SSARC-932 (09/20)

Louisiana Se	ate Archives—Records Management cretary of State lox 94125, Baton Rouge, LA 70804	v	Page 1 of 8 R2020-179 CC Indicate Use of Form						
Agency No	Agency / Division / Section	-							ORIGINAL SUBMISSION
108.000	LCTCS / Finance / Accounts Payable and Accounts	unts Receivable	9				Records		XRENEWAL REPLACEMENT PAGE ADDENDUM PAGE
Item	Records Series Title	R	etention Per	riod	ڇِ	/al	Recc		ADDENDOW PAGE
Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Re Center	Vital	Remarks
1	Vendor Files	ACT + 5 FY	0	ACT + 5 F	Y M	s	N	٧	ACT = Until end of FY in which created or received
2	Accounts Payable Reports	ACT + 5 FY	0	ACT + 5 FY	м	s	N	1	ACT = Until end of FY in which created or received
3	1099's and 1098T's	ACT + 5 FY	0	ACT + 5 FY	/ C	s	N	٧	ACT = Until end of FY in which created or received
4	Banking	ACT + 10 FY	0	ACT + 10 F	Ү М	s	N	٧	ACT = Until end of FY in which created or received
5	Accounts Receivable – Student	ACT + 5 FY 0 ACT + 5 FY			r c	s	N	٧	ACT = Until financial need ends (account is closed)
6	Accounts Receivable – General	ACT + 5 FY	-+5FY 0 ACT+5FY		M	s	N	٧	ACT = Until end of FY in which created or received
7	Accounts Receivable Reports	ACT + 5 FY	0	ACT + 5 FY	M	s	N	ı	ACT = Until end of FY in which created or received
8	P-Card and CBA Administration/Reports	ACT + 3 FY	0	ACT + 3 FY	M	s	N	٧	ACT = Until end of FY when employee separates
ACT – Active F FY – Fiscal Ye	ctive Period (when used define term in remarks column) cal Year (July 1 – June 30) P – Public Record M – May Contain Confidential Information				State Re Use Y – Yes N – No	cords	Center	•	Agency Abbreviations CBA = Controlled Business Account
AY – Academi FFY – Federal MO – Months PERM – Perm NOTE: Please series that con	Archival Processing Codes FY - Federal Fiscal Year (Oct 1 - Sept 30) IO - Months WK - Week (Mon-Sun) DY - Day(s) ERM - Permanent (Life of State) IOTE: Please put an asterisk (*) in the Remarks section for any record eries that contains born-digital or imaged records. Include brief escription of the technology (Ex. Scanned to OnBase). Archival Processing Codes A - Transfer to State Archives R - Retain in Agency Archives S - Review by State Archives O - Other (Specify in Remarks)				V = Vital I = Impo U = Use	Record ification Code /ital nportant			
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Joseph Marin (Apr 21, 2021 08:30 CDT)

Agency Approval

Apr 21, 202

Date Signed

Secretary of State, State Archives & Records Services

<u>4/21/2021</u> Date Approved

SSARC-932 (09/20)

Louisiana Se	ouisiana State Archives—Records Management ouisiana Secretary of State ost Office Box 94125, Baton Rouge, LA 70804									Page 2 of 8 Indicate Use of Form
Agency No 108.000	Agency / Division / Section LCTCS / Finance / Budget						oor Poor C	s.la.go		_ORIGINAL SUBMISSION XRENEWAL REPLACEMENT PAGE
Item	December Control Title	R	etention Per	riod		iţ	ब्र	Record		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
9	Annual Budget Document (BOR forms)	ACT	LOA	ACT + LOA	Α Ι	Р	s	N	٧	ACT = Until end of FY in which the agency ceases to exist* On network server (local)
10	Budget Planning, Documents and Reports	ACT + 2 FY 0 ACT + 2 FY				Р	S	N	٧	ACT = Until end of FY in which created or received
										, <u>, , , , , , , , , , , , , , , , , , </u>
ACT – Active F FY – Fiscal Ye CY – Calendar	tention Period Abbreviations Period (when used define term in remarks column) ear (July 1 – June 30) r Year (Jan 1 – Dec 31)	Security Status P – Public Reco M – May Contai C – Confidentia	ord in Confidential	Information	State Use Y - Y N - N	'es	ords	Center		Agency Abbreviations BOR = Board of Regents
FFY – Federal MO – Months PERM – Perm NOTE: Please series that con	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30) WK – Week (Mon-Sun) DY – Day(s) anent (Life of State) LOA—Life of Agency put an asterisk (*) in the Remarks section for any record trains born-digital or imaged records. Include brief	A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives			Vital Relidentific V = Vital I = Impo U = Usel		tion C	ode		
description of the technology (Ex. Scanned to OnBase). Apr 21, 2021 Agency Approval Date Signed Apr 21, 2021 Secretary of State, State Apr 21, 2021				State	Arcl	hives	//// & Rec	572 ords	Services Date Approved	

SSARC-932 (09/20)

	x 94125, Baton Rouge, LA 70804		recmgt@sos.la.gov				Page 3 of 8 Indicate Use of Form		
Agency No	Agency / Division / Section					T			_ORIGINAL SUBMISSION
108.000	LCTCS / Finance / Purchasing						Records		XRENEWAL REPLACEMENT PAGE ADDENDUM PAGE
Item	Records Series Title	Re	etention Per	iod		val	Rec 7		/IBBENBOWIT/IGE
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11	Bid Documents	ACT + 5 FY	- 5 FY 0 ACT + 5 FY		M	s	N	٧	ACT = Until end of FY in which created or received
12	Purchase Orders	ACT + 5 FY	0	ACT + 5 F	Y M	s	N	٧	ACT = Until end of FY in which created or received
13	Purchase Requisitions	ACT + 5 FY	0	ACT + 5 F	Y M	S	N	V	ACT = Until end of FY in which created or received
		·							
ACT – Active Pe FY – Fiscal Year CY – Calendar Y AY – Academic Y FFY – Federal F MO – Months V PERM – Permar NOTE: Please p series that conta	ntion Period Abbreviations eriod (when used define term in remarks column) r (July 1 – June 30) Year (Jan 1 – Dec 31) Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30) NK – Week (Mon-Sun) DY – Day(s) nent (Life of State) LOA – Life of Agency out an asterisk (*) in the Remarks section for any record ains born-digital or imaged records. Include brief e technology (Ex. Scanned to OnBase).	P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives			Vital Religion I = Imp	cord cation	Center		Agency Abbreviations

Joseph Marin (Apr 21, 2021 08:30 CDT) Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

SSARC-932 (09/20) Louisiana State Archives—Records Management Page 4 of 8 Louisiana Secretary of State Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 recmat@sos.la.gov ORIGINAL SUBMISSION Agency No Agency / Division / Section X RENEWAL LCTCS / Finance / Contracts 108.000 State Records Center REPLACEMENT PAGE __ADDENDUM PAGE Item **Retention Period** Archival **Records Series Title** Number Vital Total Remarks In In Office Storage Retention 14 **Quarterly Contract Reports** ACT + 5 FY 0 ACT + 5 FY Μ S Ν V ACT = Until end of FY in which created or received 15 Contracts and Agreements ACT + 10 FY 0 ACT + 10 FY М S Ν V ACT = Until end of FY in which the agreement ends **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 - NoCY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record FFY - Federal Fiscal Year (Oct 1 - Sept 30) Identification Code A - Transfer to State Archives MO - Months WK - Week (Mon-Sun) DY - Day(s) V = Vital R - Retain in Agency Archives PERM - Permanent (Life of State) LOA - Life of Agency I = Important S - Review by State Archives NOTE: Please put an asterisk (*) in the Remarks section for any record U = Useful O – Other (Specify in Remarks) series that contains born-digital or imaged records. Include brief description of the technology (Ex. Scanned to OnBase).

