

TITLE:	RECORDS RETENTION PROGRAM
EFFECTIVE DATE:	*April 21, 2021 (*LCTCS Update 4/21/21; Form Addition 6/5/12; Original 2/14/12)
CANCELLATION:	AD-1240.2A (6/5/2012)
CATEGORY:	Administrative (AD)

POLICY STATEMENT

In accordance with Louisiana Revised Statute 44:405-425, Louisiana Administrative Code Title 4, Part XVII, Chapters 1-15, *Records Management Policies and Practices*, and [Louisiana Community and Technical College System \(LCTCS\) Policy # 4.010 Records Retention and Disposal](#), Delgado's record retention program is administered to ensure that state and federal records retention and disposal guidelines are adhered to in the conduct of daily operations and that provisions exist for the economical and efficient management of records by maximizing the use of space, equipment and supplies needed for the purpose of maintaining, storing and servicing records.

Delgado's record retention program includes procedures for maintaining a record retention schedule that identifies vital and historical records and providing for the systematic disposition of records. In accordance with LCTCS requirements, Delgado has adopted the [LCTCS Record Retention Schedule \(State of Louisiana SS-ARC-932\)](#), which provides the College's authority to dispose of records after they have met their required retention periods.

The components of the College's record retention program and related procedures and responsibilities are outlined in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. Purpose

To publish the procedures, responsibilities and requirements of the College's record retention program.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all employees and operating units responsible for maintaining official College records.

3. **Overview of Record Retention Program**

In accordance with Louisiana Administrative Code Title 4, Part XVII, *Records Management Policies and Practices*, and [LCTCS Policy # 4.010 Records Retention and Disposal](#), the Chancellor designates a Records Management Officer to oversee the College's record retention program for compliance with the [LCTCS Record Retention Schedule \(State of Louisiana SS-ARC-932\)](#), and applicable state and federal regulations.

4. **Responsibilities**

- A. The Chancellor designates a Records Management Officer to oversee the College's record retention program.
- B. The designated Records Management Officer, in accordance with Louisiana Administrative Code Title 4, Part XVII, *Records Management Policies and Practices*:
 - (1) oversees the College's records retention program to ensure compliance with applicable state and federal regulations;
 - (2) ensures, as per LCTCS requirements, the College's compliance with the current [LCTCS Record Retention Schedule \(State of Louisiana SS-ARC-932\)](#), as approved by the State of Louisiana's Division of Archives, which provides the authority to dispose of records after they have met their required retention periods; and
 - (3) as applicable, approves disposal requests and destruction of College records stored in accordance with applicable state and federal regulations.
- C. Each Department/Unit Head:
 - (1) maintains records in accordance with the [LCTCS Record Retention Schedule \(State of Louisiana SS-ARC-932\)](#);

- (2) submits a [State of Louisiana Request for Authority to Dispose of Records Form SS-ARC-930](#) (Attachment B) to the College's designated Records Management Officer to request disposal or destruction of any College records in accordance with applicable state and federal regulations.

5. **Cancellation**

This policy and procedures memorandum cancels AD-1240.2A, *Records Retention*, dated June 5, 2012.

Attachment:

Attachment A - [LCTCS Record Retention Schedule \(State of Louisiana SS-ARC-932\)](#)

Attachment B - [State of Louisiana Request for Authority to Dispose of Records FormSS-ARC-930](#)

Policy Reference:

Louisiana Revised Statue 44:405-425

Louisiana Administrative Code Title 4, Part XVII, Chapters 1-15, *Records Management Policies and Practices*

LCTCS Policy #4.010, [Records Retention and Disposal](#)

Delgado Policy and Procedures Memorandum, [Student Records](#)

Review/Approval Process:

Ad Hoc Record Retention Policy Review Committee 11/18/11

Executive Council for Advisement 12/7/11

Record Retention Unit Administrators and Designees 1/26/12

College Council 2/14/12

LCTCS Update - Vice Chancellor for Business and Administrative Affairs Approval
Effective 4/21/21

Distribution:

Distributed Electronically Via College's Website