Louisiana Secretary of State

SS ARC 932 (10/19)

Agency No	Agency / Division / Section				1		sos.la.g	100	ORIGINAL SUBMISSION X_RENEWAL
023.005	LSU Health Care Services Division / Genera	l		· · · · · · · · · · · · · · · · · · ·					
Item Number	Records Series Title	R	-	-	ecords		REPLACEMENT PAGEADDENDUM PAGE		
Mullipel	Necolds Selles Hite	In Office	In Storage	Total Retentio	Security	Archival	State Records Center	Vital	Remarks
1.	Calendars	ACT + 1 CY	0	ACT + 1 C	Y P	s	N	U	Active = Until end of CY created or received.
2.	Correspondence - Routine	ACT + 1 CY	0	ACT + 1 C	Y M	s	N	U	Active = Until end of CY created or received.
3.	Correspondence - General	ACT + 3 CY	0	ACT + 3 C	Y M	s	N	1	Active = Until end of CY created or received.
4.	Phone Messages	ACT+1CY	0	ACT + 1 C	Y M	s	N	U	Active = Until end of CY created or received.
5.	Professional Association Files	ACT + 1 CY	0	ACT + 1 C	Y M	s	N	1	Active = Until end CY administrative need ends.
6.	Presentations, Speeches and Handouts	ACT + 3 CY	0	ACT + 3 C	Y P	S	N	1	Active = Until end of CY administrative need ends
7.	Task Lists	ACT + 1 CY	0	ACT+1C	Y M	s	N	υ	Active = Until end of CY administrative need ends
					= _				
CT - Active Po	ention Period Abbreviations eriod (when used define term in remarks column) (July 1- June 30)	Security Status P - Public Reco		State Rec Use Y – Yes	ords (Center		Agency Abbreviations	
′ – Calendar '	Year (Jan 1 – Dec 31)	M – May Contain C – Confidential		Information	N - No				
Y – Academic Year (Aug 1 – July 31) FY – Federal Fiscal Year (Oct 1 – Sept 30) O – Months WK – Week (Mon-Sun) DY - Day(s)		A – Transfer to State Archives			Vital Rece Identifica V≈ Vital		ode		
ERM - Permanent = May be part of an Imaging/Electronic Exception.		O Novicir by Otale Alchives			I ≃ Import U= Useful				

Date Signed Secretary of State, State Archives & Records Services

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Louisiana Se	ecretary of State								Page 2 of 36
	rchives, Records Management and History								Indicate Use of Form
Post Office E	Box 94125, Baton Rouge, LA 70804				Http	://wwv	.sos.la.	gov	
Agency No	Agency / Division / Section								ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division / Administra	tion				Ì			X_RENEWAL
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ltem Number	Records Series Title	R	etention Per	riod		<u> </u>	Reco		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n g	Archival	State Records Center	Vital	Remarks
1.	Annual Report	ACT + 3FY	PERM	PERM	Р	A	N		ACT = until end of FY created or received. Transfer to State Archives after 3 FY
2.	Minutes of Board of Supervisors, Board of Directors	PERM	PERM	PERM	М	R	N	v	La. R.S. 44:7
3.	Executive Committee, Medical Staff	PERM	PERM	PERM	М	R	N	٧	La. R.S. 44:7
4.	Policies and Procedures (includes policy related correspondence)	PERM	PERM	PERM	Р	R	N	V	Medicare and Medicald Guide (PRM-I, §2304.1 ¶ 6420.85;45 CFR 413.20; 45 CFR 413.24; Health Insurance Manual 10 Section 413.04¹
5.	Record Retention Management Files (includes Records Retention Schedule, Disposal Requests and Certificates of Destruction)	PERM	PERM	PERM	Р	R	N	1	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
	ention Period Abbreviations	Security Status	Codes			Record	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P - Public Reco	ord		Use				
	r (July 1- June 30)	M – May Contai	n Confidential	Information	Y Yes	5			
	Year (Jan 1 – Dec 31)	C – Confidential Information							
	C Year (Aug 1 – July 31)	Archival Processing Codes				ecord	0-4-		
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to State Archives				cation	Code		
	WK - Week (Mon-Sun) DY - Day(s)	R - Retain in Agency Archives			V= Vita				
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^^ = May be pa	nt of an Imaging/Electronic Survey.	O - Other (Spec	cify in Remarks	3)					
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Secretary of State, State Archives & Records Services

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Date Approved

SS ARC 932 (10/19)

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						T		ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division / Blood Ba	nk							X_RENEWAL
Item Number	Records Series Title	Retention Period		, _{la}	State Records Center		REPLACEMENT PAGEADDENDUM PAGE		
Number	Necolus Selles Hue	In Office	ln Storage	Total Retention	Security	Archival	State F	Vital	Remarks
1,	ABO and RH Blood Types	PERM	PERM	PERM	М	R	N	1	21 CFR 606.160 AABB 5.13.1
2.	Adverse Reactions to Transfusions	PERM	PERM	PERM	М	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	М	R	N	٧	21 CFR 606.160 AABB 5.2.1; 5.4.2; 5.4.3.1; 5.2; 5.81; 5.82
4.	Blood Test Results	ACT + 5FY	0	ACT + 5FY	М	s	N	٧	Active = Until end of FY results are processed. 21 CFR 606.160 AABB 5.14.1
5.	Clinically significant antibodies	PERM	PERM	PERM	М	R	N	ı	AABB Standards
6.	Final Disposition of Blood and Components	PERM	PERM	PERM	М	R	N	ı	21 CFR 606.160 AABB 5.1.6.5
7.	General Records	ACT + 5FY	0	ACT + 5FY	М	s	Υ	1	Active = Until end of FY Expiration Date is met 21 CFR 606.160
8.	Quality Control	ACT + 5FY	0	ACT+5FY	Р	s	Y	ı	Active = Until end of FY created or received. 21CFR 606.160 AABB 5.1.3
9.	Refrigeration and Blood Inspection Records	ACT + 5FY	0	ACT+ 5FY	Р	s	N	1	Active = Until end of FY created or received. 21CRF 606.160 AABB5.18
10.	Transfusion Request Records	ACT + 5FY	0	ACT + 5FY	М	s	N	1	Active = Until end of FY created or received. 21 CRF 606.160 AABB5.18.4.5
	ention Period Abbreviations	Security Statu	s Codes	-	State R	ecords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P - Public Rec			Use Y - Yes				
	r (July 1- June 30)	1	M - May Contain Confidential Information			•			
	Year (Jan 1 – Dec 31)	C = Confidential Information			N - No				
	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30)				Vital Re		Code		
		A - Hallster to State Archives			V= Vital		Jouc		
	O – Months WK – Week (Mon-Sun) DY - Day(s) R – Retain in Agency Archives ERM – Permanent S – Review by State Archives			I = Imp					
	3 - Review by State Archives				U= Use				
2- Review by State Archives/Electronic									
-, ,	t of an Imaging/Electronic Survey. O – Other (Specify in Remarks)								

Date Signed

Secretary of State, State Archives & Records Services

SS ARC 932 (10/19)

Agency No	lox 94125, Baton Rouge, LA 70804 Agency / Division / Section				7	/www.:	<u> </u>	ĺ	ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division / Complian	ce							X_RENEWALREPLACEMENT PAGE
Item		R		a l	Records		ADDENDUM PAGE		
Number	Records Series Title	In Office	In Storage	Total Retentio	Security	Archival	State Records Center	Vital	Remarks
1.	Audits-External	ACT+ 5FY	0	ACT+ 5FY	Р	s	Y	٧	Active =Until end of FY audit is complete
2.	Audits-Internal	ACT + 5FY	0	ACT + 5FY	Р	s	N	٧	Active =Until end of FY audit is complete
3.	Compliance Officer Designation Form	ACT + 1FY	0	ACT + 1FY	Р	s	Y	V	Active =Until end of FY officer is superseded
4.	Inspector General Correspondence	ACT + 3FY	0	ACT + 3FY	М	s	Y	1	Active = Until the end of the FY created or received.
5.	Correspondence with Ethics and Compliance Officers	ACT + 5FY	0	ACT + 5FY	С	s	N	ı	Active = Until end of FY created or received
6.	Investigation-Documentation	ACT+10FY	0	ACT+10FY	С	s	N	1	Active =Until end of FY investigation is concluded.
7.	Newsletters/Bulletins	ACT + 2FY	PERM	PERM	Р	A	N	υ	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	С	s	N	U	Active = Until end of FY created or received.
9.	Reference Files	ACT + 10FY	0	ACT + 10FY	М	s	N	U	Active = Until end of FY no longer needed for administrative use. (Administrative Decision)
ACT – Active F FY- Fiscal Yea CY – Calendar AY – Academin FFY – Federal MO – Months PERM – Perm ** = May be pa	Retention Period Abbreviations ive Period (when used define term in remarks column) Year (July 1- June 30) Indian Year (Jan 1 – Dec 31) Idemic Year (Aug 1 – July 31) Idemic Year (Oct 1 – Sept 30) Idemic WK – Week (Mon-Sun) DY - Day(s) Idemic Year (Aug 1 – July 31) Idemic Year (Oct 1 – Sept 30) Idemic Yea		s s /Electronic	State Records Center Use Y - Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful				Agency Abbreviations	

