Louisiana Secretary of State

Agency Approval

SS ARC 932 (10/19)

Page 1 of 36 R2020-034 AM Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency No Agency / Division / Section X RENEWAL LSU Health Care Services Division / General 023.005 \_\_REPLACEMENT PAGE Records ADDENDUM PAGE Item Retention Period Archival State Re Center **Records Series Title** Number Total Remarks In In Office Storage Retention 1. Calendars ACT + 1 CY 0 ACT + 1 CY S Ν U Active = Until end of CY created or received. S ACT + 1 CY М Ν U Active = Until end of CY created or received. 2. Correspondence - Routine ACT + 1 CY 0 S 3. Correspondence – General ACT + 3 CY 0 ACT + 3 CY М Ν Active = Until end of CY created or received. ACT + 1 CY S U 4. Phone Messages ACT + 1 CY 0 Μ Ν Active = Until end of CY created or received. 5. Professional Association Files ACT + 1 CY 0 ACT + 1 CY Μ S Ν Active = Until end CY administrative need ends. 6. Presentations, Speeches and Handouts ACT + 3 CY 0 ACT + 3 CY S Ν Active = Until end of CY administrative need ends. S Ν U 7. Task Lists ACT + 1 CY 0 ACT + 1 CY Active = Until end of CY administrative need ends. Permitted Retention Period Abbreviations **Security Status Codes** Agency Abbreviations State Records Center P – Public Record ACT – Active Period (when used define term in remarks column) Y - Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) Archival Processing Codes Vital Record **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful \*\* = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic O - Other (Specify in Remarks)

Secretary of State, State Archives & Records Services

Date Approved

Date Signed

Comment [AM1]: I added a General Section which will apply to all departments.

Louisiana Secretary of State

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	Division of Archives, Records Management and History  Post Office Box 94125, Baton Rouge, LA 70804  Ht								101/	Indicate Use of Form			
Agency No	Agency / Division / Section					Ittp://		,00.1a.ç	jov I	ORIGINAL SUBMISSION			
023.005	LSU Health Care Services Division / Administrat	ion								X_RENEWAL			
023.003								sp.		REPLACEMENT PAGE			
Item Number	Records Series Title	R	etention Per	iod		ity	la/	Recor		ADDENDUM PAGE			
Number	Records Series Hate	In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks			
1.	Annual Report	ACT + 3FY	PERM	PERM		Р	Α	Ν	I	ACT = until end of FY created or received.  Transfer to State Archives after 3 FY			
2.	Minutes of Board of Supervisors, Board of Directors	PERM	PERM	PERM		М	R	N	V	La. R.S. 44:7			
3.	Executive Committee, Medical Staff	PERM PERM N				М	R	N	٧	La. R.S. 44:7			
4.	Policies and Procedures (includes policy related correspondence)	PERM PERM F				Р	R	Ν	V	Medicare and Medicaid Guide (PRM-I, §2304.1 ¶ 6420.85;45 CFR 413.20; 45 CFR 413.24; Health Insurance Manual 10 Section 413.04¹			
5.	Record Retention Management Files (includes Records Retention Schedule, Disposal Requests and Certificates of Destruction)	PERM	PERM	PERM	ERM		R	N	1	LA R.S. 44:36			
6.	Audit issues, appeal & Litigation	ACT + 3FY	0	ACT + 3FY	1	М	s	N	V	ACT = until end of FY resolution or appeals are exhausted. La R.S. 40:2144(F)(2) has been re designated as 40:1165.1 La. R.S. 40:1299.96; La. R.S. 37:2817			
Permitted Ret	ention Period Abbreviations	Security Status	Codes	•			ords	Center		Agency Abbreviations			
ACT – Active F	Period (when used define term in remarks column)	P – Public Reco	ord		Use								
FY- Fiscal Yea	r (July 1- June 30)	M – May Contai	n Confidential	Information	-	Yes							
CY – Calendar	Year (Jan 1 – Dec 31)	C – Confidentia	I Information		N -	No							
AY – Academic	c Year (Aug 1 – July 31)	Archival Proce	ssing Codes			al Rec							
	Fiscal Year (Oct 1 - Sept 30)	A – Transfer to	State Archives				tion C	ode					
MO – Months	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in Ag	gency Archives	3	-	Vital							
PERM – Perma		S – Review by S				Impor							
, ,	rt of an Imaging/Electronic Exception.	E- Review by State Archives/Electronic U= U				Useiu							
^ = May be pa	art of an Imaging/Electronic Survey.	O – Other (Spec	cify in Remarks	s)									
Agency Approval Date Signed			Secr	etary of State	e. St:	ate Ar	chive	s & Re	cord	s Services Date Approved			

Louisiana Secretary of State

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	Division of Archives, Records Management and History Post Office Box 94125, Baton Rouge, LA 70804								ov	Indicate Use of Form			
Agency No	Agency / Division / Section									_ORIGINAL SUBMISSION			
023.005	LSU Health Care Services Division / Blood Bank	k								X_RENEWAL REPLACEMENT PAGE			
0_01000								ords		REPLACEMENT PAGE ADDENDUM PAGE			
Item	Records Series Title	R	etention Per	riod		Ţ.	al	Sec		ADDENDOM PAGE			
Number	Necolus Selles Title	In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks			
1.	ABO and RH Blood Types	PERM	PERM	PERM		М	R	N	I	21 CFR 606.160 AABB 5.13.1			
2.	Adverse Reactions to Transfusions	PERM PERM PERM				М	R	N	٧	21 CFR 606.160 AABB 7.4.2; 7.4.33; 7.4.4.1			
3.	Blood Donor Records	PERM PERM PERM				М	R	Z	٧	21 CFR 606.160 AABB 5.2.1; 5.4.2; 5.4.3.1; 5.2; 5.81; 5.82			
4.	Blood Test Results	ACT+5FY 0 ACT+5FY				М	S	Ν	٧	Active = Until end of FY results are processed. 21 CFR 606.160 AABB 5.14.1			
5.	Clinically significant antibodies	PERM PERM PERM				М	R	Z	I	AABB Standards			
6.	Final Disposition of Blood and Components	PERM PERM PERM				М	R	N	I	21 CFR 606.160 AABB 5.1.6.5			
7.	General Records	ACT + 5FY	0	ACT + 5FY		М	S	Υ	ı	Active = Until end of FY Expiration Date is met 21 CFR 606.160			
8.	Quality Control	ACT + 5FY	0	ACT+5FY		Р	S	Υ	I	Active = Until end of FY created or received. 21CFR 606.160 AABB 5.1.3			
9.	Refrigeration and Blood Inspection Records	ACT + 5FY	0	ACT+ 5FY		Р	S	N	I	Active = Until end of FY created or received. 21CRF 606.160 AABB5.18			
10.	Transfusion Request Records	ACT + 5FY	0	ACT + 5FY		М	S	N	I	Active = Until end of FY created or received. 21 CRF 606.160 AABB5.18.4.5			
	ention Period Abbreviations	Security Status			State Use	Rec	ords (	Center		Agency Abbreviations			
	eriod (when used define term in remarks column)	P – Public Reco			Y-Y	/es							
	r (July 1- June 30)	M – May Contai		Information	N - N								
	Year (Jan 1 – Dec 31) : Year (Aug 1 – July 31)	C – Confidentia  Archival Proce			Vital	Poor	ard						
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to	•				tion C	ode					
	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in Ad			V= Vi	ital							
PERM – Perma		S – Review by S	,		I = In	I = Important							
** = May be pa	rt of an Imaging/Electronic Exception.				U= U:	seful							
^ = May be pa	rt of an Imaging/Electronic Survey.	O – Other (Specify in Remarks)											

Secretary of State, State Archives & Records Services

Date Approved

Date Signed

**Comment [AM2]:** We need a more precise description of these records than "General." It has an expiration date. What is expiring?

Louisiana Secretary of State
Division of Archives, Records Management and History

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Date Approved

Agency No	Agency / Division / Section								ORIGINAL SUBMISSION			
023.005	LSU Health Care Services Division / Complian	ce					S		X_RENEWAL REPLACEMENT PAGE			
Item	Depards Carico Title	R	etention Per	riod	£	a	Record		ADDENDUM PAGE			
Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks			
1.	Audits-External	ACT+ 5FY	0	ACT+ 5FY	Р	s	Υ	٧	Active =Until end of FY audit is complete			
2.	Audits-Internal	ACT + 5FY	0	ACT + 5FY	Р	s	N	٧	Active =Until end of FY audit is complete			
3.	Compliance Officer Designation Form	ACT+1FY 0 ACT+1FY P		Р	s	Υ	٧	Active =Until end of FY officer is superseded				
4.	Inspector General Correspondence	ACT + 3FY	ACT+3FY 0 ACT+3FY N			s	Υ	ı	Active = Until the end of the FY created or received.			
5.	Correspondence with Ethics and Compliance Officers	ACT + 5FY	ACT + 5FY 0 ACT + 5FY C		С	S	N	ı	Active = Until end of FY created or received			
6.	Investigation-Documentation	ACT+10FY	0	ACT+10FY	С	s	N	ı	Active =Until end of FY investigation is concluded.			
7.	Newsletters/Bulletins	ACT + 2FY	PERM	PERM	Р	А	N	U	Active = Until end of FY created or received.  Transfer 3 copies of each publication produced to S Archives.			
8.	Quarterly Reports	ACT + 5FY	0	ACT + 5FY	С	s	N	U	Active = Until end of FY created or received.			
9.	Reference Files	ACT + 10FY	0	ACT + 10FY	М	s	N	U	Active = Until end of FY no longer needed for administrative use. (Administrative Decision)			
Permitted Retention Period Abbreviations  ACT – Active Period (when used define term in remarks column)  EY- Fiscal Year (July 1- June 30)  EY – Calendar Year (Jan 1 – Dec 31)  AY – Academic Year (Aug 1 – July 31)  EFY – Federal Fiscal Year (Oct 1 – Sept 30)  MO – Months WK – Week (Mon-Sun) DY - Day(s)  PERM – Permanent  * = May be part of an Imaging/Electronic Exception.		Security Status P – Public Reco M – May Conta C – Confidentia  Archival Proce A – Transfer to R – Retain in Ag S – Review by S E- Review by S	ord in Confidential I Information essing Codes State Archives gency Archives State Archives State Archives/	s s Electronic	Vital Red Identific V= Vital I = Impo	cord ation C			Agency Abbreviations			
	art of an Imaging/Electronic Exception. art of an Imaging/Electronic Survey.	O – Other (Spe										

