

			ords Retention Schedule	
Department: Agency:	Health Care LSUHSC	Services Div	ision	
Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
Property Control				
Movable property	2		CY +4	Administrative Decision
Property Appraisals	2		CY +4	Administrative Decision
Bldgs/Additions Cost	2	Permanent	Permanent	Administrative Decision
Safety				
Disaster Recovery Plan	x		CY + 3	LA R.S. 44:36
Safety Inspections	х		CY +3	Administrative Decision
Procedural Incident Reports	х		CY +3	Administrative Decision
Security				
Security Disturbances	x		Cy +3 years	LA R.S. 44:36
Patient Personal Property	х		3 years after discharge	LA R.S. 44:36
Abandoned Property Records	х		10 yrs	LA R.S. 9:173
Maintenance				
Construction Project Plans	x		10 years	Administrative Decision
Maintenance Records	x		CY + 3	Administrative Decision
Motor Vehicle Maint records	x		Until surplused	Administrative Decision
Maintenance of Equip	х		Until surplused	Administrative Decision
Property Appraisals	х		CY +4	Administrative Decision
Repair Records	х		CY + 3	Administrative Decision
Research Records Human Experiment Records	x		30 years Beyond Experiment	LAC 46:LIII.2551
Medical Research	х		10 Years	
Patient Medical Record				
Adult	x		10 Years	RS 40:34
Infant/Child	x		10 + age of majority	
Birth Record	x		Permanent	
Death Record	x		Permanent	
Administration				
Annual Reports	x		CY + 3	LA R.S. 44:36
	^			Medicare and Medicaid Guide (PRM-I, §2304.1 ¶
	I			6420.85;45 CFR 413.20; 45 CFR 413.24; Health
Policies and Procedures	х		10 yrs1	Insurance Manual 10 Section 413.04 ¹
Minutes of Board of Supervisors, Board of Directors, Executive Committee,			,	
Medical Staff	v		Life of Hospital	La. R.S. 44:7
	X		3 yrs from the date of	La. R.S. 40:2144(F)(2)
Unnresolved audit, appeal & litigation ²	x		resolution	La. R.S. 40:2144(F)(2) La. R.S. 40:1299.96; La. R.S. 37:2817
Record Retention Schedule	X		Active + 3 yrs	La. R.S. 40.1299.90, La. R.S. 37.2017 LA R.S. 44:36
	1	<u>n</u>	Approval:	
			Date	Agency
			Date Unsigned Schedules will be Returned to Agency	Secretary of State, Archives and Records Services
				SS ARC