Date Signed Secretary of State, State Archives & Records Services

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	ecretary of State								Page 5 of 36
	rchives, Records Management and History								Indicate Use of Form
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Agency No	Agency / Division / Section					1			X RENEWAL
023.005	LSU Health Care Services Division / Complia	ence					١,,		REPLACEMENT PAGE
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ltem Number	Records Series Title	R	etention Per	iod	<u></u>	ज़ ।	Records		
		In Office	In Storage	Total Retentio	ا ا	Archival	State R Center	Vital	Remarks
10.	Training Materials	ACT + 5FY	0	ACT + 5F	Y P	s	N	٧	Active= Until end of FY superseded or no longer in use.
11.	Training Programs	ACT + 5FY	0	ACT + 5F	ΥP	s	N	٧	Active= Until end of FY superseded or no longer in use.
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	ention Period Abbreviations eriod (when used define term in remarks column)	Security Status			State R	ecords	Center		Agency Abbreviations
	r (July 1- June 30)	P – Public Reco	_		Y - Yes				
	Year (Jan 1 – Dec 31)	M – May Contai		mormation	N - No				
	S Year (Aug 1 – July 31)	C – Confidential Information Archival Processing Codes			Vital Re	cord			
	Fiscal Year (Oct 1 - Sept 30)	A - Transfer to State Archives		Identific		Code			
	WK Week (Mon-Sun) DY - Day(s)	R – Retain in Agency Archives			V= Vital				
PERM - Perma	• • • • • • • • • • • • • • • • • • • •	S – Review by S	•		l = Impo	rtant			
** = May be par	rt of an Imaging/Electronic Exception.	E- Review by S		Electronic	U= Usef	ul		ĺ	
	rt of an Imaging/Electronic Survey.	O - Other (Spec							
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Date Signed Secretary of State, State Archives & Records Services

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Agency No	Agency / Division / Section	-			Ηπρ	://wwv	/.sos.la.	gov	ORIGINAL SUBMISSION
	LSU Health Care Services Division / Dietary/	Mutuitianal Camina							X_RENEWAL
023.005	230 Heatth Care Services Division / Dietary/	Nutritional Service	S				1 50		REPLACEMENT PAGE
Item		Retention Period				. _	Records		ADDENDUM PAGE
Number	Records Series Title		In	Total	ın d	Archival	te R	_	Remarks
		In Office	Storage	Retentio	n å	Arc	State R	Vital	
1.	Dietary Recipe Records	ACT + 1FY	0	ACT + 1F	Y P	s	N	ı	Active= Until end of FY superseded or no longer in use.
2.	Dietician Counseling Summaries	ACT + 2FY	0	ACT + 2F	с М	s	N	٧	Active = Until end of FY created or received.
3.	Food Costs	ACT + 6FY	0	ACT + 6F	r P	s	N	1	Active = Until end of FY created or received.
4.	Inspection Reports	ACT + 4FY	0	ACT + 4F	r P	s	N	V	Active = Until end of FY created or received.
5.	Meal Counts	ACT + 4FY	0	ACT + 4F	/ P	s	N	1	Active = Until end of FY created or received.
6.	Menus	ACT + 4FY	0	ACT + 4F	/ P	s	N	ı	Active = Until end of FY created or received.
	ention Period Abbreviations	Security Status			State R	ecord	Center		Agency Abbreviations
	eriod (when used define term in remarks column)	P – Public Reco	-		Y – Yes				
	· (July 1- June 30) Year (Jan 1 Dec 31)	M – May Contai C – Confidential		information	N - No				
	: Year (Aug 1 – July 31)	Archival Proce			Vital Re				
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to	-		Identifi		Code		
	WK - Week (Mon-Sun) DY - Day(s)	R Retain in Ag		V= Vital					
PERM - Perma	<u>inent</u>	S - Review by S	I = Imp	ortant					
** = May be par	t of an Imaging/Electronic Exception.	E- Review by S	tate Archives/I	Electronic	U= Use	ul			
^^ = May be pa	rt of an Imaging/Electronic Survey.	O - Other (Spec	cify in Remarks	s)					
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SS ARC 932 (10/19)

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Agency No	Agency / Division / Section								X_RENEWAL
023.005	LSU Health Care Services Division / Finance						<u>\$</u>		REPLACEMENT PAGE
Item Number	Records Series Title	F		/al	Records		ADDENDUM PAGE		
		In Office	In Storage	Total Retention	Security	Archival	State Re Center	Vital	Remarks
1.	Accounts Payable Records	ACT + 3FY	7FY	ACT + 10 F	Y P	s	N	٧	ACT = Until end of FY in which audited.
2.	Accounts Receivable Records	ACT + 3FY	7FY	ACT + 10 F	ΥP	s	N	٧	ACT = Until end of FY in which audited.
3.	Audit Reports	ACT + 3FY	7FY	ACT + 10 F	Y P	s	N	1	ACT = Until end of FY created or received.
4.	Bank Account Statements	ACT + 3FY	7FY	ACT + 10 F	Y P	s	Y	٧	ACT ≃ Until end of FY in which audited.
5.	Bank Deposit Receipts	ACT + 3FY	7FY	ACT + 10 F	Y P	s	Υ	٧	ACT = Until end of FY created or received.
6.	Bonds	ACT + 3FY	7 FY	ACT + 10 F	ΥP	s	Υ	ı	ACT = Until end of FY in which bond issue is paid of closed out.
7.	Budgets	ACT + 3FY	7FY	ACT + 10 F	Y P	s	N	1	ACT = Until end of FY in which budget is revised or superseded.
8.	Canceled Checks	ACT + 3FY	7FY	ACT + 10 F	Y M	s	N	ı	ACT = Until end of FY created or received.
9.	Canceled Notes	ACT + 3FY	7FY	ACT + 10 F	Y M	s	N	1	ACT = Until end of FY created or received.
10.	Cash disbursements	ACT + 3FY	7FY	ACT + 10 F	Y M	s	N	V	Active = Until end of FY in which audited.
ACT – Active I FY- Fiscal Yea CY – Calendai	ermitted Retention Period Abbreviations CT Active Period (when used define term in remarks column) Y- Fiscal Year (July 1- June 30) Y- Calendar Year (Jan 1 - Dec 31) Security Status Codes P Public Record M May Contain Confidential C Confidential Information		Information	State Records Center Use Y – Yes N - No				Agency Abbreviations	
FFY – Federal MO – Months	c Year (Aug 1 July 31) Fiscal Year (Oct 1 Sept 30) WK Week (Mon-Sun) DY Day(s)	A – Transfer to R – Retain in A	A – Transfer to State Archives R – Retain in Agency Archives			ord ation C	ode		
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Secretary of State, State Archives & Records Services

Date Appr

SS ARC 932 (10/19)

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Agency No	Agency / Division / Section					цр.,,,		303.14.	gov	
023.005	LSU Health Care Services Division / Finance									X_RENEWAL
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ltem Number	Records Series Title	F	Retention Pe			Ę	val	Records		ADDENDUM PAGE
		In Office	In Storage	Total Retention		Security	Archival	State R	Vital	Remarks
11.	Cash Receipts	ACT + 3 FY	7 FY	ACT + 10 F	Y	Р	s	N	v	Active = Until end of FY in which audited.
12.	Chart of Accounts	ACT + 3 FY	7 FY	ACT + 10F	Y¹	м	s	N	٧	Active = Until end of FY in which superseded.
13.	Contracts / Cooperative Endeavor Agreements	ACT + 10FY	0	ACT + 10F	Y	М	s	N	1	Active = Until end of FY contract or agreement expires Civil Code
14.	Credit Card Records	ACT + 3 FY	7 FY	ACT + 10F)	Y ¹	м	s	N	٧	Active = Until end of FY in which audited.
15.	Depreciation Schedules	ACT + 3 FY	7 FY	ACT + 10F)	Y1	м	s	N	V	Active = Until end of FY created or received.
16.	Federal Financial Awards	ACT + 3 FY	7 FY	ACT + 10FY	(1	М	s	Υ	٧	Active = Until end of FY created or received.
17.	FEMA / GOHSEP Files	ACT + 1 FY	7 FY	ACT + 5 FY	'	м	S	N	٧	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	rı lı	м	S	N	٧	Active = Until end of FY in which audited.
19.	Inventory	ACT + 3 FY	7 FY	ACT + 10FY	(1	Р	S	N	*	Active = Until end of FY created or received.
20.	Invoices	ACT + 3 FY	7 FY	ACT + 10FY	(¹ 1	Р	s	N	٧	Active = Until end of FY in which audited.
	ention Period Abbreviations	Security Status	s Codes	-		Reco	ords (Center		Agency Abbreviations
	Period (when used define term in remarks column)	P - Public Reco			Use Y-Y					
	r (July 1- June 30) Year (Jan 1 – Dec 31)	M May Contai		Information	N - N					FEMA = Federal Emergency Management Agency
	•	C - Confidentia								GOHSEP = Governor's Office of Homeland Securit
AY Academic Year (Aug 1 July 31) FFY Federal Fiscal Year (Oct 1 Sept 30)		Archival Proce	_		Vital dent			ode		Emergency Preparedness
#O - Months WK - Week (Mon-Sun) DY - Day(s)		A - Transfer to			V= Vi			- 44		
	ERM - Permanent		gency Archives State Archives		I = Important					
* = May be par	rt of an Imaging/Electronic Exception.	E- Review by S			U= Us	•				
	irt of an Imaging/Electronic Survey.	O - Other (Spec								
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Agency Approval

