Records Retention Schedule SS ARC 932 (10/19) Louisiana Secretary of State R2020-034 AM Page 1 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency / Division / Section Agency No X RENEWAL LSU Health Care Services Division / General 023.005 __REPLACEMENT PAGE State Records Center __ADDENDUM PAGE ltem Retention Period Archival Security **Records Series Title** Number Total Remarks In Office Storage Retention 1. Calendars ACT + 1 CY ACT + 1 CY P S Active = Until end of CY created or received. Active = Until end of CY created or received. ACT + 1 CY ACT + 1 CY U 2. Correspondence - Routine n M S Ν Correspondence - General ACT + 3 CY 0 ACT + 3 CY S N Active = Until end of CY created or received. 3. Active = Until end of CY created or received. ACT + 1 CY Ð ACT + 1 CY М S E) 4. Phone Messages N ACT + 1 CY ACT + 1 CY M S N ı Active = Until end CY administrative need ends. Professional Association Files 5. 0 Р S Ν Active = Until end of CY administrative need ends. Presentations, Speeches and Handouts ACT + 3 CY ACT + 3 CY 6. ACT + 1 CY ACT + 1 CY S Ν Active = Until end of CY administrative need ends. 7. Task Lists Security Status Codes Agency Abbreviations Permitted Retention Period Abbreviations State Records Center Use ACT - Active Period (when used define term in remarks column) P -- Public Record Y – Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I ≃ Important PERM - Permanent S - Review by State Archives U= Useful ** = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic ^^ = May be part of an Imaging/Electronic Survey. O - Other (Specify in Remarks)

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Records Retention Schedule SS ARC 932 (10/19) Louisiana Secretary of State Page 2 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency / Division / Section Agency No X_RENEWAL LSU Health Care Services Division / Administration 023.005 __REPLACEMENT PAGE State Records Center _ADDENDUM PAGE ltem **Retention Period** Archival Security **Records Series Title** Number Total Remarks Vital In Office Storage Retention ACT = until end of FY created or received. Annual Report ACT + 3FY PERM PERM Р 1. Α Ν Transfer to State Archives after 3 FY Minutes of Board of Supervisors, Board of 2. PERM PERM PERM La R.S. 44.7 Directors 3. Executive Committee, Medical Staff PERM PERM La. R.S. 44:7 М R N ٧ Medicare and Medicaid Guide (PRM-I, §2304.1 ¶ Policies and Procedures (includes policy related 4 PERM PERM Р ٧ PFRM R N 6420.85;45 CFR 413.20; 45 CFR 413.24; Health Insurance Manual 10 Section 413.041 correspondence) Record Retention Management Files (includes 5. Records Retention Schedule, Disposal Requests PERM PERM PERM Ρ R Ν LA R.S. 44:36 and Certificates of Destruction) ACT = until end of FY resolution or appeals are exhausted. 6. Audit issues, appeal & Litigation ACT + 3FY 0 ACT + 3FY M S Ν 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 State Records Center Permitted Retention Period Abbreviations Security Status Codes Agency Abbreviations ACT - Active Period (when used define term in remarks column) P - Public Record Y -- Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R ~ Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful ** = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic

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O - Other (Specify in Remarks)

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Records Retention Schedule

SS ARC 932 (10/19)

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Item Number	Records Series Title	F	letention Pe	riod		ify	val	Records		ADDENDUM PAGE
Number	1000100 1100	In Office	In Storage	Total Retention	n	Security	Archival	State Re Center	Vital	Remarks
1.	ABO and RH Blood Types	PERM	PERM	PERM		М	R	N	ı	21 CFR 606.160 AABB 5.13.1
2.	Adverse Reactions to Transfusions	PERM	PERM	PERM		М	R	N	٧	21 CFR 606.160 AABB 7.4.2; 7.4.33; 7.4.4.1
3.	Blood Donor Records	PERM	PERM	PERM		М	R	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	V	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	1	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	Υ	1	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
Permitted Ret	tention Period Abbreviations	Security Statu	s Codes		State Use	Reco	rds (Center		Agency Abbreviations
	Period (when used define term in remarks column)	P - Public Rec			Y - Y	06				
	ar (July 1- June 30)	M May Conta		! Information	N - No					
	r Year (Jan 1 – Dec 31)	C - Confidentia								
	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30)	Archival Processing Codes				Recoi ificati		ode		
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	art of an Imaging/Electronic Survey.	O - Other (Spe	cify in Remark	s)						

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule SS ARC 932 (10/19) Louisiana Secretary of State Page 4 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency No Agency / Division / Section X RENEWAL LSU Health Care Services Division / Compliance 023.005 __REPLACEMENT PAGE Records _ADDENDUM PAGE Item Retention Period Archival Security Records Series Title Number State R Center Total Remarks In Office Storage Retention 1. Audits-External ACT+ 5FY ACT+ 5FY Active =Until end of FY audit is complete ACT + 5FY ACT + 5EY Р Ν Active =Until end of FY audit is complete 2 Audits-Internal 0 S V ACT + 1FY ACT + 1FY Ρ s Υ ٧ Active =Until end of FY officer is superseded 3. Compliance Officer Designation Form ACT + 3FY 0 ACT + 3FY М s Υ ı Active = Until the end of the FY created or received. 4. Inspector General Correspondence Correspondence with Ethics and Compliance N Active = Until end of FY created or received 5. ACT + 5FY 0 ACT + 5FY С S ı Officers Investigation-Documentation Active =Until end of FY investigation is concluded. ACT+10FY ACT+10FY С Ν 6 S Active = Until end of FY created or received. Newsletters/Bulletins ACT + 2FY PERM PERM Р Ν U Transfer 3 copies of each publication produced to State Quarterly Reports ACT + 5FY ACT + 5FY С S N U Active = Until end of FY created or received 8 Active = Until end of FY no longer needed for U Reference Files ACT + 10FY ACT + 10FY М S N administrative use. (Administrative Decision) Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent

Secretary of State, Extre Archives & Records Services

E- Review by State Archives/Electronic

U= Useful

S - Review by State Archives

O - Other (Specify in Remarks)

