

# Records Retention Schedule

SS ARC 932 (07/07)

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

Http://www.sos.louisiana.gov

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/Academic Affairs</b>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	<b>Academic Appeal</b>	5CY		5CY	M	S	N	V	
2	<b>College Committee Reports</b>	5CY		5CY	P	S	N	U	
3	<b>College STEP Committee/Campus Reporting</b>	5CY		5CY	P	S	N	V	All funding projects of College and all campus and site STEP committees.

<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 DY - Day(s) PERM – Permanent	<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>
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*S. Zeringue Submitted to LCTCS Office*

**11-2-12**

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Agency Approval

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Date Signed

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Secretary of State, State Archives & Records Services

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<b>Remarks</b>

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/Vice-Chancellor Academic Affairs/Allied Health</b>								
Item Number	Records Series Title	Retention Period							
		In Office	In Storage	Total Retention					
1.	Program Student Records (grades and attendance)	AY + 3AY		AY + 3AY	C	S	N	I	DCC & Program Accreditation Requirements
2.	Program Hospital/Clinic Affiliation Agreement	AY + 3AY		AY + 3AY	M	S	N	I	DCC & Program Accreditation Requirements
3.	Program Accreditation	AY + 3AY	PERM	PERM	P	R	N	V	Program Accreditation Requirements (length of period for accreditation varies from 3 years up to 8 years according to individual programs)
4.	Program Assessment Information	AY + AY	PERM	PERM	P	R	N	V	DCC & Program Accreditation Requirements
5.	Contracts	AY + 3AY		AY + 3AY	C	S	N	I	Retained for 3 AY from semester generated
6.	Master Syllabi	AY + 3AY		AY + 3AY	P	S	N	I	Retained until modified
7.	Faculty/Supervisor Evaluation	AY		AY	C	S	N	I	Retained in faculty division personnel file
8.	Student Opinion of Instructor	AY		AY	C	S	N	I	Retained in eprint system
9.	Equipment Inventory	AY		AY	P	S	N	I	Retained in program and division office
10.	Requisitions	AY + 3AY		AY + 3AY	P	S	N	I	

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	
	<b>Delgado Community College/Business and Technology Division</b>					
Item Number	Records Series Title					Retention Period
		In Office	In Storage	Total Retention		
1	Payroll	CY+ 3CY		CY + 3CY	P S N I	
2	Final Gradebooks	AY + 3AY		AY + 3AY	C S N I	
3	Faculty/Staff Employment Records	PERM		PERM	C R N V	
4	Justifications for Graduation	AY +3AY		AY +3AY	C S N I	
5	Change of Record Forms	AY +3AY		AY +3AY	C S N I	
6	Inventory	FY + 3FY		FY + 3FY	P S N V	
7	Faculty Contracts	PERM		PERM	C R N I	
8	Faculty Evaluations	PERM		PERM	C R N I	
9	Student Evaluation on Instruction	PERM		PERM	C R N I	
10	Grade Changes	AY +3AY		AY +3AY	C S N I	
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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Remarks
	<b>Delgado Community College/Business and Technology Division</b>								
<b>Item Number</b>	<b>Records Series Title</b>	<b>Retention Period</b>							
		<b>In Office</b>	<b>In Storage</b>	<b>Total Retention</b>					
11	Grade Appeals	AY + 1AY		AY + 1AY	C	S	N	I	
12	Catalog Changes (Students)	AY + 1AY		AY + 1AY	C	S	N	I	
13	Syllabi	AY + 1AY		AY + 1AY	M	S	N	I	
14	Professional Service Contracts	PERM		PERM	M	R	N	I	
15	Accreditation Documentation	PERM		PERM	P	R	N	V	

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital			
	<b>Delgado Community College/Distance Learning &amp; Instructional Technology Division</b>							
Item Number	Records Series Title	Retention Period						
		In Office	In Storage	Total Retention				
1	Payroll	CY +5CY		CY + 3CY	P	S	N	I
2	Data Backup of Bb course site per semester	AY +3AY		AY +3AY	C	S	N	I
3	Faculty/Staff Employment Records	PERM		PERM	C	R	N	V
4	Inventory	FY +3FY		FY +3FY	P	S	N	V
5	Staff Evaluations	PERM		PERM	C	R	N	I
6	Faculty/Staff Contracts	PERM		PERM	C	R	N	I
7	Vendor contracts	PERM		PERM	C	R	N	I
8	Professional Development Attendance rosters	FY+5FY		FY+5FY	M	S	N	I

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title					
	<b>Delgado Community College Charity School of Nursing Dean's Office</b>					
1	CPR and Liability Insurance Records	AY		AY	C S N I	
2	Clinical Agency Affiliation Agreements	AY		AY	P S N V	Varies from 1 CY to 3 CY depending on agency
3	Student Background Checks	AY + 1AY		AY + 1AY	C S N I	While student enrolled in program
4	LSBN Student Records	AY + 1AY		AY + 1AY	C S N I	While student enrolled in program
5	Student Drug Screen Results	AY + 1AY		AY + 1AY	C S N I	While student enrolled in program
6	RN Student Program Admission Applications	AY + 1AY		AY + 1AY	C S N I	While student enrolled in program
7	RN Student Clinical Evaluations	AY + 1AY		AY + 1AY	C S N I	While student enrolled in program or for 5 years after withdrawal
8	Complaints about the program	AY + 1AY		AY + 1AY	C S N I	
9	PN Program Curriculum, list of textbooks, faculty, rotation schedule, admission evaluation form, transcripts, licensure examination results	PERM		PERM	C R N I	LA Administrative Code Title 46, Part XLVII requires these records be kept for 60 years
10	Health Records	AY		AY	C S N I	While student enrolled in program
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Delgado Community College Charity School of Nursing Dean's Office						In Office	In Storage	Total Retention					
Item Number	Records Series Title												
11	Continuing Education Program Records	M	S	N	I	AY		AY		Required to keep for 5 years			
12	Master Syllabi for NURS and PRNU Courses	P	S	N	I	AY		AY		Duration of time the course is taught			
13	Part-time Agreements	C	S	N	I	AY		AY		Duration of Agreement			
14	Faculty/Staff Evaluations	C	S	N	I	FY		FY		Duration of NLNAC Accreditation Period			

