

# 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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ADDENDUM PAGE

**Remarks**

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
108.000	LCTCS / Finance / Accounts Payable and Accounts Receivable								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
1	Vendor Files	ACT + 5 FY	0	ACT + 5 FY	M	S	N	V	ACT = Until end of FY in which created or received
2	Accounts Payable Reports	ACT + 5 FY	0	ACT + 5 FY	M	S	N	I	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	V	ACT = Until end of FY in which created or received
4	Banking	ACT + 10 FY	0	ACT + 10 FY	M	S	N	V	ACT = Until end of FY in which created or received
5	Accounts Receivable – Student	ACT + 5 FY	0	ACT + 5 FY	C	S	N	V	ACT = Until financial need ends (account is closed)
6	Accounts Receivable – General	ACT + 5 FY	0	ACT + 5 FY	M	S	N	V	ACT = Until end of FY in which created or received
7	Accounts Receivable Reports	ACT + 5 FY	0	ACT + 5 FY	M	S	N	I	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	V	ACT = Until end of FY when employee separates
<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> CBA = Controlled Business Account			
		<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					

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

Agency Approval

Apr 21, 2021

Date Signed

Catherine Newsome  
 Secretary of State, State Archives & Records Services

4/21/2021  
 Date Approved

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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
108.000	LCTCS / Finance / Budget								
9	Annual Budget Document (BOR forms)	ACT	LOA	ACT + LOA	P	S	N	V	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	P	S	N	V	ACT = Until end of FY in which created or received
<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> BOR = Board of Regents		
		<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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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period			Remarks
Item Number	Records Series Title					In Office	In Storage	Total Retention	
108.000	LCTCS / Finance / Purchasing								
11	Bid Documents	M	S	N	V	ACT + 5 FY	0	ACT + 5 FY	ACT = Until end of FY in which created or received
12	Purchase Orders	M	S	N	V	ACT + 5 FY	0	ACT + 5 FY	ACT = Until end of FY in which created or received
13	Purchase Requisitions	M	S	N	V	ACT + 5 FY	0	ACT + 5 FY	ACT = Until end of FY in which created or received

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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
Item Number	Records Series Title	In Office	In Storage	Total Retention						
108.000	LCTCS / Finance / Contracts									
14	Quarterly Contract Reports	ACT + 5 FY	0	ACT + 5 FY	M	S	N	V	ACT = Until end of FY in which created or received	
15	Contracts and Agreements	ACT + 10 FY	0	ACT + 10 FY	M	S	N	V	ACT = Until end of FY in which the agreement 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>		
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Agency No	Agency / Division / Section								
<b>108.000</b>	<b>LCTCS / Finance / Grants</b>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
16	Grant Files	ACT + 6 FY	0	ACT + 6 FY	P	S	N	V	ACT = Until end of FY in which grant is closed

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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
<b>108.000</b>	<b>LCTCS / Finance / General Accounting</b>								
17	Annual Financial Report	ACT	LOA	ACT + LOA	P	S	N	V	ACT= Until end of FY in which the agency ceases to exist* On network server (local)
18	Audit Reports	ACT	LOA	ACT + LOA	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 FY	M	S	N	V	ACT = Until end of FY in which created or received
20	Banking	ACT + 10 FY	0	ACT + 10 FY	M	S	N	V	ACT = Until end of FY in which created or received
21	Endowment Records	ACT	LOA	ACT + LOA	M	S	N	V	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	V	ACT= Until end of FY in which the agency ceases to exist* On network server (local)

<p><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).</p>	<p><b>Security Status Codes</b>                  P – Public Record                  M – May Contain Confidential Information                  C – Confidential Information</p> <p><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)</p>	<p><b>State Records Center Use</b>                  Y – Yes                  N – No</p> <p><b>Vital Record Identification Code</b>                  V = Vital                  I = Important                  U = Useful</p>	<p><b>Agency Abbreviations</b></p>
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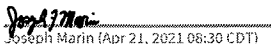
recmat@sos.la.gov

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period				Remarks		
108.000	LCTCS / Finance / Bursar					In Office	In Storage	Total Retention				
Item Number	Records Series Title											
23	Cashier Reports and Records	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = Until end of FY in which created or received			
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period			Remarks
108.000	LCTCS / Finance / Accounting Software Systems					In Office	In Storage	Total Retention	
Item Number	Records Series Title								
24	Finance and Expense Records and report specifications (including Banner, Chrome River and Cognos)	ACT	LOA	ACT + LOA	M	S	N	V	ACT= Until end of FY in which the agency ceases to exist*
25	eGrants (Government Grants)	ACT	LOA	ACT + LOA	M	S	N	V	ACT= Until end of FY in which the agency ceases to exist* On REI Vendor network server

