SSARC-932 (09/20)

Louisiana Se	ate Archives—Records Management cretary of State ox 94125, Baton Rouge, LA 70804	Page 1 of 13 R2020-034 AM Indicate Use of Form								
Agency No	Agency / Division / Section									ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division Administrati	ve Business Of	fice/General		`			rds		_x_RENEWALREPLACEMENT PAGEADDENDUM PAGE
Item	Records Series Title	R	etention Per	iod		ξţ	듄	Records		
Number	Records Series Title	In Office	ln Storage	Total Retentio	n	Secul Archi State Cente		Vital	Remarks	
1.	Correspondence – Routine/General	ACT+1 CY	0	ACT+1Ĉ	Y	M	s	N	υ	Active = Until end of CY created or received.
2.	Professional Association Files	ACT + 1 CY	0 `	ACT + 1 C	Υ .	М	s	N	U	Active = Until end of CY administrative need ends.
3.	Presentations, Speeches and Handouts	ACT + 3 CY	.0	ACT + 3 C	Y	Р.	s	N.	U	- Active = Until end of CY administrative need ends.
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ACT – Active I FY- Fiscal Yea CY – Calenda AY – Academi FFY – Federa MO – Months PERM – Perm	tention Period Abbreviations Period (when used define term in remarks column) ar (July 1- June 30) r Year (Jan 1 – Dec 31) ic Year (Aug 1 – July 31) I Fiscal Year (Oct 1 – Sept 30) WK – Week (Mon-Sun) DY - Day(s) nanent (Life of State) LOA – Life of Agency a put an asterisk (*) in the Remarks section for any record	Security Status Codes P – Public Record M – May Contain Confidential Informatio C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			Vital Iden V= V	Yes No I Rec	ord tion (Center Code		Agency Abbreviations
description of	series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).					ļ-				

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Date Signed

Secretary of State, State Archives & Records Services

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Indicate Use of Form

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	ate Archives—Records Management									REPLACEMENT PAGE
	cretary of State lox 94125, Baton Rouge, LA 70804					ecmo	nt@sc	s.la.go	١,	ADDENDUM PAGE
Agency No	Agency / Division / Section			<u> </u>		COITIC	100,30	73.12.90	Ť—	
023.005	LSU Health Care Services Division Administrati	ve Business O	ffice /Admini	istration		-		100		
		Retention Period			>	, =	ecords		. '	
Number	Records Series Title	In Office	In Storage	Total Retentio	n	Security	Archival	State Red	Vital	Remarks
1.	Policies and Procedures (Includes policy related correspondence)	PERM	PERM	PERM		P	R	N	>	Medicare and Medicaid Guide (PRM-1, §2304.1 ¶ 6420.85;45 CFR 413.20 CFR 413.24; Health Insurance Manual 10 Section 413.04'
2.	Record Retention Management Files (Includes Records Retention Schedule, Disposal Requests and Certificates of Destruction)	PERM	PERM	PERM		Р	R	N	1	LA R.S. 44:36
3.				ACT + 3FY						ACT = until end of FY resolution or appeals are exhausted.
J.	Audit issues, appeal & Litigation	ACT + 3FY	0			M	s	N	٧	La. R.S. 40:2144(F)(2) has been re designated as 40:1165.1
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Permitted Ret	tention Period Abbreviations	Security Statu	s Codes				ords	Center		Agency Abbreviations '
ACT - Active I	Period (when used define term in remarks column)	P - Public Reco	ord		Use					
FY- Fiscal Yea	ar (July 1- June 30)	M – May Conta	in Confidential	Information	Y -					
CY - Calendar	r Year (Jan 1 Dec 31)	C – Confidentia	I Information		N - I	No				
AY – Academi	c Year (Aug 1 – July 31)	Archival Proce	essing Codes			l Rec		_	-	,
FFY - Federal	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to	State Archives	*			tion C	ode		
MO - Months	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in A	gency Archives	;	V= \					
PERM - Perm	anent (Life of State) LOA—Life of Agency	S – Review by	State Archives			lmport				
series that cor	put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief the technology. (Ex. Scanned to OnBase).	d O – Other (Specify in Remarks)			U= 1	Jseful				
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Agency Ap	oproval Date	Signed	Secret	ary of State,	State	Arc	hives	& Rec	ords	Services Date Approved