Secretary of State, State Archives & Records Services

Date Signed

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	rchives, Records Management and History					.,			Indicate Use of Form		
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Agency No	Agency / Division / Section								X RENEWAL		
023.005	LSU Health Care Services Division / Complian	nce					v		REPLACEMENT PAGE		
Item	Records Series Title	R	etention Per	riod		<u>م</u>	Records		ADDENDUM PAGE		
Number	Records Series Title	In Office	In Storage	Total Retentio	u Security	Archival	State R Center	Vital	Remarks		
10.	Training Materials	ACT + 5FY	0	ACT + 5FY	′ P	S	N	٧	Active= Until end of FY superseded or no longer in use.		
11.	Training Programs	ACT + 5FY	0	ACT + 5FY	/ P	S	N	٧	Active= Until end of FY superseded or no longer in use.		
	tention Period Abbreviations	Security Status			State Ro	cords	Center		Agency Abbreviations		
	Period (when used define term in remarks column)	P – Public Reco			Y – Yes						
	ar (July 1- June 30)	M – May Contai		Information	N - No						
	r Year (Jan 1 – Dec 31)	C – Confidentia									
	c Year (Aug 1 – July 31)	Archival Proce	•		Vital Re		Code				
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to			V= Vital						
PERM – Perm	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in Ag S – Review by S			I = Impo	rtant					
	art of an Imaging/Electronic Exception.	E- Review by S			U= Usef						
	art of an Imaging/Electronic Exception.										
			O – Other (Specify in Remarks)								
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Louisiana Secretary of State								Page 6 of 36	
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cy / Division / Section				П	.,,	W.505.Id.	T	_ORIGINAL SUBMISSION	
Health Care Services Division / Dietary/	Nutritional Service	s						<u>X_</u> RENEWAL	
Trouble Care Co. Vices Division, Distary,	Tracticonal Col Vico					ş			
	R	etention Per	riod		, I ,	600		ADDENDUM PAGE	
Records Series Title	In Office	In Storage	Total Retentio	n N		State Records	Vital	Remarks	
ry Recipe Records	ACT + 1FY	0	ACT + 1F	Y P	S	N	ı	Active= Until end of FY superseded or no longer in use.	
cian Counseling Summaries	ACT + 2FY	0	ACT + 2FY	′ M	S	N	٧	Active = Until end of FY created or received.	
Costs	ACT + 6FY 0 ACT + 6FY P		S	N	ı	Active = Until end of FY created or received.			
ection Reports	ACT + 4FY	0	ACT + 4FY	′ P	S	N	٧	Active = Until end of FY created or received.	
Counts	ACT + 4FY 0 ACT + 4FY P		s	N	ı	Active = Until end of FY created or received.			
us	ACT + 4FY	0	ACT + 4FY	′ P	S	N	ı	ORIGINAL SUBMISSION X_RENEWALREPLACEMENT PAGEADDENDUM PAGE  Remarks  Active= Until end of FY superseded or no longer in use.  Active = Until end of FY created or received.  Active = Until end of FY created or received.  Active = Until end of FY created or received.  Active = Until end of FY created or received.  Active = Until end of FY created or received.  Active = Until end of FY created or received.  Active = Until end of FY created or received.	
Period Abbreviations	Security Status			State F Use	ecore	ls Cente	•	Agency Abbreviations	
when used define term in remarks column)	P – Public Reco			Y – Yes	3				
I- June 30) Jan 1 – Dec 31)	M – May Contai C – Confidential		information	N - No					
,				Vital R	ecord			1	
• ,		•	<b>;</b>						
Week (Mon-Sun) DY - Day(s)	R – Retain in Ag	gency Archives	3	V= Vita	I				
	S – Review by S	State Archives		I = Imp	ortant				
Imaging/Electronic Exception.	E- Review by S	tate Archives/	Electronic	U= Use	ful				
Imaging/Electronic Survey.	O - Other (Spec	cify in Remarks	s)						
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  ** = May be part of an Imaging/Electronic Exception.  M = May be part of an Imaging/Electronic Survey.  Agency Approval		A – Transfer to :  DY - Day(s)  R – Retain in Ag S – Review by S Exception.  E- Review by S O – Other (Spec	DY - Day(s)  R - Retain in Agency Archives S - Review by State Archives Exception. Exception. C Survey.  C O - Other (Specify in Remarks)	A – Transfer to State Archives  DY - Day(s)  R – Retain in Agency Archives  S – Review by State Archives  Exception.  E Survey.  D – Other (Specify in Remarks)	A – Transfer to State Archives  DY - Day(s)  R – Retain in Agency Archives  S – Review by State Archives  E- Review by State Archives/Electronic  C Survey.  D – Other (Specify in Remarks)	A – Transfer to State Archives  DY - Day(s)  R – Retain in Agency Archives  S – Review by State Archives  Exception.  Exception.  C Survey.  A – Transfer to State Archives  V = Vital  I = Important  U = Useful	A – Transfer to State Archives  DY - Day(s)  R – Retain in Agency Archives  S – Review by State Archives  E- Review by State Archives/Electronic  C Survey.  Description A – Transfer to State Archives  V = Vital  I = Important  U = Useful	A – Transfer to State Archives  DY - Day(s)  R – Retain in Agency Archives S – Review by State Archives Exception.  Exception.  C Survey.  A – Transfer to State Archives V= Vital I = Important U= Useful	

Agency Approval

SS ARC 932 (10/19)

Date Approved

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Item	Records Series Title	R	etention Per	iod		£	al	Recor		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retention	n	Security	Archival	State Records Center	Vital	Remarks
1.	Accounts Payable Records	ACT + 3FY 7FY ACT + 10 FY F				Р	S	N	V	ACT = Until end of FY in which audited.
2.	Accounts Receivable Records	ACT + 3FY 7 FY ACT + 10 FY				Р	S	N	٧	ACT = Until end of FY in which audited.
3.	Audit Reports	ACT+3FY 7FY ACT+10FY				Р	S	N	_	ACT = Until end of FY created or received.
4.	Bank Account Statements	ACT + 3FY 7FY ACT + 10 FY					S	Υ	٧	ACT = Until end of FY in which audited.
5.	Bank Deposit Receipts	ACT + 3FY 7FY ACT + 10 FY					S	Υ	<	ACT = Until end of FY created or received.
6.	Bonds	ACT + 3FY	ACT + 10 FY	/ I	Р	S	Υ	I	ACT = Until end of FY in which bond issue is paid off / closed out.	
7.	Budgets	ACT + 3FY	7FY	ACT + 10 FY	/ I	Р	S	N	I	ACT = Until end of FY in which budget is revised or superseded.
8.	Canceled Checks	ACT + 3FY	7FY	ACT + 10 FY	/ !	М	S	N	I	ACT = Until end of FY created or received.
9.	Canceled Notes	ACT + 3FY	7FY	ACT + 10 FY	/ I	М	S	N	I	ACT = Until end of FY created or received.
10.	Cash disbursements	ACT + 3FY	7FY	ACT + 10 FY	/ I	М	S	N	٧	Active = Until end of FY in which audited.
	ention Period Abbreviations	Security Status			State Use	Rec	ords (	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Reco			Y-Y	/ <u>a</u> c				
	r (July 1- June 30)	M – May Contai		Information	N - N					
	Year (Jan 1 – Dec 31)	C – Confidentia								
	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30)	Archival Processing Codes Vita					ord tion C	ode		
	WK – Week (Mon-Sun) DY - Day(s)	A – Transfer to State Archives								
PERM – Perma	, , , , , , , , , , , , , , , , , , , ,	R – Retain in Agency Archives					ant			
	ert of an Imaging/Electronic Exception.	S – Review by State Archives  E- Review by State Archives/Electronic								
	= May be part of an Imaging/Electronic Exception.  = May be part of an Imaging/Electronic Survey.  C – Other (Specify in Remarks)									
			O – Otner (Specify in Remarks)							

Secretary of State, State Archives & Records Services

Date Signed

**Comment [AM3]:** All footnotes have been removed.

Louisiana Secretary of State

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Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency No Agency / Division / Section X RENEWAL LSU Health Care Services Division / Finance 023.005 \_\_REPLACEMENT PAGE Records ADDENDUM PAGE Item Retention Period Archival State Re Center **Records Series Title** Number Total Remarks In In Office Storage Retention Cash Receipts ACT + 3 FY 7 FY ACT + 10 FY S Ν V Active = Until end of FY in which audited. 11. S Active = Until end of FY in which superseded. 7 FY ACT + 10FY1 М 12. Chart of Accounts ACT + 3 FY Ν ٧ Active = Until end of FY contract or agreement expires. Contracts / Cooperative Endeavor Agreements ACT + 10FY 0 ACT + 10FY Μ S Ν 13. Civil Code 7 FY ACT + 10FY1 М S Ν V Active = Until end of FY in which audited. Credit Card Records ACT + 3 FY 14. 7 FY ACT + 10FY1 S Ν ٧ Μ Active = Until end of FY created or received. 15. **Depreciation Schedules** ACT + 3 FY S 16. Federal Financial Awards ACT + 3 FY 7 FY ACT + 10FY1 Μ V Active = Until end of FY created or received. Active = Until end of FY in which FEMA/GOSHEP S 7 FY М Ν 17. FEMA / GOHSEP Files ACT + 1 FY ACT + 5 FY closes out the project for the entire state. S V ACT + 3 FY 7 FY  $ACT + 10FY^{1}$ Μ Ν Active = Until end of FY in which audited. 18. Financial Statements ACT + 10FY1 Р S Ν Active = Until end of FY created or received. ACT + 3 FY 7 FY 19. Inventory ACT + 3 FY S 20. Invoices 7 FY ACT + 10FY1 Ν Active = Until end of FY in which audited. Permitted Retention Period Abbreviations **Security Status Codes** State Records Center **Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) FEMA = Federal Emergency Management Agency N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information GOHSEP = Governor's Office of Homeland Security **Emergency Preparedness** AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful \*\* = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic M = May be part of an Imaging/Electronic Survey. O - Other (Specify in Remarks) Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