Secretary of State, State Archives & Records Services

SS ARC 932 (10/19)

gency No	Agency / Division / Section					T			ORIGINAL SUBMISSION
23.005	LSU Health Care Services Division / Finance								X_RENEWAL
							Records		REPLACEMENT PAGE ADDENDUM PAGE
ltem Number	Records Series Title	R	خِ	le v	8 F		_		
Rumber		In Office	In Storage	Total Retention	Security	Archival	State Re	Vital	Remarks
21.	Journal Vouchers	ACT + 3 FY	7 FY	ACT + 10 FY	М	s	N	٧	Active = Until end of FY created or received.
22.	Payroll (Payables & Invoices)	ACT + 3 FY	7 FY	ACT + 10 FY	Р	s	N	٧	Active = Until end of FY created or received.
23.	Petty Cash Records	ACT + 3 FY	7 FY	ACT + 10 FY	Р	s	N	ı	Active = Until end of FY created or received.
24.	Purchase Orders	ACT+3FY	7 FY	ACT + 10 FY	Р	s	N	٧	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+3FY	7 FY	ACT + 10 FY	Р	s	N	٧	Active = Until end of FY in which audited.
27.	Travel Authorizations (official)	ACT+3FY	7 FY	ACT + 10 FY	М	s	N	1	Active = Until end of FY in which authorization lapse
28.	Travel Expense Requests	ACT + 3 FY	7 FY	ACT + 10 FY	М	s	N	1	Active = Until end of FY in which completed.
29.	Unemployment Insurance Payments	ACT + 3 FY	7 FY	ACT + 10 FY	′ м	s	N	1	Active = Until end of FY in which payment was mad
30.	Wire Transfers	ACT + 3 FY	7 FY	ACT + 10 FY	М	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) PERM Permanent		Security Statu P - Public Reco M - May Conta C - Confidentia Archival Proce A - Transfer to R - Retain in A S - Review by	Y - Yes N - No Vital Re Identific V= Vital I = Impo	cord ation (Agency Abbreviations		
** = May be part of an Imaging/Electronic Exception. *^ = May be part of an Imaging/Electronic Survey.		1	E- Review by State Archives/Electronic O – Other (Specify in Remarks)			uı			

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	rchives, Records Management and History									Indicate Use of Form
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Agency No	Agency / Division / Section									X_RENEWAL
023.005	LSU Health Care Services Division / Finance									
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item	Records Series Title	R	etention Pe	riod		<u>~</u>	<u>18</u>	Reco		_ADDENDUM PAGE
Number	Necolus Selles Title	In Office	in Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
31.	Workers Compensation Insurance	ACT + 3 FY	7 FY	ACT + 10FY	ľ	vi .	s	N	ı	Active = Until end of FY created or received.
Permitted Ret	ention Period Abbreviations	Security Status	s Codes			Reco	ords (Center		Agency Abbreviations
ACT - Active F	Period (when used define term in remarks column)	P - Public Reco	ord		Use					
FY- Fiscal Yea	ır (July 1- June 30)	M – May Conta	in Confidential	Information	Y-Ye					
CY - Calendar	r Year (Jan 1 – Dec 31)	C - Confidentia	I Information		N - No) 				
AY - Academic	c Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital F					
FFY - Federal	Fiscal Year (Oct 1 - Sept 30)	A - Transfer to	State Archives		Identi		ion C	ode		
MO - Months	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in A	gency Archives	3	V≃ Vit					
PERM - Perm	<u>anent</u>	S - Review by	State Archives		= tm	•	int			
** = May be pa	art of an Imaging/Electronic Exception.	E- Review by S	State Archives/	Electronic	U= Us	seful				
^^ = May be pa	art of an Imaging/Electronic Survey.	O - Other (Spe	cify in Remark	s)						
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Secretary of State, State Archives & Records Services

Date Approved

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Agency No	Agency / Division / Section	// Division / Section				T	T	1	ORIGINAL SUBMISSION
									X RENEWAL
023.005	LSU Health Care Services Division / Health Insu: (HIPPA)	rance Portabili	ty and Acco	ountability A	ct		<u>s</u>		REPLACEMENT PAGE
Item	Records Series Title	R	etention Pe	riod		<u>.</u>	Records		ADDENDUM PAGE
Number :	Records Series Title	In Office	In Storage	Total Retentio	on Z	Archival	State R	Vital	Remarks
1.	Accounting of Disclosures of Protected Health Information	ACT + 6FY	0	ACT + 6FY	м	s	N	1	Active = Until end of FY created or received. 45 CFR Parts 160 & 164
2.	Acknowledgement of Receipt of Notice of Privacy Practices (HIPAA 7515-03)	ACT + 6FY	0	ACT + 6FY	Р	s	N	1	Active = Until end of FY created or received. 45 CFR Parts 160 & 164
3.	Authorization for Release of Protected Health Information (HIPAA 7501-03)	ACT + 6FY	0	ACT + 6FY	Р	s	N	ı	Active = Until end of FY created or received. 45 CFR Parts 160 & 164
4.	Authorization for Use and Disclosure of Protected Health Information for Marketing Purposes (HIPAA 7517-03)	ACT + 6FY	0	ACT + 6FY	Р	s	N		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	Р	s	N	1	Active = Until end of FY contract expires. 45 CFR Parts 160 & 164
6.	Limited Data Set Request & Data Use Agreement (HIPAA 7509-03	ACT + 6FY	0	ACT + 6FY	Р	s	N	ı	Active = Until end of FY created or received. 45 CFR Parts 160 & 164
7.	Permission to Use & Disclose Protected Health Information (HIPAA 7505-03)	ACT + 6FY	0	ACT + 6FY	Р	s	N	1	Active = Until end of FY created or received. 45 CFR Parts 160 & 164
8.	Request for Access to Protected Health Information (HIPAA 4503-03)	ACT + 6FY	0	ACT + 6FY	Р	s	N	1	Active = Until end of FY created or received. 45 CFR Parts 160 & 164
Permitted Ret	ention Period Abbreviations	Security Status	s Codes		State R	State Records Center			Agency Abbreviations
ACT - Active F	Period (when used define term in remarks column)	P - Public Reco	ord		Use				
FY- Fiscal Yea	r (July 1- June 30)	M May Conta	in Confidential	Information	Y – Yes	Y - Yes			
CY - Calendar	Year (Jan 1 – Dec 31)			N - No					
AY - Academic	c Year (Aug 1 – July 31)			Vital Re	cord				
		A – Transfer to	-		Identifi	cation	Code		
MO - Months WK - Week (Mon-Sun) DY - Day(s)		R - Retain in A	gency Archives	5	V≕ Vital				
PERM - Permanent		S - Review by	- •		I = Important				
** = May be pa	rt of an Imaging/Electronic Exception.				U= Use	ful			
			Other (Specify in Remarks)						

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Secretary of State, State Archives & Records Services

SS ARC 932 (10/19)