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

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

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10.	Training Materials	ACT + 5FY	0	ACT + 5FY	P	- 8	3	N	V	Active= Until end of FY superseded or no longer in use.
11.	Training Programs	ACT + 5FY	0	ACT + 5FY	P	- (3	N	٧	Active= Until end of FY superseded or no longer in use.
	ention Period Abbreviations	Security Status		}	State Use	Reco	rds C	enter		Agency Abbreviations
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	r (July 1- June 30) Year (Jan 1 – Dec 31)	M - May Contain Confidential Information				D				
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Records Retention Schedule SS ARC 932 (10/19) Louisiana Secretary of State Page 6 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov _ORIGINAL SUBMISSION Agency No Agency / Division / Section X_RENEWAL LSU Health Care Services Division / Dietary/Nutritional Services 023.005 __REPLACEMENT PAGE State Records Center __ADDENDUM PAGE Item **Retention Period** Archival Security Number Records Series Title Total Remarks ln Vital In Office Storage Retention Active= Until end of FY superseded or no longer in ACT + 1FY P S 1. Dietary Recipe Records O ACT + 1FY N I 2. Dietician Counseling Summaries ACT + 2FY ACT + 2FY ٧ Active = Until end of FY created or received. 0 М S Ν 3. Food Costs ACT + 6FY 0 ACT + 6FY Ρ S Ν Active = Until end of FY created or received. ACT + 4FY Active = Until end of FY created or received. Inspection Reports 0 ACT + 4FY Ρ N V 4. S 5. Meal Counts ACT + 4FY 0 ACT + 4FY Ρ S Ν t Active = Until end of FY created or received. ACT + 4FY Active = Until end of FY created or received. 6 Menus Ð ACT + 4FY S N Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations ACT - Active Period (when used define term in remarks column) P -- Public Record Y – Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) Vital Record Archival Processing Codes Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful ** = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic ^^ = May be part of an Imaging/Electronic Survey. O - Other (Specify in Remarks)

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SS ARC 932 (10/19) Louisiana Secretary of State Page 7 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency No Agency / Division / Section X_RENEWAL LSU Health Care Services Division / Finance 023.005 __REPLACEMENT PAGE Records __ADDENDUM PAGE **Item** Retention Period Security Archival **Records Series Title** State Re Center Number Total Remarks Vital In Office Storage Retention Accounts Payable Records ACT + 3FY ACT + 10 FY s Ν ACT = Until end of FY in which audited. 1. 7 FY Р ACT = Until and of FY in which audited. 2. Accounts Receivable Records ACT + 3EY ACT + 10 FY S Ν V ACT + 3FY 7FY ACT + 10 FY Р N ACT = Until end of FY created or received. Audit Reports 3. 7 FY S Υ ٧ ACT = Until end of FY in which audited 4. **Bank Account Statements** ACT + 3FY ACT + 10 FY ACT + 3FY 7FY ACT + 10 FY Ρ S Υ ACT = Until end of FY created or received. Bank Deposit Receipts 5. ACT = Until end of FY in which bond issue is paid off / Р ACT + 3FY 7FY ACT + 10 FY S Υ ŀ 6. closed out. ACT = Until end of FY in which budget is revised or ACT + 3FY 7FY ACT + 10 FY Р S Ν 7. Budgets superseded Canceled Checks ACT + 3FY 7FY ACT + 10 FY М Ν ACT = Until end of FY created or received. 8. 7FY ACT + 10 FY 1 ACT = Until end of FY created or received. 9. Canceled Notes ACT + 3FY М S Ν Active = Until end of FY in which audited. ACT + 3FY ACT + 10 FY Μ S Ν 10. Cash disbursements State Records Center Permitted Retention Period Abbreviations Security Status Codes Agency Abbreviations ACT -- Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives | ≃ Important PERM - Permanent S - Review by State Archives U= Useful ** = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic

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Records Retention Schedule SS ARC 932 (10/19) Louisiana Secretary of State Page 8 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency No Agency / Division / Section X_RENEWAL LSU Health Care Services Division / Finance 023.005 __REPLACEMENT PAGE Records __ADDENDUM PAGE Item **Retention Period** Security Archival Records Series Title Number State R Center Total Remarks Vital In Office Storage Retention 11. Cash Receipts ACT + 3 FY 7 FY ACT + 10 FY Р S N ٧ Active = Until end of FY in which audited. 12. ACT + 3 FY 7 FY ACT + 10FY Chart of Accounts М S N Active = Until end of FY in which superseded. Active = Until end of FY contract or agreement expires. 13. Contracts / Cooperative Endeavor Agreements ACT + 10FY 0 ACT + 10FY М S N Civil Code 7 FY ACT + 10FY1 14. Credit Card Records ACT + 3 FY M S N ν Active = Until end of FY in which audited ACT + 3 FY 15. Depreciation Schedules 7 FY ACT + 10FY М S N ٧ Active = Until end of FY created or received. 16. ACT + 3 FY 7 FY ACT + 10FY1 Υ V Active = Until end of FY created or received. Federal Financial Awards М S Active = Until end of FY in which FEMA/GOSHEP 17. FEMA / GOHSEP Fifes 7 FY V ACT + 1 FY ACT + 5 FY M S N closes out the project for the entire state. 18. Financial Statements ACT + 3 FY 7 FY ACT + 10FY1 S Ν Active = Until end of FY in which audited. М 19 ACT + 3 FY 7 FY ACT + 10FY1 P S N { Active = Until end of FY created or received. Inventory Р 20 Invoices ACT + 3 FY 7 FY ACT + 10FY S N Active = Until end of FY in which audited. Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information FEMA = Federal Emergency Management Agency N - No CY ~ Calendar Year (Jan 1 - Dec 31) GOHSEP = Governor's Office of Homeland Security C - Confidential Information **Emergency Preparedness** AY ~ Academic Year (Aug 1 - July 31) Archival Processing Codes Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives f = Important PERM - Permanent S - Review by State Archives U= Useful ** = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic

