

## Records Retention Schedule

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

Http://www.sos.la.gov

SS ARC 932 (10/19)

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Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
Agency No: <b>023.005</b> Agency / Division / Section: <b>LSU Health Care Services Division / General</b>									
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 of 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.
<b>Permitted Retention Period Abbreviations</b> ACT - Active Period (when used define term in remarks column) FY - Fiscal Year (July 1 - June 30) CY - Calendar Year (Jan 1 - Dec 31) AY - Academic Year (Aug 1 - July 31) FFY - Federal Fiscal Year (Oct 1 - Sept 30) MO - Months WK - Week (Mon-Sun) DY - Day(s) PERM - Permanent ** = May be part of an Imaging/Electronic Exception. ^^ = May be part of an Imaging/Electronic Survey.		<b>Security Status Codes</b> P - Public Record M - May Contain Confidential Information C - Confidential Information  <b>Archival Processing Codes</b> 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)			<b>State Records Center Use</b> Y - Yes N - No  <b>Vital Record Identification Code</b> V = Vital I = Important U = Useful		<b>Agency Abbreviations</b>		

*[Signature]*  
 Agency Approval

*5/19/2021*  
 Date Signed

*Catherine Newsome*  
 Secretary of State, State Archives & Records Services

*5/27/2021*  
 Date Approved

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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 / 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-1, §2304.1 ¶ 6420.85; 45 CFR 413.20; 45 CFR 413.24; Health Insurance Manual 10 Section 413.04 <sup>1</sup> )
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. Quentin Sime*  
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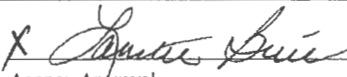
ORIGINAL SUBMISSION

RENEWAL

REPLACEMENT PAGE

ADDENDUM PAGE

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Item Number	Records Series Title	In Office	In Storage	Total Retention					
<b>023.005</b>	<b>LSU Health Care Services Division / Blood Bank</b>								
1.	ABO and RH Blood Types	PERM	PERM	PERM	M	R	N	I	21 CFR 606.160 AABB 5.13.1
2.	Adverse Reactions to Transfusions	PERM	PERM	PERM	M	R	N	V	21 CFR 606.160 AABB 7.4.2; 7.4.33; 7.4.4.1
3.	Blood Donor Records	PERM	PERM	PERM	M	R	N	V	21 CFR 606.160 AABB 5.2.1; 5.4.2; 5.4.3.1; 5.2; 5.81; 5.82
4.	Blood Test Results	ACT + 5FY	0	ACT + 5FY	M	S	N	V	Active = Until end of FY results are processed. 21 CFR 606.160 AABB 5.14.1
5.	Clinically significant antibodies	PERM	PERM	PERM	M	R	N	I	AABB Standards
6.	Final Disposition of Blood and Components	PERM	PERM	PERM	M	R	N	I	21 CFR 606.160 AABB 5.1.6.5
7.	General Records	ACT + 5FY	0	ACT + 5FY	M	S	Y	I	Active = Until end of FY Expiration Date is met 21 CFR 606.160
8.	Quality Control	ACT + 5FY	0	ACT+5FY	P	S	Y	I	Active = Until end of FY created or received. 21CFR 606.160 AABB 5.1.3
9.	Refrigeration and Blood Inspection Records	ACT + 5FY	0	ACT+ 5FY	P	S	N	I	Active = Until end of FY created or received. 21CRF 606.160 AABB5.18
10.	Transfusion Request Records	ACT + 5FY	0	ACT + 5FY	M	S	N	I	Active = Until end of FY created or received. 21 CRF 606.160 AABB5.18.4.5
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Item Number	Records Series Title	In Office	In Storage	Total Retention					
		1.	Audits-External	ACT+ 5FY					
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)
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Agency No	Agency / Division / Section									
<b>023.005</b>	<b>LSU Health Care Services Division / Compliance</b>									
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
10.	Training Materials	ACT + 5FY	0	ACT + 5FY	P	S	N	V	Active= Until end of FY superseded or no longer in use.	
11.	Training Programs	ACT + 5FY	0	ACT + 5FY	P	S	N	V	Active= Until end of FY superseded or no longer in use.	
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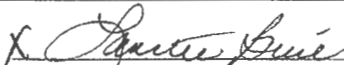
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
<b>023.005</b>	<b>LSU Health Care Services Division / Dietary/Nutritional Services</b>								
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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Item Number	Records Series Title	In Office	In Storage	Total Retention					
<b>023.005</b>	<b>LSU Health Care Services Division / Finance</b>								
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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*Catherine J. Newkome*  
 Secretary of State, State Archives & Records Services

