDUM PAGE

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Agency No	Agency / Division / Section	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
			In Office	In Storage	Total Retention					
472.000	LSU Health Sciences Center New Orleans / Graduate Education and Employment Files									
82	Accreditation Records		ACT + 10 FY		ACT + 10 FY	P	S	N	V	ACT = End of FY in which the matter is closed with accrediting agency.
83	Academic Records - Vital		PERM		PERM	C	R	N	V	
84	Academic Records - Non Vital		ACT + 5 FY		ACT + 5 FY	C	S	N	I	ACT = Until end of FY in which the student / house officer is enrolled.
85	Applications of Non Hires		ACT + 2 FY		ACT + 2 FY	M	S	N	I	ACT = Until end of FY in which position is filled or closed.
86	Compliance Records		ACT + 5 FY		ACT + 5 FY	M	S	N	I	ACT = Until end of FY in which the student / house officer is enrolled.
87	Employment Records - Vital		ACT + 70 FY		ACT + 70 FY	C	S	N	V	ACT = Until end of FY in which the student / house officer is enrolled.
88	Employment Records - Non Vital		ACT + 5 FY		ACT + 5 FY	M	S	N	V	ACT = Until end of FY in which the student / house officer is enrolled.
89	Health Records		ACT + 5 FY		ACT + 5 FY	C	S	N	I	ACT = Until end of FY in which student / house officer separates from the agency.
90	Legal Records		PERM		PERM	C	R	N	V	
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)			A - Transfer to State Archives			V= Vital				
FFY - Federal Fiscal Year (Oct 1 - Sept 30)			R - Retain in Agency Archives			I = Important				
MO - Months WK - Week (Mon-Sun) DY - Day(s)			S - Review by State Archives			U= Useful				
PERM - Permanent			E - Review by State Archives/Electronic							
** = May be part of an Imaging/Electronic Exception.			O - Other (Specify in Remarks)							
^^ = May be part of an Imaging/Electronic Survey.										

[Signature]

Agency Approval

1/6/2020

Date Signed

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

1-7-2020

Date Approved