		Rec	ords Retention Schedule	
Department:	Health Care			
Agency:	LSUHSC			
Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
Finance				
Accounts Payable Records	2	2	CY + 3	La. R. S. 44:36
Accounts Receivable Records	2	2	CY + 3	La. R. S. 44:36
Audit Reports	х		CY + 3	LA R.S. 44:36
Bank Account Statements	2	2	CY + 3	La. R. S. 44:36
Bank Deposit Receipts	2	2	CY + 3	La. R. S. 44:36
Bonds	2	8	10 yrs	Administrative Decision
Budgets			CY + 3	La. R. S. 44:36
Canceled Checks	2	2	CY + 3	La. R. S. 44:36
Canceled Notes	2	8	10 yrs	Administrative Decision
Capital Asset Records	х		3 yrs from full depreciation	
Cash Disbursements	2		CY + 3	La. R. S. 44:36
Cash Receipts	2	2	CY + 3	La. R. S. 44:36
Chart of Accounts	2	8	10 yrs	Footnote 1
Contracts	х		Contract end + 10 yrs	Civil Code
Credit Card Records	2	2	CY + 3	La. R. S. 44:36
Depreciation Schedules	х		10 yrs	Administrative Decision
Federal State and Private Financial				34 CFR 74.53; 45 CFR 2543.53
Awards	2	2	CY + 3	45 CFR 74.53; La. R. S. 44:36
Financial Statements	2	8	10 yrs	Administrative Decision
Inventory	х		CY + 3	La. R. S. 44:36
Invoices	2	2	CY + 3	La. R. S. 44:36
Journal Vouchers	2	2	CY + 3	La. R. S. 44:36
Organizational Charts	х		CY + 3	La. R. S. 44:36
Payroll	х		CY + 3	La. R. S. 44:36
Petty Cash Records	2	2	CY + 3	La. R. S. 44:36
Purchase Orders	х		CY + 3	La. R. S. 44:36
Purchase Requisitions	х		CY + 3	La. R. S. 44:36
Sales Receipts	2	2	CY + 3	La. R. S. 44:36
Travel Authorizations	х		CY + 3	La. R. S. 44:36
Travel Expense Requests	2	2		La. R. S. 44:36
Unemployment Insurance Payments	х		CY + 3	La. R. S. 44:36
Wire Transfers	2	2		La. R. S. 44:36
Workers Compensation Insurance	Х		CY + 3	La. R. S. 44:36
Medicaid/Medicare/UCC				
Billing Material HCFA 1450 and				
supporting documents			10 yrs ¹	Footnote 1
Cost Report support documents	1		10 yrs ¹	Footnote 1
Medical Records (utilization review	1		10 913	
committee reports, physician				
certifications, discharge summaries,				
			10 yrs ¹	Footpoto 1
patients' medical records, etc.)	1		10 yrs ¹	Footnote 1
Hospital Physician Materials (agreements	5			
upon which Part A-Part B allocations are			10.001	Footpote 1
made)	1		10 yrs ¹	Footnote 1
Medicare & Medicaid claims and				
supporting documentation including			1	U.S. Dept of Justice
nursing education records			10 yrs ¹	Medicare Hospital Manual Section 480
	<u> </u>		Approval:	1
			Date	Agency
			Date	Secretary of State, Archives and Records Services
			Unsigned Schedules will be	
			Returned to Agency	
			recarried to Ageney	SS ARC