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Agency No	Agency / Division / Section					,			1	ORIGINAL SUBMISSION	
023.005	LSU Health Care Services Division / Health Insu	ırance Portabili	ity and Acco	untahility Δ	Act		ĺ			X_RENEWAL	
	(HiPPA)	(HIPPA)								REPLACEMENT PAGE	
Item Number	Records Series Title	Retention Period				ity	Archival	Records		ADDENDUM PAGE	
		In Office	In Storage	Total Retention	- 1	Security		State Ro	Vital	Remarks	
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		Ρ	s	N	1	Active = Until end of FY created or received. 45 CFR Parts 160 & 164	
10.	Request for De-identified Information (HIPAA 7511-03)	ACT + 6FY	0	ACT + 6FY		Р	S	N	1	Active = Until end of FY created or received. 45 CFR Parts 160 & 164	
11.	Request to Receive Confidential Information by Alternative Means or at Alternative Location (HIPAA 7506-03 & 7521-03)	ACT + 6FY	0	ACT + 6FY		Р	S	N	ı	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	ACT + 6FY 0 ACT + 6FY		Р	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		М	s	N	1	Active = Until end of FY created or received. 45 CFR Parts 160 & 164	
14.	(HIPPA 7507-03 & 7525-03) Verification of Treatment Relationship by Health Care Provider- Individual or Entity (211408-1)	ACT + 6FY	0	ACT + 6FY		Р	s	N	1	Active = Until end of FY created or received. 45 CFR Parts 160 & 164	
Permitted Rete	ention Period Abbreviations	Security Status	Codes		State	e Rec	ords (Center		Agency Abbreviations	
ACT - Active P	eriod (when used define term in remarks column)	P - Public Reco	ord		Use					•	
FY- Fiscal Year	r (July 1- June 30)	M - May Contai	n Confidential	Information	Y-1	Yes			ĺ		
CY - Calendar	Year (Jan 1 – Dec 31)	C - Confidential	Information		N-N	10					
AY – Academic	: Year (Aug 1 – July 31)						ord				
FFY - Federal I	Fiscal Year (Oct 1 – Sept 30)	•					ion C	ode			
MO - Months	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in Agency Archives									
PERM - Permanent S - Review by State Archives						I = Important					
** = May be par	rt of an Imaging/Electronic Exception.	E- Review by State Archives/Electronic U= L				U= Useful					
^^ = May be par	rt of an Imaging/Electronic Survey.	O - Other (Spec	ify in Remarks	\$)							
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Secretary of State, State Archives & Records Services

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Division of A	rchives, Records Management and History						Page 13 of 36			
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Agency No	Agency / Division / Section				- '	цр.л	VV VV VV.	505.la.	gov T	ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division / Human Re	SOURCES		 					1	X_RENEWAL
					2		REPLACEMENT PAGE			
Item			Retention Pe	riad				95		ADDENDUM PAGE
Number	Records Series Title					rity	ival	l & F		
		In Office In Total Storage Retention		Security	Archival	State Records Center	Vital	Remarks		
1.	Accident/Injury Reports	ACT + 5FY	ACT+5FY 0 ACT+5FY				s	N	1	Active = Until end of FY created or received. 29 CFR 1904.3
2.	Affirmative Action Plan	ACT + 4FY	0	ACT + 4FY		Р	s	N	1	Active = Until end of FY created or received. La. R.S. 44:36
3.	Affordable Care Act Files	ACT + 7 CY	0	ACT + 7 C	Y	С	`S	N	٧	Active = Until end of CY in which offer of insurance was made to employees.
4.	Applications (Including Non-Hires)	ACT + 2FY	0	ACT + 2FY		м	s	Y	_	Active = Until end of FY in position is filled. Civil Service Circular
5.	Civil Service Certificates of Eligibility	ACT+3FY 0 ACT+3FY				М	s	Υ	1	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		М	s	Υ	1	Active = Until end of FY created or received. La. R.S. 44:36
7.	Criminal Background Checks	ACT +3FY	0	ACT +3FY		С	s	N	ı	Active= until end of FY employee separates or is terminated. La. R.S. 44:36
8.	Drug Test Results	ACT + 3FY	0	ACT + 3FY	(С	s	N	1	Active = Until end of FY created or received. La. R.S. 44:36
9.	EEO (Equal Employment Opportunity) Reports	ACT + 3FY		ACT + 3FY	F	-	S	Υ	٧	Active = Until end of FY created or received. La. R.S. 44:36
	ention Period Abbreviations	Security Status	s Codes			Reco	ords C	enter		Agency Abbreviations
	eriod (when used define term in remarks column)	P – Public Reco	· ·		Use					
	· (July 1- June 30) Year (Jan 1 – Dec 31)	M – May Contai		Information	Y-Ye					
	Year (Jan 1 – Dec 31) Year (Aug 1 – July 31)	C - Confidential			N - No					
	Fiscal Year (Oct 1 – Sept 30)	Archival Proce	Vital F							
	WK - Week (Mon-Sun) DY - Day(s)	A - Transfer to	Identi		on Co	de				
PERM - Perma	***	R – Retain in Agency Archives								
	t of an Imaging/Electronic Exception.	S – Review by State Archives E- Review by State Archives/Electronic U= U:					nt			
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^ = May be part of an Imaging/Electronic Survey. O - Other (Specify in Remarks)										
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	Box 94125, Baton Rouge, LA 70804				Http:/	/www.	sos.la.g	yor	Indicate Use of Form
Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division / Human Res	LSU Health Care Services Division / Human Resources							X_RENEWALREPLACEMENT PAGE
		T				spro			REPLACEMENT FAGE ADDENDUM PAGE
ltem Number	Records Series Title	R	etention Pe	riod		<u>a</u>	& _		
Rumber	Accords centes fille	In Office	In Storage	Total Retention	Security	Security Archival State Records Center		Vital	
10.	Employee Grievances	ACT + 3FY		ACT + 3FY	С	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	Р	s	N	ł	Active = Until end of FY HCSD employee separates from agency. La. R.S. 44:36
12.	Employee Medical Records	ACT + 5FY		ACT + 5FY	С	s	N	1	Active = Until end of FY HCSD employee separates from agency. 29 CFR 1627.3 LA R.S. 44:36
13.	Employee Payroll Fifes	ACT + 3FY		ACT + 3FY	М	s	N	٧	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 + 70C1	M	s	N	v	Active = Until end of FY HCSD employee separates from agency. LA R.S. 44:36
15.	Family and Medical Leave Act (FMLA)	ACT + 3 CY		ACT + 3 CY	М	s	N	٧	Active = Until end of CY when leave period ends.
ACT – Active F FY- Fiscal Yea CY – Calendar AY – Academid FFY – Federal MO – Months PERM – Perma ** = May be pa	tention Period Abbreviations Period (when used define term in remarks column) ar (July 1- June 30) r Year (Jan 1 – Dec 31) c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30) WK – Week (Mon-Sun) DY - Day(s) anent art of an Imaging/Electronic Exception. art of an Imaging/Electronic Survey.	umn) 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			Vital Recorded Vital Recorded V= Vital I = Impo	Y - Yes N - No Vital Record Identification Code			Agency Abbreviations

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Agency No	Box 94125, Baton Rouge, LA 70804 Agency / Division / Section	 -			T	ιρτ	*****	sos.la.g	JUV	ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division / Human Resources									X_RENEWAL
		T				Records		REPLACEMENT PAGE		
ltem Number	Records Series Title	R		ا جِ	<u>e</u>	Rec 7		ADDENDUM PAGE		
		In Office	In Storage	Total Retention	on	Security Archival State Rec Center Vital		Vital	Remarks	
16.	Hazard Communication Records	ACT + 30FY	0	ACT + 30F	1	VI	s	N	1	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 + 30F	1	и	S	N	٧	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	, ,	2	s	N	٧	Active = until end of CY employee separates from agency.
	IRS Records (W-2, W-9, W-4, 1099, 940, 941,					_				8 USC 1324(b)(3)(A)(B)
19.	Payroll deduction authorization)	ACT + 5CY	0	ACT + 5CY		۶	s	N	٧	Active = Until end of FY created or received. 26 CFR 301.6501(E)-1 (unconfirmed)
20.	Job Descriptions	ACT + 3CY	0	ACT + 3CY		Л	s	Υ	1	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		,	s	N	v	Active = Until end of FY created or received.
	,			ACTIVITY		М	3	N	v	29 CFR 1627.3 LA R.S. 44:36
22.	Material Safety Data Sheets	ACT + 30FY	0	ACT + 30FY	,	,	s	N		Active = Until end of FY created or received.
					. '	_	ŭ			29 CFR 1910.20; 29 CFR 1910.1001
	ention Period Abbreviations	Security Status				Reco	ords C	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P - Public Reco			Use					
	r (July 1- June 30)	M - May Contai		Information	Y – Ye N - No	-			ŀ	IRS = Internal Revenue Service
	Year (Jan 1 Dec 31)	C - Confidential			IN - INC	· 				
	C Year (Aug 1 – July 31)					Recoi				
	Fiscal Year (Oct 1 – Sept 30)	A - Hansier to State Archives					on Co	ode		
	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in Agency Archives								
ERM – Perma		S - Review by S			1 = lm	•	ากเ		ľ	
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/ Agency Approval