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Records Retention Schedule SS ARC 932 (10/19) Louisiana Secretary of State Page 9 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency No Agency / Division / Section X RENEWAL LSU Health Care Services Division / Finance 023.005 State Records Center __REPLACEMENT PAGE _ADDENDUM PAGE Item **Retention Period** Archival Records Series Title Number Total Remarks In In Office Storage Retention ACT + 3 FY 21. Journal Vouchers 7 FY ACT + 10 FY М S N ٧ Active = Until end of FY created or received. 22. Payroll (Payables & Invoices) ACT + 3 FY ACT + 10 FY Ρ \$ N ٧ Active = Until end of FY created or received. 7 FY 23. Petty Cash Records ACT + 3 FY ACT + 10 FY S Ν 1 Active = Until end of FY created or received. Purchase Orders ACT + 3 FY 7 FY ACT + 10 FY Р V 24. S N Active = Until end of FY created or received. 25. Purchase Requisitions ACT + 3 FY 7 FY ACT + 10 FY Ρ S N ٧ Active = Until end of FY created or received. Sales Receipts ACT + 3 FY 7 FY ACT + 10 FY Р Ν V 26 S Active = Until end of FY in which audited. Travel Authorizations (official) ACT + 3 FY 7 FY ACT + 10 FY 1 Active = Until end of FY in which authorization lapses. 27. M S Ν 28. Travel Expense Requests ACT + 3 FY 7 FY ACT + 10 FY М S Ν ı Active = Until end of FY in which completed. 7 FY ACT + 10 FY 29. Unemployment Insurance Payments ACT + 3 FY S Ν 1 Active = Until end of FY in which payment was made. М 30. Wire Transfers ACT + 3 FY 7 FY ACT + 10 FY Μ S N Active = Until end of FY created or received. Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations Use ACT -- Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) AY - Academic Year (Aug 1 - July 31) Archival Processing Codes Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vitai MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful ** = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic

Agency Approval

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Date Signed

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31.	Workers Compensation Insurance	ACT+3FY	7 FY	ACT + 10FY	,	М	s	N	ı	Active = Until end of FY created or received.
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Permitted Ret	ention Period Abbreviations	Security Status	s Codes		Stat	e Rec	ords	Center		Agency Abbreviations
ACT - Active F	Period (when used define term in remarks column)	P Public Reco	ord		Use					
FY- Fiscal Yea	r (July 1- June 30)	M - May Contai	in Confidential	Information	Y-					
CY - Calendar	Year (Jan 1 – Dec 31)	C - Confidentia	I Information		1 - N	Vo.				
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Records Retention Schedule

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Item Number	Records Series Title	R	etention Pe	riod		ity	/ai	Recor		ADDENDUM PAGE
Number	1000000 007100 7100	In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
1,	Accounting of Disclosures of Protected Health Information	ACT + 6FY	0	ACT + 6FY		М	S	N	ı	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	1	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	ı	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	ı	Active = Until end of FY created or received. 45 CFR Parts 160 & 164
8.	Request for Access to Protected Health Information (HIPAA 4503-03)	ACT + 6FY	0	ACT + 6FY		Р	s	N	ı	Active = Until end of FY created or received. 45 CFR Parts 160 & 164
ermitted Re	tention Period Abbreviations	Security Status	s Codes			Reco	ords	Center		Agency Abbreviations
CT - Active I	Period (when used define term in remarks column)	P - Public Reco	ord		Use					
Y- Fiscal Yea	ar (July 1- June 30)	M - May Conta	in Confidentia	I Information	Y - Y					
CY - Calenda	r Year (Jan 1 - Dec 31)	C - Confidentia	I Information		N - N	lo				
Y - Academi	ic Year (Aug 1 – July 31)	Archival Proce	essing Codes			Reco				
FY – Federa	Fiscal Year (Oct 1 - Sept 30)	A - Transfer to	State Archive:	\$		tificati	ion C	ode		
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* = May be pa	art of an Imaging/Electronic Exception.	E- Review by S	State Archives	e Archives/Electronic U= Useful						
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Records Retention Schedule SS ARC 932 (10/19) Louisiana Secretary of State Page 12 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov _ORIGINAL SUBMISSION Agency / Division / Section Agency No X RENEWAL LSU Health Care Services Division / Health Insurance Portability and Accountability Act 023.005 __REPLACEMENT PAGE Records _ADDENDUM PAGE ltem Retention Period Archival Records Series Title Security State Re Center Number Remarks Total 1n In Office Storage Retention Request for Amendment to Protected Health Information & Related Correspondence: Active = Until end of FY created or received. Notification of Approval, Notification of Delay in ACT + 6FY 9. ٥ ACT + 6FY Р S N 45 CFR Parts 160 & 164 Decision, Notification of Denial, Notification to other Entities (HIPAA 7508-03) Active = Until end of FY created or received. Request for De-identified Information (HIPAA ACT + 6FY Р 10. ACT + 6FY S N 7511-03) 45 CFR Parts 160 & 164 Request to Receive Confidential Information by Active = Until end of FY created or received. Р ACT + 6FY 11. Alternative Means or at Alternative Location n ACT + 6FY S Ν 45 CFR Parts 160 & 164 (HIPAA 7506-03 & 7521-03) Restricting Uses & Disclosures of Protected Health Information: Patient Request, Facility Active = Until end of FY created or received. ACT + 6FY ACT + 6FY P S N 12. Response & Revoking or Terminating Restriction 45 CFR Parts 160 & 164 (HIPAA 7504-03) Active = Until end of FY created or received. 45 CFR Parts 160 & 164 Tracking Form for Disclosure of Protected Health ACT + 6FY ACT + 6FY М Ν 13. s Information (HIPPA 7507-03 & 7525-03) Verification of Active = Until end of FY created or received. Treatment Relationship by Health Care Provider-ACT + 6FY ACT + 6FY Р S N 14. 45 CFR Parts 160 & 164 Individual or Entity (211408-1) Security Status Codes Agency Abbreviations Permitted Retention Period Abbreviations State Records Center P - Public Record ACT - Active Period (when used define term in remarks column) Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY ~ Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) Archival Processing Codes Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful ** = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic

O - Other (Specify in Remarks)