Agency Approval

SSARC-932 (09/20)

Agency Ap	Agency Approval Date Signed Secretary of State, State		, State	State Archives & Records Services Date Approved						
Louisiana Se	ate Archives—Records Management scretary of State									Page 3 of 13
	lox 94125, Baton Rouge, LA 70804 Agency / Division / Section				<u>re</u>	ecmo	it@sc	s.la.go I	<u>v</u>	Indicate Use of Form
Agency No	1 2 2	istrativa Business Of	tivo Business Office (Compliance							ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division Admin	iistrative business O	nice /Compi	rance				S		_x_RENEWAL
Item	Records Series Title	R	Retention Period			≥	ਜ਼	Secore		REPLACEMENT PAGEADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retentio	on	Security	Archival	State Records Center	Vital	Remarks
1.	Audits-External	ACT + 5FY	0	ACT + 5FY	Y	Р	s	N	v	Active = Until end of FY audit is complete.
2.	Audits-internal	ACT + 5FY	О	ACT + 5FY	Y	Р	s	N	٧	Active = Until end of FY audit is complete.
3.	Inspector General Correspondence	ACT + 3FY	0	ACT + 3FY	Y	М	s	Υ	l	Active = Until the end of the FY created or received.
4.	Correspondence with Ethics and Compliance Officers	ACT + 5FY	0	ACT + 5FY	Y	С	s	N	I	Active = Until end of FY created or received.
5.	Investigation-Documentation	ACT + 10FY	0	ACT + 10F	Y	С	s	N	1	Active = Until end of FY investigation is concluded.
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Permitted Ret	tention 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					
FY- Fiscal Yea	ar (July 1- June 30)	M – May Contai	in Confidential	Information	Y-1					
	r Year (Jan 1 - Dec 31)	C – Confidentia	I Information		N - N	NO				
AY – Academi	c Year (Aug 1 – July 31)	Archival Proce	ssing Codes			Rec		_		
FFY – Federal	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to	State Archives	i			tion C	ode		
MO - Months	WK - Week (Mon-Sun) DY - Day(s)	R - Retain in Ag	R Retain in Agency Archives			/ital				
	anent (Life of State) LOA – Life of Agency	1	3 - Review by State Archives			mport				
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description of	the technology, (EX, Scanned to OnBase).			<u></u>						

Agency Approval

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Secretary of State, State Archives & Records Services

SSARC-932 (09/20)

