

Records Retention Schedule

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

SS ARC 932 (10/19)

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| Agency No | Agency / Division / Section | | | | Security | Archival | State Records Center | Vital | Indicate Use of Form <input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE |
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| 023.005 | LSU Health Care Services Division / General | | | | | | | | |
| Item Number | Records Series Title | Retention Period | | | Security | Archival | State Records Center | Vital | Remarks |
| | | In Office | In Storage | Total Retention | | | | | |
| 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. |
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| 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 | | | |

[Signature]
Agency Approval

5/17/2021
Date Signed

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

5/27/2021
Date Approved

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| Item Number | Records Series Title | In Office | In Storage | Total Retention | | | | | | |
| 023.005 | LSU Health Care Services Division / Administration | | | | | | | | | |
| 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 | |
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X. L. L. L.
Agency Approval

5/17/2021
Date Signed

Catherine J. Newsome
Secretary of State, State Archives & Records Services

5/27/2021
Date Approved

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

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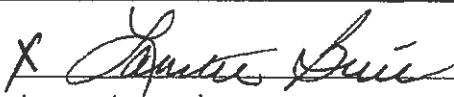
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| Item Number | Records Series Title | In Office | In Storage | Total Retention | | | | | |
| 023.005 | LSU Health Care Services Division / Blood Bank | | | | | | | | |
| 1. | ABO and RH Blood Types | PERM | PERM | PERM | M | R | N | I | 21 CFR 606.160 AAB 5.13.1 |
| 2. | Adverse Reactions to Transfusions | PERM | PERM | PERM | M | R | N | V | 21 CFR 606.160 AAB 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 AAB 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 AAB 5.14.1 |
| 5. | Clinically significant antibodies | PERM | PERM | PERM | M | R | N | I | AAB Standards |
| 6. | Final Disposition of Blood and Components | PERM | PERM | PERM | M | R | N | I | 21 CFR 606.160 AAB 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 AAB 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 AAB5.18 |
| 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 AAB5.18.4.5 |
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Agency Approval

5/12/2021
Date Signed


Secretary of State, State Archives & Records Services

5/27/2021
Date Approved

Records Retention Schedule

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

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| Agency No | Agency / Division / Section | Retention Period | | | Security | Archival | State Records Center | Vital | Remarks |
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| 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 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 | | | |

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5/17/2021
Date Signed

Catherine Newsome
Secretary of State, State Archives & Records Services

5/27/2021
Date Approved

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Remarks

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Records Retention Schedule

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

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| 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 / Dietary/Nutritional Services | | | | | | | | | |
| 1. | Dietary Recipe Records | ACT + 1FY | 0 | ACT + 1FY | P | S | N | I | Active= Until end of FY superseded or no longer in use. | |
| 2. | Dietician Counseling Summaries | ACT + 2FY | 0 | ACT + 2FY | M | S | N | V | Active = Until end of FY created or received. | |
| 3. | Food Costs | ACT + 6FY | 0 | ACT + 6FY | P | S | N | I | Active = Until end of FY created or received. | |
| 4. | Inspection Reports | ACT + 4FY | 0 | ACT + 4FY | P | S | N | V | Active = Until end of FY created or received. | |
| 5. | Meal Counts | ACT + 4FY | 0 | ACT + 4FY | P | S | N | I | Active = Until end of FY created or received. | |
| 6. | Menus | ACT + 4FY | 0 | ACT + 4FY | P | S | N | I | Active = Until end of FY created or received. | |
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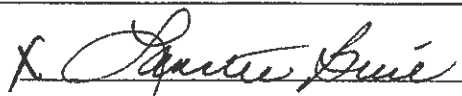
Security Status Codes
P – Public Record
M – May Contain Confidential Information
C – Confidential Information

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

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Date Signed


Secretary of State, State Archives & Records Services

5/27/2021
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| Item Number | Records Series Title | In Office | In Storage | Total Retention | | | | | | |
| 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. | |
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X [Signature]
Agency Approval