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Item Number	Records Series Title	In Office	In Storage	Total Retention						
<b>108.000</b>	<b>Louisiana Community &amp; Technical College System (LCTCS) / Human Resources &amp; Payroll</b>									
<b>1</b>	Recruiting and Pre-Employment Documents	ACT + 3 CY	0	ACT + 3 CY	M	S	N	I	ACT = Until end of CY in which position is filled or closed	
<b>2</b>	Pre-Hire Documents	ACT + 3 CY	0	ACT + 3 CY	M	S	N	V	ACT = Until end of CY in which employee separates from employment	
<b>3</b>	Employment Files – Vital Information	ACT + 70 CY	0	ACT + 70 CY	M	S	N	V	ACT = Until end of CY in which employee separates from employment	
<b>4</b>	Employment Files – Non-Vital Information	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	ACT = Until end of CY in which employee separates from employment	
<b>5</b>	Health and Benefits Documents	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	ACT = Until end of CY in which employee separates from employment	
<b>6</b>	Group Benefits Medical Enrollment	ACT + 20 CY	0	ACT + 20 CY	C	S	N	V	ACT = Until end of CY in which employee separates from employment	
<b>7</b>	Group Benefits Life Insurance Files (Employee Specific)	ACT + 70 CY	0	ACT + 70 CY	C	S	N	V	ACT = Until end of CY in which employee separates from employment or if retired at death	
<b>8</b>	Retirement Forms/Documents	ACT + 70 CY	0	ACT + 70 CY	C	S	N	V	ACT = Until end of CY in which employee separates from employment	
<b>9</b>	Human Resource Policies and Procedures (System Wide and Colleges)	ACT	LOA	ACT + LOA	P	S	N	I	ACT = Until end of CY in which agency ceases to operate* Archived on shared drive (local and remote)	
<b>10</b>	Employment Grievance Records	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	ACT = Until end of CY in which matter is closed/final decision rendered	
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<b>108.000</b>	<b>Louisiana Community &amp; Technical College System (LCTCS) / Human Resources &amp; Payroll</b>								
<b>11</b>	Employment Litigation Records	M	S	N	V	PERM	0	PERM	
<b>12</b>	EEO/Affirmative Action Reports	P	S	N	I	ACT + 2 CY	0	ACT + 2 CY	ACT = Until end of CY in which created or received
<b>13</b>	Layoff/Separation/Reduction in Force Files	M	S	N	I	ACT + 3 CY	0	ACT + 3 CY	ACT = Until end of CY in which created or received
<b>14</b>	Audit Files	M	S	N	I	ACT + 5 CY	0	ACT + 5 CY	ACT = Until end of CY in which audit is completed
<b>15</b>	I-9s	C	S	N	V	ACT + 3 CY	0	ACT + 3 CY	ACT = Until end of CY in which employee separates from employment
<b>16</b>	Organizational Charts	P	S	N	I	ACT	LOA	ACT + LOA	ACT = Until end of CY in which agency ceases to operate* Archived on shared drive (local and remote)
<b>17</b>	Eligibility Documentation	C	S	N	V	ACT + 70 CY	0	ACT + 70 CY	ACT = Until end of CY in which employee separates from employment
<b>18</b>	Payroll – Non-TRSL Related	M	S	N	V	ACT + 5 CY	0	ACT + 5 CY	ACT = Until end of CY in which created or received
<b>19</b>	Payroll – TRSL Related	C	S	N	V	ACT + 30 CY	0	ACT + 30 CY	ACT = Until end of CY in which employee separates from employment
<b>20</b>	Payroll Tax Records	C	S	N	V	ACT + 5 CY	0	ACT + 5 CY	ACT = Until end of CY in which date tax paid or due whichever is later
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Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
108.000	Louisiana Community & Technical College System (LCTCS) / Human Resources & Payroll								
21	Performance Evaluation System/Employee Rating and Planning Files	ACT + 5 CY	0	ACT + 5 CY	C	S	N	I	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	V	ACT = Until end of CY in which position is filled or closed
23	Affordable Care Act Documentation	ACT + 7 CY	0	ACT + 7 CY	C	S	N	V	ACT = Until end of CY in which insurance coverage offer is made
<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					

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

Agency Approval

Apr 21, 2021

Date Signed

*Catherine Newsome*  
 Secretary of State, State Archives & Records Services

*4/21/2021*  
 Date Approved

# Records Retention Schedule

SSARC-932 (09/20)

Louisiana State Archives—Records Management  
 Louisiana Secretary of State  
 Post Office Box 94125, Baton Rouge, LA 70804

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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
<b>108.000</b>	<b>Louisiana Community and Technical College Guide / Career Services</b>								
<b>1</b>	General Employment Data	ACT + 5 AY	0	ACT + 5 AY	M	S	N	U	ACT= Until end of AY in which created or received
<b>2</b>	Student Resumes	ACT + 2 AY	0	ACT + 2 AY	C	S	N	U	ACT = Until end of AY in which student is no longer participating in program
<b>3</b>	Case Notes	ACT + 2 AY	0	ACT + 2 AY	C	S	N	U	ACT = Until end of AY in which student is no longer participating in program
<b>4</b>	Career Assessment	ACT + 2 AY	0	ACT + 2 AY	C	S	N	U	ACT = Until end of AY in which student is no longer participating in program
<b>5</b>	Employment Data – Student Specific	ACT + 5 AY	0	ACT + 5 AY	M	S	N	U	ACT = Until end of AY in which created or received
<b>6</b>	Event and Workshop Records	ACT + 5 AY	0	ACT + 5 AY	M	S	N	I	ACT = Until end of AY in which event is held and grant requirements met
<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>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>State Records Center Use</b> Y – Yes N – No  <b>Vital Record Identification Code</b> V = Vital I = Important U = Useful		<b>Agency Abbreviations</b>  <b>NOTE: Student Resumes, case notes, assessments should not be transferred outside the department. Resumes should not be transferred without student permission.</b>		