Agency No Ag	94125, Baton Rouge, LA 70804 gency / Division / Section SU Health Care Services Division Administrativ	ve Business Of			IECII	guws	os.la.go	V	Indicate Use of Form
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023.005		Health Care Services Division Administrative Business Office /Finance							_X_RENEWAL
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Item	Retention Period						Records		ADDENDUM PAGE
Number	Records Series Title	N	1		—] <u>₹</u>	ival	- Re		
		In Office	In Storage	Total Retention	Security	Archival	State R Center	Vital	Remarks
1. Ac	accounts Payable Records	ACT + 3FY	7 FY	ACT + 10 FY	′ P	s	N	٧	ACT = Until end of FY in which audited.
2. Ac	accounts Receivable Records	ACT'+ 3FY	7 FY	ACT + 10 FY	' P	s	N	٧	ACT = Until end of FY in which audited.
3. Au	audit Reports	ACT + 3FY	7 FY	ACT + 10 FY	P	s	N	ı	ACT = Until end of FY created or received.
4. Ba	Bank Account Statements	ACT + 3FY	7 FY	ACT + 10 FY	P	s	Y	٧	ACT = Until end of FY in which audited.
5. Ba	Bank Deposit Receipts	ACT + 3FY	7 FY	ACT + 10 FY	P	s	Y	V	ACT = Until end of FY created or received.
6. Bo	Bonds	ACT + 3FY	7 FY	ACT + 10 FY	P	s	Y	ı	ACT = Until end of FY in which bond issue is paid off/ closed
7. Bu	Budgets	ACT + 3FY	7 FY	ACT + 10 FY	P	s	N	1	ACT = Until end of FY in which budget is revised or superseded
8. Ca	Canceled Checks	ACT + 3FY	7 FY	ACT + 10 FY	M	s	N	1	ACT = Until end of FY created or received.
9. Ca	Canceled Notes	ACT + 3FY	7 FY	ACT + 10 FY	м	s	N	l	ACT = Until end of FY created or received.
10. Ca	Cash Disbursements	ACT + 3FY	7 FY	ACT + 10 FY	M	s	N,	v	Active = Unit end of FY in which audited.
Permitted Retenti	tion Period Abbreviations	Security Status	s Codes			cords	Center		Agency Abbreviations
ACT - Active Perio	iod (when used define term in remarks column)	P – Public Reco	ord		Use				
FY- Fiscal Year (Ju	July 1- June 30)	M – May Contai	in Confidential	Information	Y – Yes N - No				
CY - Calendar Ye	ear (Jan 1 – Dec 31)								
AY - Academic Ye	ear (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital Re		^-d-		
FFY - Federal Fisc	scal Year (Oct 1 – Sept 30)	A – Transfer to			V= Vital	ation	Loge		
	/K – Week (Mon-Sun) DY - Day(s)	R – Retain in Agency Archives			V= Vital	rtant			
PERM – Permane	•	S – Review by S							
series that contain	it an asterisk (*) in the Remarks section for any record ns born-digital or imaged records. Include brief technology. (Ex. Scanned to OnBase).	O – Other (Specify in Remarks)			U= Useful				

Agency Approval

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Secretary of State, State Archives & Records Services

SSARC-932 (09/20)

	ate Archives—Records Management									Page 5 of 13
	cretary of State ox 94125, Baton Rouge, LA 70804				<u>r</u>	ecmo	t@sc	s.la.go	<u>v</u>	Indicate Use of Form
Agency No	Agency / Division / Section		-							ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division Administrati	ive Business O	ffice /Financ	e Continued						_x_RENEWAL
	<u> </u>							ords		REPLACEMENT PAGE
Item	Records Series Title	R	letention Pe	riod	l	7	<u> 70</u>	Records		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retention	n	Security	Archival	State Re Center	Vital	Remarks
11.	Cash Receipts	ACT + 3 FY	7 FY	ACT + 10FY	,	Р	s	N	٧	Active = Until end of FY in which audited.
12.	Chart of Accounts	ACT + 3 FY	7 FY	ACT + 10FY	,	м '	s	N-	v	Active = Until end of FY in which superseded.
13.	Contracts / Cooperative Endeavor Agreements	ACT + 10FY	0	ACT + 10FY	,	М	s	N	1	Active = Until end of FY contract or agreement expires. Civil Code
14.	Credit Card Records	ACT + 3 FY	7 FY	ACT + 10FY	,	М	s	N	٧	Active = Until end of FY in which audited.
15.	Depreciation Schedules	ACT + 3 FY	7 FY	ACT + 10FY	,	M	s	N	٧	Active = Until end of FY created or received.
16.	Federal Financial Awards	ACT+3FY	7 FY	ACT + 10FY	,	М	s	У	٧	Active = Until end of FY created or received.
17.	FEMA / GOHSEP Files	ACT + 1 FY	7 FY	ACT + 5FY		М	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	,	М	s	N	٧	Active + Unit end of FY in which audited.
19.	Inventory	ACT + 3 FY	7 FY	ACT + 10FY	,	Р	s	N	ı	Active = Unit end of FY created or received.
20.	Invoices	ACT + 3 FY	7 FY	ACT + 10FY		Р	s	N	v	Active = Unite end of FY in which audited.
Permitted Ret	tention Period Abbreviations	Security Statu	s Codes				ords	Center		Agency Abbreviations
ACT - Active F	Period (when used define term in remarks column)	P – Public Rec	ord		Use	Yes.				
	ar (July 1- June 30)	M – May Conta		Information	N-1					FEMA = Federal Emergency Management Agency
1	r Year (Jan 1 – Dec 31)	C – Confidentia						.		GOHSEP = Governor's Office of Homeland Security Emergency Preparedness
1	c Year (Aug 1 – July 31)	Ide				l Rec	ord tion C	ode:		Zillergerrey i reput zillese
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to State Archives			V= \		illon c	, out		
h	WK - Week (Mon-Sun) DY - Day(s)	R - Retain in Agency Archives				tant			,	
1	nanent (Life of State) LOA – Life of Agency	5 - Review by State Archives			I = Important U= Useful					
series that cor	put an asterisk (*) in the Remarks section for any record ntains born-digital or imaged records. Include brief the technology. (Ex. Scanned to OnBase). OnBase).	O – Other (Specify in Remarks)						r		
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Secretary of State, State Archives & Records Services