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941, Payroll deduction authorization) x Job Descriptions x Layoff Records x Leave Registers & Worksheets x Material Safety Data Sheets x Monthly Payroll Registers x Occupational Injury and Illness Annual x Summary x Pay Scales x Payroll Correspondence x Payroll Payables & Invoices x Performance Standards x Prior Pay Period Adjustments x Promotion Records x Retirement Records x Salary Records x		
Job Descriptions x Layoff Records x Leave Registers & Worksheets x Material Safety Data Sheets x Monthly Payroll Registers x Occupational Injury and Illness Annual x Summary x Pay Scales x Payroll Correspondence x Payroll Correspondence x Payroll Payables & Invoices x Performance Standards x PPR Records x Prior Pay Period Adjustments x Promotion Records x Retirement Records x Salary Records x		
Layoff Records x Leave Registers & Worksheets x Material Safety Data Sheets x Monthly Payroll Registers x Occupational Injury and Illness Annual Summary x Pay Scales x Payroll Correspondence x Payroll Payables & Invoices x Performance Standards x Prior Pay Period Adjustments x Promotion Records x Retirement Records x Salary Records x	Active + 3	26 CFR 301.6501(E)-1
Leave Registers & Worksheets x Material Safety Data Sheets x Monthly Payroll Registers x Occupational Injury and Illness Annual x Summary x Pay Scales x Payroll Correspondence x Payroll Payables & Invoices x Performance Standards x Prior Pay Period Adjustments x Promotion Records x Retirement Records x Salary Records x	Active + 10 years	Liability concerns
Leave Registers & Worksheets x Material Safety Data Sheets x Monthly Payroll Registers x Occupational Injury and Illness Annual x Summary x Pay Scales x Payroll Correspondence x Payroll Payables & Invoices x Performance Standards x Prior Pay Period Adjustments x Promotion Records x Retirement Records x Salary Records x	01/ 1.0	29 CFR 1627.3
Material Safety Data Sheets x Monthly Payroll Registers x Occupational Injury and Illness Annual x Summary x Pay Scales x Payroll Correspondence x Payroll Payables & Invoices x Performance Standards x Prior Pay Period Adjustments x Promotion Records x Retirement Records x Salary Records x	CY + 3	LA R.S. 44:36
Monthly Payroll Registers x Occupational Injury and Illness Annual x Summary x Pay Scales x Payroll Correspondence x Payroll Payables & Invoices x Performance Standards x Prior Pay Period Adjustments x Promotion Records x Retirement Records x Salary Records x	CY + 3 CY + 30 yrs	La. R. S. 44:36
Occupational Injury and Illness Annual Summary x Pay Scales x Payroll Correspondence x Payroll Payables & Invoices x Performance Standards x PPR Records x Prior Pay Period Adjustments x Promotion Records x Retirement Records x Salary Records x	CY + 30 yrs CY + 3	29 CFR 1910.20; 29 CFR 1910.1001 La. R. S. 44:36
Summary x Pay Scales x Payroll Correspondence x Payroll Payables & Invoices x Performance Standards x PPR Records x Prior Pay Period Adjustments x Promotion Records x Retirement Records x Salary Records x		La. R. S. 44.50
Pay Scales x Payroll Correspondence x Payroll Payables & Invoices x Performance Standards x PPR Records x Prior Pay Period Adjustments x Promotion Records x Retirement Records x Salary Records x	CY + 5 yrs	29 CFR 1904.6
Payroll Correspondence x Payroll Payables & Invoices x Performance Standards x PPR Records x Prior Pay Period Adjustments x Promotion Records x Retirement Records x Salary Records x		29 CFR 1627.3
Payroll Correspondence x Payroll Payables & Invoices x Performance Standards x PPR Records x Prior Pay Period Adjustments x Promotion Records x Retirement Records x Salary Records x	CY + 3	LA R.S. 44:36
Payroll Payables & Invoices x Performance Standards x PPR Records x Prior Pay Period Adjustments x Promotion Records x Retirement Records x Salary Records x	CY + 3	La. R. S. 44:36
Performance Standards x PPR Records x Prior Pay Period Adjustments x Promotion Records x Retirement Records x Salary Records x	CY + 3	La. R. S. 44:36
PPR Records x Prior Pay Period Adjustments x Promotion Records x Retirement Records x Salary Records x	Active + 10 years	Liability concerns
Prior Pay Period Adjustments x Promotion Records x Retirement Records x Salary Records x	CY + 3	Lability concerns La. R.S. 44:36
Promotion Records x Retirement Records x Salary Records x	CY + 3	La. R. S. 44:36
Retirement Records x Salary Records x		29 CFR 1627.3
Retirement Records x Salary Records x	CY + 3	LA R.S. 44:36
Salary Records x		29 CFR 1627.3
Salary Records x	CY + 3	LA R.S. 44:36
		29 CFR 1627.3
	CY + 3	LA R.S. 44:36
Temporary Employee Records x		29 CFR 1627.3
		LA R.S. 44:36
Time and Attendance Records x	CY + 3	La. R. S. 44:36
Training Materials x	CY + 3 CY + 3	La. R.S. 44:36
× I	CY + 3	•
		Agency
	CY + 3 CY + 3 Approval:	луспоу
	CY + 3 CY + 3	
	CY + 3 CY + 3 Approval:	Secretary of State, Archives and Records Service
	CY + 3 CY + 3 Approval: Date	



Department:	Health Care S		ords Retention Schedule ision	
Agency:	LSUHSC			
Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
				29 CFR 1627.3
Transfer Records	х		CY + 3	LA R.S. 44:36
Vacancy Announcements	х	!	CY + 3	La. R.S. 44:36
Worker's Comp Records	х	1	Active + 3 yrs	
HIPAA				
Authorization for Release of Protected Health Information (HIPAA 7501-03)	x		6 years	45 CFR Parts 160 & 164
Request for Access to Protected Health Information (HIPAA 4503-03)	x		6 years	45 CFR Parts 160 & 164
Restricting Uses & Disclosures of Protected Health Information: Patient Request, Facility Response & Revoking or Terminating Restriction (HIPAA 7504-				
03)	x	1	6 years	45 CFR Parts 160 & 164
Permission to Use & Disclose Protected Health Information (HIPAA 7505-03) Request to Receive Confidential Information by Alternative Means or at	x		6 years	45 CFR Parts 160 & 164
Alternative Location (HIPAA 7506-03 & 7521-03)			6 years	45 CFR Parts 160 & 164
Accounting of Disclosures of Protected Health Information	x		6 years	45 CFR Parts 160 & 164
Tracking Form for Disclosure of Protected Health Information (HIPAA 7507-03 & 7525-03) Request for Amendment to Protected	x		6 years	45 CFR Parts 160 & 164
Health Information & Related Correspondence: Notification of Approval, Notification of Delay in Decision, Notification of Denial, Notification to other Entities (HIPAA 7508-				
03)	х	1	6 years	45 CFR Parts 160 & 164
Limited Data Set Request & Data Use Agreement (HIPAA 7509-03)	x		6 years	45 CFR Parts 160 & 164
Business Associate Agreements (HIPAA 7510-03)	x		6 years	45 CFR Parts 160 & 164
Request for De-identified Information (HIPAA 7511-03) Acknowledgement of Receipt of Notice of	x		6 years	45 CFR Parts 160 & 164
Privacy Practices (HIPAA 7515-03)	x	1	6 years	45 CFR Parts 160 & 164
Authorization for Use and Disclosure of Protected Health Information for Marketing Purposes (HIPAA 7517-03)	x		6 years	45 CFR Parts 160 & 164
Verification of Treatment Relationship by Health Care Provider-Individual or Entity	~	•		
(211408-1)	x		6 years	45 CFR Parts 160 & 164
			Approval:	· · · · · · · · · · · · · · · · · · ·
			Date	Agency
			Date Unsigned Schedules will b Returned to Agency	Secretary of State, Archives and Records Service