Secretary of State, State Archives & Records Services

5/24/202/
Date Approved

0516a-24 Appendix A (0516a) Printed: 03/06/2024 13:48

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

Records Retention Schedule SS ARC 932 (10/19) Louisiana Secretary of State Page 13 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency No Agency / Division / Section X RENEWAL LSU Health Care Services Division / Human Resources 023.005 __REPLACEMENT PAGE State Records Center __ADDENDUM PAGE Item **Retention Period** Archival **Records Series Title** Security Number Remarks Total ln /ital In Office Storage Retention Active = Until end of FY created or received. ACT + 5FY ACT + 5FY М N 29 CFR 1904.3 1. Accident/Injury Reports S Active = Until end of FY created or received. ACT + 4FY ACT + 4FY P Affirmative Action Plan 0 S Ν 1 2 La. R.S. 44:36 Active = Until end of CY in which offer of insurance ACT + 7 CY 0 ACT + 7 CY `S N 3. Affordable Care Act Fifes С was made to employees. Active = Until end of FY in position is filled. ACT + 2FY 0 ACT + 2FY S Υ Applications (Including Non-Hires) М 4 Civil Service Circular Active = Until end of FY created or received. Υ Civil Service Certificates of Eligibility ACT + 3FY 0 ACT + 3FY 1 5. M S La. R.S. 44:36 Active = Until end of FY created or received. Civil Service SF-9's (Inquiry of Availability Form) ACT + 3FY 0 ACT + 3FY M S γ 1 6. La. R.S. 44:36 Active= until end of FY employee separates or is 7. ACT +3FY 0 С S N Criminal Background Checks terminated. ACT +3FY La. R.S. 44:36 Active = Until end of FY created or received. 8. Drug Test Results ACT + 3FY 0 ACT + 3FY С S Ν La. R.S. 44:36 Active = Until end of FY created or received. 9 EEO (Equal Employment Opportunity) Reports ACT + 3FY ACT + 3FY Р S ¥ La. R.S. 44:36 Agency Abbreviations Security Status Codes State Records Center Permitted Retention Period Abbreviations Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful ** = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic ^^ = May be part of an Imaging/Electronic Survey. O - Other (Specify in Remarks)

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5/27/202/
Date Approved

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Records Retention Schedule SS ARC 932 (10/19) Louisiana Secretary of State Page 14 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency / Division / Section Agency No X RENEWAL LSU Health Care Services Division / Human Resources 023.005 __REPLACEMENT PAGE State Records Center __ADDENDUM PAGE ltem **Retention Period** Archival **Records Series Title** Number Remarks Total In Office Storage Retention Active = Until end of FY in which matter is closed / final decision rendered. С S 10. Employee Grievances ACT + 3FY ACT + 3FY 29 CFR 1627.3 ٧ LA R.S. 44:36 Active = Until end of FY HCSD employee separates from agency. Employee Manuals/Handbooks ACT + 3FY ACT + 3FY S Ν 11. La. R.S. 44:36 Active = Until end of FY HCSD employee separates from agency. 29 CFR 1627.3 C 12. Employee Medical Records ACT + 5FY ACT + 5FY S Ν LA R.S. 44:36 Active = Until end of FY in which audited. Employee Payroll Files ACT + 3FY ACT + 3FY М S Ν 13. Employee Personnel Files (Including Benefit Records, Leave Registers & Worksheets, Monthly Active = Until end of FY HCSD employee separates Payroll Registers, Pay Scale Information, from agency. V ACT + 70CY Ν 14. ACT + 70CY M S Performance Standards, Prior Pay Period LA R.S. 44:36 Adjustments, Promotion Records, Retirement Records, Salary Records, Transfer Records) Active = Until end of CY when leave period ends. ACT + 3 CY М S Ν Family and Medical Leave Act (FMLA) ACT + 3 CY 15. State Records Center Agency Abbreviations Permitted Retention Period Abbreviations **Security Status Codes** Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) N - No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) Vital Record AY - Academic Year (Aug 1 - July 31) Archival Processing Codes Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO -- Months WK -- Week (Mon-Sun) DY -- Day(s) R -- Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful ** = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic ^^ = May be part of an Imaging/Electronic Survey. O - Other (Specify in Remarks)

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5/24/20
Date Approved

Records Retention Schedule SS ARC 932 (10/19) Louisiana Secretary of State Page 15 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency / Division / Section Agency No X_RENEWAL LSU Health Care Services Division / Human Resources 023.005 __REPLACEMENT PAGE Records __ADDENDUM PAGE Item **Retention Period** Archival Security **Records Series Title** State R Number Remarks Total In Vital In Office Storage Retention Active = Until end of FY created or received. 16. Hazard Communication Records ACT + 30FY ACT + 30FY М S Ν 29 CFR 1910.20; 29 CFR 1910.1001 Active = Until end of FY created or received. Hazardous Exposure Records including medical ACT + 30FY 0 ACT + 30FY М S Ν 17 29 CFR 1910.20; 29 CFR 1910.1001 records Active = until end of CY employee separates from agency. 18. 1-9's ACT + 3 CY n ACT + 3 CY С S Ν ٧ 8 USC 1324(b)(3)(A)(B) Active = Until end of FY created or received. 26 CFR 301.6501(E)-1 (unconfirmed) IRS Records (W-2, W-9, W-4, 1099, 940, 941, ACT + 5CY ٥ ACT + 5CY С S Ν ٧ 19 Payroll deduction authorization) Active = Until end of CY in which description is superseded. 20. Job Descriptions ACT + 3CY n ACT + 3CY М S Υ LA R.S. 44:36 Active = Until end of FY created or received. Layoff Records/Layoff Avoidance Plan Records ACT + 3FY 0 ACT + 3FY М S Ν ٧ 29 CFR 1627.3 21 LA R.S. 44:36 Active = Until end of FY created or received. ACT + 30FY S N ACT + 30FY 0 22. Material Safety Data Sheets 29 CFR 1910.20; 29 CFR 1910.1001 Security Status Codes Agency Abbreviations Permitted Retention Period Abbreviations State Records Center P - Public Record ACT - Active Period (when used define term in remarks column) Y – Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information IRS = Internal Revenue Service N - No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives

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Date Approved

E- Review by State Archives/Electronic

R - Retain in Agency Archives

S - Review by State Archives

O -- Other (Specify in Remarks)

V= Vital

U= Useful

I = Important

MO -- Months WK -- Week (Mon-Sun) DY -- Day(s)

