

# 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		
		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.
4	Adult Education Time & Effort Certifications	ACT + 5FY		ACT + 5FY	P	R	N	V	
5	Adult Education Student Intake Documents	ACT + 5FY		ACT + 5FY	C	R	N	V	
6	Adult Education Student Assessment	ACT + 5FY		ACT + 5FY	C	R	N	V	
7	Adult Education Grant Proposals, Notification Letters	PERM		PERM	P	R	N	I	

<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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*L. McKenna Submitted to State Archives*

*8/28/15*

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<b>Remarks</b>

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/ Academic Affairs/Allied Health Division</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	Retention Period			Security	Archival	State Records Center	Vital	Remarks
	<b>Delgado Community College/ Academic Affairs /Allied Health Division</b>	<b>In Office</b>	<b>In Storage</b>	<b>Total Retention</b>					
11.	Time Sheets	AY + 3AY		AY + 3AY	P	S	N	I	Retained for 3 AY from semester generated

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/Academic Affairs/Arts and Humanities Division</b>								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
1	Attendance Records	AY +2AY		AY + 2AY	C	S	N	I	
2	Final Grade Rosters	AY +2AY		AY + 2AY	C	S	N	I	
3	Change of Student Record Forms	AY + 3AY		AY + 3AY	C	S	N	I	
4	Justification for Graduation Forms	AY + 3AY		AY + 3AY	C	S	N	I	
5	Grade Appeals	AY + 1AY		AY + 1AY	C	S	N	I	
6	Grade Change Forms	AY + 3AY		AY + 3AY	C	S	N	I	
7	Faculty and Employment Records	PERM		PERM	C	S	N	I	
8	Leave Requests	FY + 2FY		FY + 2FY	C	S	N	I	
9	Faculty Contracts	PERM		PERM	C	R	N	I	
10	Personnel Transaction Forms	FY + 2FY		FY + 2FY	C	S	N	I	
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period			
Item Number	Records Series Title					In Office	In Storage	Total Retention	Remarks
	<b>Delgado Community College/Academic Affairs/Arts and Humanities Division</b>								
11	Master Syllabi	M	S	N	I	AY = 1AY		AY + 1AY	
12	Faculty/Supervisor Evaluations	C	S	N	I	AY		AY	
13	Student Opinion of Instruction	C	R	N	I	PERM		PERM	
14	Division Inventory	P	S	N	V	FY + 3FY		FY + 3FY	
15	Professional Service Contracts	M	R	N	I	PERM		PERM	
16	Requisitions	P	S	N	I	FY +3FY		FY + 3FY	
17	Teacher Education Application Packet/Materials	C	R	N	I	ACT + 3FY		ACT + 3 FY	
18	Teacher Education Course gradebooks	C	R	N	I	ACT + 5FY		ACT + 5FY	

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

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Agency No	Agency / Division / Section							
	<b>Delgado Community College/Academic Affairs/Curriculum and Program Development</b>							
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital
		In Office	In Storage	Total Retention				
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
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
9	Inactive Educational Affiliation Agreements with other Agencies (Articulation Agreements)	PERM		PERM	P	R	N	U
10	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

Remarks
Active Period of Accredited Status as defined by Professional Agency, supersede as indicated
Active Period as defied in Agreement; supersede as indicated

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	<b>Delgado Community College/Academic Affairs/Curriculum and Program Development</b>								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
11	SACS-COC (Southern Association of Colleges and Schools- Commission on Colleges) Correspondence	PERM		PERM	C	R	N	V	
12	Faculty Professional and Educational Qualifications Packets	PERM		PERM	C	R	N	V	
13	Transcripts – Non-hired/Non-Assigned Faculty	1FY		1FY	C	S	N	U	
14	Unit Employee Performance Review and Planning Documents	PERM		PERM	C	R	N	I	
15	Memoranda of Understanding	ACT		ACT	P	S	N	I	Active Period as stated in Memorandum; supersede as indicated