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<input type="checkbox"/> ORIGINAL SUBMISSION
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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 / 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 <sup>1</sup>	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 <sup>1</sup>	M	S	N	V	Active = Until end of FY in which audited.
15.	Depreciation Schedules	ACT + 3 FY	7 FY	ACT + 10FY <sup>1</sup>	M	S	N	V	Active = Until end of FY created or received.
16.	Federal Financial Awards	ACT + 3 FY	7 FY	ACT + 10FY <sup>1</sup>	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 <sup>1</sup>	M	S	N	V	Active = Until end of FY in which audited.
19.	Inventory	ACT + 3 FY	7 FY	ACT + 10FY <sup>1</sup>	P	S	N	I	Active = Until end of FY created or received.
20.	Invoices	ACT + 3 FY	7 FY	ACT + 10FY <sup>1</sup>	P	S	N	V	Active = Until end of FY in which audited.
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*[Signature]*  
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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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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)								
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
<b>Permitted Retention Period Abbreviations</b> ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent ** = May be part of an Imaging/Electronic Exception. ^^ = May be part of an Imaging/Electronic Survey.		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information			<b>State Records Center Use</b> Y – Yes N - No		<b>Agency Abbreviations</b>		
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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
		In Office	In Storage	Total Retention					
<b>023.005</b>	<b>LSU Health Care Services Division / Health Insurance Portability and Accountability Act (HIPAA)</b>								
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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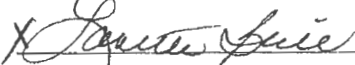
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
<b>023.005</b>	<b>LSU Health Care Services Division / Human Resources</b>								
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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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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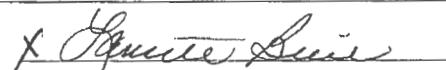
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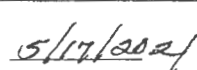
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
		16.	Hazard Communication Records	ACT + 30FY					0
17.	Hazardous 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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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
023.005	LSU Health Care Services Division / Human Resources								
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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<b>023.005</b>	<b>LSU Health Care Services Division / Laboratory, Therapy, and Imaging</b>								
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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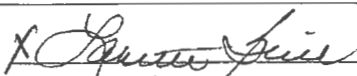
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023.005	LSU Health Care Services Division / Laboratory, Therapy, and Imaging										
7.	Electroencephalogram Tracings – Minors	ACT + 10FY	0	ACT + 10FY	M	S	N	I	Active = until end of FY patient reaches age of majority. RS 40:2114; RS 40: 1299.96		
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)		
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023.005	LSU Health Care Services Division / Laboratory, Therapy, and Imaging										
14.	HIV Test results (anonymous)	ACT + 2FY	0	ACT + 2FY	M	S	N	I	Active = Until end of FY created or received. 42 CFR 493.1109		
15.	HIV Test results -- Minors	ACT + 10FY	0	ACT + 10FY	M	S	N	I	Active = until end of FY patient reaches age of majority. RS 40:2114; RS 40: 1299.96		
16.	HIV Test results -- Adults	ACT + 10FY	0	ACT + 10FY	M	S	N	I	Active = until end of FY patient is discharged. RS 40:2114; RS 40: 1299.96		
17.	Laboratory Reports- Complete Reports documenting each step in the processing, testing, and reporting of patient specimens to assure the accuracy of the testing	ACT + 5FY	0	ACT + 5FY	C	S	N	I	Active = Until end of FY created or received. 42 CFR 493.1109		
18.	Laboratory Test Requisitions	ACT + 2FY	0	ACT + 2FY	M	S	N	I	Active = Until end of FY created or received. 42 CFR 493.1105		
19.	Paraffin Blocks	ACT + 2FY	0	ACT + 2FY	M	S	N	I	Active = Until end of FY created or received. 42CFR 493.1259(b)		
20.	Patient Testing Reports - Immunohematology, Histocompatibility	ACT + 5FY	0	ACT + 5FY	M	S	N	I	Active = Until end of FY created or received. 42 CFR 493.1109		
<b>Permitted Retention Period Abbreviations</b> ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent ** = May be part of an Imaging/Electronic Exception. ^^ = May be part of an Imaging/Electronic Survey.				<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information			<b>State Records Center Use</b> Y – Yes N - No			<b>Agency Abbreviations</b>	
				<b>Archival Processing Codes</b> 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)			<b>Vital Record Identification Code</b> V= Vital I = Important U= Useful				