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Agency No	Box 94125, Baton Rouge, LA 70804 Agency / Division / Section				- T		1	os.la.g	JOV .	ORIGINAL SUBMISSION
	LSU Health Care Services Division / Human Res									X_RENEWAL
023.005	250 Health Care Services Division / Human Res						ş		REPLACEMENT PAGE	
Item Number	Records Series Title	R	etention Pe	riod		≥ .	<u></u>	Record		ADDENDUM PAGE
Number	records defies fille	In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
23.	Occupational Injury and Illness Annual Summary	ACT + 5FY	0	ACT + 5FY		1 8		N	ı	Active = Until end of FY created or received. 29 CFR 1904.6
24.	Organizational Charts	PERM	0	PERM	P	F	2	Υ	1	La. R.S. 44:36
25.	Payroll Correspondence	ACT + 3 FY	0	ACT + 3 FY	N	ı s		N	ı	Active = Until end of FY employee separates from agency. LA R.S. 44:36
26.	Performance Planning and Review (PPR) Records	ACT +5FY	0 ACT+5FY		N	ı 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	N	ı s		N	1	Active = Until end of FY created or received. La. R.S. 44:36
28.	Supervisor's File	ACT + 2CY	0	ACT + 2CY	N	ıs		N	1	Active = Until end of CY in which supervision ends.
29.	Time and Attendance Records (Sign-in Sheets & Leave Requests)	ACT+ 5FY		ACT+ 5FY	N	s		N	ı	Active = Until end of FY created or received. La. R.S. 44:36
Permitted Ret	ention Period Abbreviations	Security Status	s Codes		State	Recor	ds C	enter		Agency Abbreviations
ACT - Active F	Period (when used define term in remarks column)	P - Public Reco	ord		Use					
FY- Fiscal Yea	ır (July 1- June 30)	M - May Contai	in Confidential	Information	Y – Ye	S				
CY - Calendar	r Year (Jan 1 – Dec 31)	C - Confidentia	I Information		N - No				ľ	
AY – Academi	c Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital R	ecord	1	•		
FFY ~ Federal	Fiscal Year (Oct 1 - Sept 30)	•				icatio	n Co	de		
O - Months WK - Week (Mon-Sun) DY - Day(s)		R - Retain in A	gency Archives	s i	V= Vita	al			1	
PERM - Perm	ERM - Permanent		State Archives	1	1 = 1m ₁	oortan	t			
** = May be pa	= May be part of an Imaging/Electronic Exception.			- 1	U= Useful					
^^ = May be pa	May be part of an Imaging/Electronic Survey.		E- Review by State Archives/Electronic O – Other (Specify in Remarks)							

Louisiana Secretary of State

Division of Archives, Records Management and History

Secretary of State, State Archives & Records Services

5/27/202/
Date Approved

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Agency No	Agency / Division / Section			•						_ORIGINAL SUBMISSION			
023.005	LSU Health Care Services Division / Human Res	sources								X_RENEWAL			
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ltem Number	Records Series Title	R	etention Per			ış.	val	Reco		ADDENDUM PAGE			
		In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks			
30.	Training Materials	ACT+ 3FY	0	ACT+ 3FY	ı	Р	s	N	U	Active = Until end of FY in which superseded. La. R.S. 44:36			
31.	Vacancy Announcements	ACT+ 3FY	+ 3FY 0 ACT+ 3FY				s	N	ı	Active = Until end of FY created or received. La. R.S. 44:36			
32.	Worker's Compensation Records	ACT+5CY 0 ACT+5CY				м	s	N	ı	Active = Until end of FY in which employee separates from agency.			
	R)												
Permitted Ret	ention Period Abbreviations	Security Status	Codes			Reco	ords (Center		Agency Abbreviations			
ACT – Active F	Period (when used define term in remarks column)	P ~ Public Reco			Use Y – Y								
	r (July 1- June 30)	M – May Contai		Information	N - N								
	Year (Jan 1 – Dec 31)	C - Confidentia											
	emic Year (Aug 1 – July 31) Archival Processing Codes				Vital I			ode					
	Fiscal Year (Oct 1 – Sept 30) WK – Week (Mon-Sun) DY - Day(s)	A - Transfer to			V= Vi								
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	anent rt of an Imaging/Electronic Exception.	5 - Review by State Archives				Useful							
	art of an Imaging/Electronic Exception.	E- Review by State Archives/Electronic O – Other (Specify in Remarks)											
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Agency No	Agency / Division / Section								X_RENEWAL
023.005	LSU Health Care Services Division / Laborator	y, Therapy, and I	lmaging		1		w		REPLACEMENT PAGE
Item	Records Series Title	Retention Period		riod		a	State Records Center		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retentio	n Security	Archival	State Center	Vital	Remarks
1.	Bone Marrow Test Reports – Minors	ACT + 10FY		ACT + 10FY	. М	s	N	1	Active = until end of FY patient reaches age of majority. RS 40:2114; RS 40: 1299.96
2.	Bone Marrow Test Reports Adults	ACT + 10FY		ACT + 10FY	М	s	N	1	Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96
3.	Echocardiogram Tracings – Minors	ACT + 10FY		ACT + 10FY	М	s	N	1	Active = until end of FY patient reaches age of majority. RS 40:2114; RS 40: 1299.96
4.	Echocardiogram Tracings – Adults	ACT + 10FY	ACT + 10FY		М	s	N	1	Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96
5.	Electrocardiogram Tracings - Minors	ACT + 10FY		ACT + 10FY	М	s	N	1	Active = until end of FY patient reaches age of majority. RS 40:2114; RS 40: 1299.96
6.	Electrocardiogram Tracings – Adults	ACT + 10FY		ACT + 10FY	М	s	N	1	Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96
Permitted Ret	ention Period Abbreviations	Security Status	Codes			ecords	Center	1	Agency Abbreviations
	eriod (when used define term in remarks column)	P - Public Reco			Use Y – Yes				
	r (July 1- June 30)	M – May Contai		Information	N - No	•			
	Year (Jan 1 - Dec 31)	C – Confidentia							
	: Year (Aug 1 – July 31)					ecord cation	Code		
	Fiscal Year (Oct 1 – Sept 30)	A - Transfer to State Archives					oode		
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PERM – Perma		S – Review by S	I = Important U= Useful						
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^ = May be part of an Imaging/Electronic Survey. O – Other (Specify in Remarks)									