Department:	Health Care	Services Div	ision	
Agency:	LSUHSC	Records	Destroy	
Series Title	In Office	Center	After	Disposition and Remarks
Medical Staff				
Vinutes of Meetings:				
Medical Executive Committee	х		Life of Hospital	LA R.S. 44:7
Medical Staff	Х		Life of Hospital	
Utilization Management				
Patient Management System Reports:				
ADT, 1 Day Stay, etc.	x		1 year	Administrative Decision
Case Review Records	x		2 years	Administrative Decision
Correspondence with Payers	X		2 years	Administrative Decision
Quality Management				
Departmental Meeting Minutes	X		Life of Hospital	Administrative Decision
Surgical Case Review	X		7 years	Administrative Decision
Medicare Mortality Report	х		Life of Hospital	Administrative Decision Medicare & Medicaid Guide (PRM-I, 2304.1 P
UR/DRG Review Worksheets	х		10 years	6420385)
JCAHO Survey Reports	X		Life of Hospital	Administrative Decision
Ethics & Compliance	~			
Committee Meetings Minutes	х		Life of Hospital	Footnote 1
Ethics & Compliance Policy Development				
Committee Meetings Minutes	х		Life of Hospital	
Facility Ethics & Compliance	Х		Life of Hospital	
Compliance				
Audits-External	х		Active +5	Administrative Decision
Audits-Internal	х		Active +5	Administrative Decision
Investigation-Documentation	х		Active +10	Administrative Decision
General Correspodence	Х		Active +3	Administrative Decision
Correspondence with OIG	Х		Active +3	Administrative Decision
Correspondence with Ethics and Compliance Officers	v		Current Vr. 14	Administrativa Decision
Training Materials	X X		Current Yr +4 Active +4	Administrative Decision Administrative Decision
Training Programs	X		Active +4	Administrative Decision
Newsletters/Bulletins	X		Current Yr +1	Administrative Decision
			Until Current Officer is	
Compliance Officer Designation Form	х		Replaced	Administrative Decision
Quarterly Reports	х		Current Yr +4	Administrative Decision
Reference Files	X		Administrative Decision	Administrative Decision
Dietary/Nutritional Services				
Menus	х		Current Yr +3	LA R.S. 44:36
Inspection Reports	х		Current Yr +3	LA R.S. 44:36
Dietary Recipe Records	х		Active File	Administrative Decision
Dietician Counseling Summaries	Х		2 Years	Administrative Decision
Food Costs	X		Current Yr +5	Administrative Decision
Meal Counts	Х		Current Yr +3	Administrative Decision
			Approval:	
			Date	Agency
			Date	Secretary of State, Archives and Records Service
			Unsigned Schedules will be Returned to Agency	