*[Signature]*  
 Agency Approval

5/17/2021  
 Date Signed

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

5/27/2021  
 Date Approved

## Records Retention Schedule

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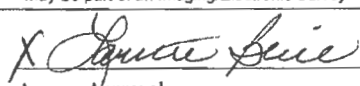
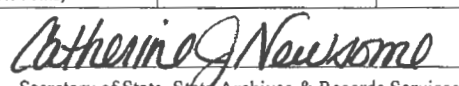
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
<b>023.005</b>	<b>LSU Health Care Services Division / Laboratory, Therapy, and Imaging</b>								
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)

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 _____ Agency Approval	5/17/2021 Date Signed	 _____ Secretary of State, State Archives & Records Services	5/27/2021 Date Approved
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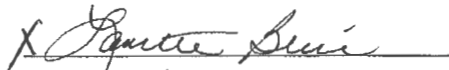
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
023.005	LSU Health Care Services Division / Maintenance								
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.
<b>Permitted Retention Period Abbreviations</b> ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent ** = May be part of an Imaging/Electronic Exception. ^^ = May be part of an Imaging/Electronic Survey.		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information  <b>Archival Processing Codes</b> 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)			<b>State Records Center Use</b> Y – Yes N - No  <b>Vital Record Identification Code</b> V= Vital I = Important U= Useful		<b>Agency Abbreviations</b>		

  
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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 / Medicaid/Medicare/UCC								
1.	Billing Material HCFA 1450 and supporting documents	ACT+ 10FY	0	ACT+ 10FY	M	S	Y	I	Active = Until end of FY created or received.
2.	Cost Report support documents	ACT+ 10FY	0	ACT+ 10FY	M	S	Y	I	Active = Until end of FY created or received.
3.	Hospital Physician Materials (agreements upon which Part A-Part B allocations are made)	ACT+ 10FY	0	ACT+ 10FY	M	S	Y	I	Active = Until end of FY in which agreement ends
4.	Medical Records (utilization review committee reports, physician certifications, discharge summaries, patients' medical records, etc.)	ACT+ 10FY	0	ACT+ 10FY	M	S	Y	I	Active = Until end of FY created or received.
5.	Medicare & Medicaid claims and supporting documentation including nursing education records	ACT+ 10FY	0	ACT+ 10FY	M	S	Y	I	Active = Until end of FY created or received. U.S. Dept of Justice Medicare Hospital Manual Section 480
<b>Permitted Retention Period Abbreviations</b> ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent ** = May be part of an Imaging/Electronic Exception. ^^ = May be part of an Imaging/Electronic Survey.		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information <b>Archival Processing Codes</b> 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)			<b>State Records Center Use</b> Y – Yes N - No <b>Vital Record Identification Code</b> V= Vital I = Important U= Useful		<b>Agency Abbreviations</b> UCC = Uniform Commercial Code HCFA = Health Care Finance Administration		

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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					
<b>023.005</b>	<b>LSU Health Care Services Division / Meeting Records</b>								
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	
<b>Permitted Retention Period Abbreviations</b> ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent ** = May be part of an Imaging/Electronic Exception. ^^ = May be part of an Imaging/Electronic Survey.		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information <b>Archival Processing Codes</b> 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)		<b>State Records Center Use</b> Y – Yes N - No <b>Vital Record Identification Code</b> V= Vital I = Important U= Useful		<b>Agency Abbreviations</b>			

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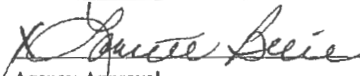
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
		023.005	LSU Health Care Services Division / Patient Medical Record						
1.	Medical Records – Adult	ACT + 10FY		ACT + 10FY	M	S	N	I	Active =until end of FY patient is discharged RS 40:2144
2.	Medical Records – Infant/Child	ACT + 10FY		ACT + 10FY	M	S	N	I	Active =until end of FY patient reaches age of majority.
3.	Register of Births	PERM		PERM	M	R	Y	V	RS 40:34
4.	Death Register	PERM		PERM	M	R	Y	V	RS 40:34
<b>Permitted Retention Period Abbreviations</b> 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.		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information <b>Archival Processing Codes</b> 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)			<b>State Records Center Use</b> Y – Yes N - No <b>Vital Record Identification Code</b> V= Vital I = Important U= Useful		<b>Agency Abbreviations</b>		

  
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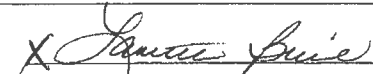
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
<b>023.005</b>	<b>LSU Health Care Services Division / Pharmacy</b>								
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	
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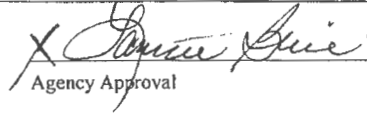