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	rchives, Records Management and History Box 94125, Baton Rouge, LA 70804				<b>⊔</b> ++•	n://u		sos.la.c	10)/	Indicate Use of Form	
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Item		Retention Period					_	Records		ADDENDUM PAGE	
Number	Records Series Title	In Office	In Storage	Total Retention		Security	Archival	State R	Vital	Remarks	
21.	Journal Vouchers	ACT + 3 FY	7 FY	ACT + 10 F	Y N	M	S	N	٧	Active = Until end of FY created or received.	
22.	Payroll (Payables & Invoices)	ACT + 3 FY	ACT + 3 FY 7 FY ACT + 10 FY P		>	S	N	٧	Active = Until end of FY created or received.		
23.	Petty Cash Records	ACT + 3 FY	7 FY	ACT + 10 F	Y P	0	S	N	I	Active = Until end of FY created or received.	
24.	Purchase Orders	ACT + 3 FY	7 FY	ACT + 10 F	Y P	>	S	N	٧	Active = Until end of FY created or received.	
25.	Purchase Requisitions	ACT + 3 FY	ACT+3FY 7FY ACT+10FY P			>	S	N	٧	Active = Until end of FY created or received.	
26.	Sales Receipts	ACT + 3 FY	+ 3 FY 7 FY ACT + 10 FY P		Р	S	N	٧	Active = Until end of FY in which audited.		
27.	Travel Authorizations (official)	ACT + 3 FY	7 FY	ACT + 10 F	Y N	M	S	N	I	Active = Until end of FY in which authorization lapses.	
28.	Travel Expense Requests	ACT + 3 FY	7 FY	ACT + 10 F	Y N	M	S	N	I	Active = Until end of FY in which completed.	
29.	Unemployment Insurance Payments	ACT + 3 FY	7 FY	ACT + 10 F	Y N	M	S	N	I	Active = Until end of FY in which payment was made.	
30.	Wire Transfers	ACT + 3 FY	7 FY	ACT + 10 F	Y N	M	S	N	٧	Active = Until end of FY created or received.	
ACT – Active I FY- Fiscal Yea	tention Period Abbreviations Period (when used define term in remarks column) ar (July 1- June 30) r Year (Jan 1 – Dec 31)	P – Public Reco M – May Conta C – Confidentia	ord in Confidential	Information	State Use Y – Ye N - No	es	ords	Center		Agency Abbreviations	
FFY – Federal MO – Months PERM – Perm	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30) WK – Week (Mon-Sun) DY - Day(s) anent art of an Imaging/Electronic Exception.	Archival Processing Codes  A – Transfer to State Archives  R – Retain in Agency Archives  S – Review by State Archives		Identit V= Vit I = Im	Vital Reco Identificat V= Vital		al Record entification Co Vital Important		ode		
M = May be pa	art of an Imaging/Electronic Survey.	Imaging/Electronic Survey.  O – Other (Specify in Remarks)			Δr	chive	s & Re	cord	s Services Date Approved		

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Louisiana Secretary of State Page 10 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency No Agency / Division / Section X\_RENEWAL LSU Health Care Services Division / Finance 023.005 State Records Center \_\_REPLACEMENT PAGE ADDENDUM PAGE Item **Retention Period** Archival **Records Series Title** Number Total Remarks Vital In In Office Storage Retention S 31. Workers Compensation Insurance ACT + 3 FY 7 FY ACT + 10FY Ν Active = Until end of FY created or received. Permitted Retention Period Abbreviations **Security Status Codes** State Records Center **Agency Abbreviations** Use 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 C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) AY - Academic Year (Aug 1 - July 31) Vital Record **Archival Processing Codes Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful \*\* = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic  $^{M}$  = May be part of an Imaging/Electronic Survey. O – Other (Specify in Remarks) Date Signed Secretary of State, State Archives & Records Services Agency Approval Date Approved

	Louisiana Secretary of State									Page 11 of 36	
	rchives, Records Management and History					,,				Indicate Use of Form	
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Agency No	Agency / Division / Section									X RENEWAL	
023.005	LSU Health Care Services Division / Health Insu	rance Portabili	ty and Acco	untability A	ct					REPLACEMENT PAGE	
	(HIPPA)							spro		ADDENDUM PAGE	
Item	Records Series Title	R	etention Pe	riod		ty	ā	Seco.			
Number	Records Series Title	In Office	ce In Total 5		Security	Archival	State Records Center	Vital	Remarks		
1.	Accounting of Disclosures of Protected Health Information	ACT + 6FY	0	ACT + 6FY		М	S	N	1	Active = Until end of FY created or received. 45 CFR Parts 160 & 164	
2.	Acknowledgement of Receipt of Notice of Privacy Practices (HIPAA 7515-03)	ACT+6FY 0 ACT+6FY I				Р	S	N	1	Active = Until end of FY created or received. 45 CFR Parts 160 & 164	
3.	Authorization for Release of Protected Health Information (HIPAA 7501-03)	ACT + 6FY	0	ACT + 6FY		Р	S	N	I	Active = Until end of FY created or received. 45 CFR Parts 160 & 164	
4.	Authorization for Use and Disclosure of Protected Health Information for Marketing Purposes (HIPAA 7517-03)	ACT + 6FY	0	ACT + 6FY		Р	S	N	I	Active = Until end of FY created or received. 45 CFR Parts 160 & 164	
5.	Business Associate Agreements (HIPAA 7510-03)	ACT + 6FY	ACT+6FY 0 ACT+6FY I		Р	S	N	I	Active = Until end of FY contract expires. 45 CFR Parts 160 & 164		
6.	Limited Data Set Request & Data Use Agreement (HIPAA 7509-03	ACT + 6FY	0	ACT + 6FY		Р	S	N	ı	Active = Until end of FY created or received. 45 CFR Parts 160 & 164	
7.	Permission to Use & Disclose Protected Health Information (HIPAA 7505-03)	ACT + 6FY	0	ACT + 6FY		Р	Р	S	N	ı	Active = Until end of FY created or received. 45 CFR Parts 160 & 164
8.	Request for Access to Protected Health Information (HIPAA 4503-03)	ACT + 6FY	0	ACT + 6FY		Р	S	N	ı	Active = Until end of FY created or received. 45 CFR Parts 160 & 164	
Permitted Ret	ention Period Abbreviations	Security Statu	s Codes	•		e Rec	ords	Center		Agency Abbreviations	
ACT – Active F	Period (when used define term in remarks column)	P – Public Reco	ord		Use						
FY- Fiscal Yea	ır (July 1- June 30)	M – May Conta	in Confidential	I Information	Y-1						
CY – Calendar	Year (Jan 1 – Dec 31)	C – Confidentia	I Information		N - N	10					
AY – Academic	c Year (Aug 1 – July 31)	Archival Proce	essing Codes			Rec					
FFY – Federal	Fiscal Year (Oct 1 - Sept 30)	A – Transfer to	State Archives	3			tion C	ode			
MO – Months	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in A	gency Archive	S	V= V						
PERM - Perma	anent					mport					
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Agency A	nnroval Da	Date Signed Secretary of State, St				te Ar	chive	s & Re	cord	s Services Date Approved	

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Louisiana Secretary of State
Division of Archives, Records Man