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/ Academic Affairs/Distance Learning &amp; Instructional Technology</b>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		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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	<b>Delgado Community College/ Academic Affairs/ Library</b>					
Item Number	Records Series Title					
		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	Survey began 2011-
6	Professional Service Contracts	PERM		PERM	M R N V	
7	Inventory	FY + 3FY		FY + 3FY	P S 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>
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*8/28/15*

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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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 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	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/ Academic Affairs/ Nursing Division</b>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Clinical Agency Affiliation Agreements	AY		AY	P	S	N	V	Varies from 1 CY to 3 CY depending on agency
2	LSBN Student Records	AY + 1AY		AY + 1AY	C	S	N	I	While student enrolled in program
3	RN Student Program Admission Applications	AY + 1AY		AY + 1AY	C	S	N	I	While student enrolled in program
4	RN Student Clinical Evaluations	AY + 1AY		AY + 1AY	C	S	N	I	While student enrolled in program or for 5 years after withdrawal
5	Complaints about the program	AY + 7AY		AY + 7AY	C	S	N	I	
6	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
7	Continuing Education Program Records	AY		AY	M	S	N	I	Required to keep for 5 years
8	Master Syllabi for NURS and PRNU Courses	AY		AY	P	S	N	I	Duration of time the course is taught
9	Faculty/Staff Evaluations	FY		FY	C	S	N	I	Duration of ACEN Accreditation Period
10									

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

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/Academic 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	

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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
	<b>Delgado Community College/Academic Affairs/Registrar's Office</b>	<b>In Office</b>	<b>In Storage</b>	<b>Total Retention</b>					
<b>21</b>	Foreign/International Student Forms (I-20, etc.)	CY + 5CY		CY + 5CY	C	S	N	V	5 years after graduation or date of last attendance
<b>22</b>	Grade Reports (Registrar's Copies)	PERM		PERM	C	R	N	V	Electronically maintained
<b>23</b>	Graduation Authorizations	CY + 5CY		CY + 5CY	C	S	N	V	5 years after graduation or date of last attendance
<b>24</b>	Hold on Encumbrance Authorizations	ACT		ACT	C	S	N	I	ACT= Until Release
<b>25</b>	Name Change Authorizations	CY + 5CY		CY + 5CY	C	S	N	V	5 years after graduation or date of last attendance
<b>26</b>	Personal Data Information Forms	1CY		1CY	M	S	N	I	1 year after date submitted
<b>27</b>	Registration Forms	1CY		1CY	C	S	N	I	1 year after date submitted
<b>28</b>	Transcript Request (Students)	1CY		1CY	M	S	N	I	1 year after date submitted
<b>29</b>	Schedule of Classes (Institutional)	PERM		PERM	C	R	N	V	Electronically maintained
<b>30</b>	Transfer Credit Evaluations	PERM		PERM	C	R	N	V	Electronically maintained

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<b>Remarks</b>

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital
	<b>Delgado Community College/Academic Affairs/Registrar's Office</b>	<b>In Office</b>	<b>In Storage</b>	<b>Total Retention</b>				
<b>31</b>	Withdrawal Authorizations	CY + 5CY		CY + 5CY	C	S	N	V
<b>32</b>	Enrollment Verifications	PERM		PERM	M	R	N	I
<b>33</b>	Catalogs	PERM		PERM	P	R	N	I