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Item	Records Series Title	R	riod		<u>~</u>	Records		ADDENDUM PAGE	
Number	Records Series Title	In Office	In Storage	Total Retentio	Security	Archival	State R Center	Vital	Remarks
7.	Electroencephalogram Tracings – Minors	ACT + 10FY	0	ACT + 10FY	М	s	N	1	Active = until end of FY patient reaches age of majority. RS 40:2114; RS 40: 1299.96
8.	Electroencephalogram Tracings – Adults	ACT + 10FY	0	ACT + 10FY	М	s	N	ı	RS 40:2114; RS 40: 1299.96 Active = until end of FY patient is discharged.
9.	Electromyograms – Minors	ACT + 10FY	0	ACT + 10FY	м	s	N	1	Active = until end of FY patient reaches age of majority. RS 40:2114; RS 40: 1299.96
10.	Electromyograms – Adults	ACT + 10FY	0	0 ACT + 10FY		s	N	1	Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96
11.	Fetal Monitoring Strips	ACT + 5FY	+ 5FY 0 ACT + 5FY			s	N	i	Active = Until end of FY created or received.
12.	Final Test Reports-Pathology/ Histology/ Cytology	ACT + 10FY	0	ACT + 10FY	м	s	N	1	Active = Until end of FY created or received. 42 CFR 493.1109; 42 CFR 493.1257
13.	Histopathology Slides	ACT + 10FY	0	ACT + 10FY	М	s	N	1	Active = Until end of FY created or received. 42CFR 493.1259(b)
Permitted Ret	ention Period Abbreviations	Security Status	s Codes		State Re	cords	Center		Agency Abbreviations
ACT - Active F	Period (when used define term in remarks column)	P - Public Reco	ord		Use				
FY- Fiscal Yea	r (July 1- June 30)	M - May Contai	in Confidential	Information	Y – Yes				
CY – Calendar	Year (Jan 1 – Dec 31)	C - Confidentia	I Information		N - No				
AY Academic	: Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital Re				
FFY - Federal	Fiscal Year (Oct 1 – Sept 30)	A - Transfer to	State Archives	•	Identific	ation (ode		
MO - Months	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in A	gency Archives	5	V= Vital				
PERM - Perma		S - Review by S	State Archives		I = Impo				
	rt of an Imaging/Eiectronic Exception.	E- Review by S	State Archives/	Electronic	U= Usefi	ΊĮ			
^^ = May be pa	nt of an Imaging/Electronic Survey.	O - Other (Spec	cify in Remark	s)					
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Agency No	Agency / Division / Section									X RENEWAL
023.005	LSU Health Care Services Division / Laboratory	Therapy, and	lmaging							REPLACEMENT PAGE
Item	Records Series Title	R	Retention Pe	riod		2	īī.	Records		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retentio	on	Security	Archival	State Re Center	Vital	Remarks
14.	HIV Test results (anonymous)	ACT + 2FY	ACT + 2FY 0 ACT + 2FY N		м	s	N	1	Active = Until end of FY created or received. 42 CFR 493.1109	
15.	HIV Test results Minors	ACT + 10FY	0	ACT + 10FY	, !	М	s	N	1	Active = until end of FY patient reaches age of majority. RS 40:2114; RS 40: 1299.96
16.	HIV Test results - Adults	ACT + 10FY	0	ACT + 10FY	, 1	М	s	N	ı	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		c	S	N	J	Active = Until end of FY created or received. 42 CFR 493.1109		
18.	Laboratory Test Requisitions	ACT + 2FY	0	ACT + 2FY		И	S	N	ı	Active = Until end of FY created or received. 42 CFR 493.1105
19.	Paraffin Blocks	ACT + 2FY	0	ACT + 2FY	'	и	s	N	1	Active = Until end of FY created or received. 42CFR 493.1259(b)
20.	Patient Testing Reports - Immunohematology, Histocompatibility	ACT + 5FY	0	ACT + 5FY	1	и	s	N	i	Active = Until end of FY created or received. 42 CFR 493.1109
Permitted Ret	ention Period Abbreviations	Security Statu	s Codes			Rec	ords (Center		Agency Abbreviations
ACT - Active P	Period (when used define term in remarks column)	P - Public Rece	ord		Use					
FY- Fiscal Year	r (July 1- June 30)	M - May Conta	in Confidential	Information	Y-Y					
CY ~ Calendar	Year (Jan 1 – Dec 31)	C - Confidentia	I Information		N - N	0				
AY - Academic	Year (Aug 1 – July 31)					Reco				
FFY – Federal	cal Year (Oct 1 - Sept 30) A - Transfer to State Archives				Identi		ion C	ode		
MO - Months	Months WK – Week (Mon-Sun) DY - Day(s) R – Retain in Agency Archives				V= Vi					
PERM - Perma	RM – Permanent S – Review by State Archives				I ≃ Important					
** = May be pa	May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic				U= U:	seful				
^^ = May be pa	y be part of an Imaging/Electronic Survey. O - Other (Specify in Remarks)									

Date Signed

Secretary of State, State Archives & Records Services

SS ARC 932 (10/19)

Louisiana Se	ecretary of State									50 ARC 332 (10/18)
	rchives, Records Management and History									Page 21 of 36
Post Office E	Box 94125, Baton Rouge, LA 70804				н	lttn://	LANANAF	sos.la.	00H	Indicate Use of Form
Agency No	Agency / Division / Section					rttp.i/	1	505.ia.	J	ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division / Laborate	ory Therany and	Imaging							X_RENEWAL
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ltem Number	Records Series Title	Retention Period		/al	Records		ADDENDUM PAGE			
		In Office	In Storage	Total Retention		Security		State I Center	Vital	Remarks
21.	Performance Records	ACT + 5FY	0	ACT + 5FY	ACT + 5FY		s	N	1	Active = Until end of FY created or received. 42 CFR 493.903
22.	Radioisotopes	ACT + 5FY	0	ACT + 5FY		М	s	N	ı	Active = Until end of FY created or received. 10 CFR 30.51
23.	Requests for tests	ACT + 2FY	0	ACT + 2FY		M	s	N	1	Active = Until end of FY created or received. 42 CFR 493.1105
24.	Screening Procedures - Minors	ACT + 10FY	FY 0 ACT + 10FY		Y	М	s	Υ	1	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		М	S	Υ	1	Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96
26.	Slides	ACT + 5FY	0	ACT + 5FY		М	s	N	ı	Active = Until end of FY created or received. 42CFR 493.1259
27.	Test Procedures-Errors	ACT + 5FY	0	ACT + 5FY		M	s	N	1	Active = Until end of CY created or received 42 CFR 493.1219(d)(3) 42 C.F.R. § 493.903(d)
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Permitted Ret	ention Period Abbreviations	Security Status	s Codes	·	State	e Rec	ords	Center		Agency Abbreviations
ACT - Active P	eriod (when used define term in remarks column)	P - Public Reco	ord		Use					
FY- Fiscal Year	r (July 1- June 30)	M – May Contai	in Confidential	Information	Y-1	res .			İ	
	Year (Jan 1 – Dec 31)	C - Confidentia	I Information		N-N	lo			ŀ	
	Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital	Reco	ord			
	Fiscal Year (Oct 1 – Sept 30)	- I				tificat	tion C	ode		
	WK – Week (Mon-Sun) DY - Day(s)					ital				
PERM - Perma	Permanent S – Review by State Archives					I = Important				
	rt of an Imaging/Electronic Exception.				seful					
^^ = May be pa	rt of an Imaging/Electronic Survey.		O - Other (Specify in Remarks)							
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5617/2021 **Date Signed**

Secretary of State, State Archives & Records Services

5/27/2021

Date Approved

SS ARC 932 (10/19)

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	rchives, Records Management and History lox 94125, Baton Rouge, LA 70804					.,			Indicate Use of Form		
Agency No	Agency / Division / Section				Http:/	/www.	sos.la.	gov	_ORIGINAL SUBMISSION		
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023.005	LSU Health Care Services Division / Laborato	ory, Therapy, and	lmaging				<u> 00</u>		REPLACEMENT PAGE		
Item	Records Series Title	ج Retention Period		<u></u>	lecord		ADDENDUM PAGE				
Number	Necolus Selles Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks		
29.	Minors (not duplicated in patient records)	ACT + 10FY	0	ACT + 10F)	м	s	Υ	1	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 + 10F)	м	s	Y	1	Active = until end of FY patient is discharged: RS 40:2114; RS 40: 1299.96		
31.	Wet Tissue	ACT + 6MO 0 ACT +6MO				s	N	ı	Active = Until end FY created or received. 42CFR 493.1259(b)		
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	Period (when used define term in remarks column)	Security Status			State Re	cords	Center		Agency Abbreviations		
	r (July 1- June 30)	M - May Contai		Information	Y - Yes						
	Year (Jan 1 – Dec 31)	C - Confidential		miormation	N - No						
	Year (Aug 1 – July 31)	Archival Proce	Vital Rec	ord							
FFY Federal	Y - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives						ode				
MO – Months WK – Week (Mon-Sun) DY - Day(s) R – Retain in Agency Archives					V= Vital						
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Agency No	Agency / Division / Section	 -							X_RENEWAL
23.005	LSU Health Care Services Division / Mainten	ance					ş		REPLACEMENT PAGE
Item Number	Records Series Title	R	etention Per	riod		<u> </u>	Recon		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	on (Security	State Records	Vital	Remarks
1.	Construction Project Plans	ACT+ 10FY	Y 0 ACT+ 10FY I		Р	s	N	1	Active = until end of FY in which project is complete.
2.	Building Maintenance Records	ACT+ 3FY	ACT+ 3FY 0 ACT+ 3FY		Р	s	N	ı	Active = until end of FY created or received.
3.	Motor Vehicle Maintenance records	ACT + 1FY	0	ACT + 1FY	P	s	N	ı	Active = until end of FY surplus is processed
4.	Maintenance of Equipment	ACT + 1FY	0	ACT + 1FY	Р	s	N	ı	Active = until end of FY surplus is processed
5.	Property Appraisals	ACT+ 4FY 0 ACT+ 4FY P		s	N	ı	Active = until end of FY created or received.		
	Repair Records	ACT+ 3FY	0	ACT+ 3FY	Р	s	N	1	Active = until end of FY created or received.
							+ -		
	tention Period Abbreviations	Security Status			State I	Record	s Center	•	Agency Abbreviations
	Period (when used define term in remarks column) ar (July 1- June 30)	P Public Reco	•	Information	Y – Ye	5			
	r Year (Jan 1 – Dec 31)	C - Confidential			N - No				
Y – Academi	c Year (Aug 1 - July 31)	Archival Proce	ssing Codes		Vital R				
FY Federal	Fiscal Year (Oct 1 - Sept 30)	A – Transfer to	State Archives		Identif		Code		
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Date Signed Secretary of State, State Archives & Records Services