SSARC-932 (09/20)

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Agency No	Agency / Division / Section									_ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division Administrative	ve Business Of	fice /Financ	e Continued	ı					_x_RENEWAL
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Number	Records Series Title	In Office	În Storage	Total Retentio	n g	mas	Archival	State R Center	Vital	Remarks
21.	Journal Vouchers	ACT + 3 FY	7 FY	ACT + 10 FY	/ M		5	N	٧	Active = Until end of FY created or received.
22.	Payroll (Payables & Invoices)	ACT + 3 FY	7 FY	ACT + 10 FY	/ P		3	N	٧	Active = Until end of FY created or received.
23.	Petty Cash Records	ACT+3FY	7 FY	ACT + 10 FY	/ P		3	N	ī	Active = Until end of FY created or received.
24.	Purchase Orders	ACT + 3 FY	7 FY	ACT + 10 FY	/ P		3	N	V	Active = Until end of FY created or received.
25.	Purchase Requisitions	AÇT+3FY	7 FY	ACT + 10 FY	/ P		5	N ,	٧	Active = Until end of FY created or received.
26.	Sales Receipts	ACT + 3 FY	7 FY	ACT + 10 FY	(· P	١	3	N	٧	Active = Until end of FY in which audited.
27.	Travel Authorizations (official)	ACT+3FY	7 FY.	ACT +.10 FY	r M	1	3	N	1	Active = Until end of FY in which authorization lapses.
28.	Travel Expenses Requests	ACT + 3 FY	7 FY	ACT + 10 FY	r M		3	N	ı	Active = Until end of FY in which completed.
29.	Unemployment Insurance Payments	ACT + 3 FY	7 FY	ACT + 10 F)	r M		S	N	1	Active = Until end of FY in which payment was made.
30.	Wire Transfers	ACT+3FY	7 FY	ACT + 10 F)	r M		3	N	V,	Active = Until end of FY created or received.
Permitted Ret	tention Period Abbreviations	Security Status	s Codes		State F	Reco	rds C	enter	·	Agency Abbreviations
ACT - Active F	Period (when used define term in remarks column)	P – Public Reco	ord		Use Y – Ye	_				
FY- Fiscal Yea	ar (July 1- June 30)	, M – May Contai		Information	N - No	_				
CY - Calendar	r Year (Jan 1 – Dec 31)	C – Confidentia	I Information _							
	c Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital R			do		
	Fiscal Year (Oct 1 - Sept 30)	A – Transfer to State Archives					311 00	ue		
	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in Agency Archives			1		nt			
	nament (Life of State) LOA – Life of Agency	S - Review by State Archives			I = Important U= Useful					
series that cor	e put an asterisk (*) in the Remarks section for any record ntains born-digital or imaged records. Include brief the technology. (Ex. Scanned to OnBase).	O – Other (Specify in Remarks)			, S = 030141					
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Date Signed

Secretary of State, State Archives & Records Services

SSARC-932 (09/20)

