	ecretary of State, Division of Archives, Records Mai	nagement and Hist	tory		,,					Page 1 of 54
	Box 94125, Baton Rouge, LA 70804			Htt	p://ww	W.SC	s.lou	isiana.(gov	Indicate Use of Form
Agency No	Agency / Division / Section									ORIGINAL SUBMISSION
	Delgado Community College/Academic Affair	S								_X_RENEWAL
Item								ords		REPLACEMENT PAGE
Number	Records Series Title	R	tetention Per	100		ity	/al	Records		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	on	Security	Archival	State R	Vital	Remarks
1	Academic Appeal	5CY		5CY		М	s	N	٧	
2	College Committee Reports	5CY		5CY		Р	S	N	U	
3	College STEP Committee/Campus Reporting	5CY		5CY		Р	s	N	٧	All funding projects of College and all campus and site STEP committees.
4	Adult Education Time & Effort Certifications	ACT + 5FY		ACT + 5F	r	Р	R	N	٧	
5	Adult Education Student Intake Documents	ACT + 5FY		ACT + 5F	Y (С	R	N	٧	
6	Adult Education Student Assessment	ACT + 5FY		ACT + 5F	Y	С	R	N	٧	
7	Adult Education Grant Proposals, Notification Letters	PERM		PERM		Р	R	N	I	
Permitted Ret	tention Period Abbreviations	Security Status	Codes	l .		Rec	ords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Recor	rd		Use					
	ar (July 1- June 30)	M – May Contair		nformation	Y – Y N - N					
	r Year (Jan 1 – Dec 31)	C – Confidential			IN - IN	10				
	c Year (Aug 1 – July 31)	Archival Proces	•		Vital		ord tion C	'ode		
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S			V= Vi			ouc		
PERM – Perm	WK – Week DY - Day(s)	R – Retain in Ag S – Review by S	-		I = In	mport	tant			
FERW - FeIIII	anent	-)	U= U	•				
L. McKen	nna Submitted to State Archives	O – Other (Specify in Remarks) 8/28/15								<u> </u>
Agency A	approval	Date Signed	Secr	etary of Stat	e, State	e Ar	chive	s & Re	cord	s Services Date Approved

	ox 94125, Baton Rouge, LA 70804			Htt	p://ww	/W.SC	s.lou	isiana.(gov	Indicate Use of Form
Agency No	Agency / Division / Section				_					ORIGINAL SUBMISSION
	Delgado Community College/ Academic Affair	rs/Allied Health D	ivision					,,		<u>x</u> RENEWAL
Item			latantian Dav	! a al				ords		REPLACEMENT PAGE
Number	Records Series Title	K	etention Per	100		ity	val	Rec		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
1.	Program Student Records (grades and attendance)	AY + 3AY		AY + 3AY		С	s	N	I	DCC & Program Accreditation Requirements
2.	Program Hospital/Clinic Affiliation Agreement	AY + 3AY		AY + 3AY		М	S	N	1	DCC & Program Accreditation Requirements
3.	Program Accreditation	AY + 3AY	PERM	PERM		Р	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		Р	R	N	V	DCC & Program Accreditation Requirements
5.	Contracts	AY + 3AY		AY + 3AY		С	S	N	1	Retained for 3 AY from semester generated
6.	Master Syllabi	AY + 3AY	AY + 3AY AY + 3AY		Р	S	N	ı	Retained until modified	
7.	Faculty/Supervisor Evaluation	AY		AY		С	S	N	I	Retained in faculty division personnel file
8.	Student Opinion of Instructor	AY		AY		С	S	N	I	Retained in eprint system
9.	Equipment Inventory	AY		AY		Р	S	N	I	Retained in program and division office
10.	Requisitions	AY + 3AY		AY + 3AY		Р	s	N	ı	
	ention Period Abbreviations	Security Status	Codes			e Rec	ords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Recor			Use Y - Y	V-00				
	r (July 1- June 30)	M – May Contair		nformation	N - N					
	Year (Jan 1 – Dec 31)	C – Confidential								
	AY – Academic Year (Aug 1 – July 31) Archival Processing Codes					Rece	ord tion C	ode:		
FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) A – Transfer to State Archives R – Retain in Agency Archives					V= V					
MO – Months WK – Week DY - Day(s) PERM – Permanent R – Retain in Agency Archives S – Review by State Archives						mport	ant			
					U= L	Jseful				
O – Other (Specify in Remarks)										
L. McKenna Submitted to State Archives 8/28/15										
Agency A	nnroval	Date Signed	Secr	etary of State	e Stat	te Ar	chive	s & Re	cord	s Services Date Approved

	cretary of State, Division of Archives, Records Mana ox 94125, Baton Rouge, LA 70804	v.sos.lo	uisiana	.gov	Page 3 of 54 Indicate Use of Form				
Agency No	Agency / Division / Section								ORIGINAL SUBMISSION
	Delgado Community College/ Academic Affairs	/Allied Health D	ivision						x RENEWAL
							rds		REPLACEMENT PAGE
Item Number	Records Series Title	R	etention Per	riod		₹ ₹	Seco.		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n '	Security	State Records	Vital	Remarks
11.	Time Sheets	AY + 3AY		AY + 3AY	Р	S	N	ı	Retained for 3 AY from semester generated
Permitted Ret	ention Period Abbreviations	Security Status	Codes	l		Record	s Cente	•	Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Record	d		Use				
FY- Fiscal Yea	r (July 1- June 30)	M – May Contain	Confidential I	nformation	Y – Ye				
CY – Calendar	Year (Jan 1 – Dec 31)	C – Confidential I	nformation		N - No)			
AY – Academic	c Year (Aug 1 – July 31)	Archival Proces	sing Codes			Record			
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S				fication	Code		
MO - Months	WK – Week DY - Day(s)	R – Retain in Age	-		V= Vita				
PERM – Perma	anent	S – Review by St				portant			
		O – Other (Speci	fy in Remarks))	U= Us	erui			
L. McKen	na Submitted to State Archives 8/	28/15							
Agency A	pproval D:	Date Signed Secretary of State				Archi	ves & R	ecord	ls Services Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History Page 4 of 54 Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov ORIGINAL SUBMISSION Agency / Division / Section Agency No X RENEWAL Delgado Community College/Academic Affairs/Arts and Humanities Division REPLACEMENT PAGE State Records Center ADDENDUM PAGE ltem **Retention Period** Security Archival **Records Series Title** Number Total Remarks In Vital In Office Storage Retention 1 С S Attendance Records AY + 2AYAY +2AY Ν 2 С S Final Grade Rosters AY +2AY AY + 2AYΝ 3 С Change of Student Record Forms AY + 3AYAY + 3AYS Ν 4 С Justification for Graduation Forms AY + 3AYAY + 3AYS Ν 5 **Grade Appeals** AY + 1AYAY + 1AYС S Ν 6 AY + 3AYС S Ν **Grade Change Forms** AY + 3AY7 С S Faculty and Employment Records **PERM** PERM Ν 8 С S FY + 2FY Ν Leave Requests FY + 2FY 9 С **Faculty Contracts PERM** PERM R Ν 10 FY + 2FY FY + 2FY С S Ν Personnel Transaction Forms **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Date Signed Secretary of State, State Archives & Records Services Date Approved Agency Approval