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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
<b>023.005</b>	<b>LSU Health Care Services Division / Pharmacy</b>								
8.	Prescriptions	ACT + 5FY	0	ACT + 5FY	P	S	N	I	Active = Until end of FY created or received. LAC 46:LIII 2525; LAC 46:LIII 2901-2903; 21CFR 1304.04 (h)
9.	Radioactive Drugs	ACT + 5FY	0	ACT + 5FY	P	S	N	V	Active = Until end of FY created or received. LAC 46:LIII 2525; LAC 46:LIII 2901-2903
10.	Recall Records	ACT + 4FY	0	ACT + 4FY	M	S	N	I	Active = Until end of FY created or received. LAC 46: LIII 2531
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Agency No	Agency / Division / Section	Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
				In Office	In Storage	Total Retention					
<b>023.005</b>	LSU Health Care Services Division / Property Control										
		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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Agency No	Agency / Division / Section								Security	Archival	State Records Center	Vital	Remarks
	Item Number	Records Series Title	Retention Period										
		In Office	In Storage	Total Retention									
<b>023.005</b>	<b>LSU Health Care Services Division / Quality Management</b>												
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-1, 2304.1 P 6420385)				
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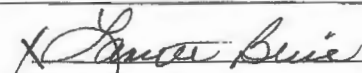
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
023.005	LSU Health Care Services Division / Radiation Protection Program								
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 of 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
<b>Permitted Retention Period Abbreviations</b> ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY – Day(s) PERM – Permanent ** = May be part of an Imaging/Electronic Exception. ^^ = May be part of an Imaging/Electronic Survey.		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information			<b>State Records Center Use</b> Y – Yes N – No		<b>Agency Abbreviations</b>		
		<b>Archival Processing Codes</b> 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)			<b>Vital Record Identification Code</b> V= Vital I = Important U= Useful				

  
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5/17/2021  
 Date Signed

  
 Secretary of State, State Archives & Records Services

5/27/2021  
 Date Approved

## Records Retention Schedule

SS ARC 932 (10/19)

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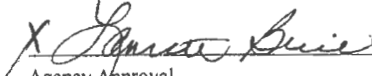
ORIGINAL SUBMISSION

RENEWAL

REPLACEMENT PAGE

ADDENDUM PAGE

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

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

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<b>Agency Abbreviations</b> (This area is currently blank in the image)
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\_\_\_\_\_ 5/17/2021 \_\_\_\_\_ 5/27/2021  
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## Records Retention Schedule

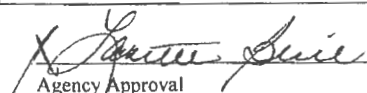
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<input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE
Remarks

Agency No	Agency / Division / Section	Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
				In Office	In Storage	Total Retention					
023.005	LSU Health Care Services Division / Security										
		1.	Abandoned Property Records	ACT + 3FY	0	ACT + 3FY	M	S	N	I	Active = Until end of FY created or received
		2.	Patient Personal Property	ACT + 3FY	0	ACT + 3FY	M	S	N	U	Active = Until end of FY patient discharged.
		3.	Security Disturbances	ACT + 3FY	0	ACT + 3FY	M	S	N	I	Active = Until end of FY in which disturbance occurs.
		4.	Security Video	ACT + 2 CY	0	ACT + 2 CY	P	S	N	U	Active = Until end of CY recorded.
<b>Permitted Retention Period Abbreviations</b> ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent ** = May be part of an Imaging/Electronic Exception. ^^ = May be part of an Imaging/Electronic Survey.				<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information			<b>State Records Center Use</b> Y – Yes N - No		<b>Agency Abbreviations</b>		
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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 / Utilization Management						
1.	Case Review Records	ACT + 2FY	0	ACT + 2FY	M	S	N	I	Active = until end of FY created or received.
2.	Correspondence with Payers	ACT + 2FY	0	ACT + 2FY	M	S	N	I	Active = until end of FY created or received.
3.	Patient Management System Reports: ADT (Admissions/Discharges/Transfers), 1 Day Stays, etc.	ACT + 1FY	0	ACT + 1FY	M	S	N	I	Active = until end of FY created or received.
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Document Metadata

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*HCSO Human Resources Director*  
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*HCSO Human Resources Director*  
Approver(s): Wilbright, Wayne  
*Chief Medical Informatics Officer*  
Townsend, Kathy  
*HCSO Human Resources Director*  
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*PROJECT COORDINATOR*

Digital Signatures:

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Townsend, Kathy  
HCSO Human Resources Director



02/26/2024

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Wilbright, Wayne  
Chief Medical Informatics Officer



02/26/2024