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Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division Administrativ	ve Business Of	fice /Finance	e Continued	i		ş		X_RENEWAL REPLACEMENT PAGE
Item Number	Records Series Title	· R	etention Per	iod	<u>\$</u>	/a!	Records		ADDENDUM PAGE
Number	records somes rate	In Office	In Storage	Total Retentio	Security	Archival	State R Center	Vital	Remarks
31.	Workers Compensation Insurance	ACT + 3 FY	7 FY	ACT + 10F	Y M	s	N	1	Active = Until end of FY created or received.
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	1								
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	ention Period Abbreviations Period (when used define term in remarks column)	Security Status P - Public Reco			State Re	cords	Center		Agency Abbreviations
	r (July 1- June 30)	M – May Contai		Information	Y – Yes				
	Year (Jan 1 – Dec 31)	C - Confidential		momation	N - No				-
AY – Academic	Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital Re	•			
FFY – Federal	Fiscal Year (Oct 1 - Sept 30)	A - Transfer to	State Archives		Identific	ation (ode		· ,
MO - Months	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in Ag	ency Archives		V= Vital	•			•
PERM – Perma	anent (Life of State) LOA – Life of Agency	S – Review by S	State Archives		I = Impo				_
series that conf	put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief he technology. (Ex. Scanned to OnBase).				U= Usef	ul			
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08/01/25

Secretary of State, State Archives & Records Services

SSARC-932 (09/20)

	ate Archives—Records Management cretary of State	Page 8 of 13							
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Agency No	Agency / Division / Section	··· -						T	_ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division Administrati	ve Business Of	ffice /Human	Resources					_X_RENEWAL
		T					ş	ł	REPLACEMENT PAGE
Item		R	etention Per	riod	ج ا	. _	Records		ADDENDUM PAGE
Number	Records Series Title		ln	Total	u Security	Archival	State R	=	Remarks
,		In Office	Storage	Retentio	n Š	4	Sta	Vital	
1.	Accident/Injury Reports	ACT + 5FY		ACT + 5FY	M	s	N	1,	Active = Until end of FY created or received. 29 CFR 1904.3
2.	Affirmative Action Plan	ACT + 4FY		ACT + 4FY	' P	s	N	1	Active = Until end of FY created or received. La. R.S. 44:36
3.	Applications (Including Non-Hires)	ACT + 2FY		ACT + 2FY	M	s	Y	l	Active = Until end of FY in position is filled. Civil Service Circular
4.	Criminal Background Checks	ACT + 3FY		ACT + 3FY	c c	s	N	1	Active = Until end of FY employee separates or is terminated. La. R.S. 44.36
5.	Drug Test Results	ACT + 3FY		ACT + 3FY	C	s	N	1	Active = Until end of FY created or received. La. R.S. 44:36
6.	EEO (Equal Employment Opportunity) Reports	ACT + 3FY		ACT + 3FY	P	s	Y	٧	Active = Until end of FY created or received. La. R.S. 44:36
7.	Employee Grievances	ACT + 3FY		ACT + 3FY	, c	s	Υ	V	Active = Until end of FY in which matter is closed/final decision rendered. 29 CFR 1627.3 LA R.S. 44:36
8.	Employee Official Personnel Files (Including, but not limited to, Personnel Action History, Benefit Records, Performance Standards, Retirement Records, training certificates, correspondence. etc.)	ACT + 70CY		ACT + 700	M Y	s	R	v	Active = Until end of FY HCSD employee separates from agency. LA R.S. 44:36
Permitted Re	tention Period Abbreviations	Security Statu	s Codes		State Re	ecord	s Center		Agency Abbreviations
ACT – Active	Period (when used define term in remarks column)	P - Public Reco	ord		Use				,
FY- Fiscal Yea	ar (July 1- June 30)	M - May Conta	in Confidential	Information	Y – Yes				,
CY - Calenda	r Year (Jan 1 – Dec 31)	C - Confidentia	I Information		N - No				
AY - Academi	ic Year (Aug 1 – July 31)	Archival Processing Codes V			Vital Re		٠.		
FFY - Federa	l Fiscal Year (Oct 1 – Sept 30)	A - Transfer to State Archives				ation	Code		
MO – Months	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in Agency Archives			V= Vital	.			
PERM - Perm	nanent (Life of State) LOA – Life of Agency	5 - Review by State Archives			I = Important				
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Date Signed