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 5 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency / Division / Section Agency No ORIGINAL SUBMISSION Delgado Community College/Academic Affairs/Arts and Humanities Division X RENEWAL State Records Center REPLACEMENT PAGE ltem **Retention Period** ADDENDUM PAGE Archival **Records Series Title** Number Total Remarks Vital In In Office Storage Retention 11 Master Syllabi AY = 1AYAY + 1AYΜ S Ν 12 С S Faculty/Supervisor Evaluations ΑY ΑY Ν 13 Student Opinion of Instruction **PERM** PERM С R Ν 14 FY + 3FY Р S Ν V **Division Inventory** FY + 3FY 15 **Professional Service Contracts PERM** PERM Μ R Ν 16 Р S Requisitions FY +3FY FY + 3FY Ν 17 ACT + 3FY ACT + 3 FY С R Ν Teacher Education Application Packet/Materials 18 ACT + 5FY ACT + 5FY С R Ν Teacher Education Course gradebooks **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P – Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No C - Confidential Information CY – Calendar Year (Jan 1 – Dec 31) Vital Record AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History Page 6 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION Delgado Community College/Academic Affairs/Business and Technology Division x RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Archival Security Number **Total** Remarks In Vital In Office Storage Retention 1 Р S Payroll CY+3CY CY + 3CY 2 Final Gradebooks AY + 3AYAY + 3AYС S Ν 3 С R Ν V Faculty/Staff Employment Records **PERM** PERM 4 С Justifications for Graduation AY +3AY AY +3AY S Ν 5 С S Change of Record Forms AY +3AY AY +3AY Ν 6 FY + 3FY FY + 3FY Р S Ν ٧ Inventory 7 **PERM** PERM С R Ν **Faculty Contracts** 8 **PERM** PERM С R Ν Faculty Evaluations 9 С Student Evaluation on Instruction PERM PERM R Ν 10 AY +3AY С S **Grade Changes** AY +3AY **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History Page 7 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION Delgado Community College/ Academic Affairs/Business and Technology Division x RENEWAL State Records Center __REPLACEMENT PAGE Item **Retention Period** __ADDENDUM PAGE **Records Series Title** Security Archival Number Total Remarks In Vital In Office Storage Retention 11 С S **Grade Appeals** AY + 1AYAY + 1AYΝ 12 С S AY + 1AY Ν Catalog Changes (Students) AY + 1AY13 AY + 1AYΜ S Ν Syllabi AY + 1AY14 Professional Service Contracts M R **PFRM** PFRM 15 Р R V Accreditation Documentation **PFRM** PFRM Ν **Security Status Codes Permitted Retention Period Abbreviations** State Records Center **Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No C - Confidential Information CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Date Signed Secretary of State, State Archives & Records Services Date Approved Agency Approval

Louisiana Secretary of State, Division of Archives, Records Management and History Page 8 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION **Delgado Community College/ Academic Affairs/Communication Division** x RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Archival Security Number **Total** Remarks In Vital In Office Storage Retention 1. С S Final Grade Rosters AY + 2AYAY + 2AY2. С Class Attendance Records AY + 2AYAY + 2AYS Ν 3. С S Ν Faculty & Staff Time Sheets FY + 2FY FY + 2FY 4. С Leave Requests (incl. FMLA) FY + 2FY FY + 2FY S Ν 5. С S **Adjunct Contracts** AY + 2AYAY + 2AYΝ 6. Personnel Transaction Forms FY + 2FY FY + 2FY С S Ν 7. AY + PERM AY + PERM Р R Ν Master Syllabi **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