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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
	<b>Delgado Community College/ Academic Affairs/Science and Math Division</b>	<b>In Office</b>	<b>In Storage</b>	<b>Total Retention</b>					
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	Retention Period			Security	Archival	State Records Center	Vital	Remarks
	<b>Delgado Community College/Academic Affairs/Technical Division</b>	<b>In Office</b>	<b>In Storage</b>	<b>Total Retention</b>					
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								
	<b>Delgado Community College/Business Affairs &amp; Administrative 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
2	Receiving Reports	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival
3	Credit Memos	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival
4	Checks (Non-Payroll)	FY + 3FY		FY + 3FY	P	S	N	I	Cancelled checks are maintained by bank.
5	Address, Name Change Notices	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival
6	Copies of Contracts and Leases	PERM		PERM	P	R	N	I	Image upon arrival
7	Professional Leave and Travel Requests, MV7s	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival
8	Supporting documentation and Direct Pay Requests	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival
9	Stop Payments / Void Requests	FY + 3FY		FY + 3FY	P	S	N	I	
10	Petty Cash Receipts	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival

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Agency No	Agency / Division / Section								
	<b>Delgado Community College/Business Affairs &amp; Administrative 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					
11	Correspondence	FY + 3FY		FY + 3FY	P	S	N	I	
12	Check Register	FY + 3FY		FY + 3FY	P	S	N	I	Maintained in Evisions
13	Vendor File	FY + 3FY		FY + 3FY	P	S	N	I	Maintained in Banner
14	Bid File (Purchasing)	FY + 3FY		FY + 3FY	P	S	N	I	Documents shredded for disposition.
15	Purchase Orders	FY + 3FY		FY + 3FY	P	S	N	I	Documents shredded for disposition.
16	Requisitions	FY + 3FY		FY + 3FY	P	S	N	I	Documents shredded for disposition.
17	Inventory of Property Records	FY + 3FY		FY + 3FY	P	S	N	I	
18	Inventory Tag Number File	FY + 3FY		FY + 3FY	P	S	N	I	
19	Report of Property transferred to Property Surplus, Baton Rouge	FY + 3FY		FY + 3FY	P	S	N	I	
20									

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Agency No	Agency / Division / Section	Retention Period	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title									
	<b>Delgado Community College/Business Affairs &amp; Administrative Affairs/Controller's Office</b>									
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. Going forward from 2013, maintained in Banner.
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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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  
 Post Office Box 94125, Baton Rouge, LA 70804

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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 &amp; Administrative Affairs/Controller's Office</b>					<input type="checkbox"/> ORIGINAL SUBMISSION	<input checked="" type="checkbox"/> RENEWAL	<input type="checkbox"/> REPLACEMENT PAGE	<input type="checkbox"/> ADDENDUM PAGE	<b>Remarks</b>	
Item Number	Records Series Title					In Office	In Storage	Total Retention			
30	Quarterly Withholding Reports	FY + 5CY		FY + 5CY	C	S	N	V	Documents shredded for disposition.		
31	Retirement System payments, record, reports (all retirement systems)	FY + 6CY		FY + 6CY	C	S	N	V	6 years after filing date of documents based on information they contain as long as relevant. Going forward from 2013, maintained in accounting system.		
32	Contract for Faculty and other PT employees	FY + 5CY		FY + 5CY	M	S	N	I			
33	Signature Sheets	3CY		3CY	P	S	N	U			
34	W-2 Forms	PERM		PERM	C	R	N	V			
35	Undeliverable W-2s (including envelopes)	FY + 4CY		FY + 4CY	C	S	N	V	4 years after due date.		
36	Workmen's Compensation, Unemployment Compensation Records	FY + 5CY		FY + 5CY	C	S	N	I			
37	Insurance invoices, payments, reports, etc.	FY + 5CY		FY + 5CY	C	S	N	I			
38	Requests for Pay (filed by PT employees)	FY + 3CY		FY + 3CY	P	S	N	I			
39	State and Federal Taxes Filed (including 941s)	FY + 5CY		FY + 5CY	P	S	N	V	Going forward from 2013, prepared at State Archives and maintained by LCTCS.		
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<b>Remarks</b>