5/17/2021
Date Signed

Catherine J. Newcome
Secretary of State, State Archives & Records Services

5/27/2021
Date Approved

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Division of Archives, Records Management and History
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| 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. | |
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X. [Signature]
Agency Approval

5/17/2021
Date Signed

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

5/27/2021
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| 023.005 | LSU Health Care Services Division / Finance | | | | | | | | |
| 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. |
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Secretary of State, State Archives & Records Services

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| Agency No | Agency / Division / Section | | | | Security | Archival | State Records Center | Vital | <input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE | |
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| Item Number | Records Series Title | Retention Period | | | | | | | Remarks | |
| | | 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. | |
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5/17/2021
Date Signed

Catherine Newsome
Secretary of State, State Archives & Records Services

5/27/2021
Date Approved

Records Retention Schedule

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| Agency No | Agency / Division / Section | Retention Period | | | | Security | Archival | State Records Center | Vital | Remarks |
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| 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) | | | | | | | | | |
| 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 | |
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Date Signed

Catherine Newsome
Secretary of State, State Archives & Records Services

5/27/2021
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Records Retention Schedule

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| Agency No | Agency / Division / Section | Retention Period | | | Security | Archival | State Records Center | Vital | Remarks |
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| Item Number | Records Series Title | In Office | In Storage | Total Retention | | | | | |
| 023.005 | LSU Health Care Services Division / Health Insurance Portability and Accountability Act (HIPAA) | | | | | | | | |
| 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 |
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| 023.005 | LSU Health Care Services Division / Human Resources | | | | | | | | |
| Item Number | Records Series Title | Retention Period | | | Security | Archival | State Records Center | Vital | Remarks |
| | | In Office | In Storage | Total Retention | | | | | |
| 1. | Accident/Injury Reports | ACT + 5FY | 0 | ACT + 5FY | M | S | N | I | Active = Until end of FY created or received. 29 CFR 1904.3 |
| 2. | Affirmative Action Plan | ACT + 4FY | 0 | ACT + 4FY | P | S | N | I | Active = Until end of FY created or received. La. R.S. 44:36 |
| 3. | Affordable Care Act Files | ACT + 7 CY | 0 | ACT + 7 CY | C | S | N | V | Active = Until end of CY in which offer of insurance was made to employees. |
| 4. | Applications (Including Non-Hires) | ACT + 2FY | 0 | ACT + 2FY | M | S | Y | I | Active = Until end of FY in position is filled. Civil Service Circular |
| 5. | Civil Service Certificates of Eligibility | ACT + 3FY | 0 | ACT + 3FY | M | S | Y | I | Active = Until end of FY created or received. La. R.S. 44:36 |
| 6. | Civil Service SF-9's (Inquiry of Availability Form) | ACT + 3FY | 0 | ACT + 3FY | M | S | Y | I | Active = Until end of FY created or received. La. R.S. 44:36 |
| 7. | Criminal Background Checks | ACT + 3FY | 0 | ACT + 3FY | C | S | N | I | Active= until end of FY employee separates or is terminated. La. R.S. 44:36 |
| 8. | Drug Test Results | ACT + 3FY | 0 | ACT + 3FY | C | S | N | I | Active = Until end of FY created or received. La. R.S. 44:36 |
| 9. | EEO (Equal Employment Opportunity) Reports | ACT + 3FY | | ACT + 3FY | P | S | Y | V | Active = Until end of FY created or received. La. R.S. 44:36 |
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Secretary of State, State Archives & Records Services

