

# Records Retention Schedule

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

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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Indicate Use of Form ___ ORIGINAL SUBMISSION _x_ RENEWAL ___ REPLACEMENT PAGE ___ ADDENDUM PAGE
023.005	LSU Health Care Services Division Administrative Business Office/General								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1.	Correspondence – Routine/General	ACT + 1 CY	0	ACT + 1 CY	M	S	N	U	Active = Until end of CY created or received.
2.	Professional Association Files	ACT + 1 CY	0	ACT + 1 CY	M	S	N	U	Active = Until end of CY administrative need ends.
3.	Presentations, Speeches and Handouts	ACT + 3 CY	0	ACT + 3 CY	P	S	N	U	Active = Until end of CY administrative need ends.
<b>Permitted Retention Period Abbreviations</b> ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent (Life of State) LOA – Life of Agency 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).		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information		<b>State Records Center Use</b> Y – Yes N – No		<b>Agency Abbreviations</b>			
		<b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)		<b>Vital Record Identification Code</b> V= Vital I = Important U= Useful					

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Date Signed

Secretary of State, State Archives & Records Services

Date Approved

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Agency No	Agency / Division / Section					Security	Archival	State Records Center	Vital	
023.005	LSU Health Care Services Division Administrative Business Office /Administration									
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
1.	Policies and Procedures (Includes policy related correspondence)	PERM	PERM	PERM	P	R	N	V	Medicare and Medicaid Guide (PRM-1, §2304.1 ¶ 6420.85;45 CFR 413.20 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	P	R	N	I	LA R.S. 44:36	
3.	Audit issues, appeal & Litigation	ACT + 3FY	0	ACT + 3FY	M	S	N	V	ACT = until end of FY resolution or appeals are exhausted. La. R.S. 40:2144(F)(2) has been re designated as 40:1165.1 La. R.S. 40:1299.96; La. R.S. 37:2817	
<b>Permitted Retention Period Abbreviations</b> ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent (Life of State) LOA—Life of Agency 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).		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information			<b>State Records Center Use</b> Y – Yes N – No			<b>Agency Abbreviations</b>		
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		In Office	In Storage	Total Retention					
023.005	LSU Health Care Services Division Administrative Business Office /Compliance								
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
1.	Audits-External	ACT + 5FY	0	ACT + 5FY	P	S	N	V	Active = Until end of FY audit is complete.
2.	Audits-internal	ACT + 5FY	0	ACT + 5FY	P	S	N	V	Active = Until end of FY audit is complete.
3.	Inspector General Correspondence	ACT + 3FY	0	ACT + 3FY	M	S	Y	I	Active = Until the end of the FY created or received.
4.	Correspondence with Ethics and Compliance Officers	ACT + 5FY	0	ACT + 5FY	C	S	N	I	Active = Until end of FY created or received.
5.	Investigation-Documentation	ACT + 10FY	0	ACT + 10FY	C	S	N	I	Active = Until end of FY investigation is concluded.
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Item Number	Records Series Title	In Office	In Storage	Total Retention						
023.005	LSU Health Care Services Division Administrative Business Office /Finance									
1.	Accounts Payable Records	ACT + 3FY	7 FY	ACT + 10 FY	P	S	N	V	ACT = Until end of FY in which audited.	
2.	Accounts Receivable Records	ACT + 3FY	7 FY	ACT + 10 FY	P	S	N	V	ACT = Until end of FY in which audited.	
3.	Audit Reports	ACT + 3FY	7 FY	ACT + 10 FY	P	S	N	I	ACT = Until end of FY created or received.	
4.	Bank Account Statements	ACT + 3FY	7 FY	ACT + 10 FY	P	S	Y	V	ACT = Until end of FY in which audited.	
5.	Bank Deposit Receipts	ACT + 3FY	7 FY	ACT + 10 FY	P	S	Y	V	ACT = Until end of FY created or received.	
6.	Bonds	ACT + 3FY	7 FY	ACT + 10 FY	P	S	Y	I	ACT = Until end of FY in which bond issue is paid off/ closed	
7.	Budgets	ACT + 3FY	7 FY	ACT + 10 FY	P	S	N	I	ACT = Until end of FY in which budget is revised or superseded	
8.	Canceled Checks	ACT + 3FY	7 FY	ACT + 10 FY	M	S	N	I	ACT = Until end of FY created or received.	
9.	Canceled Notes	ACT + 3FY	7 FY	ACT + 10 FY	M	S	N	I	ACT = Until end of FY created or received.	
10.	Cash Disbursements	ACT + 3FY	7 FY	ACT + 10 FY	M	S	N	V	Active = Unit end of FY in which audited.	