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/Vice-Chancellor Academic Affairs/Science and Math</b>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Grade and Attendance records	AY + 3 AY		AY + 3 AY	C	S	N	I	Retain for 3 AY from semester generated
2.	Time Sheets	CY + 3CY		CY + 3CY	P	S	N	I	Retain for 3 CY from semester generated
3.	Contracts	FY + 3FY		FY + 3FY	C	S	N	I	Retain for 3 FY from semester generated
4.	Requisitions	FY + 3FY		FY + 3FY	P	S	N	I	Retain for 3 FY from semester generated
5.	Master Syllabi	AY + 3AY		AY + 3AY	P	S	N	I	Retain until modified
6.	Faculty/ Supervisor Evaluation	AY		AY	C	S	N	I	Retain in faculty division personnel file
7.	Student Opinion of Instruction	AY		AY	C	S	N	I	Retain in ePrint system
8.	Student Lab Safety Forms	FY + 1FY		FY + 1FY	P	S	N	I	
9.	Chemical Inventory	CY		CY	P	S	N	I	Done Yearly

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital			
	<b>Delgado Community College/ Library</b>							
Item Number	Records Series Title	Retention Period						
		In Office	In Storage	Total Retention				
1	Payroll	CY + 5CY		CY + 5CY	P	S	N	I
2	Faculty/Staff Employment Records	PERM		PERM	C	R	N	V
3	Part-time Agreements	PERM		PERM	C	R	N	I
4	Faculty/Staff Evaluations	PERM		PERM	C	R	N	I
5	Library Satisfaction Surveys	AY + 1AY		AY + 1AY	P	S	N	U
6	Professional Service Contracts	PERM		PERM	M	R	N	V
7	Inventory	FY + 3FY		FY + 3FY	P	S	N	V

Survey began 2011-

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period			Remarks
	<b>Delgado Community College/Vice-Chancellor Academic Affairs/Communications</b>					In Office	In Storage	Total Retention	
Item Number	Records Series Title								
1.	Final Grade Rosters	C	S	N	I	AY + 2AY		AY + 2AY	
2.	Class Attendance Records	C	S	N	I	AY + 2AY		AY + 2AY	
3.	Faculty & Staff Time Sheets	C	S	N	I	FY + 2FY		FY + 2FY	
4.	Leave Requests (incl. FMLA)	C	S	N	I	FY + 2FY		FY + 2FY	
5.	Adjunct Contracts	C	S	N	I	AY + 2AY		AY + 2AY	
6.	Personnel Transaction Forms	C	S	N	I	FY + 2FY		FY + 2FY	
7.	Master Syllabi	P	R	N	I	AY + PERM		AY + PERM	

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital				
	<b>Delgado Community College / Academic Affairs / Campus/Site Executive Deans</b>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Advisory Board minutes	FY	2 FY	3 FY	P	S	N	I	
2	Correspondence with landlords	ACT	3 FY	ACT + 3FY	P	S	N	I	ACT=length of lease

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Item Number	Records Series Title						In Office	In Storage	Total Retention
	<b>Delgado Community College/Academic Affairs/Curriculum Development</b> <small>(includes Curriculum, Assessment, Program Development, Adult &amp; Teacher Education, Carl Perkins Compliance)</small>								
1	Catalog Course/Program Records	FY + 4 FY		PERM (Electronic Copies)	P	R	N	I	
2	Minutes, Agendas, Approval Forms: Curriculum Committee Actions	PERM		PERM	P	R	N	V	
3	Board Correspondence	PERM		PERM	P	R	N	V	
4	Program Review (Internal)	PERM		PERM	P	R	N	I	
5	Program Professional Accreditation Approval	ACT		ACT	P	S	N	V	Active Period of Accredited Status as defined by Professional Agency, supersede as indicated
6	Master Syllabi – Coursed being offered	PERM		PERM	P	R	N	V	
7	Master Syllabi – Discontinued Courses	PERM		PERM	P	R	N	U	
8	Educational Affiliation Agreements with other Agencies (Articulation Agreements)	ACT		PERM	P	R	N	V	Active Period as defied in Agreement; supersede as indicated
9	Inactive Educational Affiliation Agreements with other Agencies (Articulation Agreements)	PERM		PERM	P	R	N	U	
10	College-wide Unit Assessment Plans	PERM		PERM	M	R	N	V	

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*11-2-12*

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Agency Approval

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Date Signed

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# Records Retention Schedule

SS ARC 932 (07/07)

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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
	<b>Delgado Community College/Academic Affairs/Curriculum Development</b> <small>(includes Curriculum, Assessment, Program Development, Adult &amp; Teacher Education, Carl Perkins Compliance)</small>									
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
11	SACS-COC (Southern Association of Colleges and Schools- Commission on Colleges) Reports: Compliance, Focus, Monitoring, Substantive Change, Institutional Profile	FY + 5FY	PERM	PERM	M	R	N	V		
12	SACS-COC (Southern Association of Colleges and Schools- Commission on Colleges) Correspondence	PERM		PERM	C	R	N	V		
13	Faculty Professional and Educational Qualifications Packets	PERM		PERM	C	R	N	V		
14	Copies Part-time Agreements/ Personnel Transaction Forms Current Faculty	1AY		1AY	C	S	N	U		
15	Transcripts – Non-hired/Non-Assigned Faculty	1FY		1FY	C	S	N	U		
16	Unit Employee Performance Review and Planning Documents	PERM		PERM	C	R	N	I		
17	Carl Perkins Local Application Plan including Award Letter & Approved Equipment Lists	FY + 5FY		FY + 5FY	P	S	N	U		
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/Academic Affairs/Curriculum Development</b> <small>(includes Curriculum, Assessment, Program Development, Adult &amp; Teacher Education, Carl Perkins Compliance)</small>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
18	Equipment Receiving Documentation (Carl Perkins)	FY + 3FY		FY + 3FY	P	S	N	V	
19	Time & Effort Certification Forms (Carl Perkins)	FY + 5FY		FY + 5FY	P	S	N	V	
20	Adult Education Time & Effort Certifications	FY + 5FY		FY + 5FY	P	S	N	V	
21	Adult Education Student Intake Documents	FY + 5FY		FY + 5FY	C	S	N	V	
22	Adult Education Student Assessment	FY + 5FY		FY + 5FY	C	S	N	V	
23	Adult Education Grant Proposals, Notification Letters	PERM		PERM	P	R	N	I	
24	Memoranda of Understanding	ACT		ACT	P	S	N	I	Active Period as stated in Memorandum; supersede as indicated
25	Teacher Education Application Packet/Materials	FY + 3FY		FY + 3 FY	C	S	N	I	
26	Teacher Education Course gradebooks	FY + 5FY		FY + 5FY	C	S	N	I	