Joseph & Marin Marin (Apr 21, 2021 08:30 CDT)

Agency Approval

Apr 21, 2021

SSARC-932 (09/20)

Louisiana Se	ate Archives—Records Management cretary of State lox 94125, Baton Rouge, LA 70804	recmgt@sos.la.g			ΟV	Page 5 of 8 Indicate Use of Form			
Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION
108.000	LCTCS / Finance / Grants						rds		X RENEWAL REPLACEMENT PAGE
Item	Records Series Title	R	etention Per	iod		<u>a</u>	Records		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retentio	u Security	Archival	State R Center	Vital	Remarks
16	Grant Files	ACT+6FY 0 ACT+6FY		Y P	S	N	V	ACT = Until end of FY in which grant is closed	
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ACT – Active F FY – Fiscal Ye	ention Period Abbreviations Period (when used define term in remarks column) ar (July 1 – June 30) Year (Jan 1 – Dec 31)	Security Status P - Public Reco M - May Contai C - Confidential	ord n Confidential	Information	State R Use Y – Yes N – No		s Center	<u> </u>	Agency Abbreviations
FFY – Federal MO – Months PERM – Perma NOTE: Please series that con	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30) WK – Week (Mon-Sun) DY – Day(s) anent (Life of State) LOA – Life of Agency put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief the technology (Ex. Scanned to OnBase).	Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)				ecord cation Il ortant eful	Code		
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Agency Approval Date Signed Secretary of State, Sta						rchive	s & Rec	ords	Services Date Approved

SSARC-932 (09/20)

	ate Archives—Records Management cretary of State		Page 6 of 8						
	ox 94125, Baton Rouge, LA 70804				recm	gt@sc	s.la.go	٧	Indicate Use of Form
Agency No	Agency / Division / Section								ORIGINAL SUBMISSION _X_RENEWALREPLACEMENT PAGEADDENDUM PAGE
108.000	LCTCS / Finance / General Accounting						sp		
Item	Records Series Title	R	etention Per	iod	īž	/al	Records		
Number	Records Series Title	In Office	In Storage	Total Retentio	Security	Archival	State R Center	Vital	Remarks
17	Annual Financial Report	ACT	LOA	ACT + LOA	P	s	N	٧	ACT= Until end of FY in which the agency ceases to exist* On network server (local)
18	Audit Reports	ACT	P	s	N	V	ACT= Until end of FY in which the agency ceases to exist* On network server (local)		
19	General Accounting Reports and Records	ACT + 5 FY	0	ACT + 5 F	Y M	s	N	V	ACT = Until end of FY in which created or received
20	Banking	ACT + 10 FY 0 ACT + 10 F		Y M	s	N	V	ACT = Until end of FY in which created or received	
21	Endowment Records	ACT	LOA ACT + LOA		М	s	N	٧	ACT= Until end of FY in which the agency ceases to exist* On network server (local)
22	Deed Records	ACT	LOA ACT + LOA		P	s	N	٧	ACT= Until end of FY in which the agency ceases to exist* On network server (local)
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FFY – Federal MO – Months PERM – Perm NOTE: Please series that con	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30) WK – Week (Mon-Sun) DY – Day(s) anent (Life of State) LOA – Life of Agency put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief the technology (Ex. Scanned to OnBase).	A – Transfer to R – Retain in Ag S – Review by S	sfer to State Archives in in Agency Archives ew by State Archives			I Record Itification Co Vital mportant Useful		•	
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Specification (Apr 21, 2021 08:30 CDT)

Agency Approval

Apr 21, 2021

Date Signed

Secretary of State, State Archives & Records Services

4/21/2021 Date Approved

SSARC-932 (09/20)

Louisiana Se	ouisiana State Archives—Records Management ouisiana Secretary of State ost Office Box 94125, Baton Rouge, LA 70804									Page 7 of 8 Indicate Use of Form
Agency No	Agency / Division / Section				T T		1	s.la.go	<u> </u>	ORIGINAL SUBMISSION
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Number	r Records Series Title In		ce In Total Storage Retention		n	Security	Archival	State R Center	Vital	Remarks
23	Cashier Reports and Records	ACT + 3 FY 0 ACT + 3 FY		Y N	Л	s	N	٧	ACT = Until end of FY in which created or received	
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ACT – Active I FY – Fiscal Ye CY – Calenda	tention Period Abbreviations Period (when used define term in remarks column) ear (July 1 – June 30) r Year (Jan 1 – Dec 31)	Security Status P – Public Reco M – May Contai C – Confidentia	ord in Confidential	Information	State Use Y – Ye N – No	es	ords (Center		Agency Abbreviations
FFY – Federal MO – Months PERM – Perm NOTE: Please series that cor	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30) WK – Week (Mon-Sun) DY – Day(s) anent (Life of State) LOA – Life of Agency put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief the technology (Ex. Scanned to OnBase).	Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)				Record tification /ital mportant Jseful		ode		
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SSARC-932 (09/20)

Louisiana Se	ouisiana State Archives—Records Management ouisiana Secretary of State ost Office Box 94125, Baton Rouge, LA 70804								v	Page 8 of 8 Indicate Use of Form
Agency No 108.000	Agency / Division / Section LCTCS / Finance / Accounting Software System	ns						, and the second		ORIGINAL SUBMISSION _X_RENEWALREPLACEMENT PAGE
Item	December Service Title	R	etention Per	riod		ity	/al	Recol		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
24	Finance and Expense Records and report specifications (including Banner, Chrome River and Cognos)	ACT	LOA	OA ACT + LOA		М	S	N	V	ACT= Until end of FY in which the agency ceases to exist*
25	eGrants (Government Grants)	ACT LOA ACT + LOA				М	s	N	V	ACT= Until end of FY in which the agency ceases to exist* On REI Vendor network server
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) 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).		P – Public Record M – May Contain Confidential Information C – Confidential Information N - Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives			V = V Vital Ident V = V	res No Recu tifica rital	ord tion C	Center	1	Agency Abbreviations
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Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

SSARC-932 (09/20)

Louisiana State Archives—Records Management Page 1 of 3 R2020-179 CC Louisiana Secretary of State Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 recmat@sos.la.gov ORIGINAL SUBMISSION Agency / Division / Section Agency No X RENEWAL Louisiana Community & Technical College System (LCTCS) / Human Resources & 108.000 REPLACEMENT PAGE Payroll Records ADDENDUM PAGE Item **Retention Period** Security Archival State Ro Records Series Title Number Total Vital Remarks ln In Office Storage Retention 1 ACT = Until end of CY in which position is filled or Recruiting and Pre-Employment Documents ACT + 3 CY 0 ACT + 3 CY S Ν Μ 2 ACT = Until end of CY in which employee separates V Pre-Hire Documents ACT + 3 CY 0 S Ν ACT + 3 CY Μ from employment 3 ACT = Until end of CY in which employee separates V Employment Files - Vital Information ACT + 70 CY 0 ACT + 70 CY Μ S Ν from employment 4 ACT = Until end of CY in which employee separates V Ν Employment Files – Non-Vital Information ACT + 5 CY 0 ACT + 5 CY Μ S from employment 5 ACT = Until end of CY in which employee separates V Health and Benefits Documents ACT + 5 CY 0 ACT + 5 CY Μ S Ν from employment 6 ACT = Until end of CY in which employee separates ٧ **Group Benefits Medical Enrollment** ACT + 20 CY 0 ACT + 20 CY С S Ν from employment 7 Group Benefits Life Insurance Files (Employee ACT = Until end of CY in which employee separates ACT + 70 CY 0 ACT + 70 CY С S Ν Specific) from employment or if retired at death 8 ACT = Until end of CY in which employee separates ٧ Retirement Forms/Documents 0 С Ν ACT + 70 CY ACT + 70 CY S from employment 9 Human Resource Policies and Procedures ACT = Until end of CY in which agency ceases to ACT Р Ν LOA ACT + LOA S operate* Archived on shared drive (local and remote) (System Wide and Colleges) 10 ACT = Until end of CY in which matter is closed/final V S **Employment Grievance Records** ACT + 5 CY 0 ACT + 5 CY Μ Ν decision rendered **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 - NoCY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record FFY - Federal Fiscal Year (Oct 1 - Sept 30) **Identification Code** A - Transfer to State Archives MO - Months WK - Week (Mon-Sun) DY - Day(s) V = Vital R - Retain in Agency Archives PERM – Permanent (Life of State) LOA - Life of Agency I = Important S - Review by State Archives NOTE: Please put an asterisk (*) in the Remarks section for any record U = Useful O - Other (Specify in Remarks) series that contains born-digital or imaged records. Include brief description of the technology (Ex. Scanned to OnBase).