	- 13							00.	1110 002 (01/01)
	ecretary of State, Division of Archives, Records Mana	agement and His	tory						Page 9 of 54
	Box 94125, Baton Rouge, LA 70804			Htt	p://www.	sos.lo	uisiana.	gov	Indicate Use of Form
Agency No	Agency / Division / Section Delgado Community College/Academic Affairs.	/Curriculum and	d Program D)evelopment	:		ş		ORIGINAL SUBMISSION _x_RENEWAL
Item Number	Records Series Title	R	Retention Pe	eriod	2	ज्ञ	Record		REPLACEMENT PAGEADDENDUM PAGE
Number	Resolute Series Tille	In Office	In Storage	Total Retentio	n Security	Archival	State Records Center	Vital	Remarks
1	Catalog Course/Program Records	FY + 4 FY		PERM (Electronic Copie		R	N	1	
2	Minutes, Agendas, Approval Forms: Curriculum Committee Actions	PERM		PERM	Р	R	N	V	
3	Board Correspondence	PERM		PERM	Р	R	N	V	
4	Program Review (Internal)	PERM		PERM	Р	R	N	I	
5	Program Professional Accreditation Approval	ACT		ACT	Р	S	N	V	Active Period of Accredited Status as defined by Professional Agency, supersede as indicated
6	Master Syllabi – Coursed being offered	PERM		PERM	Р	R	N	V	
7	Master Syllabi – Discontinued Courses	PERM		PERM	Р	R	N	U	
8	Educational Affiliation Agreements with other Agencies (Articulation Agreements)	ACT		PERM	Р	R	N	V	Active Period as defied in Agreement; supersede as indicated
9	Inactive Educational Affiliation Agreements with other Agencies (Articulation Agreements)	PERM		PERM	Р	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	PER M	PERM	М	R	N	V	
Permitted Ret	tention Period Abbreviations	Security Status	Codes		State R	ecord	Center	Use	Agency Abbreviations
ACT – Active I	Period (when used define term in remarks column)	P – Public Reco	rd		Y – Yes	;			
FY- Fiscal Yea	ar (July 1- June 30)	M – May Contair	n Confidential	Information	N - No				
	r Year (Jan 1 – Dec 31)	C – Confidential							
	c Year (Aug 1 – July 31)	Archival Proces	_		Vital Re Code	ecord I	dentifica	tion	
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S			V= Vita				
MO – Months PERM – Perm	WK – Week DY - Day(s)	R – Retain in Ag	-	;	I = Imp				
PERIVI – Pelili	aneni	S – Review by S O – Other (Spec		-1	U= Use				
7 17 2		` '	any in Remarks	9)					
L. McKei	nna Submitted to State Archives 8/	28/15							
Agency A	Approval D	ate Signed	Sec	retary of Stat	e, State	Archiv	es & Re	ecords S	Services Date Approved

Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov										Page 10 of 54
Agency No	Agency / Division / Section Delgado Community College/Academic Affairs/	Curriculum and	Program Do							Indicate Use of Form ORIGINAL SUBMISSION _x_RENEWAL
Item	Records Series Title	R	etention Per	riod		≥	<u>=</u>	Records		REPLACEMENT PAGE ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total ge Retention		Security	Archival	State R Center	Vital	Remarks
11	SACS-COC (Southern Association of Colleges and Schools- Commission on Colleges)	PERM		PERM		С	R	N	V	
12	Correspondence Faculty Professional and Educational Qualifications Packets	PERM		PERM	,	С	R	N	V	
13	Transcripts – Non-hired/Non-Assigned Faculty	1FY		1FY		С	s	N	U	
14	Unit Employee Performance Review and Planning Documents	PERM	PERM PERM			С	R	N	I	
15	Memoranda of Understanding	ACT		ACT		Р	s	N	1	Active Period as stated in Memorandum; supersede as indicated
Permitted Ret	ention Period Abbreviations	Security Status	Codes			Rec	ords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Recor	d		Use					
FY- Fiscal Yea	r (July 1- June 30)	M – May Contain	Confidential I	nformation	Y – Y					
CY - Calendar	Year (Jan 1 – Dec 31)	C - Confidential	Information		N - N	lo				
AY – Academic	c Year (Aug 1 – July 31)	Archival Proces	sing Codes		Vital					
FFY – Federal	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S	tate Archives				tion C	ode		
MO - Months	WK – Week DY - Day(s)	R – Retain in Age	ency Archives		V= Vi					
PERM – Permanent		S – Review by St	tate Archives		I = Ir	•				
		O - Other (Speci	fy in Remarks))	U= U	lseful				
L. McKen	ana Submitted to State Archives 8/2	/28/15								
Agency A	pproval Da	Date Signed Secretary of State, State				e Ar	chive	s & Re	cord	s Services Date Approved

Item Number	Delgado Community College/ Academic Affair Technology	rs/Distance Learning & Instructional								Indicate Use of FormORIGINAL SUBMISSIONRENEWALREPLACEMENT PAGE
		Retention Period						sp		
Number	Records Series Title	R	etention Per	riod		£	al	Recor		ADDENDUM PAGE
	Records delles fide	In Office In Storage		Total Retention		Security	Archival	State Records Center	Vital	Remarks
1	Payroll	CY +5CY		CY + 3CY		Р	S	N	I	
2	Data Backup of Bb course site per semester	AY +3AY		AY +3AY		С	S	N	I	
3	Faculty/Staff Employment Records	PERM		PERM		С	R	N	٧	
4	Inventory	FY +3FY		FY +3FY		Р	S	N	V	
5	Staff Evaluations			С	R	N	I			
6	Faculty/Staff Contracts			PERM		С	R	N	I	
7	Vendor contracts	PERM		PERM		С	R	N	I	
8	Professional Development Attendance rosters	FY+5FY		FY+5FY		М	S	Ν	Ι	
CT – Active P Y- Fiscal Year	ention Period Abbreviations Period (when used define term in remarks column) r (July 1- June 30) Year (Jan 1 – Dec 31)	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information					cords	Center		Agency Abbreviations
Y – Academic FY – Federal	C Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30) WK – Week DY - Day(s)	Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			Iden V= \ I =		tion C	ode		
L. McKen	na Submitted to State Archives 8	/28/15			•					

Louisiana Secretary of State, Division of Archives, Records Management and History Page 12 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION Delgado Community College/ Academic Affairs/ Library x RENEWAL State Records Center REPLACEMENT PAGE ltem **Retention Period** ADDENDUM PAGE Archival Security **Records Series Title** Number **Total** Remarks In Vital In Office Storage Retention 1 S Payroll CY + 5CYCY + 5CY2 С Faculty/Staff Employment Records **PERM** PERM R Ν 3 С R Part-time Agreements **PERM PERM** Ν 4 С Faculty/Staff Evaluations **PERM** PERM R Ν 5 Р S U Library Satisfaction Surveys AY + 1AYAY + 1AYSurvey began 2011-Ν 6 Professional Service Contracts **PERM** PERM Μ R ٧ Ν 7 ٧ FY + 3FY FY + 3FY Р S Inventory Ν **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M – May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