5/27/2021
Date Approved

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| Item Number | Records Series Title | In Office | In Storage | Total Retention | | | | | | |
| 023.005 | LSU Health Care Services Division / Human Resources | | | | | | | | | |
| 10. | Employee Grievances | ACT + 3FY | | ACT + 3FY | C | S | Y | V | Active = Until end of FY in which matter is closed / final decision rendered. 29 CFR 1627.3 LA R.S. 44:36 | |
| 11. | Employee Manuals/Handbooks | ACT + 3FY | | ACT + 3FY | P | S | N | I | Active = Until end of FY HCSD employee separates from agency. La. R.S. 44:36 | |
| 12. | Employee Medical Records | ACT + 5FY | | ACT + 5FY | C | S | N | I | 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 | M | 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 | M | S | N | V | Active = Until end of CY when leave period ends. | |
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| 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 |
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| Item Number | Records Series Title | In Office | In Storage | Total Retention | | | | | |
| 023.005 | LSU Health Care Services Division / Human Resources | | | | | | | | |
| 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 |
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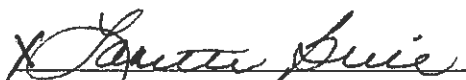
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| Agency No | Agency / Division / Section | | | | | | | | |
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| 023.005 | LSU Health Care Services Division / Laboratory, Therapy, and Imaging | | | | | | | | |
| Item Number | Records Series Title | Retention Period | | | Security | Archival | State Records Center | Vital | Remarks |
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| 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 |
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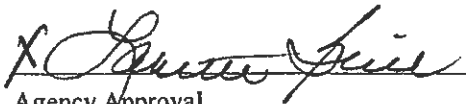
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| 023.005 | LSU Health Care Services Division / Laboratory, Therapy, and Imaging | | | | | | | | |
| Item Number | Records Series Title | Retention Period | | | Security | Archival | State Records Center | Vital | Remarks |
| | | In Office | In Storage | Total Retention | | | | | |
| 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 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

5/17/2021
Date Signed


Secretary of State, State Archives & Records Services

5/27/2021
Date Approved

Records Retention Schedule

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

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| Agency No | Agency / Division / Section | Retention Period | | | Security | Archival | State Records Center | Vital | Remarks |
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| 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 - Immunochemistry, 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 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 | | | |

X. J. [Signature]
Agency Approval

5/17/2021
Date Signed

Catherine J. Newsome
Secretary of State, State Archives & Records Services

5/27/2021
Date Approved

Records Retention Schedule

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

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------|-------------------------------------------------------------------------------------------------|----------|----------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------|
| Agency No | Agency / Division / Section | | | | Security | Archival | State Records Center | Vital | Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE |
| 023.005 | LSU Health Care Services Division / Laboratory, Therapy, and Imaging | | | | | | | | |
| Item Number | Records Series Title | Retention Period | | | | | | | |
| | | In Office | In Storage | Total Retention | | | | | Remarks |
| 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) |
| 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 | | | | |

X. L. L. L.
Agency Approval

5/17/2021
Date Signed

Catherine J. Newsome
Secretary of State, State Archives & Records Services

5/27/2021
Date Approved

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

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| Agency No | Agency / Division / Section | | | | Security | Archival | State Records Center | Vital | __ ORIGINAL SUBMISSION X RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE | | | | | | | |
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| 023.005 | LSU Health Care Services Division / Laboratory, Therapy, and Imaging | | | | | | | | | | | | | | | |
| Item Number | Records Series Title | Retention Period | | | | | | | | | | | | | | |
| | | In Office | In Storage | Total Retention | | | | | Remarks | | | | | | | |
| 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) | | | | | | | |
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| 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 | | | | | | | | | | | |

X *Amiee Sue*
Agency Approval

5/17/2021
Date Signed

Catherine Newcome
Secretary of State, State Archives & Records Services

5/27/2021
Date Approved

Records Retention Schedule

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

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| 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 / Maintenance | | | | | | | | |
| 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. |
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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)
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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.