<b>Permitted Retention Period Abbreviations</b> ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent (Life of State) LOA – Life of Agency 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).		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information		<b>State Records Center Use</b> Y – Yes N - No		<b>Agency Abbreviations</b>				
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Item Number	Records Series Title	In Office	In Storage	Total Retention					
023.005	LSU Health Care Services Division Administrative Business Office /Finance Continued								
11.	Cash Receipts	ACT + 3 FY	7 FY	ACT + 10FY	P	S	N	V	Active = Until end of FY in which audited.
12.	Chart of Accounts	ACT + 3 FY	7 FY	ACT + 10FY	M	S	N	V	Active = Until end of FY in which superseded.
13.	Contracts / Cooperative Endeavor Agreements	ACT + 10FY	0	ACT + 10FY	M	S	N	I	Active = Until end of FY contract or agreement expires. Civil Code
14.	Credit Card Records	ACT + 3 FY	7 FY	ACT + 10FY	M	S	N	V	Active = Until end of FY in which audited.
15.	Depreciation Schedules	ACT + 3 FY	7 FY	ACT + 10FY	M	S	N	V	Active = Until end of FY created or received.
16.	Federal Financial Awards	ACT + 3 FY	7 FY	ACT + 10FY	M	S	Y	V	Active = Until end of FY created or received.
17.	FEMA / GOHSEP Files	ACT + 1 FY	7 FY	ACT + 5FY	M	S	N	V	Active = Until end of FY in which FEMA/GOSHEP closes out the project for the entire state.
18.	Financial Statements	ACT + 3 FY	7 FY	ACT + 10FY	M	S	N	V	Active + Unit end of FY in which audited.
19.	Inventory	ACT + 3 FY	7 FY	ACT + 10FY	P	S	N	I	Active = Unit end of FY created or received.
20.	Invoices	ACT + 3 FY	7 FY	ACT + 10FY	P	S	N	V	Active = Unite end of FY in which audited.
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Item Number	Records Series Title	In Office	In Storage	Total Retention						
<b>023.005</b>	<b>LSU Health Care Services Division Administrative Business Office /Finance Continued</b>									
21.	Journal Vouchers	ACT + 3 FY	7 FY	ACT + 10 FY	M	S	N	V	Active = Until end of FY created or received.	
22.	Payroll (Payables & Invoices)	ACT + 3 FY	7 FY	ACT + 10 FY	P	S	N	V	Active = Until end of FY created or received.	
23.	Petty Cash Records	ACT + 3 FY	7 FY	ACT + 10 FY	P	S	N	I	Active = Until end of FY created or received.	
24.	Purchase Orders	ACT + 3 FY	7 FY	ACT + 10 FY	P	S	N	V	Active = Until end of FY created or received.	
25.	Purchase Requisitions	ACT + 3 FY	7 FY	ACT + 10 FY	P	S	N	V	Active = Until end of FY created or received.	
26.	Sales Receipts	ACT + 3 FY	7 FY	ACT + 10 FY	P	S	N	V	Active = Until end of FY in which audited.	
27.	Travel Authorizations (official)	ACT + 3 FY	7 FY	ACT + 10 FY	M	S	N	I	Active = Until end of FY in which authorization lapses.	
28.	Travel Expenses Requests	ACT + 3 FY	7 FY	ACT + 10 FY	M	S	N	I	Active = Until end of FY in which completed.	
29.	Unemployment Insurance Payments	ACT + 3 FY	7 FY	ACT + 10 FY	M	S	N	I	Active = Until end of FY in which payment was made.	
30.	Wire Transfers	ACT + 3 FY	7 FY	ACT + 10 FY	M	S	N	V	Active = Until end of FY created or received.	
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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Remarks
023.005	LSU Health Care Services Division Administrative Business Office /Finance Continued								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
31.	Workers Compensation Insurance	ACT + 3 FY	7 FY	ACT + 10FY	M	S	N	I	Active = Until end of FY created or received.
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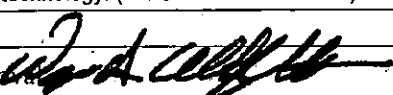
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Agency No	Agency / Division / Section								
023.005	LSU Health Care Services Division Administrative Business Office /Human Resources								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1.	Accident/Injury Reports	ACT + 5FY		ACT + 5FY	M	S	N	I	Active = Until end of FY created or received. 29 CFR 1904.3
2.	Affirmative Action Plan	ACT + 4FY		ACT + 4FY	P	S	N	I	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	I	Active = Until end of FY in position is filled. Civil Service Circular
4.	Criminal Background Checks	ACT + 3FY		ACT + 3FY	C	S	N	I	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	I	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	V	Active = Until end of FY created or received. La. R.S. 44:36
7.	Employee Grievances	ACT + 3FY		ACT + 3FY	C	S	Y	V	Active = Until end of FY in which matter is closed/final decision rendered. 29 CFR 1627.3 LA R.S. 44:36
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 + 70CY	M	S	N	V	Active = Until end of FY HCSD employee separates from agency. LA R.S. 44:36
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08/01/25