	rchives, Records Management and History Sox 94125, Baton Rouge, LA 70804				H	lttp://v	ww.	sos.la.g	gov	Indicate Use of Form
Agency No	Agency / Division / Section									ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division / Health Insu	rance Portabili	ty and Acco	untability A	ct					X_RENEWAL  REPLACEMENT PAGE
	(HIPPA)							ords		ADDENDUM PAGE
Item	Records Series Title	R	etention Pe	riod		₹	<u>a</u>	State Records Center		
Number	Records Series Title	In Office	In	Total		Security	Archival	ate F	<del>a</del>	Remarks
		In Office	Storage	Retentio	n	Se	Ā	င် နို	Vital	
9.	Request for Amendment to Protected Health Information & Related Correspondence: Notification of Approval, Notification of Delay in Decision, Notification of Denial, Notification to other Entities (HIPAA 7508-03)	ACT + 6FY	0	ACT + 6FY		Р	S	N	I	Active = Until end of FY created or received. 45 CFR Parts 160 & 164
10.	Request for De-identified Information (HIPAA 7511-03)	ACT + 6FY	0	ACT + 6FY		Р	s	N	ı	Active = Until end of FY created or received. 45 CFR Parts 160 & 164
11.	Request to Receive Confidential Information by Alternative Means or at Alternative Location (HIPAA 7506-03 & 7521-03)	ACT + 6FY	0	ACT + 6FY		Р	s	N	1	Active = Until end of FY created or received. 45 CFR Parts 160 & 164
12.	Restricting Uses & Disclosures of Protected Health Information: Patient Request, Facility Response & Revoking or Terminating Restriction (HIPAA 7504-03)	ACT + 6FY	0	ACT + 6FY		Р	S	N	ı	Active = Until end of FY created or received. 45 CFR Parts 160 & 164
13.	Tracking Form for Disclosure of Protected Health Information	ACT + 6FY	0	ACT + 6FY		М	s	N	1	Active = Until end of FY created or received. 45 CFR Parts 160 & 164
14.	(HIPPA 7507-03 & 7525-03) Verification of Treatment Relationship by Health Care Provider- Individual or Entity (211408-1)	ACT + 6FY	0	ACT + 6FY		Р	S	N	1	Active = Until end of FY created or received. 45 CFR Parts 160 & 164
Permitted Ret	tention Period Abbreviations	Security Status	s Codes	•			ords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Reco	ord		Use					
FY- Fiscal Yea	ar (July 1- June 30)	M – May Conta		Information		Yes				
	r Year (Jan 1 – Dec 31)	C – Confidentia			N -					
	c Year (Aug 1 – July 31)	Archival Proce	-			I Rec		`ode		
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	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in A	•			Impor	tant			
PERM – Perm	<del></del>	5 – Review by State Archives			Useful					
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023.005	U Health Care Services Division / Human Resources									<u>X_</u> RENEWAL				
	Detection Desired							sp		REPLACEMENT PAGE				
Item		Retention Period					=	ecor		ADDENDUM PAGE				
Number	Records Series Title	In Office	In	Total		Security	Archival	State Records Center	al	Remarks				
		In Office	Storage	Retentio	n	Š	Ā	င်္လီ လိ	Vital					
1. A	Accident/Injury Reports	ACT + 5FY	0	ACT + 5FY		М	s	N	I	Active = Until end of FY created or received. 29 CFR 1904.3				
2. A	Affirmative Action Plan	ACT + 4FY	0	ACT + 4FY		Р	S	N	I	Active = Until end of FY created or received. La. R.S. 44:36				
3. A	Affordable Care Act Files	ACT + 7 CY	0	ACT + 7 CY		С	`S	N	V	Active = Until end of CY in which offer of insurance was made to employees.				
4. A	Applications (Including Non-Hires)	ACT + 2FY	0	ACT + 2FY		М		Υ	I	Active = Until end of FY in position is filled. Civil Service Circular				
5. C	Civil Service Certificates of Eligibility	ACT + 3FY	0	ACT + 3FY		М	S	Υ	I	Active = Until end of FY created or received. La. R.S. 44:36				
6. C	Civil Service SF-9's (Inquiry of Availability Form)	ACT + 3FY	0	ACT + 3FY	М		S	Υ	I	Active = Until end of FY created or received. La. R.S. 44:36				
7. C	Criminal Background Checks	ACT +3FY	0	ACT +3FY		С	S	N	-	Active= until end of FY employee separates or is terminated. La. R.S. 44:36				
8. D	Orug Test Results	ACT + 3FY	0	ACT + 3FY	C	С	C S	s	Ν	I	Active = Until end of FY created or received. La. R.S. 44:36			
9. E	EEO (Equal Employment Opportunity) Reports	ACT + 3FY		ACT + 3FY		Р	S	Υ	V	Active = Until end of FY created or received. La. R.S. 44:36				
	tion Period Abbreviations	Security Status			State		ords	Center		Agency Abbreviations				
	iod (when used define term in remarks column)	P – Public Reco			Y-									
FY- Fiscal Year (J		M – May Conta		Information	N - N									
	ear (Jan 1 – Dec 31)	C – Confidentia												
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	erru of an Imaging/Electronic Exception.	5 – Review by State Archives				Jseful								
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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 14 of 36 Indicate Use of Form Http://www.sos.la.gov \_ORIGINAL SUBMISSION

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Agency No	Agency / Division / Section								X RENEWAL
023.005	LSU Health Care Services Division / Human Res	ources					l o		REPLACEMENT PAGE
Item	Records Series Title	R	etention Per	riod	<u> </u>	la la	State Records Center		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retention	u Security	Archival	State I Center	Vital	Remarks
10.	Employee Grievances	ACT + 3FY		ACT + 3FY	С	S	Υ	V	Active = Until end of FY in which matter is closed / fina decision rendered. 29 CFR 1627.3 LA R.S. 44:36
11.	Employee Manuals/Handbooks	ACT + 3FY		ACT + 3FY	Р	s	N	1	Active = Until end of FY HCSD employee separates from agency.  La. R.S. 44:36
12.	Employee Medical Records	ACT + 5FY		ACT + 5FY		S	N	ı	Active = Until end of FY HCSD employee separates from agency. 29 CFR 1627.3 LA R.S. 44:36
13.	Employee Payroll Files	ACT + 3FY		ACT + 3FY	М	s	N	V	Active = Until end of FY in which audited.
14.	Employee Personnel Files (Including Benefit Records, Leave Registers & Worksheets, Monthly Payroll Registers, Pay Scale Information, Performance Standards, Prior Pay Period Adjustments, Promotion Records, Retirement Records, Salary Records, Transfer Records)	ACT + 70CY		ACT + 70CY	M	S	N	V	Active = Until end of FY HCSD employee separates from agency.  LA R.S. 44:36
15.	Family and Medical Leave Act (FMLA)	ACT + 3 CY		ACT + 3 CY	М	S	N	٧	Active = Until end of CY when leave period ends.
ACT – Active F FY- Fiscal Yea	r (Jan 1 – Dec 31)	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information			State Re Use Y – Yes N - No	Yes		<u>I</u>	Agency Abbreviations
AY – Academi	c Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital Re				
FFY – Federal	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to	State Archives	3	Identific	ation (	Code		
MO – Months	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in Aç	gency Archives	5	V= Vital	-11			
PERM - Perm		S – Review by State Archives				Important			
, ,	art of an Imaging/Electronic Exception.	E- Review by S			U= Usef	uı			
$^{\sim}$ = May be pa	art of an Imaging/Electronic Survey.	O – Other (Spec	cify in Remark	s)					

May be part of an Imaging/Electronic Survey.	,						
Agency Approval Da	ate Signed	Secretary of State	e, State Archives & Records	s Services	Date Approved	_	

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Records Retention Sche

Louisiana Secretary of State

Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency / Division / Section Agency No X RENEWAL LSU Health Care Services Division / Human Resources 023.005 \_\_REPLACEMENT PAGE Records ADDENDUM PAGE Item Retention Period Archival State Re Center **Records Series Title** Number Total Remarks In Vital In Office Storage Retention Active = Until end of FY created or received. 16. Hazard Communication Records ACT + 30FY 0 ACT + 30FY Μ S Ν 29 CFR 1910.20: 29 CFR 1910.1001 Hazardous Exposure Records including medical Active = Until end of FY created or received. ACT + 30FY ACT + 30FY Μ S 17. 0 Ν 29 CFR 1910.20: 29 CFR 1910.1001 records Active = until end of CY employee separates from agency. 18. I-9's ACT + 3 CY 0 ACT + 3 CY С S Ν 8 USC 1324(b)(3)(A)(B) IRS Records (W-2, W-9, W-4, 1099, 940, 941, Active = Until end of FY created or received. ACT + 5CY ACT + 5CY С S Ν 19. 0 26 CFR 301.6501(E)-1 (unconfirmed) Payroll deduction authorization) Active = Until end of CY in which description is superseded. ACT + 3CY 0 ACT + 3CY Μ S Υ 20. Job Descriptions LA R.S. 44:36 Active = Until end of FY created or received. S 21. Layoff Records/Layoff Avoidance Plan Records ACT + 3FY ACT + 3FY Μ Ν 29 CFR 1627.3 LA R.S. 44:36 Active = Until end of FY created or received. ACT + 30FY ACT + 30FY S 22. Material Safety Data Sheets 29 CFR 1910.20: 29 CFR 1910.1001 Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations Use ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) IRS = Internal Revenue Service N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information **Archival Processing Codes** AY - Academic Year (Aug 1 - July 31) Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S – Review by State Archives U= Useful \*\* = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic M = May be part of an Imaging/Electronic Survey. O - Other (Specify in Remarks) Date Signed Secretary of State, State Archives & Records Services Agency Approval Date Approved

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Louisiana Secretary of State Division of Archives, Records Management and History

	Division of Archives, Records Management and History Post Office Box 94125, Baton Rouge, LA 70804  H							sos.la.g	ov	Indicate Use of Form
Agency No	Agency / Division / Section									ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division / Human Res	ources						s		X_RENEWAL  REPLACEMENT PAGE
Item Number	Records Series Title	R	etention Per	riod		ity	'al	State Records Center		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retentio	n	Security	Archival	State   Cente	Vital	Remarks
23.	Occupational Injury and Illness Annual Summary	ACT + 5FY	0	ACT + 5FY		М	S	N	I	Active = Until end of FY created or received. 29 CFR 1904.6
24.	Organizational Charts	PERM 0 PERM P				Р	R	Υ	1	La. R.S. 44:36
25.	Payroll Correspondence	ACT+3FY	0	ACT + 3 FY		М	S	N	ı	Active = Until end of FY employee separates from agency.  LA R.S. 44:36
26.	Performance Planning and Review (PPR) Records	ACT+5FY 0 ACT+5FY				М	S	N	ı	Active = Until end of FY HCSD employee separates from agency.  LA R.S. 44:36
27.	Performance Planning and Review (PPR) Planning	ACT+ 3FY 0 ACT+ 3FY				М	S	N	I	Active = Until end of FY created or received.  La. R.S. 44:36
28.	Supervisor's File	ACT + 2CY 0 ACT + 2CY				М	S	N	I	Active = Until end of CY in which supervision ends.
29.	Time and Attendance Records (Sign-in Sheets & Leave Requests)	ACT+ 5FY		ACT+ 5FY		М	s	N	I	Active = Until end of FY created or received. La. R.S. 44:36
Permitted Ret	ention Period Abbreviations	Security Statu	s Codes				ords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Reco	ord		Use					
FY- Fiscal Yea	ır (July 1- June 30)	M - May Conta	in Confidential	Information	Y-'					
CY - Calendar	Year (Jan 1 – Dec 31)	C – Confidentia	I Information		N - N	No				
AY – Academi	c Year (Aug 1 – July 31)	Archival Proce	ssing Codes			l Rec				
FFY – Federal	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to	State Archives	5			tion C	ode		
MO - Months	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in A	gency Archives	3	V= V					
PERM - Perm	<u>anent</u>	S – Review by	State Archives			mport				
** = May be part of an Imaging/Electronic Exception. E- Review by State Archives.				Electronic	U= L	Jseful				
^ = May be part of an Imaging/Electronic Survey. O − Other (Specify in Remarks)										
U - Other (Specify iil Remarks)										