Seph Marin (Apr 21, 2021 08:30 CDT)

Agency Approval

Apr 21, 2021

Date Signed

Secretary of State, State Archives & Records Services

4/21/202/ Date Approved

SSARC-932 (09/20)

	Louisiana State Archives—Records Management Louisiana Secretary of State								Page 2 of 3
	Box 94125, Baton Rouge, LA 70804				recm	at@s	os.la.go	١V	Indicate Use of Form
Agency No	Agency / Division / Section							Ī	ORIGINAL SUBMISSION
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108.000	Payroll	tem (LO100) / 11	idiliali Neso	urces &			2		REPLACEMENT PAGE
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11	Employment Litigation Records	PERM	0 PERM		М	s	N	V	
12	EEO/Affirmative Action Reports	ACT + 2 CY	0	ACT + 2 C	Y P	s	N	I	ACT = Until end of CY in which created or received
13	Layoff/Separation/Reduction in Force Files	ACT + 3 CY	0	ACT + 3 C	Y M	s	N	I	ACT = Until end of CY in which created or received
14	Audit Files	ACT + 5 CY	0	ACT + 5 C	Y M	s	N	ı	ACT = Until end of CY in which audit is completed
15	I-9s	ACT + 3 CY	3 CY 0 ACT + 3 CY		Y C	s	N	٧	ACT = Until end of CY in which employee separates from employment
16	Organizational Charts	ACT	LOA ACT + LOA		A P	s	N	ı	ACT = Until end of CY in which agency ceases to operate* Archived on shared drive (local and remote)
17	Eligibility Documentation	ACT + 70 CY	0	ACT + 70 C	Y C	s	N	٧	ACT = Until end of CY in which employee separates from employment
18	Payroll – Non-TRSL Related	ACT + 5 CY	0	ACT + 5 C	Y M	s	N	٧	ACT = Until end of CY in which created or received
19	Payroll – TRSL Related	ACT + 30 CY	0	ACT + 30 C	Y C	s	N	٧	ACT = Until end of CY in which employee separates from employment
20	Payroll Tax Records	ACT + 5 CY	0	ACT + 5 C	Y C	S	N	٧	ACT = Until end of CY in which date tax paid or due whichever is later
ACT – Active F FY – Fiscal Ye	tention Period Abbreviations Period (when used define term in remarks column) ear (July 1 – June 30) r Year (Jan 1 – Dec 31)	P – Public Record M – May Contain Confidential Information Use				Y – Yes			Agency Abbreviations EEO = Equal Employment Opportunity TRSL = Teachers' Retirement System of Louisiana
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) 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). Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			s)	Vital Records I dentification V = Vital I = Important U = Usef	ation (rtant ful	Code			
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Joseph Marin (Apr 21, 2021 08:30 CDT)

Agency Approval

Apr 21, 2021

SSARC-932 (09/20)

	ate Archives—Records Management ecretary of State					Page 3 of 3			
	Box 94125, Baton Rouge, LA 70804				recm	gt@sc	s.la.gc	V	Indicate Use of Form
Agency No	Agency / Division / Section								ORIGINAL SUBMISSION
108.000	Louisiana Community & Technical College System Payroll	em (LCTCS) / F	luman Reso	urces &			rds		XRENEWAL REPLACEMENT PAGE ADDENDUM PAGE
Item	Records Series Title	R	etention Per	riod	j <u>ē</u>	/al	Records		ABBENDOW! AGE
Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Re Center	Vital	Remarks
21	Performance Evaluation System/Employee Rating and Planning Files	ACT + 5 CY			/ C	s	N	1	ACT = Until end of CY in which employee separates from employment
22	Promotional/Job Vacancy Announcements/Lists	ACT + 2 CY 0 ACT + 2 CY			M	s	N	٧	ACT = Until end of CY in which position is filled or closed
23	Affordable Care Act Documentation	ACT + 7 CY	0	ACT + 7 C	/ C	s	N	٧	ACT = Until end of CY in which insurance coverage offer is made
ACT – Active I FY – Fiscal Ye	tention Period Abbreviations Period (when used define term in remarks column) ear (July 1 – June 30) r Year (Jan 1 – Dec 31)	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information N –				ecords	Center	•	Agency Abbreviations
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Agency Approval



SSARC-932 (09/20) Louisiana State Archives—Records Management Page 1 of 1 R2020-179 CC Louisiana Secretary of State Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 recmat@sos.la.gov X ORIGINAL SUBMISSION Agency No Agency / Division / Section RENEWAL Louisiana Community and Technical College Guide / Career Services 108.000 State Records Center REPLACEMENT PAGE ADDENDUM PAGE Item Retention Period Security Archival **Records Series Title** Number Vital Total Remarks In In Office Storage Retention 1 General Employment Data ACT + 5 AY 0 S Ν ACT + 5 AY Μ ACT= Until end of AY in which created or received 2 ACT = Until end of AY in which student is no longer С U Student Resumes ACT + 2 AY 0 S Ν ACT + 2 AY participating in program 3 ACT = Until end of AY in which student is no longer Case Notes ACT + 2 AY 0 ACT + 2 AY С S Ν participating in program 4 ACT = Until end of AY in which student is no longer Career Assessment ACT + 2 AY 0 ACT + 2 AY С S Ν participating in program 5 U Employment Data - Student Specific ACT + 5 AY 0 ACT + 5 AY Μ S Ν ACT = Until end of AY in which created or received 6 ACT = Until end of AY in which event is held and grant Event and Workshop Records ACT + 5 AY 0 ACT + 5 AY М S Ν requirements met 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 NOTE: Student Resumes, case notes, assessments N - Noshould not be transferred outside the department. CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information Resumes should not be transferred without AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record student permission. FFY - Federal Fiscal Year (Oct 1 - Sept 30) **Identification Code** A - Transfer to State Archives MO - Months WK - Week (Mon-Sun) DY - Day(s) V = Vital R – Retain in Agency Archives PERM – Permanent (Life of State) LOA - Life of Agency I = Important S - Review by State Archives NOTE: Please put an asterisk (*) in the Remarks section for any record U = Useful O - Other (Specify in Remarks) series that contains born-digital or imaged records. Include brief description of the technology (Ex. Scanned to OnBase).

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Joseph	Marin	(Apr	21,	2021	08:30	CDT)

Agency Approval

Apr 21, 2021



SSARC-932 (09/20)

Louisiana Se	ate Archives—Records Management cretary of State lox 94125, Baton Rouge, LA 70804	raci	mat <i>íc</i>	gsos.la.	vor	Page 1 of 1 R2020-179 CC Indicate Use of Form			
Agency No	Agency / Division / Section					1110116	2000.101		X ORIGINAL SUBMISSION
108.000	Louisiana Community and Technical College G	uide / Counselir	ng				rds		RENEWALREPLACEMENT PAGE
Item	Records Series Title	R	etention Per	riod	4	2	val Records	_	ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retentio	n s	Security	Archival State Rec	Cente	Remarks
1	Counseling Files	ACT + 5 AY 0 ACT + 5 A		ACT + 5 A	Y C	S	N	1	ACT = Until end of AY in which student is no longer enrolled
2	Events and Workshop Files	ACT + 2 AY	0	ACT + 2 A	Y C	5	3 N		ACT = Until end of AY in which event is held and grant requirements met
-									
		-		,					
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) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY – Day(s)		Security Status P – Public Reco M – May Contai C – Confidentia Archival Proce A – Transfer to R – Retain in Ag	Use Y – Ye N – No Vital R	s lecore	rds Cent d on Code	er	Agency Abbreviations		
NOTE: Please series that cor	anent (Life of State) LOA—Life of Agency put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief the technology (Ex. Scanned to OnBase).	S – Review by State Archives			I = Imp U = Us	eful			
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Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