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

Agency Approval

Apr 21, 2021

Date Signed

*Catherine Newkome*  
 Secretary of State, State Archives & Records Services

*4/21/2021*  
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
108.000	Louisiana Community and Technical College Guide / Counseling								
1	Counseling Files	ACT + 5 AY	0	ACT + 5 AY	C	S	N	I	ACT = Until end of AY in which student is no longer enrolled
2	Events and Workshop Files	ACT + 2 AY	0	ACT + 2 AY	C	S	N	I	ACT = Until end of AY in which event is held and grant requirements met

<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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Jerry Marin  
Doc. pb. Marin (Apr 21, 2021 08:30 CDT)  
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Catherine Newsome  
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
<b>108.000</b>	<b>Louisiana Community and Technical College Guide / Disability Services</b>								
1	Psychoeducational Evaluations	C	S	N	U	ACT = Until end of AY in which student is no longer enrolled			
2	Disability Services Forms	C	S	N	U	ACT = Until end of AY in which student is no longer enrolled			
3	Medical Documents	C	S	N	U	ACT = Until end of AY in which student is no longer enrolled			
4	Accommodation Forms	C	S	N	U	ACT = Until end of AY in which student is no longer enrolled			
5	Voter Registration Forms	C	S	N	U	ACT= Until end of AY in which created or received			
<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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 Joseph Martin (Apr 21, 2021 09:36 CDT)  
 Agency Approval

Apr 21, 2021  
 \_\_\_\_\_  
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*Catherine Newsome*  
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*4/21/2021*  
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
Item Number	Records Series Title	In Office	In Storage	Total Retention						
<b>108.000</b>	<b>Louisiana Community and Technical College Guide / Student Grievances and Complaints</b>									
<b>1</b>	Complaint/Grievance Files (includes emails, meeting notices, witness statements, meeting notes and evidentiary documents)	ACT + 3 AY	7 AY	ACT + 10 AY	M	S	N	V	ACT= Until end of AY in which matter is closed and all litigation has concluded	
<b>2</b>	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 AY	M	S	N	V	ACT= Until end of AY in which matter is closed and all litigation has concluded	
<b>3</b>	Decision Letters (including emails)	ACT + 3 AY	7 AY	ACT + 10 AY	M	S	N	V	ACT= Until end of AY in which matter is closed and all litigation has concluded*	
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*4/21/2021*  
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Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
<b>108.000</b>	<b>Louisiana Community and Technical College Guide / Student Financial Aid</b>								
<b>1</b>	Cost of Attendance Information (records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 AY	C	S	N	V	ACT = Until end of AY in which created or received*
<b>2</b>	Student Satisfactory Academic Progress (SAP) Documentation (records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 AY	M	S	N	V	ACT = Until end of AY in which created or received*
<b>3</b>	Student Admission, Enrollment Status, and Period of Enrollment Data (records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 AY	M	S	N	V	ACT = Until end of AY in which created or received*
<b>4</b>	Student Program of Study and Course Enrollment Documentation (records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 AY	M	S	N	V	ACT = Until end of AY in which created or received*
<b>5</b>	Required Student Certification Statements and Supporting Documentation (records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 AY	M	S	N	V	ACT = Until end of AY in which created or received*
<b>6</b>	Applicant Data Verification Documentation and Resolution of Conflicting Information (records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 AY	M	S	N	V	ACT = Until end of AY in which report is issued*
<b>7</b>	Professional Judgment Decisions Documentation (records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 AY	M	S	N	V	ACT = Until end of AY in which created or received*
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		<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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Joseph Marin (Apr 21, 2021 08:30 CDT)

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Secretary of State, State Archives & Records Services