	cretary of State, Division of Archives, Records Mana	Page 13 of 54								
Agency No	Agency / Division / Section			110	P.,, W	7777.00	, o.ioui	isiana.(Indicate Use of Form
7.goney 110	Delgado Community College/ Academic Affairs	/ Nursing Divisi	on							ORIGINAL SUBMISSION
	Doigua Community Conoge, Academic Amano	, italioning Diviol	011					S		<u>x</u> RENEWAL
Item		P	etention Pe	riod				Records		REPLACEMENT PAGE
Number	Records Series Title		- Clottion i C	1100		ity	val	Rec		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security	Archival	State Re	Vital	Remarks
1	Clinical Agency Affiliation Agreements	AY AY				Р	S	N	٧	Varies from 1 CY to 3 CY depending on agency
2	LSBN Student Records	AY + 1AY		AY + 1AY		О	S	N	I	While student enrolled in program
3	RN Student Program Admission Applications	AY + 1AY		AY + 1AY		O	S	N	I	While student enrolled in program
4	RN Student Clinical Evaluations	AY + 1AY		AY + 1AY		С	S	N	ı	While student enrolled in program or for 5 years after withdrawal
5	Complaints about the program	AY + 7AY		AY + 7AY		С	S	N	I	
6	PN Program Curriculum, list of textbooks, faculty, rotation schedule, admission evaluation form, transcripts, licensure examination results	PERM		PERM		С	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		М	S	N	I	Required to keep for 5 years
8	Master Syllabi for NURS and PRNU Courses	AY		AY		Р	S	N	I	Duration of time the course is taught
9	Faculty/Staff Evaluations	FY		FY		О	S	N	I	Duration of ACEN Accreditation Period
10										
Permitted Ret	ention Period Abbreviations	Security Status	Codes		Stat	te Rec	ords	Center	l	Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Recor	·d		Use)				
	ır (July 1- June 30)	M – May Contain	Confidential I	nformation	Y –	Yes				
CY – Calendar	Year (Jan 1 – Dec 31)	C – Confidential	Information		N -	No				
AY – Academic	c Year (Aug 1 – July 31)	Archival Proces	sing Codes		Vita	I Rec	ord			
FFY – Federal	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S	State Archives			ntifica	tion C	ode		
MO – Months	WK - Week DY - Day(s)	R – Retain in Age	ency Archives			Vital				
PERM – Perma	anent	S – Review by S	tate Archives		I =	Import	ant			
		O – Other (Specify in Remarks)								
L. McKen	ana Submitted to State Archives 8/2	8/28/15								
Agency A	approval Da	ate Signed	Seci	etary of State	e, Sta	ite Ar	chive	s & Re	cord	s Services Date Approved

Louisiana Se	n·//w	ww so	ns lou	isiana.	vor	Page 14 of 54				
Agency No	ox 94125, Baton Rouge, LA 70804 Agency / Division / Section			1110	φ.// ۷۷		3.100	isiaria.		Indicate Use of Form
rigeney ite	Delgado Community College/Academic Affairs	/ Research & Pla	anning							X_ORIGINAL SUBMISSION
			<u> </u>					8		RENEWAL REPLACEMENT PAGE
Item		R	etention Pe	riod				cor		
Number	Records Series Title		Total		rity	lival	e Re	_	ADDENDUM PAGE Remarks	
		In Office	In Storage	Retentio	on	Security	Archival	State Records Center	Vital	Remarks
1	Institutional Research Federal (IPEDS) Reports	Permanent		Permanen	t	Р	R	N	V	
2	Institutional Research State Reports	Permanent		Permanen	t	Р	R	N	V	
3	Graduate Survey	Permanent		Permanen	t	М	R	N	I	6 months paper record, permanent electronic record
4	Student Opinion Survey	Permanent		Permanen	t	М	R	N	I	6 months paper record, permanent electronic record
Permitted Ret	ention Period Abbreviations	Security Status	Codes				cords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Recor			Use	e · Yes				
	r (July 1- June 30)	M – May Contain		nformation	N -					
	Year (Jan 1 – Dec 31)	C – Confidential	Information		'\ -	140				
	c Year (Aug 1 – July 31)									
	Fiscal Year (Oct 1 – Sept 30)									
PERM – Perma	WK – Week DY - Day(s)									
I. FUM - LAIM	anciit	1								
L. McKenna Submitted to State Archives 8/28/15										
Agency A	approval D	ate Signed	Secr	retary of Stat	te, Sta	ate Aı	chive	s & Re	cord	s Services Date Approved