SSARC-932 (09/20)

	ate Archives—Records Management cretary of State			Page 1 of 1 R2020-179 CC								
	ox 94125, Baton Rouge, LA 70804				recm	gt@sc	s.la.go	V	Indicate Use of Form			
Agency No	Agency / Division / Section								X ORIGINAL SUBMISSION			
108.000	Louisiana Community and Technical College Gu	uide / Disability	Services				rds		RENEWALREPLACEMENT PAGE			
Item Number	Records Series Title	R	etention Per	iod	<u></u>	val	Records		ADDENDUM PAGE			
Number	Records delies fluc	In Office	In Storage	Total Retentio	s Security	Archival	State F	Vital	Remarks			
1	Psychoeducational Evaluations	ACT + 5 AY	0	ACT + 5 A	Y C S N U				ACT = Until end of AY in which student is no longer enrolled			
2	Disability Services Forms	ACT + 2 AY 0 ACT + 2 AY C S N				N	U	ACT = Until end of AY in which student is no longer enrolled				
3	Medical Documents	ACT + 2 AY	0	ACT + 2 A	Y C	s	N	U	ACT = Until end of AY in which student is no longer enrolled			
4	Accommodation Forms	ACT + 2 AY 0 ACT + 2 AY				s	N	U	ACT = Until end of AY in which student is no longer enrolled			
5	Voter Registration Forms	ACT + 5 AY 0 ACT + 5 AY		Y C	s	N	U	ACT= Until end of AY in which created or received				
ACT – Active F FY – Fiscal Ye	tention Period Abbreviations Period (when used define term in remarks column) ear (July 1 – June 30) r Year (Jan 1 – Dec 31)	Security Status P – Public Reco M – May Contai C – Confidentia	Information	State Re Use Y – Yes N – No	cords	Center		Agency Abbreviations				
AY – Academi FFY – Federal MO – Months PERM – Perm NOTE: Please series that cor	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30) WK – Week (Mon-Sun) DY – Day(s) anent (Life of State) LOA – Life of Agency put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief the technology (Ex. Scanned to OnBase).	A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives			Identific V = Vital	= Important						
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Agency No	Agency / Division / Section				[6]	cmg	<u>uwso</u>	<u>s.la.go</u>	<u>v</u>	X ORIGINAL SUBMISSION		
108.000	Louisiana Community and Technical College Gu Complaints	iide / Student G	/ Student Grievances and					rds		RENEWALREPLACEMENT PAGEADDENDUM PAGE		
ltem	Records Series Title	Retention Period					<u>ra</u>	Records r		ADDENDUM PAGE		
Number	Records Selles Title	In Office	In Storage	Total Retentio	n	Security	Archival	State R Center	Vital	Remarks		
1	Complaint/Grievance Files (includes emails, meeting notices, witness statements, meeting notes and evidentiary documents)	ACT + 3 AY	7 AY	ACT + 10 A	Y !	м	S	N	V	ACT= Until end of AY in which matter is closed and all litigation has concluded		
2	Hearing Files (including notes, recordings, emails, evidence, statements, meeting notes and hearing notes and copy of decision letter)	ACT + 3 AY	7 AY	ACT + 10 A	Y	м	S	N	V	ACT= Until end of AY in which matter is closed and all litigation has concluded		
3	Decision Letters (including emails)	ACT + 3 AY	7 AY	ACT + 10 A	1 Y.	М	s	N	V	ACT= Until end of AY in which matter is closed and all litigation has concluded*		
ACT – Active I FY – Fiscal Ye CY – Calendar	tention Period Abbreviations Period (when used define term in remarks column) Pear (July 1 – June 30) Pear (Jan 1 – Dec 31)	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information N -				es	ords (Center		Agency Abbreviations All Items scanned into Banner or remain in paper form		
FFY – Federal MO – Months PERM – Perm NOTE: Please series that cor	Archival Process A - Transfer to State O - Months WK - Week (Mon-Sun) DY - Day(s) ERM - Permanent (Life of State) LOA - Life of Agency OTE: Please put an asterisk (*) in the Remarks section for any record eries that contains born-digital or imaged records. Include brief escription of the technology (Ex. Scanned to OnBase). Archival Process A - Transfer to State R - Retain in Ager S - Review by State O - Other (Specify				Identi V = V I = In	Record tification of tital mportant Useful		ode				
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Louisiana Se	ate Archives—Records Management cretary of State lox 94125, Baton Rouge, LA 70804				va ava	mt (a) a a			Page 1 of 5 R2020-179 CC Indicate Use of Form	
Agency No	Agency / Division / Section				recm	guwsu	s,la,go	<u>v</u>	X ORIGINAL SUBMISSION	
108.000	Louisiana Community and Technical College Gu				sp.		RENEWAL REPLACEMENT PAGE			
Item	Records Series Title	R	īţ	a	Records		ADDENDUM PAGE			
Number	Records Series Title	In Office	In Storage	Total Retentio	Security	Archival	State I Center	Vital	Remarks	
1	Cost of Attendance Information (records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 A	Y C	s	N	٧	ACT = Until end of AY in which created or received*	
2	Student Satisfactory Academic Progress (SAP) Documentation (records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 A	Y M	s	N	V	ACT = Until end of AY in which created or received*	
3	Student Admission, Enrollment Status, and Period of Enrollment Data (records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 A	Y M	s	N	v	ACT = Until end of AY in which created or received*	
4	Student Program of Study and Course Enrollment Documentation (records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 A	Y M	s	N	V	ACT = Until end of AY in which created or received*	
5	Required Student Certification Statements and Supporting Documentation (records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 A	Y M	S	N	V	ACT = Until end of AY in which created or received*	
6	Applicant Data Verification Documentation and Resolution of Conflicting Information (records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 A	Y M	s	N	V	ACT = Until end of AY in which report is issued*	
7	Professional Judgment Decisions Documentation (records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 A	Y M	S	N	V	ACT = Until end of AY in which created or received*	
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) 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		P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives			State Re Use Y - Yes N - No Vital Rec Identific V = Vital I = Impo U = Usef	ord ation (Agency Abbreviations All Items scanned into Banner or remain in paper form FSA= Federal Student Assistance CFR = Code of Federal Regulations	
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Joseph Marin (Apr 21, 2021 08:30 CDT)

Agency Approval

Apr 21, 2021

Date Signed

Secretary of State, State Arghives & Records Services

4/21/202/ Date Approved

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	ox 94125, Baton Rouge, LA 70804				ŗ	ecmo	t@so	s.la.go	V	Indicate Use of Form	
Agency No	Agency / Division / Section									X ORIGINAL SUBMISSION	
108.000	Louisiana Community and Technical College Gu	siana Community and Technical College Guide / Student Financial Aid								RENEWAL REPLACEMENT PAGE ADDENDUM PAGE	
Item	Records Series Title	Retention Period					۱	Records		ADDENDOWT AGE	
Number	Records Series Title	In Office	In Storage	Total Retentio	n	Security	Archival	State Ro	Vital	Remarks	
8	Financial Aid History Information for Transfer Students (records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 A	Y	С	S	N	V	ACT = Until end of AY in which created or received*	
9	Student Aid Report (SAR) or Institutional Student Information Record (ISIR) to Determine Eligibility for FSA Program Funds	ACT + 5 AY	0	ACT + 5 A	Y	М	S	N	V	ACT = Until end of AY in which created or received*	
10	Application Data Submitted to the Department, Lender or Guaranty Agency (on behalf of the student or parent)	ACT + 5 AY	0	ACT + 5 A	Y	М	s	N	v	ACT = Until end of AY in which created or received*	
11	Borrower Eligibility Documentation for FSA Program Funds (e.g. records that demonstrate the student has a high school diploma, GED or the ability to benefit; records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 A	Y	M	S	N	V	ACT = Until end of AY in which created or received*	
12	Borrower Accounts Payable/Receivables of FSA Program Funds (e.g. including but not limited to the amount of grant, loan or FWS award, the payment and/or loan period, calculations to determine amounts, disbursements, the payment of any refund/return or overpayment)	ACT + 5 CY	0	ACT + 5 C	Y	M	S	N	V	ACT = Until end of CY in which CY created or received*	
ACT – Active F FY – Fiscal Ye	ention Period Abbreviations Period (when used define term in remarks column) ar (July 1 – June 30) Year (Jan 1 – Dec 31)	P – Public Record Use				Yes	cords	Center		Agency Abbreviations All Items scanned into Banner or remain in paper form FASFA=Federal Application for Student Financial	
FFY – Federal MO – Months PERM – Perm NOTE: Please series that con	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30) WK – Week (Mon-Sun) DY – Day(s) anent (Life of State) LOA – Life of Agency put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief the technology (Ex. Scanned to OnBase).	A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives				Vital Record Identification Code V = Vital I = Important U = Useful				Assistance FSA= Federal Student Assistance CFR = Code of Federal Regulations GED = General Education Development Certificate FWS = Federal Work-Study	
Apr 21, 2021 Agency Approval Apr 21, 2021 Date Signed Secretary of State, State Secretary of State, State Apr 21, 2021				Syan	Arc	hives	(/4) & Rec	ords	No. 21/202/ Services Date Approved		