4/21/2021  
Date Approved



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Item Number	Records Series Title	In Office	In Storage	Total Retention						
<b>108.000</b>	<b>Louisiana Community and Technical College Guide / Student Financial Aid</b>									
<b>8</b>	Financial Aid History Information for Transfer Students (records related to student eligibility per FSA CFR)	ACT + 5 AY	0	ACT + 5 AY	C	S	N	V	ACT = Until end of AY in which created or received*	
<b>9</b>	Student Aid Report (SAR) or Institutional Student Information Record (ISIR) to Determine Eligibility for FSA Program Funds	ACT + 5 AY	0	ACT + 5 AY	M	S	N	V	ACT = Until end of AY in which created or received*	
<b>10</b>	Application Data Submitted to the Department, Lender or Guaranty Agency (on behalf of the student or parent)	ACT + 5 AY	0	ACT + 5 AY	M	S	N	V	ACT = Until end of AY in which created or received*	
<b>11</b>	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 AY	M	S	N	V	ACT = Until end of AY in which created or received*	
<b>12</b>	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 CY	M	S	N	V	ACT = Until end of CY in which CY created or received*	
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Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
<b>108.000</b>	<b>Louisiana Community and Technical College Guide / Student Financial Aid</b>								
<b>13</b>	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 AY	C	S	N	V	ACT = Until end of AY in which created or received*
<b>14</b>	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 AY	M	S	N	V	ACT = Until end of AY in which created or received*
<b>15</b>	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 AY	M	S	N	V	ACT = Until end of AY in which created or received*
<b>16</b>	Records of all FSA Program Transactions (fiscal records)	ACT + 5 AY	0	ACT + 5 AY	P	S	N	V	ACT = Until end of AY in which created or received*
<b>17</b>	Bank Statements for all accounts containing FSA Funds (fiscal records)	ACT + 5 AY	0	ACT + 5 AY	P	S	N	V	ACT = Until end of AY in which created or received*
<b>18</b>	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 AY	P	S	N	V	ACT = Until end of AY in which created or received*
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 Secretary of State, State Archives & Records Services

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Agency No	Agency / Division / Section									
<b>108.000</b>	<b>Louisiana Community and Technical College Guide / Student Financial Aid</b>									
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
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 AY	P	S	N	V	ACT = Until end of AY in which created or received*	
20	Federal Work-Study Payroll Records (fiscal records)	ACT + 5 AY	0	ACT + 5 AY	P	S	N	V	ACT = Until end of AY in which created or received*	
21	FISOP portion of the FISAP (fiscal records)	ACT + 5 AY	0	ACT + 5 AY	P	S	N	V	ACT = Until end of AY in which created or received*	
22	Pell Grant Statements of Accounts (fiscal records)	ACT + 5 AY	0	ACT + 5 AY	P	S	N	V	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 AY	P	S	N	V	ACT = Until end of AY in which created or received*	
24	FSA Program Reconciliation Reports (fiscal records)	ACT + 5 AY	0	ACT + 5 AY	M	S	N	V	ACT = Until end of AY in which created or received*	
25	Audit Reports and School Reponses (fiscal records)	ACT + 5 AY	0	ACT + 5 AY	M	S	N	V	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 AY	C	S	N	V	ACT = Until end of AY in which created or received*	
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		<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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Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
<b>108.000</b>	<b>Louisiana Community and Technical College Guide / Student Financial Aid</b>								
<b>27</b>	Accrediting and Licensing Agency Reports (fiscal records)	ACT + 5 AY	0	ACT + 5 AY	P S N V	ACT = Until end of AY in which created or received			
<b>28</b>	Records used to prepare the Income Grid on the FISAP (fiscal records)	ACT + 5 AY	0	ACT + 5 AY	C S N V	ACT = Until end of AY in which created or received			
<b>29</b>	School's Eligibility to Participate in FSA Programs (PPA; program records)	ACT + 5 AY	0	ACT + 5 AY	P S N V	ACT = Until end of AY in which created or received			
<b>30</b>	FSA Eligibility of the School's Education Programs (ECAR; program records)	ACT + 5 AY	0	ACT + 5 AY	P S N V	ACT = Until end of AY in which created or received			
<b>31</b>	Audit Reports of the School's administration of FSA Programs (program records)	ACT + 5 AY	0	ACT + 5 AY	P S N V	ACT = Until end of AY in which created or received			
<b>32</b>	Audit Reports of the School's Financial responsibility (program records)	ACT + 5 AY	0	ACT + 5 AY	P S N V	ACT = Until end of AY in which created or received			
<b>33</b>	School's Disbursement of FSA Program Funds (program records)	ACT + 5 AY	0	ACT + 5 AY	P S N V	ACT = Until end of AY in which created or received			
<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>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>State Records Center Use</b> Y – Yes N – No  <b>Vital Record Identification Code</b> V = Vital I = Important U = Useful		<b>Agency Abbreviations</b> All Items scanned into Banner or remain in paper form  <b>FISAP = Fiscal Operations Report and Application to Participate</b> <b>FSA= Federal Student Assistance</b> <b>PPA = Program Participation Agreement</b> <b>ECAR = Eligibility and Certification Approval Report</b>			

*Joseph Marin*  
 Joseph Marin (Apr 21, 2021 08:38 CDT)

Agency Approval

Apr 21, 2021

Date Signed

*Catherine Newsome*  
 Secretary of State, State Archives & Records Services

*4/21/2021*  
 Date Approved

# Records Retention Schedule

SSARC-932 (09/20)