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

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

PERM - Permanent

Records Retention Schedule SS ARC 932 (10/19) Louisiana Secretary of State Page 16 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov _ORIGINAL SUBMISSION Agency No Agency / Division / Section X_RENEWAL LSU Health Care Services Division / Human Resources 023.005 __REPLACEMENT PAGE Records __ADDENDUM PAGE **Retention Period** Archival Security Records Series Title State Ro Number Total Remarks In Vital In Office Storage Retention Active = Until end of FY created or received. ACT + 5FY ACT + 5FY М Occupational Injury and Illness Annual Summary 0 S Ν 23. PERM PERM Υ La. R.S. 44:36 24. Organizational Charts Active = Until end of FY employee separates from ACT + 3 FY 0 ACT + 3 FY agency. 25. Payroll Correspondence S Ν М LA R.S. 44:36 Active = Until end of FY HCSD employee separates Performance Planning and Review (PPR) ACT +5FY ACT +5FY from agency 26. М S N Records LA R.S. 44:36 Active = Until end of FY created or received. Performance Planning and Review (PPR) 27. ACT+ 3FY ACT+ 3FY S М N Planning La. R.S. 44:36 28 Supervisor's File ACT + 2CY 0 ACT + 2CY S Ν Active = Until end of CY in which supervision ends. Μ Time and Attendance Records (Sign-in Sheets & Active = Until end of FY created or received. ACT+ 5FY 29 ACT+ 5FY M S Ν La. R.S. 44:36 Leave Requests) **Permitted Retention Period Abbreviations** Security Status Codes State Records Center Agency Abbreviations Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) N - No C - Confidential Information CY -- Calendar Year (Jan 1 -- Dec 31) AY - Academic Year (Aug 1 - July 31) Archival Processing Codes Vital Record Identification Code FFY ~ Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK ~ Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful ** = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic ^^ = May be part of an Imaging/Electronic Survey. O - Other (Specify in Remarks)

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30.	Training Materials	ACT+ 3FY	0	ACT+ 3FY		Р	S	N	U	La. R.S. 44:36
31.	Vacancy Announcements	ACT+ 3FY	0	ACT+ 3FY		Р	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.
Permitted Ret	ention Period Abbreviations	Security Status	s Codes	,			ords	Center		Agency Abbreviations
ACT - Active F	Period (when used define term in remarks column)	P ~ Public Reco	ord		Use					
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Secretary of State, State Archives & Records Services

Records Retention Schedule SS ARC 932 (10/19) Louisiana Secretary of State Page 18 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov _ORIGINAL SUBMISSION Agency / Division / Section Agency No X_RENEWAL LSU Health Care Services Division / Laboratory, Therapy, and Imaging 023.005 __REPLACEMENT PAGE State Records Center __ADDENDUM PAGE **Retention Period** Archival Security Records Series Title Number Total Remarks In Vital In Office Storage Retention Active = until end of FY patient reaches age of ACT + 10FY s Ν 1. Bone Marrow Test Reports - Minors М ACT + 10FY RS 40:2114; RS 40: 1299.96 Active = until end of FY patient is discharged. 2. Bone Marrow Test Reports - Adults ACT + 10FY ACT + 10FY М S Ν RS 40:2114; RS 40: 1299.96 Active = until end of FY patient reaches age of 3. Echocardiogram Tracings - Minors ACT + 10FY ACT + 10FY N majority. S RS 40:2114; RS 40: 1299.96 Active = until end of FY patient is discharged. 4. Echocardiogram Tracings - Adults ACT + 10FY ACT + 10FY М s N RS 40:2114; RS 40: 1299.96 Active = until end of FY patient reaches age of majority. 5. Electrocardiogram Tracings - Minors ACT + 10FY ACT + 10FY М S Ν RS 40:2114; RS 40: 1299.96 Active = until end of FY patient is discharged. 6. Electrocardiogram Tracings - Adults ACT + 10FY ACT + 10FY М S Ν RS 40:2114; RS 40: 1299.96 Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information Archival Processing Codes AY - Academic Year (Aug 1 - July 31) Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful ** = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic ^^ = May be part of an Imaging/Electronic Survey. O - Other (Specify in Remarks)

Secretary of State, State Archives & Records Services

5/17/2021

Date Signed

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Records Retention Schedule

SS ARC 932 (10/19) Louisiana Secretary of State Page 19 of 36 Division of Archives, Records Management and History Indicate Use of Form Http://www.sos.la.gov Post Office Box 94125, Baton Rouge, LA 70804 ORIGINAL SUBMISSION Agency No Agency / Division / Section X_RENEWAL LSU Health Care Services Division / Laboratory, Therapy, and Imaging 023.005 __REPLACEMENT PAGE Records _ADDENDUM PAGE Item **Retention Period** Archival Records Series Title Security State Re Center Number Total Remarks In Vital In Office Storage Retention Active = until end of FY patient reaches age of 7. Electroencephalogram Tracings - Minors ACT + 10FY ACT + 10FY S Ν majority. RS 40:2114; RS 40: 1299.96 RS 40:2114; RS 40: 1299.96 ACT + 10FY ACT + 10FY Electroencephalogram Tracings - Adults 0 М S Ν 8 Active = until end of FY patient is discharged. Active = until end of FY patient reaches age of majority. 0 ACT + 10FY Electromyograms - Minors ACT + 10FY М S N 9. RS 40:2114; RS 40: 1299.96 Active = until end of FY patient is discharged. ACT + 10FY Ν 1 ACT + 10FY 0 M S 10. Electromyograms - Adults RS 40:2114; RS 40: 1299.96 Fetal Monitoring Strips ACT + 5FY 0 ACT + 5FY М S N i Active = Until end of FY created or received. 11. Active = Until end of FY created or received. ACT + 10FY ACT + 10FY S Final Test Reports-Pathology/ Histology/ Cytology Ν 12. 42 CFR 493.1109; 42 CFR 493.1257 Active = Until end of FY created or received. Histopathology Slides ACT + 10FY ACT + 10FY М S Ν 13. 42CFR 493.1259(b) Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes FY-Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) Vital Record AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful ** = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic

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O - Other (Specify in Remarks)