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/Academic Affairs/Planning &amp; Research</b>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Institutional Research Federal (IPEDS) Reports	Permanent		Permanent	P	R	N	V	
2	Institutional Research State Reports	Permanent		Permanent	P	R	N	V	
3	Graduate Survey	Permanent		Permanent	M	R	N	I	6 months paper record, permanent electronic record
4	Student Opinion Survey	Permanent		Permanent	M	R	N	I	6 months paper record, permanent electronic record

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
Item Number	Records Series Title						In Office	In Storage	Total Retention
	<b>Delgado Community College/Chancellor/Compliance</b>								
1	Request for Public Assistance (RPA)	FY + 3 FY		FY + 3 FY	P	S	N	V	OMB requires 3 yrs after Final Status Report (project completion)
2	Project Worksheet (PW)	FY + 3 FY		FY + 3 FY	P	S	N	V	OMB requires 3 yrs after Final Status Report (project completion)
3	Request for Reimbursement Form (RRF)	FY + 3 FY		FY + 3 FY	M	S	N	V	OMB requires 3 yrs after Final Status Report (project completion) [may contain payroll support]
4	GOHSEP Check Transmittals	FY + 3 FY		FY + 3 FY	M	S	N	I	OMB requires 3 yrs after Final Status Report (project completion) [may contain payroll support]
5	GOHSEP Settlement Statements	FY + 3 FY		FY + 3 FY	M	S	N	I	OMB requires 3 yrs after Final Status Report (project completion) [may contain payroll support]
6	Support for request for PW	FY + 3 FY		FY + 3 FY	M	S	N	I	OMB requires 3 yrs after Final Status Report (project completion) [may contain payroll support]
7	Journal Entries recording wire transfers	FY + 3 FY		FY + 3 FY	M	S	N	I	OMB requires 3 yrs after Final Status Report (project completion) [may contain payroll support]
8	Journal Entries transferring expenditures	FY + 3 FY		FY + 3 FY	M	S	N	I	OMB requires 3 yrs after Final Status Report (project completion) [may contain payroll support]
8	Requests for extensions of PWs	FY + 3 FY		FY + 3 FY	P	S	N	V	OMB requires 3 yrs after Final Status Report (project completion)
10	Approvals for extensions of PWs	FY + 3 FY		FY + 3 FY	P	S	N	V	OMB requires 3 yrs after Final Status Report (project completion)

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/Chancellor/Compliance</b>								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
11	ORM Claims	FY + 3 FY		FY + 3 FY	P	S	N	I	3 yrs after claim settled (project completion) [may contain payroll support]
12	ORM Certificates of Insurance	FY + 3 FY		FY + 3 FY	P	S	N	I	
13	ORM Building status changes	FY + 3 FY		FY + 3 FY	P	S	N	I	
14	ORM Quarterly Exposure reports	FY + 3 FY		FY + 3 FY	P	S	N	I	
15	College-wide Record Retention Schedule	FY + 5 FY		FY + 5 FY	P	S	Y	I	Review and submit renewal every five years
16	Database of Sites, Buildings, Rooms	FY + 3 FY		FY + 3 FY	P	S	N	I	Board of Regents requirement
17	Database of space utilization	FY + 3 FY		FY + 3 FY	P	S	N	I	Produced by DCC's student system, reviewed & revised for error correction before submission
18	Internal investigations	FY + 3 FY		FY + 3 FY	M	S	N	I	
19	Water Monitoring Reports for Fire School	FY + 3 FY		FY + 3 FY	P	S	N	I	Originals submitted to Dept. of Environmental Quality
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/Chancellor's Office</b>								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
1	Internal Investigations	FY + 3FY		FY + 3FY	C	S	N	V	Investigative Reports
2	Miscellaneous Cooperative Endeavor Agreements	FY + 3FY		FY + 3FY	P	S	N	I	Agreement with City of New Orleans for Disaster Preparedness Plan/Use of Facilities

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<b>Remarks</b>

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	
	<b>Delgado Community College/Chancellor's Office/Campus Police Dept</b>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Police Reports	3 FY		3 FY	C	S	N	I	Investigative Reports
2	Crime Data (UCR)	3 FY		3 FY	C	S	N	u	FBI Uniform Crime Reports
3	Driver's Records	3 FY		3 FY	C	S	N	I	Official Driving Records
4	Parking Enforcement Administrative files	3 FY		3 FY	C	S	N	u	Citations and appeals i.e.
5	Police Administrative Files	3 FY		3 FY	C	S	N	u	Duplicate payroll and attendance records i.e.