Louisiana State Archives—Records Management  
 Louisiana Secretary of State  
 Post Office Box 94125, Baton Rouge, LA 70804

recmgmt@sos.la.gov

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Remarks		

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
<b>108.000</b>	<b>Louisiana Community and Technical College Guide / Student Admissions</b>								
<b>1</b>	Prospect Files (including emails, phone calls, ATT Toolkit and Salesforce in Recruit)	ACT + 1 AY	0	ACT + 1 AY	M	S	N	I	ACT= Until end of AY in which administrative need ends*
<b>2</b>	Applicant Files – for Non Enrolled Students (including online application, Banner application, applicable questions)	ACT + 1 AY	0	ACT + 1 AY	C	S	N	U	ACT= Until end of AY in which created or received
<b>3</b>	Applicant Files – for Enrolled Students (including online application, Banner application, applicable questions)	ACT + 3 AY	0	ACT + 3 AY	C	S	N	V	ACT= Until end of AY in which created or received
<b>4</b>	Master File of Students	ACT	LOA	LOA	C	R	N	V	ACT = Until end of AY in which agency ceases to exist*
<b>5</b>	Immunizations	ACT	LOA	LOA	C	R	N	V	ACT = Until end of AY in which agency ceases to exist*
<b>6</b>	Selective Service Registrations	ACT + 3 AY	0	ACT + 3 AY	C	S	N	V	ACT= Until end of AY in which created or received*
<b>7</b>	Program Selective Admissions Files (may include test scores, program application and supporting documents)	ACT	LOA	LOA	C	R	N	V	ACT= Until end of AY in which agency ceases to exist*
<b>8</b>	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	V	

<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>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>State Records Center Use</b> Y – Yes N – No  <b>Vital Record Identification Code</b> V = Vital I = Important U = Useful	<b>Agency Abbreviations</b> All Items scanned into Banner or College Archived Files or may remain in paper format  <b>ATT = AT&amp;T Company</b> <b>DOB = Date of Birth</b> <b>SSN = Social Security Number</b>
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Joseph Marin  
 Joseph Marin (Apr 21, 2021 08:30 CDT)

Agency Approval

Apr 21, 2021

Date Signed

Catherine Newsome  
 Secretary of State, State Archives & Records Services

4/21/2021  
 Date Approved

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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
<b>108.000</b>	<b>Louisiana Community and Technical College Guide / Student Admissions</b>								
<b>9</b>	Person Record – Inactive (including applicant or student information e.g. inactive mailing addresses, phone numbers and supporting documents)	ACT + 1 AY	0	ACT + 1 AY	C	S	N	V	ACT= Until end of AY in which administrative need ends*
<b>10</b>	Placement Scores	ACT + 3 AY	0	ACT + 3 AY	C	S	N	U	ACT= Until end of AY in which created or received*
<b>11</b>	High School Transcripts	ACT + 3 AY	0	ACT + 3 AY	C	S	N	U	ACT= Until end of AY in which created or received*
<b>12</b>	College Transcripts	ACT + 3 AY	0	ACT + 3 AY	C	S	N	U	ACT= Until end of AY in which created or received*
<b>13</b>	Proof of Residency	ACT + 3 AY	0	ACT + 3 AY	M	S	N	U	ACT= Until end of AY in which created or received*

<p><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).</p>	<p><b>Security Status Codes</b>                  P – Public Record                  M – May Contain Confidential Information                  C – Confidential Information</p> <p><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)</p>	<p><b>State Records Center Use</b>                  Y – Yes                  N – No</p> <p><b>Vital Record Identification Code</b>                  V = Vital                  I = Important                  U = Useful</p>	<p><b>Agency Abbreviations</b>                  All Items scanned into Banner or College Archived Files or may remain in paper format</p>
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 Secretary of State, State Archives & Records Services

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
108.000	Louisiana Community and Technical College Guide / Student Accounts Receivables								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
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 AY	M	S	N	V	ACT= Until end of AY created or received and paid in full*
2	Promissory Notes and Payment Plans	ACT + 3 AY	0	ACT + 3 AY	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 AY	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, NSF's, collection reports, notices, missed payments, proof of debt collection data and supporting documents)	ACT + 5 AY	0	ACT + 5 AY	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 AY	C	S	N	V	ACT= Until end of AY in which waiver or exemption is granted or received*
6	3 <sup>rd</sup> Party Billing Documentation (may include authorizations, purchase orders, invoice and supporting documents)	ACT + 3 AY	0	ACT + 3 AY	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 AY	C	S	N	V	ACT = Until end of AY in which waiver or exemption is granted or received*
<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> All Items scanned into Banner and/or remain in paper format  <b>NSF = Not Sufficient Funds</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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Agency Approval

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Date Signed

*Catherine Newsome* 4/21/2021  
 Secretary of State, State Archives & Records Services Date Approved