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	<b>Delgado Community College/Business Affairs &amp; Administrative Affairs/Controller's Office</b>					In Office	In Storage	Total Retention	
Item Number	Records Series Title								
40	Payroll Calendars	P	S	N	I	FY + 5FY		FY + 5FY	Per DOL Legislative rule. Going forward from 2013, prepared and maintained by State Archives.
41	Salary History	M	S	N	I	FY + 8CY		FY + 8CY	
42	Garnishments (letters, records, etc.)	C	S	N	I	FY + 8CY		FY + 8CY	
43	Cash Receipts, Cash Disbursements, Journal Vouchers, Bank Transfers, PIV's	P	S	N	I	FY + 3FY		FY + 3FY	
44	Bank Reconciliations and supporting documentation (all bank accounts)	P	R	N	I	PERM		PERM	
46	General Ledger Account Reconciliations	P	S	N	I	FY + 3FY		FY + 3FY	
46	Chart of Accounts	P	S	N	I	FY + 3FY		FY + 3FY	Maintained electronically in accounting system.
47	General and Subsidiary Ledgers	P	R	N	I	PERM		PERM	Maintained in accounting system.
48	Legislative Audit and Other Audit Reports	P	R	N	V	PERM		PERM	
49	Trial Balances, Financial Statements, Supporting Documents for Annual Financial Reports	P	R	N	V	PERM		PERM	

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	<b>Delgado Community College/Business Affairs &amp; Administrative Affairs/Controller's Office</b>					__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Item Number	Records Series Title					Retention Period	
		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.	
54	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	Xenegrade, Gateway Reconciliation	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 &amp; 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	
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
	<b>Delgado Community College/Business &amp; Administrative Affairs/Facilities Planning/Safety</b>	<b>In Office</b>	<b>In Storage</b>	<b>Total Retention</b>						
<b>1</b>	Quarterly Safety Meetings	FY + FY			P	S	N	V		
<b>2</b>	Orientation Safety Training	FY + FY			P	S	N	V		
<b>3</b>	Annual Safety Training	FY + FY			P	S	N	V		
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Agency No	Agency / Division / Section	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title								
	<b>Delgado Community College/Business &amp; Administrative Affairs/Facilities Planning/ Risk and 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/Business &amp; Administrative Affairs/Facilities Planning/ Risk and 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 (As applicable)	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	
	<b>Delgado Community College/Business &amp; Administrative Affairs/ Financial Services</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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	<b>Delgado Community College/Business &amp; Administrative Affairs/ Financial Services</b>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
<b>10</b>	Vendor and Student Checks related to Grants	3 FY	2 FY	5 FY	P	S	N	I	Approved requests and backup documentation are attached to the payment and filed in Accounts Payable
<b>11</b>	Payroll Documents related to Grants	3 FY	2 FY	5 FY	M	S	N	I	Timesheets, check registers and all other supporting documentation are filed in Payroll
<b>12</b>	Purchasing Documents related to Grants	3 FY	2 FY	5 FY	P	S	N	I	Purchase orders, Requests for Proposals, Bids are generated and filed in Purchasing

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Item Number	Records Series Title					
	<b>Delgado Community College/ Business &amp; Administrative Affairs/ Policy Office</b>					
1	Policy and Procedures Memoranda (PPMs)	P	R	N	V	Electronic versions of current PPMs permanently maintained in office and stored/published on College's Intranet. Superseded PPMs permanently maintained in office in electronic format.
2	Delgado Forms	P	R	N	V	Electronic versions of current forms permanently maintained in office and stored/published on College's Intranet. Superseded forms permanently maintained in office in electronic format.
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*8/28/15*

Agency Approval

Date Signed

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  
 Post Office Box 94125, Baton Rouge, LA 70804

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College / 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