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital
	<b>Delgado Community College/Chancellor's Office/Public Relations and Marketing</b>				
Item Number	Records Series Title	Retention Period			
		In Office	In Storage	Total Retention	
1	Press releases	2 years	2 years	2 years	P R N U
2	Graduation material (Printed copy of program and news releases)	2 years	2 years	2 years	P R N U
3	College Catalog	Permanent	Perma nent	Permanent	P R N I
4	Photo File (digital files and contact sheets)	Permanent	Perma nent	Permanent	P R N I
5	Program brochures	Permanent	Perma nent	Permanent	P R N U
6	Fliers, posters, promotional collateral, invitations, special events, celebrations	2 years	2 years	2 years	P R N U

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	<b>Delgado Community College/Chancellor's Office/Public Relations and Marketing</b>	<b>In Office</b>	<b>In Storage</b>	<b>Total Retention</b>						
<b>7</b>	Athletics program books and rosters	Permanent	Permanent	Permanent	P	R	N	U		
<b>8</b>	Delgado Digest newspaper inserts	2 years	2 years	2 years	P	R	N	U		
<b>9</b>	Economic Impact Studies	2 – 5 years	2-5 years	2-5 years	P	R	N	U		
<b>10</b>	Chancellor's reports (Annual Reports)	2 – 5 years	2 – 5 years	2 – 5 years	P	R	N	U		
<b>11</b>	Student Handbooks	2 years	2 years	2 years	P	R	N	U		
<b>12</b>	Student guides, promotional brochures	2 years	2 years	2 years	P	R	N	U		
<b>13</b>	Print ads, radio spot copy text, television scripts and digital files, outdoor artwork files, online copy and digital files	2 – 5 years	2 – 5 years	2 – 5 years	P	R	N	U		
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<b>Remarks</b>

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College / Chancellor's Office / Office of Information Technology</b>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	<b>Windows/Linux Servers</b>	ACT+ 1CY	ACT+ 1CY	ACT+ 1CY	M	R O	N	I	Cloud based storage is being utilized
2	<b>Microsoft Exchange Mail Servers</b>	ACT+ 10CY	ACT+ 10CY	ACT+ 10CY	M	R O	N	I	Cloud based storage is being utilized
3	<b>Database Servers</b>	ACT+ 10CY	ACT+ 10CY	ACT+ 10CY	M	R O	N	I	Cloud based storage is being utilized
4	<b>Applications Data (SIS, FRS, HRS)</b>	PERM	PERM	PERM	PC M	R O	N	V	User retention schedules may vary
(4a)	FRS – Billing Detail Data	ACT + Term(s)	ACT + Term(s)	ACT + 20CY	PC M	R O	N	V	User defines number of terms
(4b)	FRS – Requisitions Data	ACT + Term(s)	ACT + Term(s)	ACT + 18CY	PC M	R O	N	V	User defines number of terms
(4c)	FRS – Detail Transactions Data	ACT + Term(s)	ACT + Term(s)	ACT + 18CY	PC M	R O	N	V	User defines number of terms
(4d)	SIS – Admissions Data	ACT + Term(s)	ACT + Term(s)	ACT + 20CY	PC M	R O	N	V	User defines number of terms
(4e)	SIS – Financial Aid Data	ACT + Term(s)	ACT + Term(s)	ACT + 11CY	PC M	R O	N	V	User defines number of terms
(4f)	HRS – Check History Data	ACT + Term(s)	ACT + Term(s)	ACT + 13CY	PC M	R O	N	V	User defines number of terms

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College / Chancellor's Office / Office of Information Technology</b>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
<b>(4g)</b>	HRS – Labor Backup Data	ACT + Term(s)	ACT + Term(s)	ACT + 11CY	PC M	R O	N	V	User defines number of terms
<b>5</b>	<b>Systems and Application Programs</b>	ACT + 2MO	ACT + 2MO	ACT + 2MO	PC M	R O	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 DY - Day(s) PERM – Permanent	<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>Term = Semester</b>
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*S. Zeringue Submitted to LCTCS Office*

*11-2-12*

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 Agency Approval

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 Date Signed

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 Secretary of State, State Archives & Records Services

\_\_\_\_\_  
 Date Approved

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/Chancellor's Office/Safety Office</b>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Quarterly Safety Meetings	FY + FY			P	S	N	V	
2	Orientation Safety Training	FY + FY			P	S	N	V	
3	Annual Safety Training	FY + FY			P	S	N	V	

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Remarks	

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital				
	<b>Delgado Community College/Business Affairs/Controller's Office</b>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	
		In Office	In Storage	Total Retention					
1	Accounts Payable Invoices from Vendors	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
2	Receiving Reports	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
3	Credit Memos	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
4	Check Voucher Requests	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
5	Checks (Non-Payroll)	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
6	Address, Name Change Notices	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
7	Copies of ContrFYs and Leases	PERM		PERM	P	R	N	I	Image upon arrival and destroy after quality assured in system.
8	Professional Leave and Travel Requests, MV7s	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
9	Supporting documentation and Direct Pay Requests	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
10	Stop Payments / Void Requests	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital				
	<b>Delgado Community College/Business Affairs/Controller's Office</b>								
Item Number	Records Series Title					Retention Period			Remarks
		In Office	In Storage	Total Retention					
11	Petty Cash Receipts	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
12	Correspondence	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
13	Check Register	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
14	Vendor File	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
15	Bid File (Purchasing)	FY + 3FY		FY + 3FY	P	S	N	I	Documents shredded for disposition.
16	Purchase Orders	FY + 3FY		FY + 3FY	P	S	N	I	Documents shredded for disposition.
17	Requisitions	FY + 3FY		FY + 3FY	P	S	N	I	Documents shredded for disposition.
18	Inventory of Property Records	FY + 3FY		FY + 3FY	P	S	N	I	
19	Inventory Tag Number File	FY + 3FY		FY + 3FY	P	S	N	I	
20	Report of Property transferred to Property Surplus, Baton Rouge	FY + 3FY		FY + 3FY	P	S	N	I	
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/Business Affairs/Controller's Office</b>								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
21	Report of Stolen Items	FY + 3FY		FY + 3FY	P	S	N	I	
22	Report of Scrap Items	FY + 3FY		FY + 3FY	P	S	N	I	
23	Inventory of Items Not Located	FY + 3FY		FY + 3FY	P	S	N	I	
24	Bi-weekly Pay Records (all employees)	FY + 5CY		FY + 5CY	M	S	N	V	**Although retention requirement is generally 3 years, the statute of limitations for FLSA violations is 5 years. Recommended that Timesheets, Registers, etc. be held for 5 years.
25	Payroll Register	FY + 5CY		FY + 5CY	M	S	N	V	See ** above.
26	Leave Cards (Current and Former Employees)	FY + 4CY		FY + 4CY	P	S	N	V	See ** above.
27	Unclaimed Wages (UCP Reports with Payroll)	FY + 10CY		FY + 10CY	M	S	N	V	Unclaimed Property Reports submitted yearly to the State Treasurer's Office. Copies maintained onsite for 10 years after the date the wages become reportable.
28	Timesheets (all employees)	FY + 5CY		FY + 5CY	P	S	N	I	See ** above.
29	FICA and FUTA Tax Records, SSA Records	FY + 4CY		FY + 4CY	C	S	N	V	4 years after the tax due date or payment date, whichever is later.
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	<b>Delgado Community College/Business Affairs/Controller's Office</b>	<b>In Office</b>	<b>In Storage</b>	<b>Total Retention</b>				
<b>30</b>	Quarterly Withholding Reports	FY + 5CY		FY + 5CY	C	S	N	V
<b>31</b>	Retirement System payments, record, reports (all retirement systems)	FY + 6CY		FY + 6CY	C	S	N	V
<b>32</b>	Contract for Faculty and other PT employees	FY + 5CY		FY + 5CY	M	S	N	I
<b>33</b>	Signature Sheets	3CY		3CY	P	S	N	U
<b>34</b>	W-2 Forms	PERM		PERM	C	R	N	V
<b>35</b>	Undeliverable W-2s (including envelopes)	FY + 4CY		FY + 4CY	C	S	N	V
<b>36</b>	Workmen's Compensation, Unemployment Compensation Records	FY + 5CY		FY + 5CY	C	S	N	I
<b>37</b>	Insurance invoices, payments, reports, etc.	FY + 5CY		FY + 5CY	C	S	N	I
<b>38</b>	Requests for Pay (filed by PT employees)	FY + 3CY		FY + 3CY	P	S	N	I
<b>39</b>	State and Federal Taxes Filed (including 941s)	FY + 5CY		FY + 5CY	P	S	N	V

