

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 1 of 36	R2020-034 AM
Indicate Use of Form	
<input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE	

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

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
023.005	LSU Health Care Services Division / General	In Office	In Storage	Total Retention					
Item Number	Records Series Title								
1.	Calendars	ACT + 1 CY	0	ACT + 1 CY	P	S	N	U	Active = Until end of CY created or received.
2.	Correspondence - Routine	ACT + 1 CY	0	ACT + 1 CY	M	S	N	U	Active = Until end of CY created or received.
3.	Correspondence – General	ACT + 3 CY	0	ACT + 3 CY	M	S	N	I	Active = Until end of CY created or received.
4.	Phone Messages	ACT + 1 CY	0	ACT + 1 CY	M	S	N	U	Active = Until end of CY created or received.
5.	Professional Association Files	ACT + 1 CY	0	ACT + 1 CY	M	S	N	I	Active = Until end CY administrative need ends.
6.	Presentations, Speeches and Handouts	ACT + 3 CY	0	ACT + 3 CY	P	S	N	I	Active = Until end of CY administrative need ends.
7.	Task Lists	ACT + 1 CY	0	ACT + 1 CY	M	S	N	U	Active = Until end of CY administrative need ends.

Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
---	--	---	-----------------------------

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 2 of 36	
Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital
023.005	LSU Health Care Services Division / Administration				
Item Number	Records Series Title				
		In Office	In Storage	Total Retention	
1.	Annual Report	ACT + 3FY	PERM	PERM	P A N 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	M R N V La. R.S. 44:7
3.	Executive Committee, Medical Staff	PERM	PERM	PERM	M R N V La. R.S. 44:7
4.	Policies and Procedures (includes policy related correspondence)	PERM	PERM	PERM	P R N V Medicare and Medicaid Guide (PRM-I, §2304.1 ¶ 6420.85;45 CFR 413.20; 45 CFR 413.24; Health Insurance Manual 10 Section 413.04 ¹
5.	Record Retention Management Files (includes Records Retention Schedule, Disposal Requests and Certificates of Destruction)	PERM	PERM	PERM	P R N I LA R.S. 44:36
6.	Audit issues, appeal & Litigation	ACT + 3FY	0	ACT + 3FY	M 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 Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
---	--	---	-----------------------------

 Agency Approval

 Date Signed

 Secretary of State, State Archives & Records Services

 Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 3 of 36	
Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period			Remarks	
Item Number	Records Series Title					In Office	In Storage	Total Retention		
023.005	LSU Health Care Services Division / Blood Bank									
1.	ABO and RH Blood Types	PERM	PERM	PERM	M	R	N	I	21 CFR 606.160 AABB 5.13.1	
2.	Adverse Reactions to Transfusions	PERM	PERM	PERM	M	R	N	V	21 CFR 606.160 AABB 7.4.2; 7.4.33; 7.4.4.1	
3.	Blood Donor Records	PERM	PERM	PERM	M	R	N	V	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	M	S	N	V	Active = Until end of FY results are processed. 21 CFR 606.160 AABB 5.14.1	
5.	Clinically significant antibodies	PERM	PERM	PERM	M	R	N	I	AABB Standards	
6.	Final Disposition of Blood and Components	PERM	PERM	PERM	M	R	N	I	21 CFR 606.160 AABB 5.1.6.5	
7.	General Records	ACT + 5FY	0	ACT + 5FY	M	S	Y	I	Active = Until end of FY Expiration Date is met 21 CFR 606.160	
8.	Quality Control	ACT + 5FY	0	ACT+5FY	P	S	Y	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	P	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	M	S	N	I	Active = Until end of FY created or received. 21 CRF 606.160 AABB5.18.4.5	
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information			State Records Center Use Y – Yes N - No			Agency Abbreviations		
		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)			Vital Record Identification Code V= Vital I = Important U= Useful					

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

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 4 of 36	
Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period			Remarks
Item Number	Records Series Title					In Office	In Storage	Total Retention	
023.005	LSU Health Care Services Division / Compliance								
1.	Audits-External	ACT+ 5FY	0	ACT+ 5FY	P	S	Y	V	Active =Until end of FY audit is complete
2.	Audits-Internal	ACT + 5FY	0	ACT + 5FY	P	S	N	V	Active =Until end of FY audit is complete
3.	Compliance Officer Designation Form	ACT + 1FY	0	ACT + 1FY	P	S	Y	V	Active =Until end of FY officer is superseded
4.	Inspector General Correspondence	ACT + 3FY	0	ACT + 3FY	M	S	Y	I	Active = Until the end of the FY created or received.
5.	Correspondence with Ethics and Compliance Officers	ACT + 5FY	0	ACT + 5FY	C	S	N	I	Active = Until end of FY created or received
6.	Investigation-Documentation	ACT+10FY	0	ACT+10FY	C	S	N	I	Active =Until end of FY investigation is concluded.
7.	Newsletters/Bulletins	ACT + 2FY	PERM	PERM	P	A	N	U	Active = Until end of FY created or received. Transfer 3 copies of each publication produced to State Archives.
8.	Quarterly Reports	ACT + 5FY	0	ACT + 5FY	C	S	N	U	Active = Until end of FY created or received.
9.	Reference Files	ACT + 10FY	0	ACT + 10FY	M	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) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information		State Records Center Use Y – Yes N - No		Agency Abbreviations			
		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)		Vital Record Identification Code V= Vital I = Important U= Useful					

 Agency Approval

 Date Signed

 Secretary of State, State Archives & Records Services

 Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

[Http://www.sos.la.gov](http://www.sos.la.gov)

Page 5 of 36	
Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
023.005	LSU Health Care Services Division / Compliance								
10.	Training Materials	ACT + 5FY	0	ACT + 5FY	P	S	N	V	Active= Until end of FY superseded or no longer in use.
11.	Training Programs	ACT + 5FY	0	ACT + 5FY	P	S	N	V	Active= Until end of FY superseded or no longer in use.

Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
---	--	---	-----------------------------

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

Records Retention Schedule

SS ARC 932 (10/19)

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

[Http://www.sos.la.gov](http://www.sos.la.gov)

Page 6 of 36	
Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section							
023.005	LSU Health Care Services Division / Dietary/Nutritional Services							
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital
		In Office	In Storage	Total Retention				
1.	Dietary Recipe Records	ACT + 1FY	0	ACT + 1FY	P	S	N	I
2.	Dietician Counseling Summaries	ACT + 2FY	0	ACT + 2FY	M	S	N	V
3.	Food Costs	ACT + 6FY	0	ACT + 6FY	P	S	N	I
4.	Inspection Reports	ACT + 4FY	0	ACT + 4FY	P	S	N	V
5.	Meal Counts	ACT + 4FY	0	ACT + 4FY	P	S	N	I
6.	Menus	ACT + 4FY	0	ACT + 4FY	P	S	N	I

Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
--	--	---	-----------------------------

 Agency Approval

 Date Signed

 Secretary of State, State Archives & Records Services

 Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 7 of 36	
Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
023.005	LSU Health Care Services Division / Finance								
1.	Accounts Payable Records	ACT + 3FY	7 FY	ACT + 10 FY	P	S	N	V	ACT = Until end of FY in which audited.
2.	Accounts Receivable Records	ACT + 3FY	7 FY	ACT + 10 FY	P	S	N	V	ACT = Until end of FY in which audited.
3.	Audit Reports	ACT + 3FY	7 FY	ACT + 10 FY	P	S	N	I	ACT = Until end of FY created or received.
4.	Bank Account Statements	ACT + 3FY	7 FY	ACT + 10 FY	P	S	Y	V	ACT = Until end of FY in which audited.
5.	Bank Deposit Receipts	ACT + 3FY	7 FY	ACT + 10 FY	P	S	Y	V	ACT = Until end of FY created or received.
6.	Bonds	ACT + 3FY	7 FY	ACT + 10 FY	P	S	Y	I	ACT = Until end of FY in which bond issue is paid off / closed out.
7.	Budgets	ACT + 3FY	7 FY	ACT + 10 FY	P	S	N	I	ACT = Until end of FY in which budget is revised or superseded.
8.	Canceled Checks	ACT + 3FY	7 FY	ACT + 10 FY	M	S	N	I	ACT = Until end of FY created or received.
9.	Canceled Notes	ACT + 3FY	7 FY	ACT + 10 FY	M	S	N	I	ACT = Until end of FY created or received.
10.	Cash disbursements	ACT + 3FY	7 FY	ACT + 10 FY	M	S	N	V	Active = Until end of FY in which audited.
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use			Agency Abbreviations	
ACT – Active Period (when used define term in remarks column)		P – Public Record			Y – Yes				
FY- Fiscal Year (July 1- June 30)		M – May Contain Confidential Information			N - No				
CY – Calendar Year (Jan 1 – Dec 31)		C – Confidential Information			Vital Record Identification Code				
AY – Academic Year (Aug 1 – July 31)		Archival Processing Codes			V= Vital				
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to State Archives			I = Important				
MO – Months WK – Week (Mon-Sun) DY - Day(s)		R – Retain in Agency Archives			U= Useful				
<u>PERM – Permanent</u>		S – Review by State Archives							
** = May be part of an Imaging/Electronic Exception.		E- Review by State Archives/Electronic							
^ = May be part of an Imaging/Electronic Survey.		O – Other (Specify in Remarks)							

Comment [AM3]: All footnotes have been removed.

 Agency Approval

 Date Signed

 Secretary of State, State Archives & Records Services

 Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 8 of 36	
Indicate Use of Form	
__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period			Remarks
Item Number	Records Series Title					In Office	In Storage	Total Retention	
023.005	LSU Health Care Services Division / Finance								
11.	Cash Receipts	ACT + 3 FY	7 FY	ACT + 10 FY	P	S	N	V	Active = Until end of FY in which audited.
12.	Chart of Accounts	ACT + 3 FY	7 FY	ACT + 10FY ¹	M	S	N	V	Active = Until end of FY in which superseded.
13.	Contracts / Cooperative Endeavor Agreements	ACT + 10FY	0	ACT + 10FY	M	S	N	I	Active = Until end of FY contract or agreement expires. Civil Code
14.	Credit Card Records	ACT + 3 FY	7 FY	ACT + 10FY ¹	M	S	N	V	Active = Until end of FY in which audited.
15.	Depreciation Schedules	ACT + 3 FY	7 FY	ACT + 10FY ¹	M	S	N	V	Active = Until end of FY created or received.
16.	Federal Financial Awards	ACT + 3 FY	7 FY	ACT + 10FY ¹	M	S	Y	V	Active = Until end of FY created or received.
17.	FEMA / GOHSEP Files	ACT + 1 FY	7 FY	ACT + 5 FY	M	S	N	V	Active = Until end of FY in which FEMA/GOSHEP closes out the project for the entire state.
18.	Financial Statements	ACT + 3 FY	7 FY	ACT + 10FY ¹	M	S	N	V	Active = Until end of FY in which audited.
19.	Inventory	ACT + 3 FY	7 FY	ACT + 10FY ¹	P	S	N	I	Active = Until end of FY created or received.
20.	Invoices	ACT + 3 FY	7 FY	ACT + 10FY ¹	P	S	N	V	Active = Until end of FY in which audited.
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)		State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful		Agency Abbreviations FEMA = Federal Emergency Management Agency GOHSEP = Governor's Office of Homeland Security Emergency Preparedness			