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Item Number	Records Series Title	In Office	In Storage	Total Retention						
023.005	LSU Health Care Services Division Administrative Business Office /Human Resources Continued									
9.	Family and Medical Leave Act (FMLA) documents	ACT + 3 CY		ACT + 3 CY	M	S	N	V	Active = Until end of CY when leave period ends.	
10.	I-9's	ACT + 3 CY		ACT + 3 CY	C	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 + 5CY	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 + 3CY	M	S	Y	I	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 + 3FY	M	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		ACT + 3FY	M	S	N	I	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	M	S	N	I	Active = Until end of FY created or received. La. R.S. 44:36	
16.	Vacancy Announcements	ACT + 3FY		ACT + 3FY	P	S	N	I	Active = Until end of FY created or received. La. R.S. 44:36	
17.	Workers Comp Records	ACT + 5CY		ACT + 5CY	M	S	N	I	Active = Until end of FY in which employee separates from agency.	
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023.005	LSU Health Care Services Division Administrative Business Office /Maintenance								__ ORIGINAL SUBMISSION X __ RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
1.	Building Maintenance Records	ACT + 3FY	0	ACT + 3FY	P	S	N	1	Active = Until end of FY created or received.	
2.	Maintenance of Equipment	ACT + 1FY	0	ACT + 1FY	P	S	N	1	Active = Until end of FY surplus is processed.	
3.	Repair Records	ACT + 3FY	0	ACT + 3FY	P	S	N	1	Active = Until end of FY created or received.	
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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

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Indicate Use of Form

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Agency No:	Agency / Division / Section					Security	Archival	State Records Center	Vital	Remarks
<b>023.005</b>	LSU Health Care Services Division Administrative Business Office /Medicaid/Medicare/UCC									
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
1.	Billing Material HCFA 1450 and supporting documents	ACT + 10FY	0	ACT + 10FY	M	S	Y	I	Active = Until end of FY created or received.	
2.	Cost Report support documents	ACT + 10FY	0	ACT + 10FY	M	S	Y	I	Active = Until end of FY created or received.	
3.	Hospital Physician Materials (agreements upon which Part A-Part B allocations are made)	ACT + 10FY	0	ACT + 10FY	M	S	Y	I	Active = Until end of FY in which agreement ends.	
4.	Medical Records (utilization review committee reports physician certifications, discharge summaries, patients' medical records, etc.)	ACT + 10FY	0	ACT + 10FY	M	S	Y	I	Active = Until end of FY created or received.	
5.	Medicare & Medicaid claims and supporting documentation including nursing education records	ACT + 10FY	0	ACT + 10FY	M	S	Y	I	Active = Until end of FY created or received. U.S. Dept of Justice Medicare Hospital Manual Section 480	
<b>Permitted Retention Period Abbreviations</b> ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent (Life of State)      LOA – Life of Agency 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).		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information			<b>State Records Center Use</b> Y – Yes N – No		<b>Agency Abbreviations</b>			
		<b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			<b>Vital Record Identification Code</b> V= Vital I = Important U= Useful					

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Remarks
<b>023.005</b>	LSU Health Care Services Division Administrative Business Office /Property Control								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1.	Buildings/Additions Cost	PERM		PERM	P	R	Y	I	
2.	Capital Assets (purchase cost greater than \$5,000)	ACT + 10FY	0	ACT + 10FY	P	S	N	V	Active = Until end of FY asset is disposed.
3.	Non-Capital Assets (purchase cost less than or equal to \$5,000)	ACT + 10FY	0	ACT + 10FY	P	S	N	V	Active = Until end of FY asset is disposed.
4.	Property Appraisals	PERM		PERM	P	R	Y	I	
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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Remarks
023.005	LSU Health Care Services Division Administrative Business Office /Safety								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1.	Disaster Recovery Plan	ACT + 3FY	PERM	PERM	P	A	Y	V	Active = Until end of FY superseded. Transfer to State Archives 3 FY after superseded.
2.	Procedural Incident Reports	ACT + 4FY	0	ACT + 4FY	P	S	N	V	Active = Until end of FY created or received.
3.	Safety Inspections	ACT + 4FY	0	ACT + 4FY	P	S	N	V	Active = Until end of FY created or received.
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