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Indicate Use of Form			
	<b>Delgado Community College/Business Affairs/Controller's Office</b>					__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE			
Item Number	Records Series Title					Retention Period			Remarks
		In Office	In Storage	Total Retention					
40	Payroll Calendars	FY + 5FY		FY + 5FY	P	S	N	I	Per DOL Legislative rule.
41	Salary History	FY + 8CY		FY + 8CY	M	S	N	I	
42	Garnishments (letters, records, etc.)	FY + 8CY		FY + 8CY	C	S	N	I	
43	Cash Receipts, Cash Disbursements, Journal Vouchers, Bank Transfers, PIV's	FY + 3FY		FY + 3FY	P	S	N	I	
44	Bank Reconciliations and supporting documentation (all bank accounts)	PERM		PERM	P	R	N	I	
46	General Ledger Account Reconciliations	FY + 3FY		FY + 3FY	P	S	N	I	
46	Chart of Accounts	FY + 3FY		FY + 3FY	P	S	N	I	Maintained in Eprint.
47	General and Subsidiary Ledgers	PERM		PERM	P	R	N	I	Maintained in accounting system.
48	Legislative Audit and Other Audit Reports	PERM		PERM	P	R	N	V	
49	Trial Balances, Financial Statements, Supporting Documents for Annual Financial Reports	PERM		PERM	P	R	N	V	
		<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	Retention Period			Security	Archival	State Records Center	Vital	
	<b>Delgado Community College/Business Affairs/Controller's Office</b>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
50	Accounts Receivable Reports (Aged receivables – student, agency, collections)	FY + 5FY		FY + 5FY	M	S	N	I	Records maintained the lesser of 5 years or until paid or written off. Maintained in EPrint.
51	Credit Memos	FY + 5FY		FY + 5FY	M	S	N	I	Records maintained the lesser of 5 years or until paid or written off.
52	NSF Checks, Correspondence from Students and Vendors regarding accounts	FY + 5FY		FY + 5FY	M	S	N	I	Records maintained the lesser of 5 years or until paid or written off.
53	Agency Invoices and supporting documents	FY + 5FY		FY + 5FY	M	S	N	I	
54	Student Fee Bills	PERM		PERM	M	R	N	I	Maintained on CDs
55	1098Ts	PERM		PERM	C	R	N	I	Maintained on CDs
56	Quarterly Receivable Reports	PERM		PERM	P	R	N	I	
57	Student Refunds and supporting documentation	FY + 3FY		FY + 3FY	M	S	N	I	
58	Gateway Reconciliations and Support	FY + 3FY		FY + 3FY	P	S	N	I	
59	Scholarship Records, Payments, Support	PERM		PERM	P	R	N	I	

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/Business Affairs/Budget and Finance</b>								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
1	Budget Work Papers	2 FY	1 FY	3 FY	M	S	N	U	Data collected from department heads used for budget preparation
2	Operating Budget Book	5 FY	5 FY	10 FY	P	S	N	I	
3	Revenue and Expenditure Projections	2 FY	1 FY	3 FY	P	S	N	U	
4	Safekeeping Receipts for Pledged Securities	2 FY	1 FY	3 FY	P	S	N	I	
5	BA-7 Approvals	3 FY	2 FY	5 FY	P	S	N	I	Approved by the Division of Administration
6	Quarterly Financial Reports	2 FY	1 FY	3 FY	P	S	N	U	Submitted to the LCTCS
7	Quarterly Professional Service Contract Reports	3 FY	2 FY	5 FY	P	S	N	I	Submitted to LCTCS and the Office of Contractual Review
8	Professional Service Contracts	3 FY	2 FY	5 FY	P	S	N	I	Approved contracts and all backup documentation are attached to the final contract payment and filed in Accounts Payable
9	Professional Service Contract Invoice Payments	3 FY	2 FY	5 FY	P	S	N	I	Approved contracts and all backup documentation are attached to the final contract payment and filed in Accounts Payable