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	Box 94125, Baton Rouge, LA 70804	s.la.g		Indicate Use of Form						
Agency No	Agency / Division / Section				1111).//WW	W.50	s.ia.ç	JOV	ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division / Medicaid/	Medicare/HCC								X_RENEWAL
023.003	Indicator	medicale/000						9		REPLACEMENT PAGE
ltem Number	Records Series Title	Retention Period					_	Records		ADDENDUM PAGE
ladiinet	Necords Series Title	In Office	In Storage	Total Retention	on G	Security	Archival	State F Center	Vital	Remarks
1.	Billing Material HCFA 1450 and supporting documents	ACT+ 10FY	0	ACT+ 10FY	M	S	,	Y	1	Active = Until end of FY created or received.
2.	Cost Report support documents	ACT+ 10FY	0	ACT+ 10FY	М	s	1	Y	1	Active = Until end of FY created or received.
3.	Hospital Physician Materials (agreements upon which Part A-Part B allocations are made)	ACT+ 10FY	0	ACT+ 10FY	М	s	1	Y	ı	Active = Until end of FY in which agreement ends
4.	Medical Records (utilization review committee reports, physician certifications, discharge summaries, patients' medical records, etc.)	ACT+ 10FY	0	ACT+ 10FY	М	s	,	Y	ı	Active = Until end of FY created or received.
5.	Medicare & Medicaid claims and supporting documentation including nursing education records	ACT+ 10FY 0 ACT+ 10FY		М	s	١	′	1	Active = Until end of FY created or received. U.S. Dept of Justice Medicare Hospital Manual Section 480	
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Permitted Ret	ention Period Abbreviations	Security Status	S Codes	<u></u>	State F	Record	is Ce	nter		Agency Abbreviations
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	r (July 1- June 30)	M – May Contai		Information	N - No	S				UCC = Uniform Commercial Code
	Year (Jun 1 – Dec 31)	C Confidential								HCFA = Health Care Finance Administration
	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30)	Archival Proce	•		Vital R			۵		
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	Division of Archives, Records Management and History									Indicate Use of Form
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Agency No	Agency / Division / Section									X RENEWAL
023.005	LSU Health Care Services Division / Meeting R	ecords								
								ords		REPLACEMENT PAGE
ltem Number	Records Series Title	R		ity	<u>/a</u>	Zec -		ADDENDUM PAGE		
		In Office	In Total Storage Retention		Security	Archival	State Records Center	Vital	Remarks	
1.	Medical Executive Committee	PERM		М	R	Υ	1	LA R.S. 44:7		
2.	Medical Staff	PERM	PERM	PERM		М	R	Y	_	
3.	Committee Meetings Minutes	PERM	PERM	PERM		М	R	Υ	-	
4.	Ethics & Compliance Policy Development Committee Meetings Minutes	PERM	PERM	PERM		М	R	Υ	ı	
5.	Facility Ethics & Compliance	PERM PERM PERM				М	R	Υ	ı	
6.	Departmental Meeting Minutes	PERM	ERM PERM PERM		ا	М	R	Υ	1	
	ention Period Abbreviations	Security Status	Codes		1	Rec	ords (Center		Agency Abbreviations
	eriod (when used define term in remarks column)	P – Public Reco			Use Y – Y					
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Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Date Approved

SS ARC 932 (10/19) Louisiana Secretary of State Page 26 of 36 Division of Archives, Records Management and History Post Office Box 94125, Baton Rouge, LA 70804 Indicate Use of Form Http://www.sos.la.gov __ORIGINAL SUBMISSION Agency No. Agency / Division / Section X RENEWAL 023.005 LSU Health Care Services Division / Patient Medical Record State Records Center __REPLACEMENT PAGE Item __ADDENDUM PAGE **Retention Period** Security Archival Number Records Series Title Total In Remarks Vital In Office Storage Retention 1. Medical Records - Adult Active =until end of FY patient is discharged ACT + 10FY ACT + 10FY М S Ν RS 40:2144 2. Medical Records - Infant/Child ACT + 10FY ACT + 10FY M S N Active =until end of FY patient reaches age of majority. 3. Register of Births **PERM** PERM М R Υ ν RS 40:34 4. Death Register **PERM** PERM М R Υ V RS 40:34 **Permitted Retention Period Abbreviations Security Status Codes** State Records Center Agency Abbreviations ACT - Active Period (when used define term in remarks column) Use P -- Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information CY - Calendar Year (Jan 1 - Dec 31) N - No C - Confidential Information AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record FFY - Federal Fiscal Year (Oct 1 - Sept 30) **Identification Code** A - Transfer to State Archives MO - Months WK - Week (Mon-Sun) DY - Day(s) V≃ Vital R - Retain in Agency Archives PERM - Permanent I = Important S - Review by State Archives ** = May be part of an Imaging/Electronic Exception. U= Useful E- Review by State Archives/Electronic ^^ = May be part of an Imaging/Electronic Survey. O - Other (Specify in Remarks)

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Date Signed

Secretary of State, State Archives & Records Services

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Division of Archives, Records Management and History									Page 27 of 36
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Agency No	Agency / Division / Section								X_RENEWAL
023.005	LSU Health Care Services Division / Pharmacy	1			1				REPLACEMENT PAGE
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Item	Records Series Title	Retention Period		_ ≥	,	Records		_ADDENDOM FAGE	
Number	Necolus Selles Title	In Office	In Storage	Total Retention	Security	Archival	State R	Vital	Remarks
1.	Alcohol (Tax Free Inventory)	ACT + 3FY		ACT + 3FY	P	s	N	υ	Active= until end of FY alcohol was dispensed. LAC 46:LII.2525; 27 CFR 22.164
2.	Controlled Substances Dispensed and Administered	ACT + 5FY		ACT + 5FY	М	s	N	1	Active = until end of FY in which controlled substances dispensed and administered.
	7.00.00.00								LAC 46:LIII2525; LAC 46:LII2901-2903; 21 CFR
								١.	Active = Until end of FY created or received.
3.	Controlled Substances Inventory and Orders	ACT + 5FY		ACT + 5FY	P	s	N	<u> </u>	LAC 46:LIII.2525; LAC 46:LIII.2545; LAC 46:LIII.2901- 2903; 21 CFR 1304.04(a)
4.	Inspection Reports	ACT + 4FY	ACT + 4FY ACT + 4FY		Р	s	N	٧	Active = Until end of FY created or received. LAC 46;LIII.2529
5.	Methodone Records	ACT + 5FY		ACT + 5FY	М	s	N	1	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	М	s	N	1	Active = Until end of FY created or received. LAC 46:LIII2525; LAC 46:LIII.2901-2903
7.	Pharmacy Register	ACT + 5FY		ACT + 5FY	М	s	N	٧	Active= until end of FY in which medication was dispensed. LAC 46:LIII 2911
Permitted Ret	ention Period Abbreviations	Security Status	s Codes			ecords	Center		Agency Abbreviations
ACT - Active F	Period (when used define term in remarks column)	P - Public Reco	ord		Use				
FY- Fiscal Yea	r (July 1- June 30)	M - May Contai	in Confidential	Information	Y – Yes N – No				
CY – Calendar	Year (Jan 1 – Dec 31)	C - Confidentia	C - Confidential Information					j	
AY – Academi	c Year (Aug 1 – July 31)	Archival Proce	Vital Re						
FFY - Federal	Fiscal Year (Oct 1 - Sept 30)	A - Transfer to State Archives			Identific		Code		
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PERM - Perm	anent	S - Review by	S - Review by State Archives			ortant			
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Secretary of State, State Archives & Records Services

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Agency No	Agency / Division / Section	<u> </u>			- Πιι 	.//wv	vw.so	s.ia.ç	JOV	ORIGINAL SUBMISSION	
023.005	LSU Health Care Services Division / Pharmac	CV								X_RENEWAL	
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Item Number	Records Series Title	R	Retention Period			2	/al	Record		ADDENDUM PAGE	
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8.	Prescriptions	ACT + 5FY	0	ACT + 5FY	Р	S	5 1	٧	1	Active = Until end of FY created or received. LAC 46LIII 2525; LAC 46:LIII 2901-2903; 21CFR 1304.04 (h)	
9.	Radioactive Drugs	ACT + 5FY	0	ACT + 5FY	Р	s		٧	٧	Active = Until end of FY created or received. LAC 46:LIII2525; LAC 46:LIII.2901-2903	
10.	Recall Records	ACT + 4FY	0	ACT + 4FY	М	s	1	٧	1	Active = Until end of FY created or received. LAC 46: LIII.2531	
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Permitted Rate	ention Period Abbreviations	Security Status	Codos		-						
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Secretary of State, State Archives & Records Services