Department:	Health Care		ords Retention Schedule	
Agency:	LSUHSC	Services Div		
Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
Pharmacy				
Controlled Substances Inventory and			_	LAC 46:LIII.2525; LAC 46:LIII2545; LAC 46:LIII.29
Orders	X		5 years CY + 3 years from date of	2903; 21 CFR 1304.04(a)
Alcohol (Tax Free Inventory)	x		dispensing	LAC 46:LII.2525; 27 CFR 22.164
Controlled Substances Dispensed and			F	
Administered	X		5 years	LAC 46:LIII2525; LAC 46:LII2901-2903; 21 CFR LAC 46:LII: 1.2525; LAC 46:2545; LAC 46:LII2901
				2903; 21 CFR 291.505 (d)(13)(ii; 21CFR 310.505
Methodone Records	x		5 years	2525; LAC 46:
				LAC 46LIII 2525; LAC 46:LIII 2901-2903; 21CFR
Prescriptions	х		5 years	1304.04 (h)
Patient Profile	х		5 years	LAC 46:LIII2525; LAC 46:LIII.2901-2903
Inspection Reports	х		CY +3years	LAC 46:LIII.2529
Recall Records	X		CY +3years	LAC 46: LIII.2531
Radioactive Drugs	х		5 Years 5 Years after date of	LAC 46:LIII1907, LAC 46:2901-2903
Pharmacy Register	x		dispensing	LAC 46:LIII 2911
Blood Bank				
			5 Years after Processing or 6 months after the latest	
			expiration date, if no expiration	
Adverse Reactions to Transfusions	x		date: permanently	21 CFR 606.160 AABB 7.4.2; 7.4.33; 7.4.4.1
	^		5 Years after Processing or 6	21 OT 1 000.100 AADD 7.4.2, 7.4.33, 7.4.4.1
			months after the latest	
			expiration date, if no expiration	
General Records	х		date: permanently	21 CFR 606.160
			CFR 5 years after Processing	
			or 6 months after the latest	
			expiration date, if no expiration	
Blood Donor Records	x		date: permanently AABB 10 years	21 CFR 606.160 AABB 5.2.1; 5.4.2; 5.4.3.1; 5.2; 5.82
Blood Donor Records	^		5 Years after Processing or 6	5.62
			months after the latest	
			expiration date, if no expiration	
ABO and RH Types	х		date: permanently	21 CFR 606.160 AABB 5.13.1
Quality Control	х		5 Years	21CFR 606.160 AABB 5.1.3
Blood Test Results	х		5 Years after Processing	21 CFR 606.160 AABB 5.14.1
Final Disposition of Blood and				
Components	Х		CFR 5 years AABB 10 years	21 CFR 606.160 AABB 5.1.6.5
Refrigeration and Blood Inspection Records	x		5 Years	21CRF 606.160 AABB5.18
Transfusion Request Records	X		5 Years	21 CRF 606.160 AABB5.18.4.5
Laboratory, Therapy, and Imaging				
Echocardiogram Tracings- Minors	x		Age of Majority + 10 years	RS:40:2114; RS: 40:1229.96
Adults	X		10 years after discharge	RS:40:2114, RS: 40:1229.96
Electrocardiogram Tracings	1			
Minors	х		Age of Majority + 10 years	RS:40:2114; RS: 40:1229.96
Adults	Х		10 years after discharge	RS:40:2114; RS: 40:1229.96
			Approval:	
			Date	Agency
			Date	Secretary of State, Archives and Records Service
			Unsigned Schedules will be Returned to Agency	
			Neturned to Agency	SS ARC