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital
	<b>Delgado Community College/Business Affairs/Budget and Finance</b>				
Item Number	Records Series Title	Retention Period			
		In Office	In Storage	Total Retention	
10	Vendor and Student Checks related to Grants	3 FY	2 FY	5 FY	P S N I
11	Payroll Documents related to Grants	3 FY	2 FY	5 FY	M S N I
12	Purchasing Documents related to Grants	3 FY	2 FY	5 FY	P S N I

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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital				
	<b>Delgado Community College/Business Affairs/Human Resources</b>								Remarks			
Item Number	Records Series Title	Retention Period										
		In Office	In Storage	Total Retention								
	<b>Employee Personnel Records</b>											
<b>1a</b>	Employees with teachers retirement	ACT + 5CY	25CY	ACT + 30CY	M	S	N	I	Image, verify quality, destroy after 30CY			
<b>1b</b>	Employees without teachers retirement	ACT + 5CY	65CY	ACT + 70CY	M	S	N	I	Image, verify quality, destroy after 70CY			
	<b>Civil Service</b>											
<b>2a</b>	Memorandum of Understanding with Civil Service Supporting Allocation of Positions	Permanent		Permanent	P	R	N	I				
<b>2b</b>	Job Applications (SF10)	ACT + 2CY		ACT + 2CY	P	S	N	I	Image, verify quality, destroy after 3CY			
<b>2c</b>	Position Description Record (SF-3)	ACT + 10CY		ACT + 10CY	P	S	N	I	Image, verify quality, destroy after 10CY			
<b>2d</b>	Certificate of Eligibles	3FY		3FY	P	S	N	I	Image, verify quality, destroy after 3FY			
	<b>Unclassified State Personnel</b>											
<b>3a</b>	Unclassified Job Descriptions	ACT		ACT	P	S	N	I	ACT=while position is valid			
<b>3b</b>	Affirmative Action Records	3FY		3FY	C	S	N	I	Image, verify quality, destroy after 3FY			
<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 DY - Day(s) PERM – Permanent		<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>Vital Record Identification Code</b> V= Vital I = Important U= Useful					
		<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)										

*S. Zeringue Submitted to LCTCS Office*

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Secretary of State, State Archives & Records Services

Date Approved

# Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History  
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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>Delgado Community College/Business Affairs/Human Resources</b>								
	<b>CORRESPONDENCE</b>								
4a	Policies and Procedures	Permanent		Permanent	P	R	N	I	
4b	General	3FY		3FY	M	S	N	I	Image, verify quality, destroy after 3FY
4c	State Required Federal Reports	CY + 1CY	1CY	ACT + 2CY	M	S	N	I	Image, verify quality, destroy after 2CY
4d	Transitory	1FY		1FY	P	S	N	I	Image, verify quality, destroy after 1FY
	<b>Employment Eligibility</b>								
5a	I-9's	CY+ 3CY		CY + 3CY	C	S	N	I	Image, verify quality, destroy after 3CY
5b	Applicant Flow Logs	CY + 3FY		CY + 3FY	P	S	N	I	Image, verify quality, destroy after 3FY
5c	Advertisements- Job & Training	CY + 1FY		CY + 2FY	P	S	N	I	Image, verify quality, destroy after 2FY
	<b>Performance, Planning &amp; Review</b>								
6a	Classified Employees Evaluations (SF-15)	FY + 10FY		Permanent	C	R	N	I	Image, verify quality, destroy after 10FY
<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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		<b>Archival Processing Codes</b>			<b>Vital Record Identification Code</b>				
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/Business Affairs/Human Resources</b>								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
6b	Unclassified Employee Evaluation	FY + 10FY		FY + 10FY	C	S	N	I	Image, verify quality, destroy after 10FY
	<b>American with Disability Act Files</b>								
7a	E-2 Pre-existing Condition Form	FY + 10CY		FY + 10CY	C	S	N	I	Image, verify quality, destroy after 10CY
7b	Self-Identification Form for Individuals with Disabilities	FY + 10CY		FY + 10CY	C	S	N	V	Image, verify quality, destroy after 10CY
7c	FMLA (Family and Medical Leave Act) Documentation	FY + 10CY		FY + 10CY	C	S	N	V	Image, verify quality, destroy after 10CY

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/ Business and Administrative Affairs/ Facilities Planning</b>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1.	Leases for campus/site facilities	PERM	PERM	PERM	P	R	N	V	
2.	Blueprints/architectural drawings for campus/site facilities	PERM	PERM	PERM	P	R	N	V	
3.	Master plans for facilities	PERM	PERM	PERM	P	R	N	V	
4.	Reports to FP&C for FEMA projects	PERM	PERM	PERM	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 DY - Day(s) PERM – Permanent		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information		<b>State Records Center Use</b> Y – Yes N - No		<b>Agency Abbreviations</b>			
		<b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)		<b>Vital Record Identification Code</b> V= Vital I = Important U= Useful					

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital
	<b>Delgado Community College/ Business and Administrative Affairs/ Policy Office</b>				
Item Number	Records Series Title	Retention Period			
		In Office	In Storage	Total Retention	
1	Policy and Procedures Memoranda (PPMs)	P	R	N	V
2	Delgado Forms	P	R	N	V

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/Student Affairs/Admissions &amp; Enrollment Services</b>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1.	College transcript from applicants who did not enroll	AY & 1AY		AY & 1AY	C	S	N	V	1 year after applying
2.	High School transcript from applicant who did not enroll.	AY & 1AY		AY & 1AY	C	S	N	V	1 year after applying
3.	Residency Reclassification from applicant who did not enroll	AY & 1AY		AY & 1AY	C	S	N	V	1 year after applying
4.	Foreign/international students documents	AY & 5AY		AY & 5AY	C	S	N	V	5 years after graduation
5.	Prospective Info request card	AY & 6 mo.		AY & 6 mo.	C	S	N	I	Months after data is entered electronically
6.	Immunization compliance Records	PERM		PERM	C	R	N	V	Electronically maintained
7.	Selective Service Verification from applicants who did not enroll	AY & 1AY		AY & 1AY	C	S	N	V	1 year after applying