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 9 of 36									
Indicate Use of Form									
__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE									
Remarks									

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
023.005	LSU Health Care Services Division / Finance	In Office	In Storage	Total Retention					
21.	Journal Vouchers	ACT + 3 FY	7 FY	ACT + 10 FY	M	S	N	V	Active = Until end of FY created or received.
22.	Payroll (Payables & Invoices)	ACT + 3 FY	7 FY	ACT + 10 FY	P	S	N	V	Active = Until end of FY created or received.
23.	Petty Cash Records	ACT + 3 FY	7 FY	ACT + 10 FY	P	S	N	I	Active = Until end of FY created or received.
24.	Purchase Orders	ACT + 3 FY	7 FY	ACT + 10 FY	P	S	N	V	Active = Until end of FY created or received.
25.	Purchase Requisitions	ACT + 3 FY	7 FY	ACT + 10 FY	P	S	N	V	Active = Until end of FY created or received.
26.	Sales Receipts	ACT + 3 FY	7 FY	ACT + 10 FY	P	S	N	V	Active = Until end of FY in which audited.
27.	Travel Authorizations (official)	ACT + 3 FY	7 FY	ACT + 10 FY	M	S	N	I	Active = Until end of FY in which authorization lapses.
28.	Travel Expense Requests	ACT + 3 FY	7 FY	ACT + 10 FY	M	S	N	I	Active = Until end of FY in which completed.
29.	Unemployment Insurance Payments	ACT + 3 FY	7 FY	ACT + 10 FY	M	S	N	I	Active = Until end of FY in which payment was made.
30.	Wire Transfers	ACT + 3 FY	7 FY	ACT + 10 FY	M	S	N	V	Active = Until end of FY created or received.
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use			Agency Abbreviations	
ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.		P – Public Record M – May Contain Confidential Information C – Confidential Information			Y – Yes N - No				
		Archival Processing Codes			Vital Record Identification Code				
		A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)			V= Vital I = Important U= Useful				

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 10 of 36

Indicate Use of Form
 __ ORIGINAL SUBMISSION
 RENEWAL
 __ REPLACEMENT PAGE
 __ ADDENDUM PAGE

Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Remarks
023.005	LSU Health Care Services Division / Finance								
Item Number	Records Series Title	Retention Period							
		In Office	In Storage	Total Retention					
31.	Workers Compensation Insurance	ACT + 3 FY	7 FY	ACT + 10FY	M	S	N	I	Active = Until end of FY created or received.
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information			State Records Center Use Y – Yes N - No			Agency Abbreviations	
		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)			Vital Record Identification Code V= Vital I = Important U= Useful				

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 11 of 36
Indicate Use of Form
__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE
Remarks

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks	
023.005	LSU Health Care Services Division / Health Insurance Portability and Accountability Act (HIPAA)									
1.	Accounting of Disclosures of Protected Health Information	ACT + 6FY	0	ACT + 6FY	M	S	N	I	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	P	S	N	I	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	P	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	P	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	0	ACT + 6FY	P	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	P	S	N	I	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	P	S	N	I	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	P	S	N	I	Active = Until end of FY created or received. 45 CFR Parts 160 & 164	
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^^ = May be part of an Imaging/Electronic Survey.		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information			State Records Center Use Y – Yes N - No			Agency Abbreviations		
		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)			Vital Record Identification Code V= Vital I = Important U= Useful					

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 12 of 36
Indicate Use of Form
__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
023.005	LSU Health Care Services Division / Health Insurance Portability and Accountability Act (HIPPA)								
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	P	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	P	S	N	I	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	P	S	N	I	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	P	S	N	I	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	M	S	N	I	Active = Until end of FY created or received. 45 CFR Parts 160 & 164
14.	(HIPAA 7507-03 & 7525-03) Verification of Treatment Relationship by Health Care Provider- Individual or Entity (211408-1)	ACT + 6FY	0	ACT + 6FY	P	S	N	I	Active = Until end of FY created or received. 45 CFR Parts 160 & 164
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information			State Records Center Use Y – Yes N - No			Agency Abbreviations	
		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)			Vital Record Identification Code V= Vital I = Important U= Useful				

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 13 of 36	
Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	
Active = Until end of FY created or received. 29 CFR 1904.3	
Active = Until end of FY created or received. La. R.S. 44:36	
Active = Until end of CY in which offer of insurance was made to employees.	
Active = Until end of FY in position is filled. Civil Service Circular	
Active = Until end of FY created or received. La. R.S. 44:36	
Active = Until end of FY created or received. La. R.S. 44:36	
Active= until end of FY employee separates or is terminated. La. R.S. 44:36	
Active = Until end of FY created or received. La. R.S. 44:36	
Active = Until end of FY created or received. La. R.S. 44:36	