Agency Approval	Date Signed	Secretary of State, State Archives & Records Services	Date Approved

SS ARC 932 (10/19)

Louisiana Secretary of State Page 17 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency No Agency / Division / Section X RENEWAL LSU Health Care Services Division / Human Resources 023.005 \_\_REPLACEMENT PAGE Records ADDENDUM PAGE Item Retention Period Archival State Re Center **Records Series Title** Number Total Remarks In Vital In Office Storage Retention Active = Until end of FY in which superseded. S 30. **Training Materials** ACT+ 3FY 0 ACT+ 3FY Ν U La. R.S. 44:36 Active = Until end of FY created or received. S ACT+ 3FY Р Ν 31. Vacancy Announcements ACT+ 3FY 0 La. R.S. 44:36 Active = Until end of FY in which employee 32. ACT +5CY 0 ACT +5CY Μ S Ν Worker's Compensation Records separates from agency. Active = Until end of FY HCSD employee separates 33. from agency. Medical Staff Credentialing and Certification Files ACT +5CY S ACT +5CY 0 Μ Ν LA R.S. 44:36 34. Active = Until end of FY HCSD employee separates from agency. Tuberculosis Skin Test 0 Μ S Ν ACT +5CY ACT +5CY LA R.S. 44:36 **Permitted Retention Period Abbreviations** Security Status Codes State Records Center Agency Abbreviations Use P - Public Record ACT – Active Period (when used define term in remarks column) 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 AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important

S - Review by State Archives

O - Other (Specify in Remarks)

E- Review by State Archives/Electronic

U= Useful

PERM - Permanent

\*\* = May be part of an Imaging/Electronic Exception.

Comment [AM4]: Are these records included in a record series?

Comment [AM5]: Are these records included in a record series?

Agency A	ecretary of State	Date Signed	Beer	retary of State	, state 1	ii Ciii v C	3 W IW	cord	ds Services Date Approved Page 18 of 36		
	rchives, Records Management and History										
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Agency No	Agency / Division / Section										
023.005	LSU Health Care Services Division / Labor	poratory, Therapy, and Imaging							X_RENEWAL		
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Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks		
1.	Bone Marrow Test Reports – Minors	ACT + 10FY		ACT + 10FY	М	S	N	ı	Active = until end of FY patient reaches age of majority. RS 40:2114; RS 40: 1299.96		
2.	Bone Marrow Test Reports – Adults	ACT + 10FY		ACT + 10FY	М	s	N	1	Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96		
3.	Echocardiogram Tracings – Minors	ACT + 10FY		ACT + 10FY	М	s	N	ı	Active = until end of FY patient reaches age of majority. RS 40:2114; RS 40: 1299.96		
4.	Echocardiogram Tracings – Adults	ACT + 10FY	ACT + 10FY		М	s	N	ı	Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96		
5.	Electrocardiogram Tracings – Minors	ACT + 10FY		ACT + 10FY	М	S	N	ı	Active = until end of FY patient reaches age of majority. RS 40:2114; RS 40: 1299.96		
6.	Electrocardiogram Tracings – Adults	ACT + 10FY		ACT + 10FY	М	s	N	ı	Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96		
	tention Period Abbreviations Period (when used define term in remarks column)	Security Status Codes P – Public Record			State Re Use	cords	Center		Agency Abbreviations		
FY- Fiscal Yea	ar (July 1- June 30)	M – May Contai	n Confidential	I Information	Y – Yes						
CY – Calenda	r Year (Jan 1 – Dec 31)	C – Confidentia			N - No						
	ic Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital Re		٠				
	I Fiscal Year (Oct 1 – Sept 30)	A – Transfer to State Archives		Identific V= Vital	ation (	oae					
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Date Signed

Agency Approval

Secretary of State, State Archives & Records Services

Date Approved

	siana Secretary of State								Page <b>19</b> of <b>36</b>
	rchives, Records Management and History				1 144	//			Indicate Use of Form
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023.005	LSU Health Care Services Division / Laboratory,	i nerapy, and	ımagıng				ş		REPLACEMENT PAGE
Item	December Option Title	Records Series Title Retention Period				<u> </u>	Record		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retentio	u Security	Archival	State Records Center	Vital	Remarks
7.	Electroencephalogram Tracings – Minors	ACT + 10FY	0	ACT + 10FY	М	s	N	1	Active = until end of FY patient reaches age of majority.  RS 40:2114; RS 40: 1299.96
8.	Electroencephalogram Tracings – Adults	ACT + 10FY	0	ACT + 10FY	М	s	N	1	RS 40:2114; RS 40: 1299.96 Active = until end of FY patient is discharged.
9.	Electromyograms – Minors	ACT + 10FY	0	ACT + 10FY	М	s	N	ı	Active = until end of FY patient reaches age of majority. RS 40:2114; RS 40: 1299.96
10.	Electromyograms – Adults	ACT + 10FY 0 ACT + 10FY				s	N	I	Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96
11.	Fetal Monitoring Strips	ACT + 5FY 0 ACT + 5FY				s	N	1	Active = Until end of FY created or received.
12.	Final Test Reports-Pathology/ Histology/ Cytology	ACT + 10FY 0 ACT + 10FY				s	N	ı	Active = Until end of FY created or received. 42 CFR 493.1109; 42 CFR 493.1257
13.	Histopathology Slides	ACT + 10FY	0	ACT + 10FY	М	S	N	I	Active = Until end of FY created or received. 42CFR 493.1259(b)
Permitted Reto	ention Period Abbreviations	Security Status	s Codes			ecords	Center		Agency Abbreviations
ACT – Active P	Period (when used define term in remarks column)	P – Public Reco	ord		Use				
FY- Fiscal Year	ır (July 1- June 30)	M – May Conta	in Confidential	Information	Y – Yes				
CY - Calendar	Year (Jan 1 – Dec 31)	C – Confidentia	I Information		N - No				
	c Year (Aug 1 – July 31)	Archival Proce	•		Vital Re		Codo		
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to State Archives					Code		
	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in Agency Archives							
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Agency No	Agency / Division / Section								X_RENEWAL
023.005	LSU Health Care Services Division / Laboratory	, Therapy, and	Imaging				<u> </u>		REPLACEMENT PAGE
Item	Passada Carias Titla	Retention Period					val Records		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retentio	n	Security	Archival State Rec	Center	Remarks
14.	HIV Test results (anonymous)	ACT + 2FY 0 ACT + 2FY M				ı s	N	ı	Active = Until end of FY created or received. 42 CFR 493.1109
15.	HIV Test results – Minors	ACT + 10FY	0	ACT + 10FY	. N	ıs	N	I	Active = until end of FY patient reaches age of majority. RS 40:2114; RS 40: 1299.96
16.	HIV Test results – Adults	ACT + 10FY	0	ACT + 10FY	. N	ıs	N	1	Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96
17.	Laboratory Reports- Complete Reports documenting each step in the processing, testing, and reporting of patient specimens to assure the accuracy of the testing	ACT+5FY 0 ACT+5FY				S	N	I	Active = Until end of FY created or received. 42 CFR 493.1109
18.	Laboratory Test Requisitions	ACT + 2FY 0 ACT + 2FY				ıs	N	1	Active = Until end of FY created or received. 42 CFR 493.1105
19.	Paraffin Blocks	ACT + 2FY	0	ACT + 2FY	M	ı	N	1	Active = Until end of FY created or received. 42CFR 493.1259(b)
20.	Patient Testing Reports - Immunohematology, Histocompatibility	ACT + 5FY	0	ACT + 5FY	N	ıs	N	1	Active = Until end of FY created or received. 42 CFR 493.1109
Permitted Ret	tention Period Abbreviations	Security Status	s Codes			Recor	ds Cen	er	Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Reco	ord		Use				
FY- Fiscal Yea	ar (July 1- June 30)	M – May Conta	in Confidential	Information	Y – Ye				
CY – Calendai	r Year (Jan 1 – Dec 31)	C – Confidentia	I Information		N - No				
	c Year (Aug 1 – July 31)	Archival Proce	•		Vital R		l n Code		
	eral Fiscal Year (Oct 1 – Sept 30)				V= Vita				
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	RM – Permanent  S – Review by State Archives  E- Review by State Archives/Electronic				U= Us				
= May be part of an imaging/Electronic Exception.  M = May be part of an imaging/Electronic Survey.  O – Other (Specify in Remarks)									
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Agency A	Annroyal Da	te Signed	Sect	etary of State	- State	Arch	ives &	Reco	rds Services Date Approved