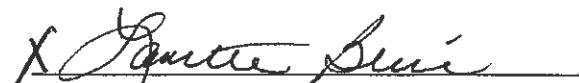
Security Status Codes
P – Public Record
M – May Contain Confidential Information
C – Confidential Information

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


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5/17/2021
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Secretary of State, State Archives & Records Services

5/27/2021
Date Approved

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Division of Archives, Records Management and History
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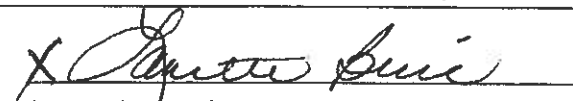
| Agency No | Agency / Division / Section | | | | | | | | |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|-----------------|----------|----------|----------------------|-------|---------------------------------------------------------------------------------------------------------------|
| 023.005 | LSU Health Care Services Division / Medicaid/Medicare/UCC | Retention Period | | | Security | Archival | State Records Center | Vital | Remarks |
| Item Number | Records Series Title | In Office | In Storage | Total Retention | | | | | |
| 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 |
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Permitted Retention Period Abbreviations
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FY- Fiscal Year (July 1- June 30)
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MO – Months WK – Week (Mon-Sun) DY - Day(s)
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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


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Secretary of State, State Archives & Records Services

5/27/2021
Date Approved

Records Retention Schedule

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| Agency No | Agency / Division / Section | | | | Security | Archival | State Records Center | Vital | Remarks |
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| 023.005 | LSU Health Care Services Division / Meeting Records | | | | | | | | |
| Item Number | Records Series Title | Retention Period | | | Security | Archival | State Records Center | Vital | Remarks |
| | | In Office | In Storage | Total Retention | | | | | |
| 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 | |
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| 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 | | |
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Catherine J. Newsome
Secretary of State, State Archives & Records Services

5/27/2021
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Remarks

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| Agency No | Agency / Division / Section | | | | Security | Archival | State Records Center | Vital | __ORIGINAL SUBMISSION X_RENEWAL __REPLACEMENT PAGE __ADDENDUM PAGE |
| 023.005 | LSU Health Care Services Division / Patient Medical Record | | | | | | | | |
| Item Number | Records Series Title | Retention Period | | | | | | | |
| | | In Office | In Storage | Total Retention | Remarks | | | | |
| 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 |
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| Permitted Retention Period Abbreviations | | Security Status Codes | | | State Records Center Use | | | Agency Abbreviations | |
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Agency Approval

5/17/2021
Date Signed

Catharina J. Newsome
Secretary of State, State Archives & Records Services

5/27/2021
Date Approved

Records Retention Schedule

Louisiana Secretary of State
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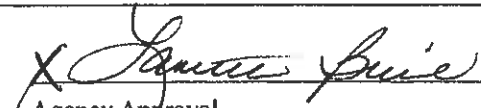
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| Agency No | Agency / Division / Section | Retention Period | | | Security | Archival | State Records Center | Vital | Remarks |
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| Item Number | Records Series Title | In Office | In Storage | Total 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: 1.2525; 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 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 | | | |


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Records Retention Schedule

Louisiana Secretary of State
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Remarks

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| Agency No | Agency / Division / Section | | | | Security | Archival | State Records Center | Vital | __ ORIGINAL SUBMISSION |
| 023.005 | LSU Health Care Services Division / Pharmacy | | | | | | | | X_ RENEWAL |
| Item Number | Records Series Title | Retention Period | | | Security | Archival | State Records Center | Vital | __ REPLACEMENT PAGE |
| | | In Office | In Storage | Total Retention | | | | | __ ADDENDUM PAGE |
| 8. | Prescriptions | ACT + 5FY | 0 | ACT + 5FY | P | S | N | I | Active = Until end of FY created or received. LAC 46:LI.2525; LAC 46:LI.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:LI.2525; LAC 46:LI.2901-2903 |
| 10. | Recall Records | ACT + 4FY | 0 | ACT + 4FY | M | S | N | I | Active = Until end of FY created or received. LAC 46: LI.2531 |
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| 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 | | P – Public Record M – May Contain Confidential Information C – Confidential Information | | | Y – Yes N - No | | | | |
| ** = May be part of an Imaging/Electronic Exception. ^^ = May be part of an Imaging/Electronic Survey. | | 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 | | | | |