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
023.005	LSU Health Care Services Division / Human Resources								
1.	Accident/Injury Reports	ACT + 5FY	0	ACT + 5FY	M	S	N	I	
2.	Affirmative Action Plan	ACT + 4FY	0	ACT + 4FY	P	S	N	I	
3.	Affordable Care Act Files	ACT + 7 CY	0	ACT + 7 CY	C	S	N	V	
4.	Applications (Including Non-Hires)	ACT + 2FY	0	ACT + 2FY	M	S	Y	I	
5.	Civil Service Certificates of Eligibility	ACT + 3FY	0	ACT + 3FY	M	S	Y	I	
6.	Civil Service SF-9's (Inquiry of Availability Form)	ACT + 3FY	0	ACT + 3FY	M	S	Y	I	
7.	Criminal Background Checks	ACT +3FY	0	ACT +3FY	C	S	N	I	
8.	Drug Test Results	ACT + 3FY	0	ACT + 3FY	C	S	N	I	
9.	EEO (Equal Employment Opportunity) Reports	ACT + 3FY		ACT + 3FY	P	S	Y	V	
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use			Agency Abbreviations	
ACT – Active Period (when used define term in remarks column)		P – Public Record			Y – Yes				
FY- Fiscal Year (July 1- June 30)		M – May Contain Confidential Information			N - No				
CY – Calendar Year (Jan 1 – Dec 31)		C – Confidential Information							
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				
<u>PERM – Permanent</u>		S – Review by State Archives			U= Useful				
** = May be part of an Imaging/Electronic Exception.		E- Review by State Archives/Electronic							
^ = 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

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 14 of 36						
Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE						
Remarks						
Active = Until end of FY in which matter is closed / final decision rendered. 29 CFR 1627.3 LA R.S. 44:36 Active = Until end of FY HCSD employee separates from agency. La. R.S. 44:36 Active = Until end of FY HCSD employee separates from agency. 29 CFR 1627.3 LA R.S. 44:36 Active = Until end of FY in which audited. Active = Until end of FY HCSD employee separates from agency. LA R.S. 44:36 Active = Until end of CY when leave period ends.						
<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.</td> <td style="width: 30%;">Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)</td> <td style="width: 30%;">State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful</td> </tr> <tr> <td colspan="3">Agency Abbreviations</td> </tr> </table>	Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations		
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful				
Agency Abbreviations						

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
023.005	LSU Health Care Services Division / Human Resources								
Item Number	Records Series Title	Retention Period							
		In Office	In Storage	Total Retention					
10.	Employee Grievances	ACT + 3FY		ACT + 3FY	C	S	Y	V	
11.	Employee Manuals/Handbooks	ACT + 3FY		ACT + 3FY	P	S	N	I	
12.	Employee Medical Records	ACT + 5FY		ACT + 5FY	C	S	N	I	
13.	Employee Payroll Files	ACT + 3FY		ACT + 3FY	M	S	N	V	
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	
15.	Family and Medical Leave Act (FMLA)	ACT + 3 CY		ACT + 3 CY	M	S	N	V	

 Agency Approval

 Date Signed

 Secretary of State, State Archives & Records Services

 Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 15 of 36	
Indicate Use of Form	
__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

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

Records Retention Schedule

SS ARC 932 (10/19)

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

[Http://www.sos.la.gov](http://www.sos.la.gov)

Page 16 of 36	
Indicate Use of Form	
__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period			Remarks
023.005	LSU Health Care Services Division / Human Resources					In Office	In Storage	Total Retention	
Item Number	Records Series Title								
23.	Occupational Injury and Illness Annual Summary	ACT + 5FY	0	ACT + 5FY	M	S	N	I	Active = Until end of FY created or received. 29 CFR 1904.6
24.	Organizational Charts	PERM	0	PERM	P	R	Y	I	La. R.S. 44:36
25.	Payroll Correspondence	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	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	M	S	N	I	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	M	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	M	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	M	S	N	I	Active = Until end of FY created or received. La. R.S. 44:36
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use			Agency Abbreviations	
ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^^ = May be part of an Imaging/Electronic Survey.		P – Public Record M – May Contain Confidential Information C – Confidential Information			Y – Yes N - No				
		Archival Processing Codes			Vital Record Identification Code				
		A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)			V= Vital I = Important U= Useful				

 Agency Approval

 Date Signed

 Secretary of State, State Archives & Records Services

 Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 17 of 36								
Indicate Use of Form								
__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE								
Remarks								

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period			Remarks
Item Number	Records Series Title					In Office	In Storage	Total Retention	
023.005	LSU Health Care Services Division / Human Resources								
30.	Training Materials	P	S	N	U	ACT+ 3FY	0	ACT+ 3FY	Active = Until end of FY in which superseded. La. R.S. 44:36
31.	Vacancy Announcements	P	S	N	I	ACT+ 3FY	0	ACT+ 3FY	Active = Until end of FY created or received. La. R.S. 44:36
32.	Worker's Compensation Records	M	S	N	I	ACT +5CY	0	ACT +5CY	Active = Until end of FY in which employee separates from agency.
33.	Medical Staff Credentialing and Certification Files	M	S	N	I	ACT +5CY	0	ACT +5CY	Active = Until end of FY HCSD employee separates from agency. LA R.S. 44:36
34.	Tuberculosis Skin Test	M	S	N	I	ACT +5CY	0	ACT +5CY	Active = Until end of FY HCSD employee separates from agency. LA R.S. 44:36