Louisiana Secretary of State

Agency Approval

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Date Approved

	ion of Archives, Records Management and History Office Box 94125, Baton Rouge, LA 70804								ov	Indicate Use of Form	
Agency No	Agency / Division / Section									_ORIGINAL SUBMISSION	
023.005	LSU Health Care Services Division / Laborator	ry, Therapy, and	Imaging							X_RENEWAL	
023.003		-						rds		REPLACEMENT PAGE	
Item	Records Series Title	R	etention Per	riod		≥	<u>a</u>	Seco		ADDENDUM PAGE	
Number	Records Series Title	In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks	
21.	Performance Records	ACT + 5FY	0	ACT + 5FY	N	1 5	6	N	I	Active = Until end of FY created or received. 42 CFR 493.903	
22.	Radioisotopes	ACT + 5FY	0	ACT + 5FY	N	и s	6	N	I	Active = Until end of FY created or received.  10 CFR 30.51	
23.	Requests for tests	ACT + 2FY	0	ACT + 2FY	N	A S	3	N	I	Active = Until end of FY created or received. 42 CFR 493.1105	
24.	Screening Procedures – Minors	ACT + 10FY	0	ACT + 10FY	N	1 5	3	Υ	I	Active = until end of FY patient reaches age of majori RS 40:2114; RS 40: 1299.96	
25.	Screening Procedures – Adults	ACT + 10FY 0 ACT + 10FY				л S	3	Υ	I	Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96	
26.	Slides	ACT + 5FY	ACT + 5FY 0 ACT + 5FY				3	Z	1	Active = Until end of FY created or received. 42CFR 493.1259	
27.	Test Procedures-Errors	ACT + 5FY	0	ACT + 5FY	N	1 S	3	N	I	Active = Until end of CY created or received 42 CFR 493.1219(d)(3) 42 C.F.R. § 493.903(d)	
28.	Therapy Treatment Records	ACT+	0	ACT+	N	1 5	3	N	I	Active = until end of FY patient is discharged. RS 40:2114: RS 40: 1299.96	
Permitted Ret	l tention Period Abbreviations	Security Statu	s Codes		State	Pecor	rde C	`antar		Agency Abbreviations	
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	ir (July 1- June 30)			Information	Y – Ye	es					
	Year (Jan 1 – Dec 31)	M – May Contain Confidential Information C – Confidential Information									
	Y – Academic Year (Aug 1 – July 31)  Archival Processing Codes  V						d				
FFY – Federal						ficatio	n Co	ode			
WO - World's WK - Week (Worl-Sun) D1 - Day(s)					V= Vital						
PERM – Permanent S – Review by State Archives				I = Im	portar	nt					
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^ = May be part of an Imaging/Electronic Survey. O − Other (Specify in Remarks)											

Secretary of State, State Archives & Records Services

Date Signed

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SS ARC 932 (10/19)

Date Approved

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33. maintenance and inspection, operating instructions and manuals)  34. Waived/Exempt Screening and Monitoring Test Records  Permitted Retention Period Abbreviations  ACT + 3FY 0 ACT + 3FY P S N I Active = until end of FY surplus is processed  ACT + 10FY 0 ACT + 10FY M S Y I Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96  Permitted Retention Period Abbreviations  ACT - Active Period (when used define term in remarks column)  FY- Fiscal Year (July 1- June 30)  CY - Calendar Year (Jun 1 - Dec 31)  AY - Academic Year (Aug 1 - July 31)  ACT+ 3FY P S N I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed  ACT+ 10FY M S Y I Active = until end of FY surplus is processed.  ACT+ 10FY M S Y I Active = until end of FY surplus is processed.  ACT+ 10FY M S Y I Active = until end of FY surp	32.	Autopsy Reports	PERM		PERM	ı	М	R	Υ	V	
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Secretary of State, State Archives & Records Services

Date Signed

Agency Approval

**Comment [AM7]:** Are these records included in any of the other record series?

**Comment [AM8]:** Are these records included in any of the other record series?

**Comment [AM9]:** Are these records included in any of the other record series?

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Number	Records Series Title	In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks		
1.	Construction Project Plans	ACT+ 10FY	0	ACT+ 10FY	Р		1 6	٧	l	Active = until end of FY in which project is complete.		
2.	Building Maintenance Records	ACT+ 3FY	0	ACT+ 3FY	Р		8 1	٧	1	Active = until end of FY created or received.		
3.	Motor Vehicle Maintenance records	ACT + 1FY	0	ACT + 1FY	Р	5	8 1	N	I	Active = until end of FY surplus is processed		
4.	Maintenance of Equipment	ACT + 1FY	0	ACT + 1FY	Р		8 1	٧	1	Active = until end of FY surplus is processed		
5.	Property Appraisals	ACT+ 4FY 0 ACT+ 4FY				5	8 1	٧	1	Active = until end of FY created or received.		
6.	Repair Records	ACT+ 3FY 0 ACT+ 3FY					8 1	٧	1	Active = until end of FY created or received.		
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	c Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital R	ecor	d					
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MO – Months	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in A	gency Archives	3	V= Vita							
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$^{\wedge}$ = May be part of an Imaging/Electronic Survey. O – Other (Specify in Remarks)			s)									
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Louisiana Secretary of State

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	ion of Archives, Records Management and History Office Box 94125, Baton Rouge, LA 70804 H							sos.la.ç	jov	Indicate Use of Form
Agency No	Agency / Division / Section									ORIGINAL SUBMISSION X RENEWAL
023.005	LSU Health Care Services Division / Medicaid/N	ledicare/UCC								REPLACEMENT PAGE
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Item Number	Records Series Title	Retention Period					/al	Rec -		
Number		In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
1.	Billing Material HCFA 1450 and supporting documents	ACT+ 10FY	0	ACT+ 10FY		М	S	Υ	I	Active = Until end of FY created or received.
2.	Cost Report support documents	ACT+ 10FY	ACT+ 10FY 0 ACT+ 10FY					Υ	1	Active = Until end of FY created or received.
3.	Hospital Physician Materials (agreements upon which Part A-Part B allocations are made)	ACT+ 10FY	0	ACT+ 10FY		М	S	Υ	I	Active = Until end of FY in which agreement ends
4.	Medical Records (utilization review committee reports, physician certifications, discharge summaries, patients' medical records, etc.)	ACT+ 10FY	0	ACT+ 10FY		М	S	Υ	-	Active = Until end of FY created or received.
5.	Medicare & Medicaid claims and supporting documentation including nursing education records	ACT+ 10FY 0 ACT+ 10FY				М	s	Υ	I	Active = Until end of FY created or received. U.S. Dept of Justice Medicare Hospital Manual Section 480
Permitted Ret	ention Period Abbreviations	Security Statu	s Codes		Sta		cords	Center		Agency Abbreviations
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					_			ord		ADDENDUM PAGE
Item Number	Records Series Title	R	etention Per	riod		. <u>≩</u> .	la /	- Rec		
Number	Records defies Title	In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
1.	Medical Executive Committee	PERM	PERM	PERM		М	R	Υ	I	LA R.S. 44:7
2.	Medical Staff	PERM	PERM	PERM		М	R	Υ	I	
3.	Committee Meetings Minutes	PERM	PERM	PERM		М	R	Υ	1	
4.	Ethics & Compliance Policy Development Committee Meetings Minutes	PERM PERM PERM				М	R	Υ	I	
5.	Facility Ethics & Compliance	PERM PERM PERM				М	R	Υ	1	
6.	Departmental Meeting Minutes	PERM PERM PERM				М	R	Υ	1	
Permitted Ret	ention Period Abbreviations	Security Status	s Codes				ords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Reco	ord		Use					
	r (July 1- June 30)	M – May Conta	in Confidential	Information	Y – `					
	Year (Jan 1 – Dec 31)	C – Confidentia			N - N					
	c Year (Aug 1 – July 31)	Archival Proce	•			I Rec	ord tion C	odo		
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to			V= \			ouc		
	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in A				Impor	tant			
PERM – Perma		S – Review by S				Jseful				
	art of an Imaging/Electronic Exception.	,	E- Review by State Archives/Electronic							
				S)	]					
Agency A	pproval	Date Signed	Secr	etary of Stat	e, Sta	te Ar	chive	s & Re	cord	s Services Date Approved

SS ARC 932 (10/19)

Louisiana Secretary of State Page 26 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency No Agency / Division / Section X RENEWAL LSU Health Care Services Division / Patient Medical Record 023.005 \_\_REPLACEMENT PAGE Records ADDENDUM PAGE Item **Retention Period** Archival State Re Center **Records Series Title** Number Total Remarks Vital In In Office Storage Retention Active =until end of FY patient is discharged S 1. Medical Records - Adult ACT + 10FY ACT + 10FY Μ Ν RS 40:2144 S ACT + 10FY ACT + 10FY Μ Ν Active =until end of FY patient reaches age of majority. 2. Medical Records - Infant/Child 3. Register of Births PERM PERM Μ R Υ V RS 40:34 М ٧ 4. Death Register PERM PERM R RS 40:34 Permitted Retention Period Abbreviations **Security Status Codes** State Records Center **Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P - Public Record Y – Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) N - No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) AY - Academic Year (Aug 1 - July 31) Vital Record **Archival Processing Codes Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful \*\* = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic M = May be part of an Imaging/Electronic Survey. O – Other (Specify in Remarks) Date Signed Secretary of State, State Archives & Records Services Agency Approval Date Approved