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Louisiana State Archives—Records Management Louisiana Secretary of State Post Office Box 94125, Baton Rouge, LA 70804									Page 3 of 5 Indicate Use of Form
Agency No 108,000	Agency / Division / Section Louisiana Community and Technical College Gu		reci	ngt(@s	os.la.go		XORIGINAL SUBMISSIONRENEWALREPLACEMENT PAGE		
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Number	Records Series Title	In Office	Retention Period In Total Storage Retention		n Å	Archival	State Records Center	Vital	Remarks
13	Initial or Exit Loan Counseling Documentation Required by Applicable Program Regulations (records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 A\	Y C	S	N	V	ACT = Until end of AY in which created or received*
14	Reports/Forms Documenting School Participation in FSA Programs (including records generated to verify data therein; records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 A	Y M	s	N	V	ACT = Until end of AY in which created or received*
15	Documentation Supporting School's Calculation of Completion/Graduation and Transfer-Out Rates (records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 A	Y M	s	N	V	ACT = Until end of AY in which created or received*
16	Records of all FSA Program Transactions (fiscal records)	ACT + 5 AY	0	ACT + 5 A	Y P	s	N	V	ACT = Until end of AY in which created or received*
17	Bank Statements for all accounts containing FSA Funds (fiscal records)	ACT + 5 AY	0	ACT + 5 A	Y P	s	N	V	ACT = Until end of AY in which created or received*
18	Records of Student Accounts (may include institutional charges, cash payments, FSA payments, cash disbursements, refunds, returns, overpayments required for enrollment period; fiscal records)	ACT + 5 AY	0	ACT + 5 A	Y P	S	N	V	ACT = Until end of AY in which created or received*
ACT – Active F FY – Fiscal Ye CY – Calendai AY – Academi	Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) Y – Fiscal Year (July 1 – June 30) Y – Calendar Year (Jan 1 – Dec 31) Y – Academic Year (Aug 1 – July 31)		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes				ds Center		Agency Abbreviations All Items scanned into Banner or remain in paper form FASFA=Federal Application for Student Financial Assistance FSA= Federal Student Assistance
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	ate Archives—Records Management cretary of State									Page 4 of 5
Post Office B	ox 94125, Baton Rouge, LA 70804				reci	recmgt@sos.la.go				Indicate Use of Form
Agency No	Agency / Division / Section									X ORIGINAL SUBMISSION
108.000	Louisiana Community and Technical College Gu	cal College Guide / Student Financial Aid								RENEWALREPLACEMENT PAGE ADDENDUM PAGE
ltem Number	Records Series Title	R		2	val	Records				
Number	records series ride	In Office	In Storage	Total Retentio	n g)	Archival	State R Center	Vital	Remarks
19	General Ledger (Control Accounts) and related subsidiary ledgers that identify each FSA program transaction (FSA transactions must be separate from school's other financial transactions; fiscal records)	ACT + 5 AY	0	ACT + 5 A	Y P		S	N	٧	ACT = Until end of AY in which created or received*
20	Federal Work-Study Payroll Records (fiscal records)	ACT + 5 AY	0	ACT + 5 A	Y P	,	s	N	٧	ACT = Until end of AY in which created or received*
21	FISOP portion of the FISAP (fiscal records)	ACT + 5 AY	0	ACT + 5 A	Y P	;	s	N	٧	ACT = Until end of AY in which created or received*
22	Pell Grant Statements of Accounts (fiscal records)	ACT + 5 AY	0	ACT + 5 A	Y P	,	s	N	٧	ACT = Until end of AY in which created or received*
23	Cash Requests and Quarterly/Monthly Reports from the G5 Payment System (fiscal records)	ACT + 5 AY	0	ACT + 5 A	Y P		s	N	٧	ACT = Until end of AY in which created or received*
24	FSA Program Reconciliation Reports (fiscal records)	ACT + 5 AY	0	ACT + 5 A	Y M	;	s	N	٧	ACT = Until end of AY in which created or received*
25	Audit Reports and School Reponses (fiscal records)	ACT + 5 AY	0	ACT + 5 A	Y M	;	s	N	٧	ACT = Until end of AY in which created or received*
26	State Grant and Scholarship Award Rosters/Reports (fiscal records)	ACT + 5 AY	0	ACT + 5 A	Y C	;	s	N	٧	ACT = Until end of AY in which created or received*
ACT – Active F FY – Fiscal Ye	ention Period Abbreviations Period (when used define term in remarks column) ar (July 1 – June 30) Year (Jan 1 – Dec 31)	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information N –				S	rds (Center		Agency Abbreviations All Items scanned into Banner or remain in paper form FASFA=Federal Application for Student Financial
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Agency Ap	proval Date	e Signed	Secret	tary of State,	State	rchi	ives	& Rec	ords	Services Date Approved