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

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

Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No	Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
---	--	--	---	-----------------------------

Records Retention Schedule

SS ARC 932 (10/19)

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

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

[Http://www.sos.la.gov](http://www.sos.la.gov)

Page 18 of 36

Indicate Use of Form

- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
023.005	LSU Health Care Services Division / Laboratory, Therapy, and Imaging								
1.	Bone Marrow Test Reports – Minors	ACT + 10FY		ACT + 10FY	M	S	N	I	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	M	S	N	I	Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96
3.	Echocardiogram Tracings – Minors	ACT + 10FY		ACT + 10FY	M	S	N	I	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	M	S	N	I	Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96
5.	Electrocardiogram Tracings – Minors	ACT + 10FY		ACT + 10FY	M	S	N	I	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	M	S	N	I	Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use			Agency Abbreviations	
ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^^ = May be part of an Imaging/Electronic Survey.		P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)			Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful				

Records Retention Schedule

SS ARC 932 (10/19)

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

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

[Http://www.sos.la.gov](http://www.sos.la.gov)

Page 19 of 36

Indicate Use of Form
 __ ORIGINAL SUBMISSION
 RENEWAL
 __ REPLACEMENT PAGE
 __ ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
023.005	LSU Health Care Services Division / Laboratory, Therapy, and Imaging								
Item Number	Records Series Title								
7.	Electroencephalogram Tracings – Minors	ACT + 10FY	0	ACT + 10FY	M	S	N	I	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	M	S	N	I	RS 40:2114; RS 40: 1299.96 Active = until end of FY patient is discharged.
9.	Electromyograms – Minors	ACT + 10FY	0	ACT + 10FY	M	S	N	I	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	M	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	M	S	N	I	Active = Until end of FY created or received.
12.	Final Test Reports-Pathology/ Histology/ Cytology	ACT + 10FY	0	ACT + 10FY	M	S	N	I	Active = Until end of FY created or received. 42 CFR 493.1109; 42 CFR 493.1257
13.	Histopathology Slides	ACT + 10FY	0	ACT + 10FY	M	S	N	I	Active = Until end of FY created or received. 42CFR 493.1259(b)
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use			Agency Abbreviations	
ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.		P – Public Record M – May Contain Confidential Information C – Confidential Information			Y – Yes N - No				
		Archival Processing Codes			Vital Record Identification Code				
		A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)			V= Vital I = Important U= Useful				

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 20 of 36	
Indicate Use of Form	
__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
023.005	LSU Health Care Services Division / Laboratory, Therapy, and Imaging								
14.	HIV Test results (anonymous)	ACT + 2FY	0	ACT + 2FY	M	S	N	I	Active = Until end of FY created or received. 42 CFR 493.1109
15.	HIV Test results – Minors	ACT + 10FY	0	ACT + 10FY	M	S	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	M	S	N	I	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	C	S	N	I	Active = Until end of FY created or received. 42 CFR 493.1109
18.	Laboratory Test Requisitions	ACT + 2FY	0	ACT + 2FY	M	S	N	I	Active = Until end of FY created or received. 42 CFR 493.1105
19.	Paraffin Blocks	ACT + 2FY	0	ACT + 2FY	M	S	N	I	Active = Until end of FY created or received. 42CFR 493.1259(b)
20.	Patient Testing Reports - Immunohematology, Histocompatibility	ACT + 5FY	0	ACT + 5FY	M	S	N	I	Active = Until end of FY created or received. 42 CFR 493.1109
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use			Agency Abbreviations	
ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.		P – Public Record M – May Contain Confidential Information C – Confidential Information			Y – Yes N - No				
		Archival Processing Codes			Vital Record Identification Code				
		A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)			V= Vital I = Important U= Useful				

 Agency Approval

 Date Signed

 Secretary of State, State Archives & Records Services

 Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 21 of 36
Indicate Use of Form
__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
023.005	LSU Health Care Services Division / Laboratory, Therapy, and Imaging								
21.	Performance Records	ACT + 5FY	0	ACT + 5FY	M	S	N	I	Active = Until end of FY created or received. 42 CFR 493.903
22.	Radioisotopes	ACT + 5FY	0	ACT + 5FY	M	S	N	I	Active = Until end of FY created or received. 10 CFR 30.51
23.	Requests for tests	ACT + 2FY	0	ACT + 2FY	M	S	N	I	Active = Until end of FY created or received. 42 CFR 493.1105
24.	Screening Procedures – Minors	ACT + 10FY	0	ACT + 10FY	M	S	Y	I	Active = until end of FY patient reaches age of majority RS 40:2114; RS 40: 1299.96
25.	Screening Procedures – Adults	ACT + 10FY	0	ACT + 10FY	M	S	Y	I	Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96
26.	Slides	ACT + 5FY	0	ACT + 5FY	M	S	N	I	Active = Until end of FY created or received. 42CFR 493.1259
27.	Test Procedures-Errors	ACT + 5FY	0	ACT + 5FY	M	S	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 +	M	S	N	I	Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use			Agency Abbreviations	
ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.		P – Public Record M – May Contain Confidential Information C – Confidential Information			Y – Yes N - No				
		Archival Processing Codes			Vital Record Identification Code				
		A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)			V= Vital I = Important U= Useful				

Comment [AM6]: How long do you keep these?