X *[Signature]*
Agency Approval

5/17/2021
Date Signed

Catherine J. Newsome
Secretary of State, State Archives & Records Services

5/27/2021
Date Approved

Records Retention Schedule

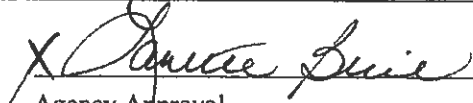
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| Agency No | Agency / Division / Section | | | | Security | Archival | State Records Center | Vital | Indicate Use of Form | |
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| 023.005 | LSU Health Care Services Division / Property Control | | | | | | | | <input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE | |
| 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 | | |
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| 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 | | | | |


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5/17/2021
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 5/27/2021
Secretary of State, State Archives & Records Services Date Approved

Records Retention Schedule

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__ADDENDUM PAGE

Remarks

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| Agency No | Agency / Division / Section | | | | Security | Archival | State Records Center | Vital | __ORIGINAL SUBMISSION |
| 023.005 | LSU Health Care Services Division / Quality Management | | | | | | | | X_RENEWAL |
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| Item Number | Records Series Title | Retention Period | | | | | | | Remarks |
| | | In Office | In Storage | Total Retention | | | | | |
| 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) |
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| 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 | | | | |
| PERM – Permanent | | 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) | | | | | | | |

X *Janette Smith*
Agency Approval

5/17/2021
Date Signed

Catherine Newsome
Secretary of State, State Archives & Records Services

5/27/2021
Date Approved

Records Retention Schedule

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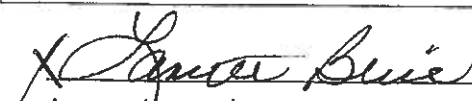
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☐ ADDENDUM PAGE

| Agency No | Agency / Division / Section | | | | | | | | |
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| 023.005 | LSU Health Care Services Division / Radiation Protection Program | Retention Period | | | Security | Archival | State Records Center | Vital | Remarks |
| Item Number | Records Series Title | In Office | In Storage | Total Retention | | | | | |
| 1. | Credential License and Certification Records | ACT + 7FY | 0 | ACT + 7FY | M | S | N | I | Active = until end of FY employee separates or terminated from agency LAC 46:LXVI.1213 |
| 2. | Environmental Exposure | ACT + 1FY | 0 | ACT + 1FY | M | S | N | I | Active = until end of FY license terminates or expires. LAC 33:XV.472 |
| 3. | Mammograms | ACT + 10FY | 0 | ACT + 10FY | M | S | N | I | Active = until end of FY created or received. FDA Guidance |
| 4. | Planned Special Exposure | ACT + 4FY | 0 | ACT + 4FY | M | S | N | I | 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 | P | S | N | I | Active = until end of FY created or received. LAC 33:XV.472 |
| 6. | Radiation Detection Instrumentation | ACT + 3FY | 0 | ACT + 3FY | P | S | N | I | Active = until end of FY created or received. LAC 33:XV.472 |
| 7. | Radiation Monitoring Records (human exposure) | ACT + 1FY | 0 | ACT + 1FY | M | S | N | I | Active = until end of FY license terminates or expires. LAC 33:XV.472 |
| 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 be0 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 | | | |


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Remarks

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

5/27/2021
Date Approved

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Remarks

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| X <u>Queen Sene</u> Agency Approval | <u>5/17/2021</u> Date Signed | <u>Catherine Newsome</u> Secretary of State, State Archives & Records Services | <u>5/27/2021</u> Date Approved |
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|-------------------------------------------------------|
| Active = Until end of FY created or received. |
| Active= Until end of FY patient discharged. |
| Active = Until end of FY in which disturbance occurs. |
| Active = Until end of CY recorded. |

Agency Approval

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Secretary of State, State Archives & Records Services

5/27/2021
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X *Ante Sue*
Agency Approval

5/17/2021
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Catherine Newsome
Secretary of State, State Archives & Records Services

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