	50x 94125, Baton Rouge, LA 70804			Htt	:p://w\	ww.sc	s.iou	isiana.(jov	Indicate Use of Form
Agency No	Agency / Division / Section	- · · · · · · · · · · · · · · · · · · ·								ORIGINAL SUBMISSION
	Delgado Community College/Academic Affairs	s/Registrar's Offi	ce					, 0		<u>x</u> RENEWAL
14		_						ord		REPLACEMENT PAGE
Item Number	Records Series Title	R	etention Per	riod		ity	val	Rec		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
1	Academic Action Authorization (Dismissal, etc)	CY + 5CY		CY + 5CY	′	O	S	N	٧	5 years after graduation or date of last attendance
2	Academic Records (including narrative evaluations, Competency Assessments, etc.)	PERM		PERM		O	S	N	V	
3	Advanced Placement Records	CY + 5CY		CY + 5CY		С	S	N	V	5 years after graduation or date of last attendance
4	Application for Graduation	CY + 1CY		CY + 1CY		С	S	N	I	1 year after graduation or date of last attendance
5	Application for Admission or Readmission (Reentry)	CY + 5CY		CY + 5CY		С	S	N	٧	5 years after graduation or date of last attendance
6	Audit Authorizations	CY + 1CY		CY + 1CY		С	S	N	I	1 year after date submitted
7	Change of Course (Add/Drop)	PERM		PERM		С	R	N	V	
8	Change of Grade Forms(Update Documents)	PERM		PERM		С	R	N	V	
9	Class List (Original Grade Sheet)	PERM		PERM		С	R	N	٧	Electronically maintained
10	Class Schedules (Students)	PERM		PERM		С	R	N	٧	Electronically maintained
Permitted Ret	ention Period Abbreviations	Security Status	Codes	l .			ords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Recor	rd		Use					
	r (July 1- June 30)	M – May Contair		nformation	N -	Yes				
	Year (Jan 1 – Dec 31)	C – Confidential								
	c Year (Aug 1 – July 31)	Archival Proces	_			al Reco		ode:		
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S				Vital		Jouo		
	WK – Week DY - Day(s)	R – Retain in Ag	-			Import	tant			
PERM – Perm	anent	S – Review by S				Useful				
O – Other (Specify i										
L. McKenna Submitted to State Archives 8/28/15										
Agency A	approval I	Date Signed	Secr	etary of Stat	e, Sta	ate Ar	chive	s & Re	cord	s Services Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History Page 16 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION Delgado Community College/Academic Affairs/Registrar's Office x RENEWAL Records __REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Security Archival Number State Ro Total Remarks In Vital In Office Storage Retention 11 Р R Commencement Programs **PERM** PERM Ν 12 Р **PERM** PERM R Ν Electronically maintained Graduation List 13 С ACT + 5CY S Ν Correspondence, Relevant ACT + 5CY 5 years after graduation or date of last attendance 14 Credit by Examination, Advance Placement, V **PERM** PERM С Ν CLEP, LEAP Forms 15 С V Credit not Credit Approval (audit, pass/fail, ect) **PERM** PERM R Ν 16 С V Curriculum Change Authorizations **PERM** PERM R Ν 17 С R Ν V Degree Audit Record PERM PERM Kept in a separate file from the student's academic 18 С Disciplinary Action Document **PERM** PERM R Ν 19 ٧ ACT + 5CY ACT + 5CY С S Ν Electronically maintained Fee Assessment Forms 20 V С **FERPA Documents PFRM** PFRM R Ν **Security Status Codes State Records Center Permitted Retention Period Abbreviations Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P – Public Record Y - Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PFRM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History Page 17 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION Delgado Community College/Academic Affairs/Registrar's Office x RENEWAL State Records Center __REPLACEMENT PAGE Item **Retention Period** __ADDENDUM PAGE **Records Series Title** Security Archival Number Total Remarks In Vital In Office Storage Retention 21 С S V Foreign/International Student Forms (I-20, etc.) CY + 5CY CY + 5CY Ν 5 years after graduation or date of last attendance 22 С V **PERM** R Ν Grade Reports (Registrar's Copies) PERM Electronically maintained 23 С S Ν Graduation Authorizations CY + 5CY CY + 5CY 5 years after graduation or date of last attendance 24 С S Hold on Encumbrance Authorizations ACT ACT Ν ACT= Until Release 25 С V S Name Change Authorizations CY + 5CYCY + 5CYΝ 5 years after graduation or date of last attendance 26 S Personal Data Information Forms 1CY 1CY Μ Ν 1 year after date submitted 27 **Registration Forms** 1CY 1CY С S Ν 1 year after date submitted 28 S 1CY 1CY M Ν Transcript Request (Students) 1 year after date submitted 29 С R Ν V Schedule of Classes (Institutional) **PERM** PERM Electronically maintained 30 С PERM PERM Ν Electronically maintained Transfer Credit Evaluations R **Security Status Codes Permitted Retention Period Abbreviations** State Records Center **Agency Abbreviations** Use P - Public Record ACT – Active Period (when used define term in remarks column) Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Date Signed Secretary of State, State Archives & Records Services Date Approved Agency Approval

	cretary of State, Division of Archives, Records Man lox 94125, Baton Rouge, LA 70804	o://www.	sos.lou	uisiana.g	gov	Page 18 of 54			
Agency No	Agency / Division / Section			•					Indicate Use of FormORIGINAL SUBMISSION
	Delgado Community College/Academic Affairs	s/Registrar's Offic	ce						x_RENEWAL
							ords		REPLACEMENT PAGE
Item Number	Records Series Title	R	etention Per	riod		ज्ञ ।	Records		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n N	Archival	State R Center	Vital	Remarks
31	Withdrawal Authorizations	CY + 5CY		CY + 5CY	С	s	N	٧	5 years after graduation or date of last attendance
32	Enrollment Verifications	PERM		PERM	М	R	N	ı	
33	Catalogs	PERM		PERM	Р	R	N	I	
Permitted Ret	ention Period Abbreviations	Security Status	Codes			Records	Center	ı	Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Record	d		Use				
	r (July 1- June 30)	M – May Contain		nformation	Y – Yes N - No	8			
	Year (Jan 1 – Dec 31)	C – Confidential							
	c Year (Aug 1 – July 31)	Archival Proces	_		Vital Ro		Code		
	Fiscal Year (Oct 1 – Sept 30) WK – Week DY - Day(s)	A – Transfer to S R – Retain in Age			V= Vita	I			
PERM – Perm		S – Review by St			I = Imp	ortant			
I LIKW I OIII		O – Other (Speci)	U= Use	ful			
L. McKenn	na Submitted to State Archives 8/2	28/15	I						
Agency Ap	pproval Da	ate Signed	Secre	tary of State,	State A	rchives	s & Rec	ords	Services Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History Page 19 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION Delgado Community College/ Academic Affairs/Science and Math Division x RENEWAL State Records Center __REPLACEMENT PAGE Item **Retention Period** __ADDENDUM PAGE **Records Series Title** Security Archival Number Total Remarks In Vital In Office Storage Retention 1 С S Grade and Attendance records AY + 3AYAY + 3AYΝ Retain for 3 AY from semester generated 2. Р S Time Sheets CY + 3CY Ν CY + 3CY Retain for 3 CY from semester generated 3. С S Ν Contracts FY + 3FY FY + 3FY Retain for 3 FY from semester generated 4. Р S Ν Requisitions FY + 3FYFY + 3FY Retain for 3 FY from semester generated 5. Р S Master Syllabi AY + 3AYAY + 3AYΝ Retain until modified 6. С S Faculty/ Supervisor Evaluation ΑY Ν Retain in faculty division personnel file AY 7. Student Opinion of Instruction ΑY ΑY С S Ν Retain in ePrint system 8. Р S FY + 1FY FY + 1FY Ν Student Lab Safety Forms 9. Р Chemical Inventory S Ν CY CY Done Yearly **Security Status Codes Permitted Retention Period Abbreviations** State Records Center **Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Date Signed Secretary of State, State Archives & Records Services Date Approved Agency Approval