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Louisiana Se	ate Archives—Records Management ecretary of State								Page 5 of 5
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Item	Records Series Title	R		. le/	Records		ADDENDUM PAGE		
Number	Records Series Title	In Office	In Storage	Total Retentio	u Security	Archival	State Ro	Vital	Remarks
27	Accrediting and Licensing Agency Reports (fiscal records)	ACT + 5 AY	0	ACT + 5 A	Y P	s	N	٧	ACT = Until end of AY in which created or received
28	Records used to prepare the Income Grid on the FISAP (fiscal records)	ACT + 5 AY	0	ACT + 5 A	Y C	s	N	٧	ACT = Until end of AY in which created or received
29	School's Eligibility to Participate in FSA Programs (PPA; program records)	ACT + 5 AY	0	ACT + 5 A	Y P	s	N	٧	ACT = Until end of AY in which created or received
30	FSA Eligibility of the School's Education Programs (ECAR; program records)	ACT + 5 AY	0	ACT + 5 A	Y P	s	N	٧	ACT = Until end of AY in which created or received
31	Audit Reports of the School's administration of FSA Programs (program records)	ACT + 5 AY	0	ACT + 5 A	Y P	s	N	٧	ACT = Until end of AY in which created or received
32	Audit Reports of the School's Financial responsibility (program records)	ACT + 5 AY	0	ACT + 5 A	Y P	s	N	٧	ACT = Until end of AY in which created or received
33	School's Disbursement of FSA Program Funds (program records)	ACT + 5 AY	0	ACT + 5 A	Y P	S	N	V	ACT = Until end of AY in which created or received
ACT – Active F FY – Fiscal Ye CY – Calendar AY – Academi FFY – Federal MO – Months PERM – Perm NOTE: Please series that con	tention Period Abbreviations Period (when used define term in remarks column) Period (when used define term in remarks column) Period (when used define term in remarks column) Period (July 1 – June 30) Period (July 1 – June 31) Period (July 1 – June 31) Period (July 1 – July 31) Period (July 1 – Sept 30) WK – Week (Mon-Sun) DY – Day(s) Period (July 1 – July 31) Period (July 1 – June 30) Period (July 1 – June 30	Security Status P – Public Reco M – May Contai C – Confidentia Archival Proce A – Transfer to R – Retain in Ag S – Review by S O – Other (Spec	Vital Re	cord cation I ortant	tion Code		Agency Abbreviations All Items scanned into Banner or remain in paper form FISAP = Fiscal Operations Report and Application to Participate FSA= Federal Student Assistance PPA = Program Participation Agreement ECAR = Eligibility and Certification Approval Report		
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108.000	Louisiana Community and Technical College Gu					rds		RENEWALREPLACEMENT PAGE		
Item	Records Series Title	Retention Period					val	Reco		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
1	Prospect Files (including emails, phone calls, ATT Toolkit and Salesforce in Recruit)	ACT + 1 AY	0	ACT + 1 A	Y N	Л	s	N	ı	ACT= Until end of AY in which administrative need ends*
2	Applicant Files – for Non Enrolled Students (including online application, Banner application, applicable questions)	ACT + 1 AY	0	ACT + 1 A	Y C		S	N	U	ACT= Until end of AY in which created or received
3	Applicant Files – for Enrolled Students (including online application, Banner application, applicable questions)	ACT + 3 AY	0	ACT + 3 A	Y		S	N	٧	ACT= Until end of AY in which created or received
4	Master File of Students	ACT	LOA	LOA	C	;	R	N	٧	ACT = Until end of AY in which agency ceases to exist*
5	Immunizations	ACT	LOA	LOA	C	;	R	N	>	ACT = Until end of AY in which agency ceases to exist*
6	Selective Service Registrations	ACT + 3 AY	0	ACT + 3 AY	r c	;	S	N	٧	ACT= Until end of AY in which created or received*
7	Program Selective Admissions Files (may include test scores, program application and supporting documents)	ACT	LOA	LOA	C		R	N	٧	ACT= Until end of AY in which agency ceases to exist*
8	Person Record – Active (including applicant or student information e.g. name, address, phone number, DOB, SSN and supporting documents)	PERM	0	PERM	C		R	N	٧	
ACT – Active F FY – Fiscal Ye	tention Period Abbreviations Period (when used define term in remarks column) ear (July 1 – June 30) r Year (Jan 1 – Dec 31)	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information N -					ords (Center		Agency Abbreviations All Items scanned into Banner or College Archived Files or may remain in paper format
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Joseph Marin (Apr 21, 2021 08:30 CDT)

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Post Office E Agency No	Box 94125, Baton Rouge, LA 70804 Agency / Division / Section				<u>re</u>	cmg	t@so	s.la.go I	<u>V</u>	Indicate Use of Form X ORIGINAL SUBMISSION
108.000	Louisiana Community and Technical College G	uide / Student A	Admissions					rds		RENEWALREPLACEMENT PAGE
Item	Records Series Title	R	Retention Period					Reco		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retentio	on	Security	Archival	State Records Center	Vital	Remarks
9	Person Record – Inactive (including applicant or student information e.g. inactive mailing addresses, phone numbers and supporting documents)	ACT + 1 AY	0	ACT + 1 A	Υ	С	s	N	٧	ACT= Until end of AY in which administrative need ends*
10	Placement Scores	ACT + 3 AY	0	ACT + 3 A	·Υ	С	s	N	U	ACT= Until end of AY in which created or received*
11	High School Transcripts	ACT + 3 AY	0	ACT + 3 A	·Υ	С	S	N	U	ACT= Until end of AY in which created or received*
12	College Transcripts	ACT + 3 AY	0	ACT + 3 A	·Υ	С	s	N	U	ACT= Until end of AY in which created or received*
13	Proof of Residency	ACT + 3 AY	0	ACT + 3 A	Y I	М	S	N	U	ACT= Until end of AY in which created or received*
ACT – Active I FY – Fiscal Ye CY – Calenda AY – Academi FFY – Federal MO – Months PERM – Perm NOTE: Please	tention Period Abbreviations Period (when used define term in remarks column) ear (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 e put an asterisk (*) in the Remarks section for any record tains born-digital or imaged records. Include brief	P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes Use Y – N – Vita					ord tion C	Center	1	Agency Abbreviations All Items scanned into Banner or College Archived Files or may remain in paper format
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Secretary of State, State Archives & Records Services

SSARC-932 (09/20)

	ate Archives—Records Management ecretary of State								Page 1 of 2 R2020-179 CC
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Agency No 108.000	Louisiana Community and Technical College Gu			sp		RENEWALREPLACEMENT PAGE			
Item	Records Series Title	Retention Period					Records		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retentio	n	gecui.	State Re	Vital	Remarks
1	Student Account Receivables Files (may include student refund documentation e.g. stop payments, voids, student fee bills and supporting documents)	ACT + 3 AY	0	ACT + 3 A	Y M	s	N	٧	ACT= Until end of AY created or received and paid in full*
2	Promissory Notes and Payment Plans	ACT + 3 AY	0	ACT + 3 A	Y C	s	N	V	ACT= Until end of AY paid in full or agreement is terminated*
3	Tax documents	ACT + 3 AY	0	ACT + 3 A	Y C	S	N	V	ACT= Until end of AY tax is due or paid whichever is later*
4	Student Accounts in Collections (may include related fee bills, collections notices, NSFs, collection reports, notices, missed payments, proof of debt collection data and supporting documents)	ACT + 5 AY	0	ACT + 5 A	y c	S	N	v	ACT= Until end of AY account is paid in full or charged off*
5	Tuition Waivers and Exemptions	ACT+ 5 AY	0	ACT + 5 A	y c	s	N	V	ACT= Until end of AY in which waiver or exemption is granted or received*
6	3 rd Party Billing Documentation (may include authorizations, purchase orders, invoice and supporting documents)	ACT + 3 AY	0	ACT + 3 A	Y C	s	N	V	ACT = Until end of AY in which waiver or exemption is granted or received*
7	Institutional Scholarship Awards	ACT + 3 AY	0	ACT + 3 A	y c	s	N	V	ACT = Until end of AY in which waiver or exemption is granted or received*
ACT – Active F FY – Fiscal Ye CY – Calendar AY – Academic FFY – Federal	Perion Period Abbreviations Period (when used define term in remarks column) ar (July 1 – June 30) Year (Jan 1 – Dec 31) C Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30)	s Codes ord in Confidential I Information essing Codes State Archives	Use Y – Yes N – No Vital R Identifi	State Records Cer Use Y – Yes N – No Vital Record Identification Cod			Agency Abbreviations All Items scanned into Banner and/or remain in paper format NSF = Not Sufficient Funds		
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).			V = Vita I = Imp U = Us	oortan eful					
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Item Number	Records Series Title	Retention Period				rit Y	val	Records	:	ADDENDUM PAGE
Number		In Office	In Storage	Total Retention	n	Security	Archival	State F Center	Vital	Remarks
8	Cash Receipts, Cash Disbursements, Journal Vouchers, Direct Pays, Bank Transfers and PIVs	ACT + 3 AY	0	ACT + 3 A	Y N	1 5	6	N	٧	ACT= Until end of AY in which waiver or exemption is granted or received*
9	Tuition Appeals and Refund Requests	ACT + 3 AY	0	ACT + 3 A	Y N	1 8	3	N	٧	ACT= Until end of AY in which waiver or exemption is granted or received*
10	Accounts Receivables Reports (may include aged receivables, collection agency reports, account reconciliations and supporting documents)	ACT + 5 AY	0	ACT + 5 A	Y	1 8	3	N	٧	ACT= Until end of AY in which waiver or exemption is granted or received*
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ACT – Active F FY – Fiscal Ye CY – Calendar	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)		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information N			es	rds Ce	enter		Agency Abbreviations All Items scanned into Banner and/or remain in paper format
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).		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives			Identii V = Vi	Important		de		PIVs = Payment in Vouchers
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Records Retention Schedule SSARC-932 (09/20) Louisiana State Archives—Records Management Page 1 of 1 R2020-179 CC Louisiana Secretary of State Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 recmat@sos.la.gov X ORIGINAL SUBMISSION Agency / Division / Section Agency No RENEWAL Louisiana Community and Technical College Guide / Student Organizations 108.000 State Records Center REPLACEMENT PAGE ADDENDUM PAGE Item Retention Period Security Archival Number **Records Series Title** Total In Remarks In Office Storage Retention 1 Organizational Files (may include bylaws/manuals/policies/procedures and ACT LOA LOA Ρ S Ν ACT= Until end of AY in which agency ceases to exist* supporting documents) 2 Organization Officer List (may include applications ACT + 1 AY 5 AY ACT + 6 AY Р S Ν ACT= Until end of AY in which agency ceases to exist* and related/supporting documents) 3 Minutes ACT LOA LOA М S Ν ACT= Until end of AY in which agency ceases to exist* 4 Organization Election Documents ACT + 1 AY ACT + 10 AY Μ S Ν 9 AY ACT= Until end of AY in which created or received* 5 ACT = Until end of AY in which event is held and grant Event Planning and Details/ Calendar of Events ACT + 1 AY Р Ν 5 AY ACT + 6 AY S requirements met 6 ACT = Until end of AY in which employee separates Background Checks ACT + 3 AY 0 ACT + 3 AY S Ν from employment See HR Schedule 7 ACT = Until end of AY in which created or received Travel Records ACT + 2 AY 5 AY S N ACT + 7 AY Μ See Business Office Schedule 8 ACT = Until end of AY in which created or received **Budget/ Finance Reports** 0 ACT + 2 AY ACT + 2 AY М S Ν See Business Office Schedule 9 ACT = Until end of AY in which created or received Accounts Payable/Accounts Receivable Records ACT + 5AYACT + 5AYМ S Ν See Business Office Schedule **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 All (*) Items scanned into Banner or College Archived Y - Yes Files or remain in paper format FY - Fiscal Year (July 1 - June 30) M - May Contain Confidential Information N - NoCY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record FFY - Federal Fiscal Year (Oct 1 - Sept 30) Identification Code A – Transfer to State Archives MO - Months WK - Week (Mon-Sun) DY - Day(s) V = Vital R - Retain in Agency Archives PERM - Permanent (Life of State) LOA - Life of Agency I = Important S - Review by State Archives NOTE: Please put an asterisk (*) in the Remarks section for any record U = Useful O - Other (Specify in Remarks)