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<b>Remarks</b>

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period			Remarks
	<b>Delgado Community College/Student Affairs/Registrar's Office</b>					In Office	In Storage	Total Retention	
Item Number	Records Series Title								
1	Academic Action Authorization (Dismissal, etc)	C	S	N	V	CY + 5CY		CY + 5CY	5 years after graduation or date of last attendance
2	Academic Records (including narrative evaluations, Competency Assessments, etc.)	C	S	N	V	PERM		PERM	
3	Advanced Placement Records	C	S	N	V	CY + 5CY		CY + 5CY	5 years after graduation or date of last attendance
4	Application for Graduation	C	S	N	I	CY + 1CY		CY + 1CY	1 year after graduation or date of last attendance
5	Application for Admission or Readmission (Reentry)	C	S	N	V	CY + 5CY		CY + 5CY	5 years after graduation or date of last attendance
6	Audit Authorizations	C	S	N	I	CY + 1CY		CY + 1CY	1 year after date submitted
7	Change of Course (Add/Drop)	C	R	N	V	PERM		PERM	
8	Change of Grade Forms(Update Documents)	C	R	N	V	PERM		PERM	
9	Class List (Original Grade Sheet)	C	R	N	V	PERM		PERM	Electronically maintained
10	Class Schedules (Students)	C	R	N	V	PERM		PERM	Electronically maintained

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital		
	<b>Delgado Community College/Student Affairs/Registrar's Office</b>						
Item Number	Records Series Title					Retention Period	
		In Office	In Storage	Total Retention			
11	Commencement Programs	PERM		PERM	P R N I		
12	Graduation List	PERM		PERM	P R N I	Electronically maintained	
13	Correspondence, Relevant	ACT + 5CY		ACT + 5CY	C S N V	5 years after graduation or date of last attendance	
14	Credit by Examination, Advance Placement, CLEP, LEAP Forms	PERM		PERM	C R N V		
15	Credit not Credit Approval (audit, pass/fail, ect)	PERM		PERM	C R N V		
16	Curriculum Change Authorizations	PERM		PERM	C R N V		
17	Degree Audit Record	PERM		PERM	C R N V		
18	Disciplinary Action Document	PERM		PERM	C R N V	Kept in a separate file from the student's academic record	
19	Fee Assessment Forms	ACT + 5CY		ACT + 5CY	C S N V	Electronically maintained	
20	FERPA Documents	PERM		PERM	C R N V		
<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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	<b>Delgado Community College/Student Affairs/Registrar's Office</b>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
21	Foreign/International Student Forms (I-20, etc.)	CY + 5CY		CY + 5CY	C	S	N	V	5 years after graduation or date of last attendance
22	Grade Reports (Registrar's Copies)	PERM		PERM	C	R	N	V	Electronically maintained
23	Graduation Authorizations	CY + 5CY		CY + 5CY	C	S	N	V	5 years after graduation or date of last attendance
24	Hold on Encumbrance Authorizations	ACT		ACT	C	S	N	I	ACT= Until Release
25	Name Change Authorizations	CY + 5CY		CY + 5CY	C	S	N	V	5 years after graduation or date of last attendance
26	Personal Data Information Forms	1CY		1CY	M	S	N	I	1 year after date submitted
27	Registration Forms	1CY		1CY	C	S	N	I	1 year after date submitted
28	Transcript Request (Students)	1CY		1CY	M	S	N	I	1 year after date submitted
29	Schedule of Classes (Institutional)	PERM		PERM	C	R	N	V	Electronically maintained
30	Transfer Credit Evaluations	PERM		PERM	C	R	N	V	Electronically maintained

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	<b>Delgado Community College/Student Affairs/Registrar's Office</b>					__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE			
Item Number	Records Series Title					Retention Period			Remarks
		In Office	In Storage	Total Retention					
31	Withdrawal Authorizations			CY + 5CY	C	S	N	V	5 years after graduation or date of last attendance
32	Enrollment Verifications			PERM	M	R	N	I	
33	Catalogs			PERM	P	R	N	I	
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period			
	<b>Delgado Community College/Student Affairs/Student Financial Assistance</b>					In Office	In Storage	Total Retention	
Item Number	Records Series Title								
1	Program Participation	C	R	N	V	Perm		Perm	
2	Application Portion of FISAP	C	R	N	V	Perm		Perm	
3	Audit and Program Reports	C	R	N	V	Perm		Perm	
4	Cost of Attendance Information	C	S	N	I	FY+3FY		FY+3FY	3 years from the end of the award year for which the aid was awarded
5	Documentation of a Student's Satisfactory Academic Progress	C	S	N	I	FY+3FY		FY+3FY	3 years from the end of the award year for which the aid was awarded
6	Documentation of Student's Program of Study	C	S	N	V	FY+3FY		FY+3FY	3 years from the end of the award year for which the aid was awarded
7	Required Student Certification Statements and Supporting Documentation	C	S	N	V	FY+3FY		FY+3FY	3 years from the end of the award year for which the aid was awarded
8	Documents used to verify applicant data, and resolve conflicting information	C	S	N	V	FY+3FY		FY+3FY	3 years from the end of the award year for which the aid was awarded
9	Documentation of all professional judgment decisions	C	S	N	V	FY+3FY		FY+3FY	3 years from the end of the award year for which the aid was awarded
10	Federal Work study Payroll Records	C	S	N	V	FY+3FY		FY+3FY	3 years from the end of the award year for which the aid was awarded

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/Student Affairs/Student Financial Assistance</b>								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
11	Pell Reconciliation Reports	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded
12	Direct Loan Reconciliation Reports	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded
13	Student Aid Report (ISIR)	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded
14	Application data submitted to the Department of Education	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the student last attended
15	Documentation of each student's or parent's borrower's eligibility for FSA program funds	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded
16	Documentation to each student's or parent's borrower's receipt of FSA program funds	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded
17	Documentation of information collected at any initial or exit loan counseling	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded
18	Electronic Loan Certification of origination record	PERM		PERM	C	R	N	V	Electronically maintained
19	Documentation of confirmation process for multi-year Master Promissory Note	PERM		PERM	C	R	N	V	Electronically maintained