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Item Number	Records Series Title	In Office	In Storage	Total Retention					
<b>108.000</b>	<b>Louisiana Community and Technical College Guide / Student Accounts Receivables</b>								
<b>8</b>	Cash Receipts, Cash Disbursements, Journal Vouchers, Direct Pays, Bank Transfers and PIVs	ACT + 3 AY	0	ACT + 3 AY	M	S	N	V	ACT= Until end of AY in which waiver or exemption is granted or received*
<b>9</b>	Tuition Appeals and Refund Requests	ACT + 3 AY	0	ACT + 3 AY	M	S	N	V	ACT= Until end of AY in which waiver or exemption is granted or received*
<b>10</b>	Accounts Receivables Reports (may include aged receivables, collection agency reports, account reconciliations and supporting documents)	ACT + 5 AY	0	ACT + 5 AY	M	S	N	V	ACT= Until end of AY in which waiver or exemption is granted or received*
<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> All Items scanned into Banner and/or remain in paper format  <b>PIVs = Payment in Vouchers</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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Item Number	Records Series Title	In Office	In Storage	Total Retention					
<b>108.000</b>	<b>Louisiana Community and Technical College Guide / Student Organizations</b>								
<b>1</b>	Organizational Files (may include bylaws/manuals/policies/procedures and supporting documents)	ACT	LOA	LOA	P	S	N	V	ACT= Until end of AY in which agency ceases to exist*
<b>2</b>	Organization Officer List (may include applications and related/supporting documents)	ACT + 1 AY	5 AY	ACT + 6 AY	P	S	N	V	ACT= Until end of AY in which agency ceases to exist*
<b>3</b>	Minutes	ACT	LOA	LOA	M	S	N	V	ACT= Until end of AY in which agency ceases to exist*
<b>4</b>	Organization Election Documents	ACT + 1 AY	9 AY	ACT + 10 AY	M	S	N	V	ACT= Until end of AY in which created or received*
<b>5</b>	Event Planning and Details/ Calendar of Events	ACT + 1 AY	5 AY	ACT + 6 AY	P	S	N	I	ACT = Until end of AY in which event is held and grant requirements met
<b>6</b>	Background Checks	ACT + 3 AY	0	ACT + 3 AY	M	S	N	V	ACT = Until end of AY in which employee separates from employment See HR Schedule
<b>7</b>	Travel Records	ACT + 2 AY	5 AY	ACT + 7 AY	M	S	N	I	ACT = Until end of AY in which created or received See Business Office Schedule
<b>8</b>	Budget/ Finance Reports	ACT + 2 AY	0	ACT + 2 AY	M	S	N	I	ACT = Until end of AY in which created or received See Business Office Schedule
<b>9</b>	Accounts Payable/Accounts Receivable Records	ACT + 5 AY	0	ACT + 5 AY	M	S	N	I	ACT = Until end of AY in which created or received See Business Office Schedule
<b>Permitted Retention Period Abbreviations</b>		<b>Security Status Codes</b>			<b>State Records Center Use</b>			<b>Agency Abbreviations</b>	
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*Joseph Marin*  
 Joseph Marin (Apr 21, 2021 BA-30 CDT)

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*4/21/2021*  
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
<b>108.000</b>	<b>Louisiana Community and Technical College Guide / Student Athletics</b>								
<b>1</b>	Athletic Eligibility (may include Academic Progress Reports to NJCAA and supporting documents)	ACT + 5 AY	0	ACT + 5 AY	C	S	N	V	ACT = Until end of AY in which student is no longer enrolled*
<b>2</b>	Athletic Recruiting Records	ACT + 5 AY	0	ACT + 5 AY	M	S	N	I	ACT = Until end of AY in which created or received*
<b>3</b>	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 FY	M	S	N	V	ACT = Until end of FY in which claim is settled*
<b>4</b>	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 CY	P	S	N	V	ACT = Until end of CY in which created or received*
<b>5</b>	Game Arrangement Records	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT = Until end of CY in which created or received*
<b>6</b>	Game Contracts	ACT	10 CY	ACT + 10 CY	P	S	N	I	ACT = Until end of the CY in which contract expires*
<b>7</b>	Game Statistics (may include team roster, season schedule, team statistics and supporting documents)	PERM	PERM	PERM	P	R	N	V	

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*Joseph Marin*  
 Joseph Marin (Apr 21, 2021 09:30 CDT)

Agency Approval

Apr 21, 2021

Date Signed

*Catherine Newsome* 4/21/2021  
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Item Number	Records Series Title	In Office	In Storage	Total Retention					
<b>108.000</b>	<b>Louisiana Community and Technical College Guide / Student Athletics</b>								
<b>8</b>	Game Tickets & Ticket Orders	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = Until end of FY in which audited*
<b>9</b>	Infraction Files – Substantiated Allegations	PERM	PERM	PERM	C	R	N	V	
<b>10</b>	Infraction Files – Unsubstantiated Allegations	ACT + 6 CY	0	ACT + 6 CY	C	S	N	V	ACT = Until end of CY in which matter is closed*
<b>11</b>	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 FY	C	S	N	V	ACT = Until end of FY in which created or received*
<b>12</b>	National Letter of Intent / Athlete Grant-in-Aids	ACT	5 CY	ACT + 5 CY	M	S	N	V	ACT = Until end of CY in which grant closes*
<b>13</b>	Official Squad Lists, Intercollegiate	PERM	PERM	PERM	P	R	N	I	
<b>14</b>	Play Books	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	ACT = Until end of CY in which no longer administratively valuable
<b>15</b>	Practice Schedule Records	ACT + 5 CY	0	ACT + 5 CY	P	S	N	I	ACT = Until end of CY in which created or received
<b>16</b>	Scouting Reports (Documents opposing team's strengths and weakness prior to a sporting event.)	ACT + 1 CY	0	ACT + 1 CY	M	S	N	U	ACT = Until the end of the CY in which the report is no longer administratively useful*