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Records Retention Schedule

SS ARC 932 (10/19) Louisiana Secretary of State Page 20 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency / Division / Section Agency No X_RENEWAL LSU Health Care Services Division / Laboratory, Therapy, and Imaging 023.005 __REPLACEMENT PAGE Records __ADDENDUM PAGE Item **Retention Period** Archival Records Series Title Security State Re Center Number Total Remarks In In Office Storage Retention Active = Until end of FY created or received. ACT + 2FY ACT + 2FY 14. HIV Test results (anonymous) М S ٥ N 42 CFR 493.1109 Active = until end of FY patient reaches age of 15. HIV Test results -- Minors 0 М S N ACT + 10FY ACT + 10FY RS 40:2114; RS 40: 1299.96 Active = until end of FY patient is discharged. 16. HIV Test results - Adults 0 М s N ACT + 10FY ACT + 10FY RS 40:2114; RS 40: 1299.96 Laboratory Reports- Complete Reports Active = Until end of FY created or received. documenting each step in the processing, testing, 17. 0 С s N ACT + 5FY ACT + 5FY and reporting of patient specimens to assure the 42 CFR 493.1109 accuracy of the testing Active = Until end of FY created or received. 18. Laboratory Test Requisitions ACT + 2FY ACT + 2FY 0 М S Ν t 42 CFR 493.1105 Active = Until end of FY created or received. ACT + 2FY Paraffin Blocks ACT + 2FY М s N 19 0 42CFR 493.1259(b) Active = Until end of FY created or received. Patient Testing Reports - Immunohematology, ACT + 5FY 0 ACT + 5EY s 20 М Ν Histocompatibility 42 CFR 493.1109 Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY ~ Calendar Year (Jan 1 - Dec 31) C - Confidential Information Archival Processing Codes AY - Academic Year (Aug 1 - July 31) Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I ≃ Important PERM - Permanent S - Review by State Archives U= Useful ** = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic ^^ = May be part of an imaging/Electronic Survey. O - Other (Specify in Remarks)

Records Retention Schedule SS ARC 932 (10/19) Louisiana Secretary of State Page 21 of 36 Division of Archives, Records Management and History Indicate Use of Form Http://www.sos.la.gov Post Office Box 94125, Baton Rouge, LA 70804 ORIGINAL SUBMISSION Agency No Agency / Division / Section X_RENEWAL LSU Health Care Services Division / Laboratory, Therapy, and Imaging 023.005 __REPLACEMENT PAGE Records __ADDENDUM PAGE !tem Retention Period Security Archival Records Series Title Number State R Center Remarks In Total Vital In Office Storage Retention Active = Until end of FY created or received. 21. Performance Records ACT + 5FY 0 ACT + 5FY М s N 42 CFR 493.903 Active = Until end of FY created or received. 22. Radioisotopes ACT + 5FY 0 ACT + 5FY М S N 10 CFR 30.51 Active = Until end of FY created or received. 23. Requests for tests ACT + 2FY 0 ACT + 2FY M S Ν 42 CFR 493.1105 Active = until end of FY patient reaches age of majority 24. Screening Procedures - Minors ACT + 10FY 0 ACT + 10FY М S Υ RS 40:2114; RS 40: 1299.96 Active = until end of FY patient is discharged RS 40:2114; RS 40: 1299.96 ACT + 10FY ACT + 10FY М Υ 0 S 25. Screening Procedures - Adults Active = Until end of FY created or received. ACT + 5FY 0 ACT + 5FY M Ν 26. Slides S 42CFR 493,1259 Active = Until end of CY created or received 42 CFR 493.1219(d)(3) ACT + 5FY 0 ACT + 5FY Test Procedures-Errors M Ν 27. S 42 C.F.R. § 493.903(d) Agency Abbreviations Permitted Retention Period Abbreviations **Security Status Codes** State Records Center P -- Public Record ACT - Active Period (when used define term in remarks column) Y -- Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U≃ Useful ** = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic ^^ = May be part of an Imaging/Electronic Survey. O - Other (Specify in Remarks)

Date Signed

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29.	Minors (not duplicated in patient records)	ACT + 10FY	0	ACT + 10FY	,	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 + 10FY	<u></u>	М	s	Υ	ŀ	Active = until end of FY patient is discharged RS 40:2114; RS 40: 1299.96
31.	Wet Tissue	ACT + 6MO	0	ACT +6MC)	М	s	N	1	Active = Until and FY created or received. 42CFR 493.1259(b)
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	ention Period Abbreviations	Security Status			Sta		ords	Center		Agency Abbreviations
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l .	r (July 1- June 30) Year (Jan 1 – Dec 31)	C - Confidential		information	N -	No				
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MO - Months	WK Week (Mon-Sun) DY - Day(s)	R - Retain in Ag	gency Archives	\$	V= \	Vital				
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Division of Ar	chives, Records Management and History									Indicate Use of Form
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1.	Construction Project Plans	ACT+ 10FY	0	ACT+ 10FY		Р	\$	N	1	Active = until end of FY in which project is complete.
2.	Building Maintenance Records	ACT+ 3FY	0	ACT+ 3FY		P	\$	N	ı	Active = until end of FY created or received.
3.	Motor Vehicle Maintenance records	ACT + 1FY	0	ACT + 1FY		Р	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.
6.	Repair Records	ACT+ 3FY	0	ACT+ 3FY		Р	s	N	1	Active = until end of FY created or received.
Permitted Ret	ention Period Abbreviations	Security Status	Codes				cords	Center		Agency Abbreviations
ACT - Active P	Period (when used define term in remarks column)	P - Public Reco	rd		Use Y - Y					
FY- Fiscal Yea	r (July 1- June 30)	M - May Contain	n Confidential	Information	N - N					
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Division of Ar-	chives, Records Management and History									Indicate Use of Form
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023.005	LSU Health Care Services Division / Medicaid/M	ledicare/UCC								REPLACEMENT PAGE
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1.	Billing Material HCFA 1450 and supporting documents	ACT+ 10FY	0	ACT+ 10FY		М	s	Υ	ı	Active = Until end of FY created or received.
2.	Cost Report support documents	ACT+ 10FY	0	ACT+ 10FY		М	s	Υ	1	Active = Until end of FY created or received.
3.	Hospital Physician Materials (agreements upon which Part A-Part B allocations are made)	ACT+ 10FY	0	ACT+ 10FY		М	S	Υ	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	Υ	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		М	S	Υ	į	Active = Until end of FY created or received. U.S. Dept of Justice Medicare Hospital Manual Section 480
Permitted Ret	ention Period Abbreviations	Security Status	s Codes				ords	Center		Agency Abbreviations
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Records Retention Schedule SS ARC 932 (10/19) Louisiana Secretary of State Page 25 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency / Division / Section Agency No X_RENEWAL LSU Health Care Services Division / Meeting Records 023.005 __REPLACEMENT PAGE Records __ADDENDUM PAGE Item **Retention Period** Security Archival Records Series Title Number State Re Center Total Remarks Vital In Office Storage Retention 1. Medical Executive Committee PERM PERM PERM М R LA R.S. 44:7 PERM PERM PERM 2 Medical Staff М R 3. Committee Meetings Minutes PERM PERM PERM R М 1 Ethics & Compliance Policy Development PERM PERM PERM Μ 4. R 1 Committee Meetings Minutes PERM 5. Facility Ethics & Compliance **PERM** PERM М R ı 6. Departmental Meeting Minutes PERM PERM PERM M R Security Status Codes State Records Center Permitted Retention Period Abbreviations Agency Abbreviations ACT - Active Period (when used define term in remarks column) P - Public Record Y – Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful ** = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic ^^ = May be part of an Imaging/Electronic Survey. O - Other (Specify in Remarks)