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 20 of 54 Post Office Box 94125, Baton Rouge, LA 70804 ORIGINAL SUBMISSION Http://www.sos.louisiana.gov X RENEWAL Agency / Division / Section Agency No __REPLACEMENT PAGE Delgado Community College/Academic Affairs/Technical Division ADDENDUM PAGE Records Item **Retention Period** Archival Security **Records Series Title** Number State R Center Total Remarks In In Office Storage Retention Program Student Records (grades and 1 AY + 3AYAY + 3AY C S Ν DCC & Program Accreditation Requirements attendance) 2 Program Hospital/Clinic Affiliation Agreement AY + 3AYAY + 3AYΜ S Ν DCC & Program Accreditation Requirements 3 Program Accreditation Requirements (length of Program Accreditation AY + 3AYPERM PERM Ρ R Ν period for accreditation varies from 3 years up to 8 years according to individual programs) 4 Р **Program Assessment Information** PERM PERM R DCC & Program Accreditation Requirements AY + AYΝ 5 AY + 3AYS Retained for 3 AY from semester generated Contracts AY + 3AYС Ν 6 Master Syllabi AY + 3AYAY + 3AY S Ν Retained until modified 7 С S Faculty/Supervisor Evaluation ΑY AY Ν Retained in faculty division personnel file 8 С S Student Opinion of Instructor ΑY Ν ΑY Retained in eprint system 9 Р ΑY S Equipment Inventory AY Ν Retained in program and division office 10 S AY + 3AYΝ Requisitions AY + 3AY**Permitted Retention Period Abbreviations Security Status Codes** State Records Center **Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PFRM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15

Secretary of State, State Archives & Records Services

Date Approved

Date Signed

Agency Approval

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 21 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION Delgado Community College/Business Affairs & Administrative Affairs/Controller's x RENEWAL Office State Records Center __REPLACEMENT PAGE ltem **Retention Period** ADDENDUM PAGE Archival **Records Series Title** Number **Total** Remarks Vital In In Office Storage Retention 1 Accounts Payable Invoices from Vendors FY + 3FY FY + 3FY Ρ S Ν Image upon arrival 2 FY + 3FY FY + 3FY Р S Ν Image upon arrival Receiving Reports 3 Credit Memos FY + 3FY FY + 3FY Р S Ν Image upon arrival 4 FY + 3FY FY + 3FY Р S Ν Cancelled checks are maintained by bank. Checks (Non-Payroll) 5 Address, Name Change Notices FY + 3FY Р S Ν FY + 3FY Image upon arrival 6 Image upon arrival Copies of Contracts and Leases **PERM PERM** Р Ν 7 Р Professional Leave and Travel Requests, MV7s FY + 3FY FY + 3FY S Ν Image upon arrival 8 Supporting documentation and Direct Pay FY + 3FY FY + 3FY Р S Ν Image upon arrival Requests 9 FY + 3FY FY + 3FY Р S Ν Stop Payments / Void Requests 10 Petty Cash Receipts FY + 3FY FY + 3FY S Ν Image upon arrival **Permitted Retention Period Abbreviations Security Status Codes State Records Center** Use ACT – Active Period (when used define term in remarks column) P – Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M – May Contain Confidential Information N - No C - Confidential Information CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 22 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION Delgado Community College/Business Affairs & Administrative Affairs/Controller's x RENEWAL Office State Records Center REPLACEMENT PAGE Item **Retention Period** _ADDENDUM PAGE Archival **Records Series Title** Number **Total** Remarks Vital In In Office Storage Retention 11 Р Correspondence FY + 3FY FY + 3FY S Ν 12 Р FY + 3FY FY + 3FY S Ν Maintained in Evisions Check Register 13 Vendor File FY + 3FY FY + 3FY Р S Ν Maintained in Banner 14 FY + 3FY FY + 3FY Р S Ν Documents shredded for disposition. Bid File (Purchasing) 15 Purchase Orders FY + 3FY Р S Ν FY + 3FY Documents shredded for disposition. 16 Р S FY + 3FY FY + 3FY Requisitions Ν Documents shredded for disposition. 17 Р S Inventory of Property Records FY + 3FY FY + 3FY Ν 18 FY + 3FY Р S Ν Inventory Tag Number File FY + 3FY Report of Property transferred to Property 19 FY + 3FY FY + 3FY S Ν Surplus, Baton Rouge 20 **Security Status Codes Permitted Retention Period Abbreviations State Records Center Agency Abbreviations** Use P – Public Record ACT – Active Period (when used define term in remarks column) Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 23 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION Delgado Community College/Business Affairs & Administrative Affairs/Controller's x RENEWAL Office State Records Center REPLACEMENT PAGE ltem **Retention Period** ADDENDUM PAGE Archival **Records Series Title** Number **Total** Remarks In Vital In Office Storage Retention 21 Report of Stolen Items FY + 3FY FY + 3FY Ρ S Ν 22 FY + 3FY FY + 3FY Р S Ν Report of Scrap Items 23 Inventory of Items Not Located FY + 3FY FY + 3FY Р S Ν **Although retention requirement is generally 3 years, 24 the statute of limitations for FLSA violations is 5 years. Bi-weekly Pay Records (all employees) FY + 5CY FY + 5CY Μ S Ν Recommended that Timesheets, Registers, etc. be held for 5 years. Going forward from 2013, maintained in Banner. See ** above. 25 Payroll Register FY + 5CY S FY + 5CY М Ν See ** above. 26 Р S V Leave Cards (Current and Former Employees) FY + 4CY FY + 4CY Ν Unclaimed Property Reports submitted yearly to the 27 Unclaimed Wages (UCP Reports with Payroll) FY + 10CY **FY + 10CY** Μ S Ν State Treasurer's Office. Copies maintained onsite for 10 years after the date the wages become reportable. See ** above. 28 Р S FY + 5CY Ν Timesheets (all employees) FY + 5CY 29 4 years after the tax due date or payment date, С S FY + 4CY FY + 4CY Ν FICA and FUTA Tax Records, SSA Records whichever is later. Permitted Retention Period Abbreviations **Security Status Codes** State Records Center **Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) N - NoCY - Calendar Year (Jan 1 - Dec 31) C – Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PFRM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Secretary of State, State Archives & Records Services Date Approved Agency Approval Date Signed