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108.000	Louisiana Community and Technical College Guide / Student Athletics								
Item Number	Records Series Title						In Office	In Storage	Total Retention
17	Sporting Event Attendance Records	ACT + 3 CY	0	ACT + 3 CY	P	S	N	I	ACT = Until end of CY in which created or received*
18	Sports Merchandising Records	ACT + 3 FY	0	ACT + 3 FY	P	S	N	V	ACT = Until end of FY in which audited*
19	Student Athletes Academic Advising	ACT + 5 CY	0	ACT + 5 CY	C	S	N	I	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 CY	P	S	N	I	ACT = Until end of CY in which superseded or revised*
21	Student Athlete Medical Records	ACT + 5 CY	0	ACT + 5 CY	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 CY	P	S	N	I	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 FY	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	P	S	N	I	ACT = Until end of CY no longer administratively useful. Before disposition, consult with University Archives for possible longer retention of potentially historically valuable videos.
<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> All (*) Items scanned into Banner and/or NJCAA portal or remain in paper format			
		<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					

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

Agency Approval

Apr 21, 2021

Date Signed

*Catherine Newsome* 4/21/2021  
 Secretary of State, State Archives & Records Services Date Approved

# 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

Page 1 of 4	R2020-179	CC
Indicate Use of Form		
<input checked="" type="checkbox"/> ORIGINAL SUBMISSION		
<input type="checkbox"/> RENEWAL		
<input type="checkbox"/> REPLACEMENT PAGE		
<input type="checkbox"/> ADDENDUM PAGE		

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
<b>108.000</b>	<b>Louisiana Community and Technical College Guide / Student Academic Records</b>								
<b>25</b>	Final Grade Rosters	PERM	PERM	PERM	C	R	N	V	
<b>26</b>	Grade Books	PERM	PERM	PERM	C	R	N	V	
<b>27</b>	Catalog	PERM	PERM	PERM	P	R	N	V	
<b>28</b>	Commencement Program	PERM	PERM	PERM	P	R	N	V	
<b>29</b>	Diplomas	PERM	PERM	PERM	C	R	N	V	
<b>30</b>	Final Exams	ACT + 1 AY	0	ACT + 1 AY	C	S	N	I	ACT = Until end of AY in which administrative need ends
<b>31</b>	Change Program/Major/Campus/Catalog	ACT + 1 AY	4 AY	ACT + 5 AY	C	S	N	I	ACT = Until end of AY in which administrative need ends
<b>32</b>	Academic Appeals (may include Grade, Integrity, Suspension and supporting documents)	ACT + 1 AY	4 AY	ACT + 5 AY	C	S	N	I	ACT = Until end of AY in which administrative need ends
<b>33</b>	Financial Appeals	ACT + 1 AY	4 AY	ACT + 5 AY	C	S	N	I	ACT = Until end of AY in which administrative need ends
<b>34</b>	FERPA Waiver	ACT + 1 AY	4 AY	ACT + 5 AY	P	S	N	I	ACT = Until end of AY in which 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> All Items scanned into Banner or College Archived Files or remain in paper format  <b>FERPA = Family Educational Rights and Privacy Act</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					

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

Agency Approval

Apr 21, 2021

Date Signed

*Catherine Newsome*  
 Secretary of State, State Archives & Records Services

*4/21/2021*  
 Date Approved

# Records Retention Schedule

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 Louisiana Secretary of State  
 Post Office Box 94125, Baton Rouge, LA 70804

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RENEWAL

REPLACEMENT PAGE

ADDENDUM PAGE

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
<b>108.000</b>	<b>Louisiana Community and Technical College Guide / Student Academic Records</b>								
<b>35</b>	Registration (may include add/drop forms, course withdrawal forms, reinstatement forms and supporting documents)	C	S	N	I	ACT = Until end of AY in which administrative need ends			
<b>36</b>	Academic Renewal	C	S	N	I	ACT = Until end of AY in which administrative need ends			
<b>37</b>	Course Audit	C	S	N	I	ACT = Until end of AY in which administrative need ends			
<b>38</b>	Course Substitution	C	S	N	I	ACT = Until end of AY in which administrative need ends			
<b>39</b>	Prior Learning Forms	C	S	N	I	ACT = Until end of AY in which administrative need ends			
<b>40</b>	Unit Plans	P	S	N	V	ACT = Until end of AY in which administrative need ends			
<b>41</b>	Program Reviews	P	S	N	V	ACT = Until end of AY in which administrative need ends			
<b>42</b>	Assessment Reports	P	S	N	V	ACT = Until end of AY in which administrative need ends			
<b>43</b>	Curriculum Requests/Approvals	P	R	N	V				
<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> All Items scanned into Banner or College Archived Files or remain in paper format			
		<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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# Records Retention Schedule