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 22 of 36

Indicate Use of Form
 __ ORIGINAL SUBMISSION
 RENEWAL
 __ REPLACEMENT PAGE
 __ ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
023.005	LSU Health Care Services Division / Laboratory, Therapy, and Imaging								
29.	Minors (not duplicated in patient records)	ACT + 10FY	0	ACT + 10FY	M	S	Y	I	Active = Until end of FY created or received. RS 40:2114; RS 40: 1299.96
30.	Adults (not duplicated in patient records)	ACT + 10FY	0	ACT + 10FY	M	S	Y	I	Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96
31.	Wet Tissue	ACT + 6MO	0	ACT +6MO	M	S	N	I	Active = Until end FY created or received. 42CFR 493.1259(b)
32.	Autopsy Reports	PERM		PERM	M	R	Y	V	
33.	Equipment Records (calibration and validation, maintenance and inspection, operating instructions and manuals)	ACT+ 3FY	0	ACT+ 3FY	P	S	N	I	Active = until end of FY surplus is processed
34.	Waived/Exempt Screening and Monitoring Test Records	ACT + 10FY	0	ACT + 10FY	M	S	Y	I	Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96

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?

Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
---	--	---	-----------------------------

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

[Http://www.sos.la.gov](http://www.sos.la.gov)

Page 23 of 36	
Indicate Use of Form	
__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section								
023.005	LSU Health Care Services Division / Maintenance								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	
		In Office	In Storage	Total Retention					
1.	Construction Project Plans	ACT+ 10FY	0	ACT+ 10FY	P	S	N	I	Active = until end of FY in which project is complete.
2.	Building Maintenance Records	ACT+ 3FY	0	ACT+ 3FY	P	S	N	I	Active = until end of FY created or received.
3.	Motor Vehicle Maintenance records	ACT + 1FY	0	ACT + 1FY	P	S	N	I	Active = until end of FY surplus is processed
4.	Maintenance of Equipment	ACT + 1FY	0	ACT + 1FY	P	S	N	I	Active = until end of FY surplus is processed
5.	Property Appraisals	ACT+ 4FY	0	ACT+ 4FY	P	S	N	I	Active = until end of FY created or received.
6.	Repair Records	ACT+ 3FY	0	ACT+ 3FY	P	S	N	I	Active = until end of FY created or received.

Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No	Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
---	--	--	---	-----------------------------

 Agency Approval

 Date Signed

 Secretary of State, State Archives & Records Services

 Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

[Http://www.sos.la.gov](http://www.sos.la.gov)

Page 24 of 36	
Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period			Remarks
Item Number	Records Series Title					In Office	In Storage	Total Retention	
023.005	LSU Health Care Services Division / Medicaid/Medicare/UCC								
1.	Billing Material HCFA 1450 and supporting documents	ACT+ 10FY	0	ACT+ 10FY	M	S	Y	I	Active = Until end of FY created or received.
2.	Cost Report support documents	ACT+ 10FY	0	ACT+ 10FY	M	S	Y	I	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	M	S	Y	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	M	S	Y	I	Active = Until end of FY created or received.
5.	Medicare & Medicaid claims and supporting documentation including nursing education records	ACT+ 10FY	0	ACT+ 10FY	M	S	Y	I	Active = Until end of FY created or received. U.S. Dept of Justice Medicare Hospital Manual Section 480
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)		State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful		Agency Abbreviations UCC = Uniform Commercial Code HCFA = Health Care Finance Administration			

 Agency Approval

 Date Signed

 Secretary of State, State Archives & Records Services

 Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 25 of 36									
Indicate Use of Form									
__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE									
Remarks									

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period			Remarks
Item Number	Records Series Title					In Office	In Storage	Total Retention	
023.005	LSU Health Care Services Division / Meeting Records								
1.	Medical Executive Committee	PERM	PERM	PERM	M	R	Y	I	LA R.S. 44:7
2.	Medical Staff	PERM	PERM	PERM	M	R	Y	I	
3.	Committee Meetings Minutes	PERM	PERM	PERM	M	R	Y	I	
4.	Ethics & Compliance Policy Development Committee Meetings Minutes	PERM	PERM	PERM	M	R	Y	I	
5.	Facility Ethics & Compliance	PERM	PERM	PERM	M	R	Y	I	
6.	Departmental Meeting Minutes	PERM	PERM	PERM	M	R	Y	I	
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information		State Records Center Use Y – Yes N - No		Agency Abbreviations			
		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)		Vital Record Identification Code V= Vital I = Important U= Useful					

 Agency Approval

 Date Signed

 Secretary of State, State Archives & Records Services

 Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

[Http://www.sos.la.gov](http://www.sos.la.gov)

Page 26 of 36	
Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	
Item Number	Records Series Title	In Office	In Storage	Total Retention					
023.005	LSU Health Care Services Division / Patient Medical Record								
1.	Medical Records – Adult	ACT + 10FY		ACT + 10FY	M	S	N	I	Active =until end of FY patient is discharged RS 40:2144
2.	Medical Records – Infant/Child	ACT + 10FY		ACT + 10FY	M	S	N	I	Active =until end of FY patient reaches age of majority.
3.	Register of Births	PERM		PERM	M	R	Y	V	RS 40:34
4.	Death Register	PERM		PERM	M	R	Y	V	RS 40:34

Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
---	--	---	-----------------------------