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Louisiana Se	cretary of State									Page 29 of 36
	rchives, Records Management and History									
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Agency No	Agency / Division / Section									ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division / Property C	ontrol								X_RENEWAL
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ltem Number	Records Series Title	R	etention Pe	riod		ity	la la	Records		ADDENDUM PAGE
		In Office	In Storage	Total Retention	- 1	Security	Archival	State R Center	Vital	Remarks
1.	Buildings/Additions Cost	PERM		PERM		Р	R	Υ	1	
2.	Capital Assets (purchase cost greater than \$5,000)	ACT + 10FY	0	ACT + 10F	Y	Р	s	N	٧	Active = until end of FY asset is disposed.
3.	Non-Capital Assets (purchase cost less than or equal to \$5,000)	ACT + 10FY	0	ACT + 10F)	Y	Р	s	N	٧	Active = until end of FY asset is disposed.
4.	Property Appraisals	PERM		PERM		Р	R	Υ	1	
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	ention Period Abbreviations	Security Status			State	Rec	ords (Center		Agency Abbreviations
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Secretary of State, State Archives & Records Services

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Agency No	Agency / Division / Section				- Пцр./	/www.	sos.la.	gov	ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division / Quality Ma	nagement							X_RENEWAL
020.000	Tourist Carlo Col Viologia Address Ma				i		ş		REPLACEMENT PAGE
Item Number	Records Series Title	R	Retention Pe	riod	<u></u>	Val	Recor		ADDENDUM PAGE
		In Office	In Storage	Total Retention	1 2	Archival	State Records Center	Vital	Remarks
1.	JCAHO (Joint Commission on Accreditation of Healthcare Organization) Survey Reports	PERM		PERM	Р	R	Υ	V	
2.	Medicare Mortality Report	PERM		PERM	Р	R	Υ	٧	
3.	Surgical Case Review	ACT+ 7FY	0	ACT + 7FY	М	s	N	1	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 Pet	ention Period Abbreviations								
	Period (when used define term in remarks column)	Security Status P Public Reco			State Re	cords	Center		Agency Abbreviations
	r (July 1- June 30)	M - May Contai	- · -	Information	Y – Yes				
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Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

5/27/202/
Date Approved

SS ARC 932 (10/19)

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023.005	LSU Health Care Services Division / Radiation	Protection Proc	Iram						l	X_RENEWAL
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ltem Number	Records Series Title	- 5		2	<u> </u>	Records		ADDENDUM PAGE		
		In Office	In Storage	Total Retention	on (Security	Archival	State F	Vital	Remarks
1.	Credential License and Certification Records	ACT + 7FY	0	ACT + 7FY	N	1 8	3	N	ı	Active = until end of FY employee separates or terminated from agency LAC 46:LXVI.1213
2.	Environmental Exposure	ACT + 1FY	0	ACT + 1FY	M	1 8	3	N	1	Active = until end of FY license terminates or expires LAC 33:XV.472
3.	Mammograms	ACT + 10FY	0	ACT + 10FY	M	5	3	N	1	Active = until end of FY created or received. FDA Guidance
4.	Planned Special Exposure	ACT + 4FY	0	ACT + 4FY	М	S	3	N	ı	Active = until end FY employee is terminated from agency. LAC 33:XV.472; LAC 33.SV.475
5.	Radiation Equipment Minor Maintenance	ACT + 4FY	0	ACT + 4FY	Р	s		N	ı	Active = until end of FY created or received. LAC 33:XV.472
6.	Radiation Detection Instrumentation	ACT + 3FY	0	ACT + 3FY	Р	s		N	ı	Active = until end of FY created or received. LAC 33:XV.472
7.	Radiation Monitoring Records (human exposure)	ACT + 1FY	0	ACT + 1FY	М	s		N	1	Active = until end of FY license terminates or expires. LAC 33:XV.472
	tention Period Abbreviations	Security Status			State F	Recor	ds C	enter		Agency Abbreviations
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	r Year (Jan 1 – Dec 31)	M – May Contai C – Confidential		Information	N - No	,				
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SS ARC 932 (10/19)

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		In Office	in Storage	Total Retention	on	Security	Archival	State Ro	Vital	Remarks
8.	Radiation Monitoring Records (Radioactive Materials)	ACT + 3FY	0	ACT + 3FY	N	И	s	N	1	Active = until end of FY created or received. LAC 33:XV.472
9.	Radiology Surveys Records	ACT + 3FY	0	ACT + 3FY	N	1	s	N	ı	Active = until end of FY created or received. LAC 33:XV.472
10.	Testing (Sealed Sources)	ACT + 5FY	0	ACT + 5FY	N	À.	S	N	ı	Active = until end of FY created or received. LAC 33:XV.473
11.	Testing (Entry Control Devices)	ACT+ 4FY	0	ACT+ 4FY	N	1	S	N	1	Active = Until end of FY created or received. LAC 33:XV.473
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Date Signed

Secretary of State, State Archives & Records Services

SS ARC 932 (10/19)

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	Division of Archives, Records Management and History								Page 33 of 36
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Item Number	Records Series Title	R	Retention Period			<u>ئ</u> ا	Record		ADDENDUM PAGE
_		In Office	In Storage	Total Retention	on G	Archival	State Records	Vital	Remarks
1.	Human Experiment Records	PERM	PERM	PERM	С	R	Y	1	LAC 46:LIII.2551
2.	Medical Research	ACT + 10FY 0		ACT + 10F	Y C	s	S N	1	Active = until end of FY research project is concluded
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	eriod (when used define term in remarks column)	Security Status			State F	ecord	S Center		Agency Abbreviations
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Date Signed

Secretary of State, State Archives & Records Services

Date Approved

SS ARC 932 (10/19)

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1.	Disaster Recovery Plan	ACT + 3FY	PERM	PERM		Р	Α	Y	٧	Active = until end of FY superseded. Transfer to State Archives 3 FY after superseded.
2.	Procedural Incident Reports	ACT + 4FY	0	ACT + 4FY		Р	s	N	٧	Active = Until end of FY created or received.
3.	Safety Inspections	ACT + 4FY	0	ACT + 4FY		Р	s	N	٧	Active = Until end of FY created or received.
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Permitted Rete	ention Period Abbreviations	Security Status	Codes		State	Pag		Center		
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	rt of an Imaging/Electronic Exception.	E- Review by St	ate Archives/E	Electronic	U= Us	seful				
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Item Number	Records Series Title	F	Retention Period					State Records Center		REPLACEMENT PAGE ADDENDUM PAGE
		In Office	In Storage	Total Retention		Security	Archival	State R	Vital	Remarks
1.	Abandoned Property Records	ACT + 3FY	0	ACT + 3FY	,	М	s	N	1	Active = Until end of FY created or received
2.	Patient Personal Property	ACT + 3FY	0	ACT + 3FY		М	s	N	U	Active= Until end of FY patient discharged.
3.	Security Disturbances	ACT + 3FY	0	ACT + 3FY	·	М	S	N	1	Active = Until end of FY in which disturbance occurs.
4.	Security Video	ACT + 2 CY	0	ACT + 2 CY	1	Р	s	N	U	Active = Until end of CY recorded.
	/1									
Permitted Retu	ention Period Abbreviations	Security Status	Codes		04:4					
	eriod (when used define term in remarks column)	P - Public Reco			Use	Rece	ords (Center	- 1	Agency Abbreviations
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Agency Approval

Date Signed

Secretary of State Archives & Records Services

5/27/202/
Date Approved

SS ARC 932 (10/19) Louisiana Secretary of State Division of Archives, Records Management and History Page 36 of 36 Post Office Box 94125, Baton Rouge, LA 70804 Indicate Use of Form Http://www.sos.la.gov Agency No Agency / Division / Section __ORIGINAL SUBMISSION LSU Health Care Services Division / Utilization Management 023.005 X_RENEWAL State Records Center __REPLACEMENT PAGE item __ADDENDUM PAGE **Retention Period** Number **Records Series Title** Security Total ln. Remarks In Office Vital Storage Retention 1. Case Review Records ACT + 2FY ٥ ACT + 2FY М S Ν Active = until end of FY created or received. 2. Correspondence with Payers ACT + 2FY 0 ACT + 2FY M S N Active = until end of FY created or received. Patient Management System Reports: ADT 3. (Admissions/Discharges/Transfers), 1 Day Stays, ACT + 1FY Ω ACT + 1FY M S Ν Active = until end of FY created or received. etc. Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations ACT - Active Period (when used define term in remarks column) P - Public Record Use FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information Y ~ Yes CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information N - No AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives Identification Code MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives V= Vital PERM - Permanent S - Review by State Archives I = Important ** = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic U= Useful

Agency Approval

^^ = May be part of an Imaging/Electronic Survey.

Date Signed

O - Other (Specify in Remarks)

Secretary of State, State Archives & Records Services