Secretary of State, State Archives & Records Services

SSARC-932 (09/20)

Louisiana State Archives—Records Management Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804 recmgt@sos.la.gov										Page 9 of 13
	ox 94125, Baton Rouge, LA 70804					recmg	t@so	<u>s.la.go</u>	<u>v</u>	Indicate Use of FormORIGINAL SUBMISSION
Agency No	Agency / Division / Section	Di Of	#: // lases			-				ORIGINAL SUBMISSION _X_RENEWAL
023.005	LSU Health Care Services Division Administrative Continued	ve Business Of	nice /Human	Resources	i			ø.		
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item Number	Records Series Title	R	etention Per			Security	\ag	م جو ا		
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9.	Family and Medical Leave Act (FMLA) documents	ACT + 3 CY		ACT+3C	Υ	М	s	N	٧	Active = Until end of CY when leave period ends.
10.	I-9's	ACT + 3 CY		ACT+3C	Υ.	С	s	N	v	Active = Until end of CY employee separates from agency, 8 USC 1324(b)(3)(A)(B)
11.	IRS Records (W-s, W-9, W-4, 1099, 940, 941, Payroll deduction authorization)	ACT + 5CY		ACT + 5C	Y	. c	s	N	v	Active = Until end of FY created or received. 26 CFR 301.6501(E)-1 (unconfirmed)
12.	Job Descriptions	ACT + 3CY		ACT + 3C	Y	М	s	Υ	1	Active = Until end of CY in which description is superseded, LA R.S. 44:36
13.	Layoff Records/Layoff Avoidance Plan Records	ACT + 3FY		ACT + 3F	Y	М	s	N	V	Active = Until end of FY created or received. 29 CFR 1627.3 LA R.S. 44:36
14.	Performance Planning and Review Records	ACT + 3FY	- 3FY ACT + 3FY		М	s	N	. [_	Active = Until end of FY HCSD employee separates from agency. LA R.S. 44:36	
15.	Manual Time and Attendance Records (Sign-in Sheets & Leave Requests)	ACT + 3FY		ACT + 3FY		М	s	N,	ı	Active = Until end of FY created or received: La. R.S. 44:36
16.	Vacancy Announcements	ACT + 3FY		ACT + 3F	Υ	Р	s	N	l	Active = Until end of FY created or received. La. R.S. 44:36
17.	Workers Comp Records	ACT + 5CY		ACT + 5C	Y	М	s	N	ı	Active = Until end of FY in which employee separates from agency.
Permitted Ret	ention Period Abbreviations	Security Status	s Codes			ate Rec	ords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Reco	ord		Us	e - Yes				
	r (July 1- June 30)	M – May Contai		Information		- res - No				IRS = Internal Revenue Service
	Year (Jan 1 – Dec 31)	C – Confidentia								
	c Year (Aug 1 – July 31)	Archival Proce	_			tal Rece entifica		ode		
	Fiscal Year (Oct 1 – Sept 30)	A - Transfer to				: Vital				
	WK - Week (Mon-Sun) DY - Day(s) anent (Life of State) LOA - Life of Agency	R – Retain in Ag	-	3		= Impor	tant			
	put an asterisk (*) in the Remarks section for any record	3 - Neview by State Archives				· Useful				
series that con	OTE: Please put an asterisk (*) in the Remarks section for any record ries that contains born-digital or imaged records. Include brief scription of the technology. (Ex. Scanned to OnBase).									
Agency Ap	proval Date	the Signed Secretary of State, Sta					hives	& Rec	ords	Services Date Approved