 Agency Approval

 Date Signed

 Secretary of State, State Archives & Records Services

 Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

[Http://www.sos.la.gov](http://www.sos.la.gov)

Page 27 of 36	
Indicate Use of Form	
__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
023.005	LSU Health Care Services Division / Pharmacy								
1.	Alcohol (Tax Free Inventory)	ACT + 3FY		ACT + 3FY	P	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	M	S	N	I	Active = until end of FY in which controlled substances dispensed and administered. LAC 46:LIII2525; LAC 46:LII2901-2903; 21 CFR
3.	Controlled Substances Inventory and Orders	ACT + 5FY		ACT + 5FY	P	S	N	I	Active = Until end of FY created or received. LAC 46:LIII.2525; LAC 46:LIII2545; LAC 46:LIII.2901-2903; 21 CFR 1304.04(a)
4.	Inspection Reports	ACT + 4FY		ACT + 4FY	P	S	N	V	Active = Until end of FY created or received. LAC 46:LIII.2529
5.	Methodone Records	ACT + 5FY		ACT + 5FY	M	S	N	I	Active = Until end of FY created or received. LAC 46:LII: I.2525; 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	M	S	N	I	Active = Until end of FY created or received. LAC 46:LIII2525; LAC 46:LIII.2901-2903
7.	Pharmacy Register	ACT + 5FY		ACT + 5FY	M	S	N	V	Active= until end of FY in which medication was dispensed. LAC 46:LIII 2911
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use			Agency Abbreviations	
ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^^ = May be part of an Imaging/Electronic Survey.		P – Public Record M – May Contain Confidential Information C – Confidential Information			Y – Yes N – No				
		Archival Processing Codes			Vital Record Identification Code				
		A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)			V= Vital I = Important U= Useful				

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 28 of 36	
Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	
Item Number	Records Series Title	In Office	In Storage	Total Retention					
023.005	LSU Health Care Services Division / Pharmacy								
8.	Prescriptions	ACT + 5FY	0	ACT + 5FY	P	S	N	I	Active = Until end of FY created or received. LAC 46:LIII 2525; LAC 46:LIII 2901-2903; 21CFR 1304.04 (h)
9.	Radioactive Drugs	ACT + 5FY	0	ACT + 5FY	P	S	N	V	Active = Until end of FY created or received. LAC 46:LIII2525; LAC 46:LIII.2901-2903
10.	Recall Records	ACT + 4FY	0	ACT + 4FY	M	S	N	I	Active = Until end of FY created or received. LAC 46: LIII.2531

Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
---	--	---	-----------------------------

 Agency Approval

 Date Signed

 Secretary of State, State Archives & Records Services

 Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 29 of 36	
Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section								
023.005	LSU Health Care Services Division / Property Control								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1.	Buildings/Additions Cost	PERM		PERM	P	R	Y	I	
2.	Capital Assets (purchase cost greater than \$5,000)	ACT + 10FY	0	ACT + 10FY	P	S	N	V	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	P	S	N	V	Active = until end of FY asset is disposed.
4.	Property Appraisals	PERM		PERM	P	R	Y	I	
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use			Agency Abbreviations	
ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.		P – Public Record M – May Contain Confidential Information C – Confidential Information			Y – Yes N - No				
		Archival Processing Codes			Vital Record Identification Code				
		A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)			V= Vital I = Important U= Useful				

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

 Agency Approval

 Date Signed

 Secretary of State, State Archives & Records Services

 Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 30 of 36	
Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period			Remarks
Item Number	Records Series Title					In Office	In Storage	Total Retention	
023.005	LSU Health Care Services Division / Quality Management								
1.	JCAHO (Joint Commission on Accreditation of Healthcare Organization) Survey Reports	PERM		PERM	P	R	Y	V	
2.	Medicare Mortality Report	PERM		PERM	P	R	Y	V	
3.	Surgical Case Review	ACT+ 7FY	0	ACT + 7FY	M	S	N	I	Active = Until end of FY created or received.
4.	UR(Utilization Review)/DRG (Diagnosis Related Group) Review Worksheets	ACT +10FY	0	ACT+ 10FY	M	S	N	I	Active = Until end of FY created or received. Medicare & Medicaid Guide (PRM-I, 2304.1 P 6420385)

Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No	Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
---	--	--	---	-----------------------------

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

Records Retention Schedule

SS ARC 932 (10/19)

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

[Http://www.sos.la.gov](http://www.sos.la.gov)