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 24 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION Delgado Community College/Business Affairs & Administrative Affairs/Controller's x RENEWAL Office Records REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE Archival **Records Series Title** Security Number State F Center Total Remarks In In Office Storage Retention Documents shredded for disposition. 30 С S Quarterly Withholding Reports FY + 5CY FY + 5CY Ν 6 years after filing date of documents based on 31 Retirement System payments, record, reports (all FY + 6CY С S information they contain as long as relevant. Going FY + 6CY Ν retirement systems forward from 2013, maintained in accounting system. 32 М S Contract for Faculty and other PT employees FY + 5CY FY + 5CY Ν 33 Р S Signature Sheets 3CY 3CY Ν U 34 V W-2 Forms **PERM** PERM С R Ν 4 years after due date. 35 Undeliverable W-2s (including envelopes) FY + 4CY FY + 4CY С S Ν 36 Workmen's Compensation, Unemployment FY + 5CY FY + 5CY С S Ν Compensation Records 37 С S Insurance invoices, payments, reports, etc. FY + 5CY FY + 5CY Ν 38 Р S Requests for Pay (filed by PT employees) FY + 3CY FY + 3CY Ν 39 Going forward from 2013, prepared at State Archives Р S State and Federal Taxes Filed (including 941s) FY + 5CY FY + 5CYΝ and maintained by LCTCS. Permitted Retention Period Abbreviations **Security Status Codes State Records Center Agency Abbreviations** Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M – May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Date Signed Secretary of State, State Archives & Records Services Date Approved Agency Approval

Louisiana Secretary of State, Division of Archives, Records Management and History Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov										Page 25 of 54
Agency No	Agency / Division / Section			1114	J.// WV	/v vv.3C		Siai ia.ç	JOV	Indicate Use of Form
7.9007.10	Delgado Community College/Business Affairs 8	k Administrative	Affairs/Con	troller's						_ORIGINAL SUBMISSION x_RENEWAL
	Office	T						sp.		REPLACEMENT PAGE
Item	Records Series Title	Re	etention Per	iod		Ł.	al	ecol		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
40	Payroll Calendars	FY + 5FY FY + 5FY					S	Ν	I	Per DOL Legislative rule. Going forward from 2013, prepared and maintained by State Archives.
41	Salary History	FY + 8CY		FY + 8CY		М	S	N	Ι	
42	Garnishments (letters, records, etc.)	FY + 8CY		FY + 8CY		О	S	Z	_	
43	Cash Receipts, Cash Disbursements, Journal Vouchers, Bank Transfers, PIV's	FY + 3FY		FY + 3FY		Р	S	Z	_	
44	Bank Reconciliations and supporting documentation (all bank accounts)	PERM		PERM		Р	R	N	I	
46	General Ledger Account Reconciliations	FY + 3FY	FY + 3FY		Р	S	N	I		
46	Chart of Accounts	FY + 3FY		FY + 3FY		Р	S	N	Ι	Maintained electronically in accounting system.
47	General and Subsidiary Ledgers	PERM		PERM		Р	R	N	I	Maintained in accounting system.
48	Legislative Audit and Other Audit Reports	PERM		PERM		Р	R	N	V	
49	Trial Balances, Financial Statements, Supporting Documents for Annual Financial Reports	PERM		PERM		Р	R	N	٧	
		P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives					ord tion C	Center		Agency Abbreviations
L. McKenn	L. McKenna Submitted to State Archives 8/28/15									
Agency Approval Date Signed Secretary of State, Sta						e Arcl	hives	& Rec	ords	Services Date Approved