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23.005	LSU Health Care Services Division Administrati	ve Business Of	fice /Mainte	nance			ds .		XRENEWAL REPLACEMENT PAGE
Item	Records Series Title	ds Series Title Retention Period		<u>_</u>	, ai	Records		ADDENDUM PAGE	
Number	Records defies fille	In Office	In Storage	Total Retentio	Security	Archival	State F	Vital	Remarks
1.	Building Maintenance Records	ACT + 3FY	0	ACT + 3FY	Р	s	N	1	Active = Until end of FY created or received.
2.	Maintenance of Equipment	ACT + 1FY	0	ACT + 1FY	Р	s	N	1	Active = Until end of FY surplus is processed.
3.	Repair Records	ACT + 3FY	0	ACT + 3FY		s	N	1	Active = Until end of FY created or received.
				4					
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	,								
ermitted Ret	tention Period Abbreviations	Security Status	Codes	·		ecords	Center	<u></u>	Agency Abbreviations
CT - Active F	Period (when used define term in remarks column)	P – Public Reco	rd		Use				
/- Fiscal Yea	ar (July 1- June 30)	M – May Contai	n Confidential	Information	Y – Yes				HCFA = Health Care Finance Administration
/ – Calendar	r Year (Jan 1 – Dec 31)	C - Confidential	Information		N - No				
/ – Academi	c Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital Re				
Y – Federal	Fiscal Year (Oct 1 - Sept 30)	A – Transfer to	State Archives	3		cation C	ode		
O – Months	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in Ag	ency Archive	S	V= Vital				
	anent (Life of State) LOA – Life of Agency	S - Review by S	State Archives		I = Imp				
eries that con	E: Please put an asterisk (*) in the Remarks section for any record s that contains born-digital or imaged records. Include brief ription of the technology. (Ex. Scanned to OnBase).				U= Use	iui			

		us Retent	ion Sch	euule					SSA	RC-932 (09/20)
	ate Archives—Records Management							_		Page 11 of 13
	cretary of State ox 94125, Baton Rouge, LA 70804				re	cmo	ന <i>്ത</i> െ	s.la.go	v	Indicate Use of Form
Agency No	Agency / Division / Section		•	·	<u>i</u>		,	Jilaiso	Ť	ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division Administrati /Medicaid/Medicare/UCC	ve Business Of	ffice					ds		X_RENEWALREPLACEMENT PAGE
Item	December Continue Title	R	etention Per	iod		£	जु	Records		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retention	n	Security	Archival	State R	Vital	Remarks
1.	Billing Material HCFA 1450 and supporting documents	ACT + 10FY	0	ACT + 10F	Y I	М	s	Υ	1	Active = Until end of FY created or received.
2.	Cost Report support documents	ACT + 10FY	0	ACT + 10F	Υ	M	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 + 10F	Y	М	s	Y	1	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 + 10F	Y	М	s -	Y	ı	Active = Until end of FY created or received.
· 5.	Medicare & Medicaid claims and supporting documentation including nursing education records	ACT + 10FY	0	ACT + 10F	Y I	M	s	Y	ı	Active = Until end of FY created or received. U.S. Dept of Justice Medicare Hospital Manual Section 480
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Permitted Ret	ention Period Abbreviations	Security Statu	s Codes			Rec	cords	Center		Agency Abbreviations
Ī	Period (when used define term in remarks column)	P - Public Reco	ord	`	Use Y-Y	/				
	r (July 1- June 30)	M – May Conta		Information	N - N					
	Year (Jan 1 – Dec 31)	C - Confidentia		<u>-</u> .						
	c Year (Aug 1 – July 31)	Archival Proce	•	•	Vital Ident		ord ition C	ode		
	Fiscal Year (Oct 1 – Sept 30)	A - Transfer to State Archives			V= Vi		,			
	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in A			l = ir	mpor	tant			
PERM – Permanent (Life of State) NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).			s ,, , ,		U= Useful		ı		-	
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Secretary of State, State Archives & Records Services