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*S. Zeringue Submitted to LCTCS Office*

*11-2-12*

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

# Records Retention Schedule

SS ARC 932 (07/07)

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Remarks

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital
	<b>Delgado Community College/Student Affairs/Student Life</b>				
Item Number	Records Series Title	Retention Period			
		In Office	In Storage	Total Retention	
1	Judicial Case Records – Status Not Equal to Expulsion	M	S	N	V
2	Judicial Case Records – Expulsion Status	M	R	N	V
3	Distressed Student Case Records	C	S	N	V

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<b>Agency Abbreviations</b>
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<b>Remarks</b>
Immunization records are kept in electronic storage indefinitely after processing. Records are sent to LINKs bi-annually to merge with state archives

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital
	<b>Delgado Community College/Student Affairs/Student Life (Student Health Services)</b>				
Item Number	Records Series Title	Retention Period			
		In Office	In Storage	Total Retention	
1	Student Immunization Records	C	A+ R	Y	V

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Remarks

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital			
	<b>Delgado Community College/WFDE/Continuing Education</b>							
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital
		In Office	In Storage	Total Retention				
1	Student Registration Application	FY + 3FY		FY + 3FY	C	S	N	V
2	Course/Instructor Evaluations	FY + 3FY		FY + 3FY	P	S	N	U
3	Student Certificates of Completion	FY + 3FY		FY + 3FY	C	S	N	U
4	Course Attendance Records	FY + 3FY		FY + 3FY	P	S	N	U
5	Adjunct (Part-Time Instructor) Contracts	FY + 3FY		FY + 3FY	C	S	N	V
6	Professional Contracts	FY + 3FY		FY + 3FY	M	S	N	V
7	MOUs	FY + 3FY		FY + 3FY	M	S	N	V
8	Student Licensures & Certifications Earned	FY + 3FY		FY + 3FY	C	S	N	U
9	Master Course Syllabi	FY + 3FY		FY + 3FY	P	S	N	U
10	Equipment (Inventory)	FY + 3FY		FY + 3FY	P	S	N	I

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Agency No	Agency / Division / Section							
	<b>Delgado Community College/Workforce Development/Maritime, Fire, Radar &amp; Industrial Training Facility</b>							
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital
		In Office	In Storage	Total Retention				
1	United States Coast Guard course completion folders	CY + 1 CY	2 CY	CY + 3 CY	C	S	N	V
2	International Association of Drilling Contractors (IADC) course completion folders	CY + 1CY	4 CY	CY + 5 CY	C	S	N	V
3	Det Norske Veritas (DNV) course completion folders	CY + 1CY	9 CY	CY + 10 CY	C	S	N	V
4	Non-agency course completion folders	CY + 1 CY	2 CY	CY + 3 CY	C	S	N	V
5	Purchasing requisitions	FY + 2 FY		FY + 2 FY	P	S	N	I
6	Invoicing / Billing records	CY + 2 CY		CY + 2 CY	M	S	N	I
7	Database of student information for all trainees	PERM		PERM	C	R	N	V
8	Course enrollment rosters	CY + 1 CY		CY + 1 CY	M	S	N	I
9	Louisiana Recovery Authority course completion folders	CY + 1 CY	2 CY	3 CY	C	S	N	V
10	Incumbent Worker Training Program course completion folders	CY + 2 CY	3 CY	CY + 5 CY	C	S	N	V
<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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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/Workforce Development/Maritime, Fire, Radar &amp; Industrial Training Facility</b>								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
11	Rapid Response Grant course completion folders	2 CY		2 CY	C	S	N	V	Louisiana Workforce Commission requires 3 years of course files be kept on site / Rapid Response grant has only been active for 2 years thus far
12	All grant programs student / training database files	PERM		PERM	C	R	N	V	All grant files are kept electronically for all training since 2007 and will be kept permanently
13	Water monitoring reports for Department of Environmental Quality	FY + 3 FY		FY + 3 FY	P	S	N	V	
14	State Fire Marshall Inspection Reports	FY + 3 FY		FY + 3 FY	P	S	N	V	

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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital
	<b>Delgado Community College/Workforce Development/Community and Econ. Dev.</b>							
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital
		In Office	In Storage	Total Retention				
1	STEP student files	1CY	2CY	3CY	C	S	N	U
2	IWTP Site Visits Documentation	1CY	2CY	3CY	P	S	N	U
3	IWTP Contracts	1CY	2CY	3CY	P	S	N	U
4	IWTP Applications	1CY	2CY	3CY	P	S	N	U
5	IWTP Award Letters	1CY	2CY	3CY	P	S	N	U
6	IWTP Variation	1CY	2CY	3CY	P	S	N	U
7	IWTP Revisions	1CY	2CY	3CY	P	S	N	U
8	IWTP Vendor Invoices	1CY	2CY	3CY	P	S	N	U
9	Delgado Community College Invoices	1CY	2CY	3CY	P	S	N	U

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Agency No	Delgado Community College/Workforce Development/Community and Econ. Dev.				Security	Archival	State Records Center	Vital
Item Number	Records Series Title	Retention Period						
		In Office	In Storage	Total Retention				
10	IWTP Student Course of Completion	CY + 1CY	2CY	3CY	P	S	N	U
11	IWTP Vendor Bids	CY + 1CY	2CY	3CY	P	S	N	U
12	IWTP Vendor Amendments	CY + 1CY	2CY	3CY	P	S	N	U
13	IWTP Vendor Professional Service Contracts	CY + 1CY	2CY	3CY	P	S	N	U
14	IWTP Student Course of Completion	CY + 1CY	2CY	3CY	P	S	N	U
15	Adjunct (Part-Time Instructor) Contracts	FY + 3FY		FY + 3FY	C	S	N	I
16	Professional Contracts	FY + 3FY		FY + 3FY	C	S	N	I
17	MOUs	FY + 3FY		FY + 3FY	P	S	N	I
18	Student Certificates of Completion	FY + 3FY		FY + 3FY	P	S	N	I
19	Equipment (Inventory)	FY + 3FY		FY + 3FY	P	S	N	I

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