Page 31 of 36	
Indicate Use of Form	
__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period			Remarks
Item Number	Records Series Title					In Office	In Storage	Total Retention	
023.005	LSU Health Care Services Division / Radiation Protection Program								
1.	Credential License and Certification Records	M	S	N	I	ACT + 7FY	0	ACT + 7FY	Active = until end of FY employee separates or terminated from agency LAC 46:LXVI.1213
2.	Environmental Exposure	M	S	N	I	ACT + 1FY	0	ACT + 1FY	Active = until end of FY license terminates or expires. LAC 33:XV.472
3.	Mammograms	M	S	N	I	ACT + 10FY	0	ACT + 10FY	Active = until end of FY created or received. FDA Guidance
4.	Planned Special Exposure	M	S	N	I	ACT + 4FY	0	ACT + 4FY	Active = until end FY employee is terminated from agency. LAC 33:XV.472; LAC 33:SV.475
5.	Radiation Equipment Minor Maintenance	P	S	N	I	ACT + 4FY	0	ACT + 4FY	Active = until end of FY created or received. LAC 33:XV.472
6.	Radiation Detection Instrumentation	P	S	N	I	ACT + 3FY	0	ACT + 3FY	Active = until end of FY created or received. LAC 33:XV.472
7.	Radiation Monitoring Records (human exposure)	M	S	N	I	ACT + 1FY	0	ACT + 1FY	Active = until end of FY license terminates or expires. LAC 33:XV.472
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use		Agency Abbreviations		
ACT – Active Period (when used define term in remarks column)		P – Public Record			Y – Yes				
FY- Fiscal Year (July 1- June 30)		M – May Contain Confidential Information			N - No				
CY – Calendar Year (Jan 1 – Dec 31)		C – Confidential Information			Vital Record Identification Code				
AY – Academic Year (Aug 1 – July 31)		Archival Processing Codes			V= Vital				
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to State Archives			I = Important				
MO – Months WK – Week (Mon-Sun) DY - Day(s)		R – Retain in Agency Archives			U= Useful				
<u>PERM – Permanent</u>		S – Review by State Archives							
** = May be part of an Imaging/Electronic Exception.		E- Review by State Archives/Electronic							
^^ = 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

Records Retention Schedule

SS ARC 932 (10/19)

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

[Http://www.sos.la.gov](http://www.sos.la.gov)

Page 32 of 36	
Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital				
023.005	LSU Health Care Services Division / Radiation Protection Program								
Item Number	Records Series Title					Retention Period			
		In Office	In Storage	Total Retention					
8.	Radiation Monitoring Records (Radioactive Materials)	ACT + 3FY	0	ACT + 3FY	M	S	N	I	Active = until end of FY created or received. LAC 33:XV.472
9.	Radiology Surveys Records	ACT + 3FY	0	ACT + 3FY	M	S	N	I	Active = until end of FY created or received. LAC 33:XV.472
10.	Testing (Sealed Sources)	ACT + 5FY	0	ACT + 5FY	M	S	N	I	Active = until end of FY created or received. LAC 33:XV.473
11.	Testing (Entry Control Devices)	ACT+ 4FY	0	ACT+ 4FY	M	S	N	I	Active = Until end of FY created or received. LAC 33:XV.473

Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No	Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
---	--	--	---	-----------------------------

 Agency Approval

 Date Signed

 Secretary of State, State Archives & Records Services

 Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 33 of 36	
Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period			Remarks
Item Number	Records Series Title					In Office	In Storage	Total Retention	
023.005	LSU Health Care Services Division / Research Records								
1.	Human Experiment Records	PERM	PERM	PERM	C	R	Y	I	LAC 46:LIII.2551
2.	Medical Research	ACT + 10FY	0	ACT + 10FY	C	S	N	I	Active = until end of FY research project is concluded

Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
---	--	---	-----------------------------

 Agency Approval

 Date Signed

 Secretary of State, State Archives & Records Services

 Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 34 of 36									
Indicate Use of Form									
__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE									
Remarks									

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	
Item Number	Records Series Title	In Office	In Storage	Total Retention					
023.005	LSU Health Care Services Division / Safety								
1.	Disaster Recovery Plan	ACT + 3FY	PERM	PERM	P	A	Y	V	Active = until end of FY superseded. Transfer to State Archives 3 FY after superseded.
2.	Procedural Incident Reports	ACT + 4FY	0	ACT + 4FY	P	S	N	V	Active = Until end of FY created or received.
3.	Safety Inspections	ACT + 4FY	0	ACT + 4FY	P	S	N	V	Active = Until end of FY created or received.

Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
---	--	---	-----------------------------

 Agency Approval

 Date Signed

 Secretary of State, State Archives & Records Services

 Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

Http://www.sos.la.gov

Page 35 of 36								
Indicate Use of Form								
__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE								
Remarks								

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period			Remarks
						In Office	In Storage	Total Retention	
023.005	LSU Health Care Services Division / Security								
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
1.	Abandoned Property Records	ACT + 3FY	0	ACT + 3FY	M	S	N	I	Active = Until end of FY created or received.
2.	Patient Personal Property	ACT + 3FY	0	ACT + 3FY	M	S	N	U	Active= Until end of FY patient discharged.
3.	Security Disturbances	ACT + 3FY	0	ACT + 3FY	M	S	N	I	Active = Until end of FY in which disturbance occurs.
4.	Security Video	ACT + 2 CY	0	ACT + 2 CY	P	S	N	U	Active = Until end of CY recorded.
5.	Building Key Logs	ACT + 3FY	0	ACT + 3FY	M	S	N	I	Active = Until end of FY created or received.
6.	Vehicle Key Logs	ACT + 3FY	0	ACT + 3FY	M	S	N	I	Active = Until end of FY created or received.

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?

Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No	Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
--	--	--	---	-----------------------------

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

SS ARC 932 (10/19)

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

[Http://www.sos.la.gov](http://www.sos.la.gov)

Page 36 of 36	
Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
023.005	LSU Health Care Services Division / Utilization Management								
1.	Case Review Records	ACT + 2FY	0	ACT + 2FY	M	S	N	I	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	M	S	N	I	Active = until end of FY created or received.

Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) <u>PERM – Permanent</u> ** = May be part of an Imaging/Electronic Exception. ^ = May be part of an Imaging/Electronic Survey.	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
---	--	---	-----------------------------

 Agency Approval

 Date Signed

 Secretary of State, State Archives & Records Services

 Date Approved