Louisiana Secretary of State

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	sion of Archives, Records Management and History t Office Box 94125, Baton Rouge, LA 70804						sos.la.ç	gov	Indicate Use of Form
Agency No	Agency / Division / Section								ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division / Pharmac	;y							X_RENEWAL
020:000							rds		REPLACEMENT PAGE
Item Number	Records Series Title	R	etention Per	riod	<u>\$</u>	val	Records		ADDENDUM PAGE
Number		In Office	In Storage	Total Retention	s Security	Archival	State Re Center	Vital	Remarks
1.	Alcohol (Tax Free Inventory)	ACT + 3FY	ACT + 3FY ACT + 3FY			s	N	U	Active= until end of FY alcohol was dispensed. LAC 46:LII.2525; 27 CFR 22.164
2.	Controlled Substances Dispensed and Administered	ACT + 5FY		ACT + 5FY	М	s	N	ı	Active = until end of FY in which controlled substances dispensed and administered.  LAC 46:LIII2525; LAC 46:LII2901-2903; 21 CFR
									Active = Until end of FY created or received.
3.	Controlled Substances Inventory and Orders	ACT + 5FY		ACT + 5FY	Р	s	N	1	LAC 46:LIII.2525; LAC 46:LIII.2545; LAC 46:LIII.2901- 2903; 21 CFR 1304.04(a)
4.	Inspection Reports	ACT + 4FY ACT + 4FY				s	N	٧	Active = Until end of FY created or received. LAC 46:LIII.2529
5.	Methodone Records	ACT + 5FY	ACT + 5FY ACT + 5FY			S	N	ı	Active = Until end of FY created or received. LAC 46:LII: L2525; LAC 46:2545; LAC 46:LII2901- 2903; 21 CFR 291.505 (d)(13)(ii; 21CFR 310.505 I. 2525; LAC 46:
6.	Patient Profile	ACT + 5FY	ACT + 5FY ACT + 5FY			s	N	1	Active = Until end of FY created or received. LAC 46:LIII2525; LAC 46:LIII.2901-2903
7.	Pharmacy Register	ACT + 5FY		ACT + 5FY	М	s	N	٧	Active= until end of FY in which medication was dispensed.  LAC 46:LIII 2911
Permitted Re	tention Period Abbreviations	Security Status	s Codes		State Re	cords	Center		Agency Abbreviations
ACT – Active I	Period (when used define term in remarks column)	P – Public Reco	ord		Use				
FY- Fiscal Yea	ar (July 1- June 30)	M – May Conta	in Confidential	Information	Y – Yes				
CY – Calenda	r Year (Jan 1 – Dec 31)	C – Confidentia	I Information		N – No				
AY – Academi	ic Year (Aug 1 – July 31)	Archival Proce	essing Codes		Vital Re				
	FFY – Federal Fiscal Year (Oct 1 – Sept 30)  A – Transfer to State Archives			3	Identific	ation (	Code		
	O – Months WK – Week (Mon-Sun) DY - Day(s) R – Retain in Agency Archives				V= Vital				
	PERM – Permanent  S – Review by State Archives				I = Impo U= Usef				
,	** = May be part of an Imaging/Electronic Exception.				U= USEI	ui			
^ = May be pa	M = May be part of an Imaging/Electronic Survey.     O − Other (Specify in Remarks)								
<del></del>									
Agency A	Approvai	Date Signed	Secr	etary of State	e, State A	rchive	es & Re	ecord	s Services Date Approved

SS ARC 932 (10/19)

Date Approved

Louisiana Secretary of State Page 28 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency No Agency / Division / Section X\_RENEWAL LSU Health Care Services Division / Pharmacy 023.005 \_\_REPLACEMENT PAGE Records ADDENDUM PAGE Item Retention Period Archival State Re Center **Records Series Title** Number Total Remarks In Vital In Office Storage Retention Active = Until end of FY created or received. ACT + 5FY 0 ACT + 5FY S Ν LAC 46LIII 2525; LAC 46:LIII 2901-2903; 21CFR 8. Prescriptions 1304.04 (h) Active = Until end of FY created or received. ACT + 5FY 0 ACT + 5FY Р S Ν 9. Radioactive Drugs LAC 46:LIII2525: LAC 46:LIII.2901-2903 Active = Until end of FY created or received. М S Ν ACT + 4FY 0 ACT + 4FY 10. Recall Records LAC 46: LIII.2531 Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations Use 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 AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful \*\* = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic M = May be part of an Imaging/Electronic Survey. O - Other (Specify in Remarks)

Secretary of State, State Archives & Records Services

Date Signed

Agency Approval

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	rehives Deserte Management and History									Page 29 of 36
	ision of Archives, Records Management and History  It Office Box 94125, Baton Rouge, LA 70804  Http								NOV	Indicate Use of Form
Agency No	Agency / Division / Section									_ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division / Property						X_RENEWAL			
023.003	. ,							rds		REPLACEMENT PAGE
Item	Because Carine Title	R	Retention Pe	riod		≥	<u>=</u>	Records		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retention	n	Security	Archival	State R Center	Vital	Remarks
1.	Buildings/Additions Cost	PERM		PERM		Р	R	Υ	1	
2.	Capital Assets (purchase cost greater than \$5,000)	ACT + 10FY	0	ACT + 10FY		Р	s	N	٧	Active = until end of FY asset is disposed.
3.	Non-Capital Assets (purchase cost less than or equal to \$5,000)	ACT + 10FY	0	ACT + 10FY		Р	s	N	٧	Active = until end of FY asset is disposed.
4.	Property Appraisals	PERM		PERM		Р	R	Υ	I	
Permitted Ret	tention Period Abbreviations	Security Statu	s Codes			e Rec	ords	Center		Agency Abbreviations
ACT – Active I	Period (when used define term in remarks column)	P – Public Reco	ord		Use					
FY- Fiscal Yea	ar (July 1- June 30)	M – May Conta	in Confidential	I Information	Y – Y N - N					
	r Year (Jan 1 – Dec 31)	C – Confidentia								
	ic Year (Aug 1 – July 31)	Archival Proce	•		Vital		ord tion C	ode		
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to			V= V			ouc		
	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in A	•			mpor	tant			
PERM – Permanent  ** = May be part of an Imaging/Electronic Exception.		S - Review by State Archives				Jsefu				
	art of an Imaging/Electronic Exception.  art of an Imaging/Electronic Survey.	O – Other (Spe								
- May be po	art of all magnigrenotionic ourroy.	0 - Other (Spe	ony iii ixemaik	,						<u>l</u>
Agency A	Approval	Date Signed	Seci	retary of State	, Stat	te Ar	chive	s & Re	cord	s Services Date Approved
Agency A	Approval	Date Signed	Seci	retary of State	, Stat	te Ar	chive	s & Re	cord	s Services Date Approved

**Comment [AM10]:** You don't need to keep these this long.

Louisiana Secretary of State

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Page 30 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency No Agency / Division / Section X RENEWAL LSU Health Care Services Division / Quality Management 023.005 \_\_REPLACEMENT PAGE Records ADDENDUM PAGE Item Retention Period Archival State Re Center **Records Series Title** Number Total Remarks In In Office Storage Retention JCAHO (Joint Commission on Accreditation of V 1. PERM PERM R Healthcare Organization) Survey Reports R PERM PERM V 2. Medicare Mortality Report 3. ACT+ 7FY 0 ACT + 7FY М S Ν Active = Until end of FY created or received. Surgical Case Review Active = Until end of FY created or received. UR(Utilization Review)/DRG (Diagnosis Related ACT +10FY М S Ν 4. 0 ACT+ 10FY Medicare & Medicaid Guide (PRM-I, 2304.1 P Group) Review Worksheets 6420385) **Permitted Retention Period Abbreviations Security Status Codes State Records Center 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 AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful \*\* = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic O - Other (Specify in Remarks) Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

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Indicate Use of Form

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

Post Office Box 94125, Baton Rouge, LA 70804 Http							vww.s	os.la.g	ΙΟV	ORIGINAL SUBMISSION
Agency No	Agency / Division / Section									X RENEWAL
023.005	LSU Health Care Services Division / Radiation Protection Program									REPLACEMENT PAGE
								rds		
Item	Boordo Sarias Title	Retention Period					al	Seco		ADDENDUM PAGE
Number	In Office		Total Retention	n	Security	Archival	State Records Center	Vital	Remarks	
1.	Credential License and Certification Records	ACT + 7FY	0	ACT + 7FY		М	S	Z	1	Active = until end of FY employee separates or terminated from agency  LAC 46:LXVI.1213
2.	Environmental Exposure	ACT + 1FY	0	ACT + 1FY		М	S	N	Ι	Active = until end of FY license terminates or expires.  LAC 33:XV.472
3.	Mammograms	ACT + 10FY	0	ACT + 10FY		М	S	N	I	Active = until end of FY created or received.  FDA Guidance
4.	Planned Special Exposure	ACT + 4FY	0	ACT + 4FY		М	S	N	Ι	Active = until end FY employee is terminated from agency.  LAC 33:XV.472; LAC 33.SV.475
5.	Radiation Equipment Minor Maintenance	ACT + 4FY	0	ACT + 4FY		Р	S	N	I	Active = until end of FY created or received.  LAC 33:XV.472
6.	Radiation Detection Instrumentation	ACT + 3FY	0	ACT + 3FY		Р	S	Z	1	Active = until end of FY created or received.  LAC 33:XV.472
7.	Radiation Monitoring Records (human exposure)	ACT + 1FY	0	ACT + 1FY		М	S	N	I	Active = until end of FY license terminates or expires. LAC 33:XV.472
Permitted Ret	ention Period Abbreviations	Security Status	Codes				ords (	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Reco	rd		Use					
FY- Fiscal Yea	r (July 1- June 30)	M – May Contair	n Confidential	Information	Y-1					
CY – Calendar	Year (Jan 1 – Dec 31)	C - Confidential	Information		N - N	10				
AY – Academic	c Year (Aug 1 – July 31)	Archival Proces	ssing Codes			Reco				
FFY – Federal	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S	State Archives				tion C	ode		
MO - Months	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in Agency Archives			V= V					
PERM – Perma	<u>anent</u>	5 – Review by State Archives				= Important		•		
	art of an Imaging/Electronic Exception.	E- Review by S	tate Archives/I	Electronic	U= U	Jseful				
^ = May be pa	art of an Imaging/Electronic Survey.	O – Other (Spec	ify in Remarks	s)						

May be part of an Imaging/Electronic Survey.	O – Other (Specify	y in Remarks)		
gency Approval	Date Signed	Secretary of State, State Archives & Records Services	Date Approved	_