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series that contains born-digital or imaged records. Include brief description of the technology (Ex. Scanned to OnBase).

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Number	Records Series Title	In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
1	Athletic Eligibility (may include Academic Progress Reports to NJCAA and supporting documents)	ACT + 5 AY	0	ACT + 5 A	Y	С	S	N	V	ACT = Until end of AY in which student is no longer enrolled*
2	Athletic Recruiting Records	ACT + 5 AY	0	ACT + 5 A	Y I	M	s	N	ı	ACT = Until end of AY in which created or received*
3	Claims Payment Records (may include verification and payment of secondary coverage insurance claims of injured student athletes and supporting documents)	ACT + 7 FY	0	ACT + 7 F	Y	М	S	N	V	ACT = Until end of FY in which claim is settled*
4	Competition Record, NJCAA reporting requirements (may include record of individual games and competitions of revenue and non-revenue producing sports and supporting documents)	ACT + 10 CY	0	ACT + 10 C	CY I	Р	S	N	V	ACT = Until end of CY in which created or received*
5	Game Arrangement Records	ACT + 5 CY	0	ACT + 5 C	Y I	М	S	N	ı	ACT = Until end of CY in which created or received*
6	Game Contracts	ACT	10 CY	ACT + 10 C	Y I	Р	s	N	ı	ACT = Until end of the CY in which contract expires*
7	Game Statistics (may include team roster, season schedule, team statistics and supporting documents)	PERM	PERM	PERM	1	Р	R	N	V	
CY – Calendar Year (Jan 1 – Dec 31) C – Confiden			ord ain Confidential Information al Information essing Codes			ate Recor e - Yes - No cal Record				Agency Abbreviations All (*) Items scanned into Banner and/or NJCAA portal or remain in paper format NJCAA = National Junior College Athletic Association
MO – Months PERM – Perm NOTE: Please series that con description of t	R – Retain in Ag S – Review by S O – Other (Spe	ency Archives V tate Archives I : U			Vital Important Useful					
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8	Game Tickets & Ticket Orders	ACT + 3 FY	0	ACT + 3 F	Y М	s	N	V	ACT = Until end of FY in which audited*
9	Infraction Files – Substantiated Allegations	PERM	PERM	PERM	С	R	N	V	
10	Infraction Files – Unsubstantiated Allegations	ACT + 6 CY	0	ACT + 6 C	Y C	s	N	٧	ACT = Until end of CY in which matter is closed*
11	Insurance Records (may include documents related to medical services provided off campus for practice or playing related injuries or illnesses that are eligible for partial payment by intercollegiate athletic insurance and supporting documents)	ACT + 7 FY	0	ACT + 7 F	Y C	S	N	V	ACT = Until end of FY in which created or received*
12	National Letter of Intent / Athlete Grant-in-Aids	ACT	5 CY	ACT + 5 C	Y M	s	N	V	ACT = Until end of CY in which grant closes*
13	Official Squad Lists, Intercollegiate	PERM	PERM	PERM	Р	R	N	ı	
14	Play Books	ACT + 5 CY	0	ACT + 5 C	Y M	s	N	V	ACT = Until end of CY in which no longer administratively valuable
15	Practice Schedule Records	ACT + 5 CY	0	ACT + 5 C	Y P	s	N	ı	ACT = Until end of CY in which created or received
16	Scouting Reports (Documents opposing team's strengths and weakness prior to a sporting event.)	ACT + 1 CY	0	ACT +10	CY M	s	N	U	ACT = Until the end of the CY in which the report is no longer administratively useful*
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) 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).		P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives				ecord cation	s Center		Agency Abbreviations All (*) Items scanned into Banner and/or NJCAA portal or remain in paper format
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108.000	Louisiana Community and Technical College Guide / Student Athletics						Records		RENEWAL REPLACEMENT PAGE
Item	December Series Title	Retention Period				la la	Rec		ADDENDUM PAGE
Number	Records Series Title	Records Series Title In Office In Total Storage Retention	s Security	Archival	State R Center	Vital	Remarks		
17	Sporting Event Attendance Records	ACT + 3 CY	0	ACT + 3 C	Y P	s	N	ı	ACT = Until end of CY in which created or received*
18	Sports Merchandising Records	ACT + 3 FY	0	ACT + 3 F	/ P	s	N	V	ACT = Until end of FY in which audited*
19	Student Athletes Academic Advising	ACT + 5 CY	0	ACT + 5 C	Y C	s	N	ı	ACT = Until end of CY in which student is no longer enrolled
20	Student Athlete Handbook (Original version kept permanently)	ACT + 2 CY	0	ACT + 2 C	Y P	S	N	ı	ACT = Until end of CY in which superseded or revised*
21	Student Athlete Medical Records	ACT + 5 CY	0	ACT + 5 C	Y C	s	N	V	ACT = Until end of CY in which student is no longer enrolled*
22	Student Athlete Statements (Delay/non- attendance, withdrawal notice, release agreements)	ACT + 2 CY	0	ACT + 2 C	Y P	s	N]	ACT = Until end of CY in which student is no longer enrolled*
23	Ticket Sales and Cash Event Reconciliation	ACT + 5 FY	0	ACT + 5 F	Y P	s	N	V	ACT = Until end of FY in which audited*
24	Videos of Games, University produced	ACT + 1 CY	0	ACT + 1 CY		S	N	ı	ACT = Until end of CY no longer administratively useful. Before disposition, consult with University Archives for possible longer retention of potentially historically valuable videos.
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) 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).		P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives			State Records Center Use Y - Yes N - No Vital Record Identification Code V = Vital I = Important U = Useful				Agency Abbreviations All (*) Items scanned into Banner and/or NJCAA portal or remain in paper format
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SSARC-932 (09/20) Louisiana State Archives—Records Management Page 1 of 4 R2020-179 CC Louisiana Secretary of State Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 recmat@sos.la.gov X ORIGINAL SUBMISSION Agency No Agency / Division / Section RENEWAL Louisiana Community and Technical College Guide / Student Academic Records 108.000 State Records Center REPLACEMENT PAGE ADDENDUM PAGE Item Retention Period Archival Security Records Series Title Number Total In Vital Remarks In Office Storage Retention 25 Final Grade Rosters PERM PERM PERM С R Ν 26 Grade Books **PERM** С V PERM PERM R Ν 27 Catalog Ρ ٧ PERM PERM PERM R Ν 28 Commencement Program V PFRM PERM PERM Ρ R Ν 29 **Diplomas** PERM PERM С ٧ **PERM** R Ν 30 ACT = Until end of AY in which administrative need Final Exams ACT + 1 AY С S 0 ACT + 1 AY Ν ends 31 ACT = Until end of AY in which administrative need Change Program/Major/Campus/Catalog ACT + 1 AY 4 AY С S Ν ACT + 5AYends 32 Academic Appeals (may include Grade, Integrity, ACT = Until end of AY in which administrative need ACT + 1 AY 4 AY ACT + 5 AY С S Ν Suspension and supporting documents) ends 33 ACT = Until end of AY in which administrative need Financial Appeals ACT + 1 AY 4 AY ACT + 5 AY С S Ν ends 34 ACT = Until end of AY in which administrative need **FERPA Waiver** ACT + 1 AY ACT + 5 AY S Ν 4 AY ends **Permitted Retention Period Abbreviations Security Status Codes** State Records Center Agency Abbreviations ACT - Active Period (when used define term in remarks column) Use P - Public Record All Items scanned into Banner or College Archived Y-Yes FY – Fiscal Year (July 1 – June 30) M – May Contain Confidential Information Files or remain in paper format N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) FERPA = Family Educational Rights and Privacy **Archival Processing Codes** Vital Record Act FFY - Federal Fiscal Year (Oct 1 - Sept 30) **Identification Code** A - Transfer to State Archives MO - Months WK - Week (Mon-Sun) DY - Day(s) V = Vital R – Retain in Agency Archives PERM - Permanent (Life of State) LOA - Life of Agency I = Important S - Review by State Archives