<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 <hr/> <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 <hr/> <b>Vital Record Identification Code</b> V= Vital I = Important U= Useful	<b>Agency Abbreviations</b>
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Agency No	Agency / Division / Section	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title								
	<b>Delgado Community College/Campus Site Executive Deans/ Ex. Dean, West Bank/Student Financial Assistance</b>								
1	Program Participation	Perm		Perm	C	R	N	V	Electronically maintained
2	Application Portion of FISAP	Perm		Perm	C	R	N	V	Electronically maintained
3	Audit and Program Reports	Perm		Perm	C	R	N	V	Electronically maintained
4	Cost of Attendance Information	FY+3FY		FY+3FY	C	S	N	I	3 years from the end of the award year for which the aid was awarded
5	Documentation of a Student's Satisfactory Academic Progress	FY+3FY		FY+3FY	C	S	N	I	3 years from the end of the award year for which the aid was awarded
6	Documentation of Student's Program of Study	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded
7	Required Student Certification Statements and Supporting Documentation	FY+3FY		FY+3FY	C	S	N	V	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	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded
9	Documentation of all professional judgment decisions	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded
10	Federal Work study Payroll Records	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded

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Agency No	Agency / Division / Section	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title								
	<b>Delgado Community College/Campus Site Executive Deans/ Ex. Dean, West Bank/Student Financial Assistance</b>								
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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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
<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/Chancellor's Office/Campus Police Dept</b>										
Item Number	Records Series Title						Retention Period				
		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	Remarks				
	<b>Delgado Community College/ Chancellor's Office/Human Resources</b>									
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	
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/ Chancellor's Office/Human Resources</b>								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
	<b>CORRESPONDENCE</b>								
<b>4a</b>	Policies and Procedures	Permanent		Permanent	P	R	N	I	
<b>4b</b>	General	3FY		3FY	M	S	N	I	Image, verify quality, destroy after 3FY
<b>4c</b>	State Required Federal Reports	CY + 1CY	1CY	ACT + 2CY	M	S	N	I	Image, verify quality, destroy after 2CY
<b>4d</b>	Transitory	1FY		1FY	P	S	N	I	Image, verify quality, destroy after 1FY
	<b>Employment Eligibility</b>								
<b>5a</b>	I-9's	CY+ 3CY		CY + 3CY	C	S	N	I	Image, verify quality, destroy after 3CY
<b>5b</b>	Applicant Flow Logs	CY + 3FY		CY + 3FY	P	S	N	I	Image, verify quality, destroy after 3FY
<b>5c</b>	Advertisements- Job & Training	CY + 1FY		CY + 2FY	P	S	N	I	Image, verify quality, destroy after 2FY
	<b>Performance, Planning &amp; Review</b>								I
<b>6a</b>	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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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/ Chancellor's Office/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		
	<b>Delgado Community College/Chancellor's Office/Institutional Advancement</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>					<b>Remarks</b>	
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		
7	Athletics program books and rosters	Permanent	Perma nent	Permanent	P	R	N	U		
8	Delgado Digest newspaper inserts	2 years	2 years	2 years	P	R	N	U		
9	Economic Impact Studies	2 – 5 years	2-5 years	2-5 years	P	R	N	U		
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
	<b>Delgado Community College/Chancellor's Office/Institutional Advancement</b>	<b>In Office</b>	<b>In Storage</b>	<b>Total Retention</b>					
<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	
<b>14</b>	Carl Perkins Local Application Plan including Award Letter & Approved Equipment Lists	ACT + 5FY		ACT + 5FY	P	R	N	U	
<b>15</b>	Equipment Receiving Documentation (Carl Perkins)	ACT + 3FY		ACT + 3FY	P	R	N	V	
<b>16</b>	Time & Effort Certification Forms (Carl Perkins)	ACT + 5FY		ACT + 5FY	P	R	N	V	
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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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Secretary of State, State Archives & Records Services