Louisiana Secretary of State

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Division of Archives, Records Management and History Post Office Box 94125, Baton Rouge, LA 70804 Http								sos.la.c	IOV	Indicate Use of Form	
Agency No	Agency / Division / Section									ORIGINAL SUBMISSION	
023.005										X_RENEWAL	
023.003								sp.		REPLACEMENT PAGE	
Item Number	Records Series Title	R	etention Pe	iod		₹	<u>=</u>	Recor		ADDENDUM PAGE	
Number	Records defies fine	In Office	In Storage	Total Retentio	n	Security Archival State Records Center Vital		Vital	Remarks		
8.	Radiation Monitoring Records (Radioactive Materials)	ACT + 3FY	0	ACT + 3FY		М	S	N	ı	Active = until end of FY created or received. LAC 33:XV.472	
9.	Radiology Surveys Records	ACT + 3FY	0	ACT + 3FY		М	S	N	I	Active = until end of FY created or received. LAC 33:XV.472	
10.	Testing (Sealed Sources)	ACT + 5FY	0	ACT + 5FY		М	S	N	ı	Active = until end of FY created or received.  LAC 33:XV.473	
11.	Testing (Entry Control Devices)	ACT+ 4FY	0	ACT+ 4FY		М	s	N	1	Active = Until end of FY created or received. LAC 33:XV.473	
Permitted Ret	tention Period Abbreviations	Security Status						Center		Agency Abbreviations	
ACT – Active F	Period (when used define term in remarks column)	P – Public Reco	ord		Use						
FY- Fiscal Yea	ar (July 1- June 30)	M – May Contai	in Confidential	Information	Y – Y						
	r Year (Jan 1 – Dec 31)	C – Confidentia	I Information		N - N	10					
	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30)	Archival Proce A – Transfer to	•		Vital Ident		ord tion C	ode			
	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in Ag			V= V	'ital					
	, , , , , , , , , , , , , , , , , , , ,	S – Review by S			I = Ir	mpor	tant				
PERM – Permanent  ** = May be part of an Imaging/Electronic Exception.		•			U= U	Jseful					
	art of an Imaging/Electronic Survey.		E- Review by State Archives/Electronic  O – Other (Specify in Remarks)								
- May 50 pt	art of an imaging Libotronic Gartoy.	O - Other (open	ony in recinane	3)							
Agency A	Approval	Date Signed	Secr	etary of State	e. Stat	e Ar	chive	 s & Re	cord	s Services Date Approved	

Louisiana Secretary of State										Page <b>33</b> of <b>36</b>
Division of Archives, Records Management and History										Indicate Use of Form
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Agency No	Agency / Division / Section  LSU Health Care Services Division / Research Records									X RENEWAL
023.005								v		REPLACEMENT PAGE
14								ord		ADDENDUM PAGE
Item Number	Records Series Title	R	etention Pe			rity	ival	er Rec		
		In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
1.	Human Experiment Records	PERM	PERM	PERM		С	R	Υ	I	LAC 46:LIII.2551
2.	Medical Research	ACT + 10FY	0	ACT + 10FY	,	С	s	N	1	Active = until end of FY research project is concluded
	tention Period Abbreviations Period (when used define term in remarks column)	Security Status P – Public Reco			Stat Use		cords	Center		Agency Abbreviations
FY- Fiscal Yea	ar (July 1- June 30)	M – May Contai	n Confidential	Information	Y – '	Yes				
	r Year (Jan 1 – Dec 31)	C – Confidentia	Information		N - N	No				
AY – Academi	c Year (Aug 1 – July 31)	Archival Proce	ssing Codes			l Rec				
FFY – Federal	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to	State Archives	;			tion C	ode		
MO – Months	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in Ag	gency Archives	3	V= \					
PERM - Perm	anent	S – Review by S	State Archives			Impor				
** = May be pa	art of an Imaging/Electronic Exception.	E- Review by State Archives/Electronic			U= l	Jsefu	seful			
^ = May be pa	art of an Imaging/Electronic Survey.	O – Other (Specify in Remarks)								
Agency A	Approval E	Date Signed	 Secr	etary of State	e, Sta	te Aı	chive	s & Re	cord	s Services Date Approved

	Louisiana Secretary of State									Page <b>34</b> of <b>36</b>	
Division of Archives, Records Management and History										Indicate Use of Form	
									gov	_ORIGINAL SUBMISSION	
Agency No	Agency / Division / Section									X RENEWAL	
023.005	LSU Health Care Services Division / Safety							v		REPLACEMENT PAGE	
14								ord		ADDENDUM PAGE	
Item Number	Records Series Title	R	etention Per			Ē	val	Rec			
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks	
1.	Disaster Recovery Plan	ACT + 3FY	PERM	PERM		Р	Α	Υ	V	Active = until end of FY superseded.  Transfer to State Archives 3 FY after superseded.	
2.	Procedural Incident Reports	ACT + 4FY	0	ACT + 4FY		Р	S	N	V	Active = Until end of FY created or received.	
3.	Safety Inspections	ACT + 4FY	0	ACT + 4FY		Р	S	N	٧	Active = Until end of FY created or received.	
	tention Period Abbreviations	Security Status			Stat		ords	Center		Agency Abbreviations	
	Period (when used define term in remarks column)	P – Public Reco		la fa ma a Cam	Y –						
	ar (July 1- June 30) r Year (Jan 1 – Dec 31)	M – May Contai C – Confidential		Information	N - I	No					
	c Year (Aug 1 – July 31)	Archival Proce			Vita	I Rec	ord				
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to	•				tion C	ode			
	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in Ag			V= \	Vital					
PERM – Perm		S – Review by S			1 =	Impor	tant				
	art of an Imaging/Electronic Exception.					Useful	eful				
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Agency A	M = May be part of an Imaging/Electronic Survey.  O - Other (Specify in Remarks)  Agency Approval  Date Signed  Secretary of State, State Archives & Records Services  Date Approved										

Agency Approval

SS ARC 932 (10/19)

Date Approved

Louisiana Secretary of State										Page <b>35</b> of <b>36</b>
Division of Archives, Records Management and History Post Office Box 94125, Baton Rouge, LA 70804  Http										Indicate Use of Form
								sos.la.g	jov	_ORIGINAL SUBMISSION
Agency No	Agency / Division / Section									<u>X_</u> RENEWAL
023.005	LSU Health Care Services Division / Security							<u>8</u>		REPLACEMENT PAGE
Item	Bassada Carica Titla	Retention Period					<del>-</del>	Record		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
1.	Abandoned Property Records	ACT + 3FY	0	ACT + 3FY	V	И	S	N	I	Active = Until end of FY created or received.
2.	Patient Personal Property	ACT + 3FY	0	ACT + 3FY	N	И	S	N	U	Active= Until end of FY patient discharged.
3.	Security Disturbances	ACT + 3FY	0	ACT + 3FY	N	И	S	N	1	Active = Until end of FY in which disturbance occurs.
4.	Security Video	ACT + 2 CY	0	ACT + 2 CY	F	>	S	N	U	Active = Until end of CY recorded.
5.	Building Key Logs	ACT + 3FY	FY 0 ACT + 3FY		/ N	N	S	N	I	Active = Until end of FY created or received.
6.	Vehicle Key Logs	ACT + 3FY	ACT+3FY 0 ACT+3FY		/ N	И	S	N	ı	Active = Until end of FY created or received.
Permitted Ret	ention Period Abbreviations	Security Statu	s Codes			Rec	ords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Reco	ord		Use					
	r (July 1- June 30)	M – May Conta		Information	Y – Ye					
	Year (Jan 1 – Dec 31)	C – Confidentia								
	c Year (Aug 1 – July 31)	Archival Proce	-		Vital F			ode		
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to			V= Vit			ouc		
MO – Months WK – Week (Mon-Sun) DY - Day(s)		R – Retain in A			I = Im		ant			
PERM – Perma	art of an Imaging/Electronic Exception.		5 - Review by State Archives			seful				
	art of an Imaging/Electronic Exception.  art of an Imaging/Electronic Survey.	E- Review by State Archives/Electronic  O – Other (Specify in Remarks)								
					I					

Secretary of State, State Archives & Records Services

Date Signed

Comment [AM11]: If you leave security video off your schedule, you will be required to keep it for three years. How often do you write over your tapes?

**Comment [AM12]:** Do you keep these records?

**Comment [AM13]:** Do you keep these records?

	cretary of State									Page <b>36</b> of <b>36</b>
	rchives, Records Management and History lox 94125, Baton Rouge, LA 70804				L	lttn://	A/\A/\A/	sos.la.g	101/	Indicate Use of Form
Agency No	Agency / Division / Section							303.14.0	jov I	ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division / Utilization Management									<u>X_</u> RENEWAL
023.003								rds		REPLACEMENT PAGE
Item		R	etention Per	riod		>-	<del>-</del>	Records		ADDENDUM PAGE
Number	Records Series Title	1 000	In	Total		Security	Archival	State R Center	<u>=</u>	Remarks
		In Office	Storage	Retentio	n	Sec	Arc	Sta	Vital	
1.	Case Review Records	ACT + 2FY	0	ACT + 2FY		М	S	N	-	Active = until end of FY created or received.
2.	Correspondence with Payers	ACT + 2FY	0	ACT + 2FY		M	S	N	I	Active = until end of FY created or received.
3.	Patient Management System Reports: ADT (Admissions/Discharges/Transfers), 1 Day Stays, etc.	ACT + 1FY	0	ACT + 1FY		М	S	N	1	Active = until end of FY created or received.
Permitted Ret	ention Period Abbreviations	Security Status	Codes		Stat		cords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Reco				Yes				
	r (July 1- June 30)	M – May Contai		Information	N -					
	Year (Jan 1 – Dec 31)	C – Confidentia								
	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30)	Archival Proce	•			I Rec	ord ition C	ode		
	WK – Week (Mon-Sun) DY - Day(s)	A – Transfer to R – Retain in Ag				Vital				
PERM – Perma		1			1=	Impor	tant			
	art of an Imaging/Electronic Exception.	3 - Review by State Archives				Usefu				
	art of an Imaging/Electronic Exception.	E- Review by State Archives/Electronic  O – Other (Specify in Remarks)								
may be pe	2000 00 00 00 00 00 00 00 00 00 00 00 00	To outer (open	ony in reomane	<u> </u>	1					
Agency A	Approval Da	te Signed	Secr	etary of State	e, Sta	ite Ai	chive	s & Re	cord	s Services Date Approved