Agency Approval

5/17/2021

Date Signed

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1.	Medical Records - Adult	ACT + 10FY		ACT + 10FY	N	И	s	N	1	Active =until end of FY patient is discharged RS 40:2144
2.	Medical Records – Infant/Child	ACT + 10FY		ACT + 10FY	M	N	s	N	1	Active =until end of FY patient reaches age of majority.
3.	Register of Births	PERM		PERM	N	и	R	Υ	٧	RS 40:34
4.	Death Register	PERM		PERM	N	И	R	Υ	٧	RS 40:34
Permitted Re	tention Period Abbreviations	Security Status			State Use	Rec	ords	Center		Agency Abbreviations
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1	r Year (Jan 1 – Dec 31)	C - Confidential information								
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	art of an Imaging/Electronic Survey.	C - Other (Specify in Remarks)								

Secretary of State, State Archives & Records Services

Records Retention Schedule SS ARC 932 (10/19) Louisiana Secretary of State Page 27 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency No Agency / Division / Section X_RENEWAL 023.005 LSU Health Care Services Division / Pharmacy __REPLACEMENT PAGE Records ADDENDUM PAGE Item **Retention Period** Archival **Records Series Title** State Re Center Number **Total** Remarks ln Vital In Office Storage Retention Active= until end of FY alcohol was dispensed. 1. Alcohol (Tax Free Inventory) ACT + 3FY ACT + 3FY s N U LAC 46:LII.2525; 27 CFR 22.164 Active = until end of FY in which controlled substances Controlled Substances Dispensed and dispensed and administered ACT + 5FY 2 ACT + 5EY Ν Μ S Administered LAC 46:LIII2525; LAC 46:LII2901-2903; 21 CFR Active = Until end of FY created or received. 3. Controlled Substances Inventory and Orders ACT + 5FY ACT + 5FY S Ν LAC 46:LIII.2525; LAC 46:LIII2545; LAC 46:LIII.2901-2903; 21 CFR 1304.04(a) Active = Until end of FY created or received. 4. Inspection Reports ACT + 4FY ACT + 4FY Р V S Ν LAC 46:LIII.2529 Active = Until end of FY created or received. LAC 46:LII: I.2525; LAC 46:2545; LAC 46:LII2901-5. Methodone Records ACT + 5FY ACT + 5FY М S N 2903; 21 CFR 291.505 (d)(13)(ii; 21CFR 310.505 I. 2525; LAC 46: Active = Until end of FY created or received. 6. Patient Profile ACT + 5FY ACT + 5FY s N LAC 46:LIII2525; LAC 46:LIII.2901-2903 Active= until end of FY in which medication was 7. Pharmacy Register ACT + 5FY ACT + 5FY М S Ν dispensed. LAC 46:LIII 2911 Agency Abbreviations Permitted Retention Period Abbreviations Security Status Codes State Records Center ACT - Active Period (when used define term in remarks column) P - Public Record Y -- Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N-No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) Archival Processing Codes Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vitat MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful ** = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic ^^ = May be part of an Imaging/Electronic Survey. O - Other (Specify in Remarks)