		Rec	ords Retention Schedule	
Department:	Health Care			
Agency: Series Title	LSUHSC	Records Center	Destroy After	Disposition and Remarks
Electroencephalogram Tracings				
Minors	х		Age of Majority + 10 years	RS:40:2114; RS: 40:1229.96
Adults	х		10 years after discharge	RS:40:2114; RS: 40:1229.96
Electromyograms				
Minors	х		Age of Majority + 10 years	RS:40:2114; RS: 40:1229.96
Adults	х		10 years after discharge	RS:40:2114; RS: 40:1229.96
Radioisotopes	х		5 years	10 CFR 30.51
Laboratory Test Requisitions	х		2 years	42 CFR 493.1105
Therapy Treatment Records				
Minors (not duplicated in patient records)	x		Age of majority + 10 years	RS 40:2114; RS 40: 1299.96
Adults (not duplicated in patient records)	v		10 years after discharge	PS 40:2114: PS 40: 1200.06
Adults (not duplicated in patient records) Final Test Reports-Pathology/ Histology/	Х		10 years after discharge 10 years after Date of	RS 40:2114; RS 40: 1299.96
Cytology	х		Reporting	42 CFR 493.1109; 42 CFR 493.1257
Patient Testing Reports -	^			
Immunohematoloty, Histocompatibility	х		5 years	42 CFR 493.1109
Laboratory Reports- Complete Reports documenting each step in the processing, testing, and reporting of patient specimens to assure the accuracy				
of the testing	х		5 years	42 CFR 439.1109
Bone Marrow Test Reports				
Minors	Х		Age of majority + 10 years	RS 40:2114; RS 40: 1299.96
Adults	х		10 years after discharge	RS 40:2114; RS 40: 1299.96
Requests for tests	х		2 years	42 CFR 493:1105
Test Procedures-Errors	х		2 years	42 CFR 493.1219(d)(3)
Wet Tissue	х		7 days after sign out	42CFR 493.1259(b)
Paraffin Blocks	х		2 years	42CFR 493.1259(b)
Slides	х		5 years	42CFR 493.1259
Histopathology Slides	х		10 years	42CFR 493.1259(b)
Screening Procedures	Х			
Minors	х		Age of majority + 10 years	RS 40: 2144; RS 40:1299.96
Adults	Х		10 years after discharge	RS 40: 2144; RS 40:1299.96
HIV Test results (anonymous)	Х		2 years after date of reporting	42 CFR 493:1109
HIV Test results	х			
Minors	X		Age of majority + 10 years	RS 40: 2144; RS 40:1299.96
Adults Refermence Records	X		10 years after discharge 5 Years	RS 40: 2144; RS 40:1299.96
Performance Records Radiation Protection Program	<u>x</u>			42 CFR 493.903
Radiation Equipment Minor Maintenance	x		CY +3 years	LAC 33:XV.472
Testing (Sealed Sources)	х		5 years	LAC 33:XV.473
Testing (Entry Control Devices)	х		CY + 3 years	LAC 33:XV.473
			Approval:	
			Date	Agency
			Date	Secretary of State, Archives and Records Service
			Unsigned Schedules will be Returned to Agency	22.450
				SS ARG



Department: Health Care Services Division Agency: LSUHSC				
Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
			CY + 3 years after	
Records	x		termination/expiration of license	I AC 33·XV 473
	~		7 years after	ENO 00.7(1.470
Credential License and Certification			separation/termination of	
Records	х		employment	LAC 46:LXVI.1213
	~		omployment	
Planned Special Exposure	x		CY + 3 years after Termination	LAC 33:XV.472; LAC 33.SV.475
			1 year after termination of	,,, ,, ,,,,, , _, ,, ,, ,, , _, ,, ,, ,, ,, ,, , _, ,, ,, ,, , _, ,, ,, ,, , _, ,, ,, ,, , _, ,, ,, ,, , _, ,, ,, ,, , ,, , _, ,, ,, , ,, , _, ,, , ,, , _, ,, , ,, , , ,
Environmental Exposure	х		expiration of license	LAC 33:XV.472
Radiation Monitoring Records (human			1 year after	
exposure)	x		termination/expiration of license	LAC 33:XV.472
Radiation Detection Instrumentation	X		3 years	LAC 33:XV.472
Radiation Monitoring Records				
(Radioactive Materials)	x		3 years	LAC 33:XV.472
Radiology Surveys Records	x		3 years	LAC 33:XV.472
Mammograms	x		3 years	RS 40:2144; RS 40: 1299.6

² Any and all records involved in an audit, appeal, dispute, or litigation must be retained for 3 years from the date of resolution unless a longer retention is required by law, regulation or policy for the specific record.

³ This Record Retention Schedule serves as a template for all HCSD Hospitals and Headquarters. Each Business Unit may submit an amended plan to move records from "In Office" to "Records Center" according to individual Business Unit needs. Any location other than Records Center is considered "In Office."

Approval:	
Date	Agency
Date	Secretary of State, Archives and Records Services
Unsigned Schedules will be Returned to Agency	
	SS ARC 932