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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).

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O - Other (Specify in Remarks)



U = Useful



Records Retention Schedule SSARC-932 (09/20) Louisiana State Archives—Records Management Page 2 of 4 Louisiana Secretary of State Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 recmgt@sos.la.gov X ORIGINAL SUBMISSION Agency No Agency / Division / Section RENEWAL Louisiana Community and Technical College Guide / Student Academic Records 108,000 State Records Center REPLACEMENT PAGE ADDENDUM PAGE Item Retention Period Archival Security Number **Records Series Title** Total In Remarks In Office Storage Retention 35 Registration (may include add/drop forms, course ACT = Until end of AY in which administrative need withdrawal forms, reinstatement forms and ACT + 1 AY 4 AY С S ACT + 5 AY Ν supporting documents) 36 ACT = Until end of AY in which administrative need Academic Renewal ACT + 1 AY 4 AY ACT + 5 AY С S Ν 37 ACT = Until end of AY in which administrative need Course Audit ACT + 1 AY 4 AY ACT + 5 AY С S Ν 38 ACT = Until end of AY in which administrative need Course Substitution ACT + 1 AY 4 AY ACT + 5 AY С S Ν 39 ACT = Until end of AY in which administrative need Prior Learning Forms ACT + 1 AY С S 4 AY ACT + 5 AY Ν 40 ACT = Until end of AY in which administrative need Unit Plans ACT + 1 AY ACT + 10 AY Р S ٧ 9 AY Ν ends 41 ACT = Until end of AY in which administrative need V Program Reviews ACT + 1 AY Р S Ν 9 AY ACT + 10 AY 42 ACT = Until end of AY in which administrative need Assessment Reports Р S V ACT + 1 AY 9 AY ACT + 10 AY Ν ends 43 Р Curriculum Requests/Approvals R V **PERM** PERM PERM Ν 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 All Items scanned into Banner or College Archived Y - Yes FY - Fiscal Year (July 1 - June 30) M - May Contain Confidential Information Files or remain in paper format N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record FFY - Federal Fiscal Year (Oct 1 - Sept 30) **Identification Code** A - Transfer to State Archives MO - Months WK - Week (Mon-Sun) DY - Day(s) V = Vital

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PERM - Permanent (Life of State)

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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).

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R - Retain in Agency Archives

S - Review by State Archives

O - Other (Specify in Remarks)



I = Important

U = Useful

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44	Ranks and Promotion	ACT + 5 AY	0	ACT + 5 AY		S	N	ı	ACT = Until end of AY in which employee separates from employment See Human Resource Schedule	
45	Textbook Adoptions	ACT + 1 AY	4 AY	ACT + 5 AY		s	N	V	ACT = Until end of AY in which administrative need ends	
46	Load Report	ACT + 1 AY	4 AY	ACT + 5 A	Y M	S	N	1	ACT = Until end of AY in which administrative need ends	
47	Transcripts Other College	ACT + 1 AY	4 AY	ACT + 5 AY		S	N	ı	ACT = Until end of AY in which administrative need ends	
48	Cross-Enrollment Forms	ACT + 1 AY	4 AY	ACT + 5 AY		s	N	ı	ACT = Until end of AY in which administrative need ends	
49	Application for Graduation	ACT + 1 AY	4 AY	ACT + 5 AY		S	N	ı	ACT = Until end of AY in which administrative need ends	
50	"I" Contract	ACT + 1 AY	4 AY	ACT + 5 AY		s	N	ı	ACT = Until end of AY in which administrative need ends	
51	Military Mobilization Activation Form	ACT + 1 AY	4 AY	ACT + 5 AY		S	N	ı	ACT = Until end of AY in which administrative need ends	
52	Audits of Registrar Records	PERM	PERM	PERM		R	N	ı		
53	Academic and Student Affairs Policies	PERM	PERM	PERM	С	R	N	V		
	tention Period Abbreviations					State Records Center			Agency Abbreviations All Items scanned into Banner or College Archived	
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Louisiana Se	ate Archives—Records Management ecretary of State	Page 4 of 4							
Agency No	Box 94125, Baton Rouge, LA 70804 Agency / Division / Section						sos.la.	gov	Indicate Use of Form X ORIGINAL SUBMISSION
108.000	Louisiana Community and Technical College Guide / Student Academic Records								RENEWAL REPLACEMENT PAGE
Item Number	Records Series Title	Retention Period			<u> </u>	r 4	Recor	State Records Center Vital	ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n Speciarity	Archival	State	Cente	Remarks
54	Subpoena Requests	ACT + 1 AY	4 AY	ACT + 5 A	Y C	s	N	ı	ACT = Until end of AY in which administrative need ends
55	Budgets	ACT + 2 FY	0	ACT + 2 F	Y P	S	N	ī	ACT = Until end of FY in which administrative need ends See Business and Finance Schedule
56	Disciplinary Actions on Students	PERM	PERM	PERM	С	R	N	V	
57	Attendance	PERM	PERM	PERM	С	R	N	V	
58	Schedule (SSASECT)	PERM	PERM	PERM	Р	R	N	U	
59	Transcript Request (SHAETOR)	PERM	PERM	PERM	С	R	N	ı	
60	Learner Record (SGASTDN)	PERM	PERM	PERM	С	R	N	٧	
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) 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).		P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives			Vital Religion I = Imp	Y – Yes			Agency Abbreviations All Items scanned into Banner or College Archived Files or remain in paper format SSASECT = Schedule Form/Screen in Banner (course section search) SHAETOR = Transcript Request Screen in Banner SGASTDN = General Student Screen in Banner (e.g. fee assessment rate and/or major view or change)
Sand 1 Maria	Apr 21,	2021		rhen	ias	2	Ne	, U	1000 4/21/2021
Agency Ap	proval Dat	e Signed	Secret	ary of State.	State A	chive	es & R	ecords	S Services Date Approved

LCTCS_FinHRPayrollStudSvcs_R2020-179_04-20-2021

Final Audit Report

2021-04-21

Created:

2021-04-21

By:

Shannon Sedberry (ssedberry@lctcs.edu)

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