Date Signed

Secretary of State, State Archives & Records Services

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Agency Approval

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8.	Prescriptions	ACT + 5FY	0	ACT + 5FY		Р	s	N	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	N	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	N	1	Active = Until end of FY created or received. LAC 46: LIII.2531
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Number	Records Series Title	In Office	In Storage	Total Retentio	n	Security	Archival	State R Center	Vital	Remarks
1.	Buildings/Additions Cost	PERM		PERM		Р	R	Υ	ı	
2.	Capital Assets (purchase cost greater than \$5,000)	ACT + 10FY	0	ACT + 10FY	,	Р	s	N	٧	Active = until end of FY asset is disposed.
3.	Non-Capital Assets (purchase cost less than or equal to \$5,000)	ACT + 10FY	0	ACT + 10FY	,	Р	s	N	v	Active = until end of FY asset is disposed.
4.	Property Appraisals	PERM		PERM		Р	R	Υ	1	
Permitted Ret	ention Period Abbreviations	Security Status	s Codes				ords	Center		Agency Abbreviations
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Number	Records Series Title	In Office	In Storage	Total Retentio	n	Security	Archival	State R Center	Vital	Remarks
1.	JCAHO (Joint Commission on Accreditation of Healthcare Organization) Survey Reports	PERM		PERM		Р	R	Υ	٧	
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		М	s	N	I	Active = Until end of FY created or received. Medicare & Medicaid Guide (PRM-I, 2304.1 P 6420385)
Permitted Ret	ention Period Abbreviations	Security Status	s Codes		State		ords	Center		Agency Abbreviations
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Records Retention Schedule SS ARC 932 (10/19) Louisiana Secretary of State Page 31 of 36 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov _ORIGINAL SUBMISSION Agency No Agency / Division / Section X_RENEWAL LSU Health Care Services Division / Radiation Protection Program 023.005 __REPLACEMENT PAGE Records _ADDENDUM PAGE Item **Retention Period** Archival Security **Records Series Title** State Re Center Number Total Remarks In In Office Storage Retention Active = until end of FY employee separates or terminated from agency ACT + 7FY 1. Credential License and Certification Records D ACT + 7FY M S N LAC 46:LXVI.1213 Active = until end of FY license terminates or expires. 2. Environmental Exposure ACT + 1FY 0 ACT + 1FY M S N LAC 33:XV.472 Active = until end of FY created or received. ACT + 10FY N 3. Mammograms 0 ACT + 10FY М S FDA Guidance Active = until end FY employee is terminated from ACT + 4FY 0 ACT + 4FY N 4. Planned Special Exposure M S agency. LAC 33:XV.472; LAC 33.SV.475 Active = until end of FY created or received. Radiation Equipment Minor Maintenance ACT + 4FY 0 ACT + 4FY S N 1 5. LAC 33:XV.472 Active = until end of FY created or received. ACT + 3FY à ACT + 3FY Р N 6. Radiation Detection Instrumentation S LAC 33:XV.472 Active = until end of FY license terminates or expires. ACT + 1FY 0 ACT + 1FY 7. Radiation Monitoring Records (human exposure) M S N LAC 33:XV.472 Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) N-No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY ~ Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important S - Review by State Archives PERM - Permanent U= Useful ** = May be0 part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic ^^ = May be part of an Imaging/Electronic Survey. O - Other (Specify in Remarks)

Secretary of State, State Archives & Records Services

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8.	Radiation Monitoring Records (Radioactive Materials)	ACT + 3FY	0	ACT + 3FY	N	М	S	N	ı	Active = until end of FY created or received. LAC 33:XV.472			
9.	Radiology Surveys Records	ACT + 3FY	0	ACT + 3FY	N	М	s	N	1	Active = until end of FY created or received. LAC 33:XV.472			
10.	Testing (Sealed Sources)	ACT + 5FY	0	ACT + 5FY	N.	M	S	N	1	Active = until end of FY created or received. LAC 33:XV.473			
11.	Testing (Entry Control Devices)	ACT+ 4FY	0	ACT+ 4FY	N	М	S	N	1	Active = Until end of FY created or received. LAC 33:XV.473			
Permitted Ret	ention Period Abbreviations	Security Status	Security Status Codes				ords	Center		Agency Abbreviations			
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1.	Human Experiment Records	PERM	PERM	PERM	С	R	Y	1	LAC 46:LIII.2551		
2.	Medical Research	ACT + 10FY	0	ACT + 10FY	С	s	N	1	Active = until end of FY research project is concluded		
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1.	Disaster Recovery Plan	ACT + 3FY	PERM	PERM		Р	A	Υ	v	Active = until end of FY superseded. Transfer to State Archives 3 FY after superseded.
2.	Procedural Incident Reports	ACT + 4FY	0	ACT + 4FY		Р	S	N	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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Agency No	Agency / Division / Section									X RENEWAL
023.005										REPLACEMENT PAGE
					\dashv			ords		ADDENDUM PAGE
Item	Records Series Title	Retention Peri		Retention Period			76	Records		ADDENDON FACE
Number	Records Series Title	In Office	In Storage	Total Retention	n	Security	Security	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		Р	S	N	U	Active = Until end of CY recorded.
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)		P – Public Reco	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information			e Rec res lo	ords	Center		Agency Abbreviations
	c Year (Aug 1 – July 31)		Archival Processing Codes				ord			
	Fiscal Year (Oct 1 - Sept 30)		A – Transfer to State Archives			tifica	tion C	ode		
	WK - Week (Mon-Sun) DY - Day(s)	R - Retain in A	R – Retain in Agency Archives			V= Vital				
PERM - Perm			S - Review by State Archives			mport				
** = May be part of an Imaging/Electronic Exception.		E- Review by S	E- Review by State Archives/Electronic			J= Useful				
^^ = May be p	art of an Imaging/Electronic Survey.	O - Other (Spe	cify in Remark	s)						
Agency	Agency Approval Date Signed Secretary of State, State Schives & Records Services Date Approved									

	Re	cords Ret	ention S	Schedul	е					SS ARC 932 (10/19)
Louisiana Se	cretary of State									Page 36 of 36
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Agency No	Agency / Division / Section									X RENEWAL
023.005	LSU Health Care Services Division / Utilization	Management						s		REPLACEMENT PAGE
item	Records Series Title	Retention Period			Į.	aľ	Record		ADDENDUM PAGE	
Number	Records Series Title	In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
1.	Case Review Records	ACT + 2FY	0	ACT + 2FY	M	i	s	N	1	Active = until end of FY created or received.
2.	Correspondence with Payers	ACT + 2FY	0	ACT + 2FY	М	1	s	N	1	Active = until end of FY created or received.
3.	Patient Management System Reports: ADT (Admissions/Discharges/Transfers), 1 Day Stays, etc.	ACT + 1FY	0	ACT + 1FY	М	1	s	N	1	Active = until end of FY created or received.
Permitted Retention Period Abbreviations						Reco	ords (Center		Agency Abbreviations
	Period (when used define term in remarks column)	P Public Record								
	r (July 1- June 30)	M - May Conta		Information	Y Yes N No					
	r Year (Jan 1 Dec 31) c Year (Aug 1 July 31)	C - Confidentia								
	Fiscal Year (Oct 1 – Sept 30)	Archival Proce	9		Vital Record					
	WK – Week (Mon-Sun) DY - Day(s)	R - Retain in A	V= Vital							
PERM - Perm		S - Review by			l = lmp	porta	ant		İ	
	art of an Imaging/Electronic Exception.	E- Review by S	U= Useful							
^^ = May be part of an Imaging/Electronic Survey.		O - Other (Spe								

Date Signed

Catholic State, State Archives & Records Services

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