# Records Retention Schedule

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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>State Records Center Use</b> Y – Yes N - No		<b>Agency Abbreviations</b> <b>Term = Semester</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	Remarks
	<b>Delgado Community College/Student Affairs/Admissions &amp; Enrollment Services</b>					
Item Number	Records Series Title					
1.	College transcript from applicants who did not enroll	C	S	N	V	1 year after applying
2.	High School transcript from applicant who did not enroll.	C	S	N	V	1 year after applying
3.	Residency Reclassification from applicant who did not enroll	C	S	N	V	1 year after applying
4.	Foreign/international students documents	C	S	N	V	5 years after graduation
5.	Prospective Info request card	C	S	N	I	Months after data is entered electronically
6.	Immunization compliance Records	C	R	N	V	Electronically maintained
7.	Selective Service Verification from applicants who did not enroll	C	S	N	V	1 year after applying

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/Student Affairs/Advising and Testing/ Disability Services</b>								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
1	Documentation of Individual Student Accommodation Requests and Accommodations Offered	3 yrs	0	3	C	R	N	V	Shredded upon 3 yrs.
2	Voter Registration Declaration Forms for Students with Disabilities	3 yrs	0	3	C	R	N	I	Shredded upon 3 yrs.
3	Individual Student Complaints Files (includes associated documentation of mediation and resolution efforts)	3 yrs	0	3	C	R	N	I	Shredded upon 3 yrs.
<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/Student Affairs/Student Life</b>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Judicial Case Records – Status Not Equal to Expulsion	10 Years	10 Years	10 Years	M	S	N	V	
2	Judicial Case Records – Expulsion Status	PERM	PERM	PERM	M	R	N	V	
3	Distressed Student Case Records	10 Years	10 Years	10 Years	C	S	N	V	

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<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	WK	Perm	PERM	C	A+ R	Y	V	Immunization records are kept in electronic storage indefinitely after processing. Records are sent to LINKs bi-annually to merge with state archives

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Remarks

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital
	<b>Delgado Community College/Workforce Development &amp; Technical Education/ Continuing Education</b>	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	Retention Period			Security	Archival	State Records Center	Vital	Remarks
	<b>Delgado Community College/Workforce Development &amp; Technical Education /Community and Econ. Dev.</b>	<b>In Office</b>	<b>In Storage</b>	<b>Total Retention</b>					
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	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	<b>Delgado Community College/Workforce Development &amp; Technical Education /Community and Econ. Dev.</b>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		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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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks
	<b>Delgado Community College/Workforce Development &amp; Technical Education /Maritime, Fire, Radar &amp; Industrial Training Facility</b>					
Item Number	Records Series Title					
		In Office	In Storage	Total Retention		
1	United States Coast Guard course completion folders	C	S	N	V	United States Coast Guard requires at least 1 year of course files be kept on site
2	International Association of Drilling Contractors (IADC) course completion folders	C	S	N	V	International Association of Drilling Contractors requires 5 years of course files be kept on site
3	Det Norske Veritas (DNV) course completion folders	C	S	N	V	DNV requires 10 years of course files be kept on site
4	Non-agency course completion folders	C	S	N	V	
5	Purchasing requisitions	P	S	N	I	
6	Invoicing / Billing records	M	S	N	I	
7	Database of student information for all trainees	C	R	N	V	Files are kept electronically for all training since 1995 and will be kept permanently
8	Course enrollment rosters	M	S	N	I	
9	Louisiana Recovery Authority course completion folders	C	S	N	V	Louisiana Recovery Authority requires 3 years of course files be kept on site
10	Incumbent Worker Training Program course completion folders	C	S	N	V	Louisiana Department of Labor requires 5 years of course files be kept on site

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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
	<b>Delgado Community College/ Workforce Development &amp; Technical Education /Maritime, Fire, Radar &amp; Industrial Training Facility</b>	<b>In Office</b>	<b>In Storage</b>	<b>Total Retention</b>					
<b>11</b>	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
<b>12</b>	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
<b>13</b>	Water monitoring reports for Department of Environmental Quality	FY + 3 FY		FY + 3 FY	P	S	N	V	
<b>14</b>	State Fire Marshall Inspection Reports	FY + 3 FY		FY + 3 FY	P	S	N	V	

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