SSARC-932 (09/20)

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Page 3 of 4
Indicate Use of Form <input checked="" type="checkbox"/> ORIGINAL SUBMISSION <input type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE
Remarks

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital			
Item Number	Records Series Title					Retention Period		
						In Office	In Storage	Total Retention
<b>108.000</b>	<b>Louisiana Community and Technical College Guide / Student Academic Records</b>							
<b>44</b>	Ranks and Promotion	M	S	N	I			
<b>45</b>	Textbook Adoptions	M	S	N	V			
<b>46</b>	Load Report	M	S	N	I			
<b>47</b>	Transcripts Other College	C	S	N	I			
<b>48</b>	Cross-Enrollment Forms	C	S	N	I			
<b>49</b>	Application for Graduation	C	S	N	I			
<b>50</b>	"I" Contract	C	S	N	I			
<b>51</b>	Military Mobilization Activation Form	C	S	N	I			
<b>52</b>	Audits of Registrar Records	C	R	N	I			
<b>53</b>	Academic and Student Affairs Policies	C	R	N	V			

<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>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>State Records Center Use</b> Y – Yes N – No  <b>Vital Record Identification Code</b> V = Vital I = Important U = Useful	<b>Agency Abbreviations</b> All Items scanned into Banner or College Archived Files or remain in paper format  <b>"I" Contract = Incomplete Grade Contract</b>
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Joseph Marin  
 Joseph Marin (Apr 21, 2021 08:30 CDT)

Agency Approval

Apr 21, 2021

Date Signed

*Catherine J. Newsome*  
 Catherine J. Newsome  
 Secretary of State, State Archives & Records Services

4/21/2021  
 Date Approved

# Records Retention Schedule

Louisiana State Archives—Records Management  
 Louisiana Secretary of State  
 Post Office Box 94125, Baton Rouge, LA 70804

SSARC-932 (09/20)

recmgf@sos.la.gov

Page 4 of 4

Indicate Use of Form  
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
<b>108.000</b>	<b>Louisiana Community and Technical College Guide / Student Academic Records</b>								
54	Subpoena Requests	ACT + 1 AY	4 AY	ACT + 5 AY	C	S	N	I	ACT = Until end of AY in which administrative need ends
55	Budgets	ACT + 2 FY	0	ACT + 2 FY	P	S	N	I	ACT = Until end of FY in which administrative need ends See Business and Finance Schedule
56	Disciplinary Actions on Students	PERM	PERM	PERM	C	R	N	V	
57	Attendance	PERM	PERM	PERM	C	R	N	V	
58	Schedule (SSASECT)	PERM	PERM	PERM	P	R	N	U	
59	Transcript Request (SHAETOR)	PERM	PERM	PERM	C	R	N	I	
60	Learner Record (SGASTDN)	PERM	PERM	PERM	C	R	N	V	

<p><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).</p>	<p><b>Security Status Codes</b>                  P – Public Record                  M – May Contain Confidential Information                  C – Confidential Information</p> <p><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)</p>	<p><b>State Records Center Use</b>                  Y – Yes                  N – No</p> <p><b>Vital Record Identification Code</b>                  V = Vital                  I = Important                  U = Useful</p>	<p><b>Agency Abbreviations</b>                  All Items scanned into Banner or College Archived Files or remain in paper format</p> <p><b>SSASECT = Schedule Form/Screen in Banner (course section search)</b>  <b>SHAETOR = Transcript Request Screen in Banner</b>  <b>SGASTDN = General Student Screen in Banner (e.g. fee assessment rate and/or major view or change)</b></p>
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*Joseph Marin*  
 Joseph Marin (Apr 21, 2021 08:30 CDT)

Agency Approval

Apr 21, 2021

Date Signed

*Catherine Newsome*  
 Secretary of State, State Archives & Records Services

*4/21/2021*  
 Date Approved








# LCTCS\_FinHRPayrollStudSvc\_R2020-179\_04-20-2021

Final Audit Report

2021-04-21

Created:	2021-04-21
By:	Shannon Sedberry (ssedberry@lctcs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAPt4iGCe2hKYpilKSGKZW1_snO08cyhQA

## "LCTCS\_FinHRPayrollStudSvc\_R2020-179\_04-20-2021" History

-  Document created by Shannon Sedberry (ssedberry@lctcs.edu)  
2021-04-21 - 1:15:29 PM GMT - IP address: 76.165.120.2
-  Document emailed to Joseph Marin (jmarin@lctcs.edu) for signature  
2021-04-21 - 1:22:00 PM GMT
-  Email viewed by Joseph Marin (jmarin@lctcs.edu)  
2021-04-21 - 1:29:15 PM GMT - IP address: 104.47.58.126
-  Document e-signed by Joseph Marin (jmarin@lctcs.edu)  
Signature Date: 2021-04-21 - 1:30:35 PM GMT - Time Source: server- IP address: 24.254.44.253
-  Agreement completed.  
2021-04-21 - 1:30:35 PM GMT