Records	Retention	Schedule
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		us Retent	ion Sch	euule				SSAI	RC-932 (09/20)	
	ate Archives—Records Management								Page 12 of 13	
Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804					recm	recmgt@sos.la.gov			Indicate Use of Form	
Agency No	Agency / Division / Section						cords		ORIGINAL SUBMISSION	
		SU Health Care Services Division Administrative Business Office /Property Control							X RENEWAL	
023.005	Loo ricalar care del vices bivision Administrative Business Crise A Toperty Control								RÉPLACEMENT PAGE	
Item Number	Records Series Title	Retention Period			<u> </u>	/al	I ≉ .∣		ADDENDUM PAGE	
		In Office	In Storage	Total Retentio	Security	Archival	State F Center	Vital	Remarks	
1.	Buildings/Additions Cost .	PERM		PERM	Р	R	Y	1	·	
2.	Capital Assets (purchase cost greater than \$5, 000)	ACT + 10FY	0	ACT + 10F	Y P	s	N	٧	Active = Until end of FY asset is disposed.	
3.	Non-Capital Assets (purchase cost less than or equal to \$5,000)	ACT + 10FY	0	ACT + 10F	Y P	s	N	v	Active = Until end of FY asset is disposed.	
4.	Property Appraisals	PERM		PERM	Р	R	Υ	ı		
	ς					-				
				•						
•										
Permitted Retention Period Abbreviations		Security Status Codes S			State Re	cords	Center		Agency Abbreviations	
ACT - Active Period (when used define term in remarks column)		P - Public Record			Use					
FY- Fiscal Year (July 1- June 30)		IVI - IVIAY Contain Confidential Information			Y – Yes					
CY - Calendar Year (Jan 1 - Dec 31)		C – Confidential Information N							٠	
AY – Academic Year (Aug 1 – July 31)					Vital Re			12		
FFY - Federal Fiscal Year (Oct 1 - Sept 30)		A - Transfer to State Archives			Identific	ation,C	ode			
MO – Months WK – Week (Mon-Sun) DY - Day(s)		R – Retain in Agency Archives			V= Vital					
PERM – Permanent (Life of State) LOA – Life of Agency		5 - Review by State Archives			· .	I = Important J= Useful				
NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).		O – Other (Specify in Remarks)			U= Usef					
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Secretary of State, State Archives & Records Services

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Louisiana State Archives—Records Management Louisiana Secretary of State									Page 13 of 13
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Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION
023.005	LSU Health Care Services Division Administrative Business Office /Safety								_X_RENEWAL
023.003	<u> </u>					1	r Sp		REPLACEMENT PAGE
Item	Records Series Title	Retention Period			- ₹	76	Seco .		ADDENDUM PAGE
Number		In Office	ln	Total	Security	Archival	State Records Center	Vital	Remarks
		in Onice	Storage	Retentio	n ຶັ	Ā	န်င်	Š	
1.	Disaster Récovery Plan	ACT + 3FY	PERM	PERM	Р	A	Y	v	Active = Until end of FY superseded.
	Disaster Recovery Flair	ACT + SET	PERM	FLIXIVI		1^_		, v	Transfer to State Archives 3 FY after superseded.
2.	Procedural Incident Reports	ACT + 4FY	0	ACT + 4FY	' P	s	N	٧	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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Permitted Retention Period Abbreviations		Security Status Codes S			State Re		Center	1	Agency Abbreviations
ACT – Active Period (when used define term in remarks column)					Use				- igono, / indicates
FY- Fiscal Year (July 1- June 30)					Y – Yes	∕ – Yes			
CY – Calendar Year (Jan 1 – Dec 31)					N - No				
AY – Academic Year (Aug 1 – July 31)		Archival Processing Codes V			Vital Re	cord			
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to State Archives			Identific		Code		
MO - Months WK - Week (Mon-Sun) DY - Day(s)		R – Retain in Agency Archives			V≐ Vital				
PERM – Permanent (Life of State) LOA – Life of Agency		S - Review by State Archives			Ι '	= Important			
NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).		O - Other, (Specify in Remarks)		U= Usef	ul			-	
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Data Signed

Date Signed

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