	cretary of State, Division of Archives, Records Mana ox 94125, Baton Rouge, LA 70804	Page 26 of 54								
Agency No	Agency / Division / Section			1 1004	o://wwv	vv.30	3.10ui	Jiana.	,	Indicate Use of Form
7.90.00	Delgado Community College/Business Affairs & Office	& Administrative	Affairs/Con	itroller's				rds		ORIGINAL SUBMISSION x_RENEWALREPLACEMENT PAGE
Item Number	Records Series Title	Retention Period				£	al	Records		ADDENDUM PAGE
Number	Records defles Title	In Office	In Storage	Total Retention	Security		Archival	State Ro	Vital	Remarks
50	Accounts Receivable Reports (Aged receivables – student, agency, collections)	FY + 5FY FY + 5FY				М	S	Ν	Ι	Records maintained the lesser of 5 years or until paid or written off. Maintained in EPrint.
51	Credit Memos	FY + 5FY		FY + 5FY	N	М	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	V	М	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	N	М	S	Ν	Ι	
54	Student Fee Bills	PERM		PERM	N	М	R	Ν	_	Maintained on CDs
55	1098Ts	PERM		PERM	C	С	R	Ν	I	Maintained on CDs
56	Quarterly Receivable Reports	PERM		PERM	F	Р	R	Ν	I	
57	Student Refunds and supporting documentation	FY + 3FY		FY + 3FY	N	М	S	N	I	
58	Xenegrade, Gateway Reconcilliation	FY + 3FY		FY + 3FY	F	Р	S	Ν	-	
59	Scholarship Records, Payments, Support	PERM		PERM	F	Р	R	Ν	I	
ACT – Active P FY- Fiscal Yea CY – Calendar AY – Academic FFY – Federal MO – Months PERM – Perma		P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)				es o Reco	ord tion C	Center		Agency Abbreviations
L. McKenna Submitted to State Archives Agency Approval Date Signed Secretary of State, State, State Archives						Arcl	nives	& Rec	ords	Services Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov										Page 27 of 54
								siana.ç	jov	Indicate Use of Form
Agency No	Agency / Division / Section	nictuative Affaire/ Facilities Diamina			-					ORIGINAL SUBMISSION
	Delgado Community College/ Business & Admi	13/ I actitues Flaining					"		<u>x</u> RENEWAL	
Item		В	atautian Dan	.!.a.d				ord		REPLACEMENT PAGE
Number	Records Series Title	R	etention Per	100		ity	/al	Records		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security	Archival State Re	State R Center	Vital	Remarks
1.	Leases for campus/site facilities	PERM	PERM	PERM		Р	R	Ν	٧	
2.	Blueprints/architectural drawings for campus/site facilities	PERM	PERM	PERM		Р	R	N	٧	
3.	Master plans for facilities	PERM	PERM	M PERM		Р	R	N	V	
4.	Reports to FP&C for FEMA projects	PERM	PERM	PERM		Р	R	Ν	V	
Permitted Ret	ention Period Abbreviations					State Records Center				Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Record				Use Y – Yes				
	r (July 1- June 30)	M – May Contain Confidential Information				N - No				
	Year (Jan 1 – Dec 31)	C – Confidential I								
AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30)		Archival Proces	_			Vital Record Identification Code				
MO – Months WK – Week DY - Day(s)		A – Transfer to State Archives R – Retain in Agency Archives			V= V	/= Vital				
PERM – Permanent					l = Ir	I = Important				
					U= U	Useful				
L. McKenna Submitted to State Archives 8/		28/15			1					
Agency Approval Da		ate Signed	Secr	etary of State	e, State Archives & Records Services Date Approved					

Louisiana Secretary of State, Division of Archives, Records Management and History Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov									Page 28 of 54 Indicate Use of Form	
Agency No	Agency / Division / Section					ORIGINAL SUBMISSION				
	Delgado Community College/Business &Adr	ninistrative Affairs	lanning/Safe	ety		v		RENEWAL		
Item Number	Records Series Title	R	etention Per	riod		'a 'g	Recor		REPLACEMENT PAGEADDENDUM PAGE	
		In Office	In Storage	Total Retention	n N	Archival	State Records Center	Vital	Remarks	
1	Quarterly Safety Meetings	FY + FY			Р	s	N	٧		
2	Orientation Safety Training	FY + FY			Р	s	N	٧		
3	Annual Safety Training	FY + FY			Р	s	N	٧		
Permitted Ret	ention Period Abbreviations	Security Status	Codes		State F	Record	Center	<u>I</u>	Agency Abbreviations	
ACT – Active F	Period (when used define term in remarks column)	P – Public Recor	d		Use					
FY- Fiscal Yea	r (July 1- June 30)	M – May Contain	M – May Contain Confidential Information			S				
CY – Calendar	Year (Jan 1 – Dec 31)	C – Confidential Information			N - No					
AY – Academic Year (Aug 1 – July 31)						Vital Record Identification Code V= Vital I = Important				
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to State Archives								
MO – Months WK – Week DY - Day(s)		_	R – Retain in Agency Archives							
PERM – Permanent		· ·	3 - Review by State Archives							
		O – Other (Specify in Remarks)			U= Use	riui				
L. McKen	na Submitted to State Archives	8/28/15								
Agency Approval		Date Signed Secretary of State, State Archives & Records Services Date Approved								

Louisiana Secretary of State, Division of Archives, Records Management and History 54 Page 29 of Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION Delgado Community College/Business & Administrative Affairs/Facilities Planning/ Risk x RENEWAL and Compliance State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE Security Archival **Records Series Title** Number Total Remarks Vital In In Office Storage Retention 1 OMB requires 3 yrs after Final Status Report (project Р ٧ Request for Public Assistance (RPA) FY + 3 FY FY + 3 FY S Ν completion) 2 OMB requires 3 yrs after Final Status Report (project V Project Worksheet (PW) FY + 3 FYFY + 3 FY Р S Ν completion) 3 OMB requires 3 yrs after Final Status Report (project FY + 3 FY FY + 3 FY Μ S Ν Request for Reimbursement Form (RRF) completion) [may contain payroll support] OMB requires 3 yrs after Final Status Report (project 4 S Μ GOHSEP Check Transmittals FY + 3 FYFY + 3 FYΝ completion) [may contain payroll support] 5 OMB requires 3 yrs after Final Status Report (project **GOHSEP Settlement Statements** FY + 3 FYFY + 3 FY Μ S N completion) [may contain payroll support] OMB requires 3 yrs after Final Status Report (project 6 S FY + 3 FY Μ Ν Support for request for PW FY + 3 FYcompletion) [may contain payroll support] 7 OMB requires 3 yrs after Final Status Report (project Journal Entries recording wire transfers FY + 3 FYFY + 3 FYΜ S Ν completion) [may contain payroll support] OMB requires 3 vrs after Final Status Report (project 8 Journal Entries transferring expenditures FY + 3 FY Μ S Ν FY + 3 FY completion) [may contain payroll support] OMB requires 3 yrs after Final Status Report (project 8 Р S V Requests for extensions of PWs FY + 3 FYFY + 3 FYΝ completion) 10 OMB requires 3 yrs after Final Status Report (project Approvals for extensions of PWs FY + 3 FYFY + 3 FYР S completion) **Permitted Retention Period Abbreviations Security Status Codes** State Records Center **Agency Abbreviations** Use P - Public Record ACT – Active Period (when used define term in remarks column) Y – Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Date Signed Secretary of State, State Archives & Records Services Date Approved Agency Approval

Louisiana Secretary of State, Division of Archives, Records Management and History Page 30 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION Delgado Community College/Business & Administrative Affairs/Facilities Planning/ Risk x RENEWAL and Compliance State Records Center __REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE Security Archival **Records Series Title** Number Total Remarks In Vital In Office Storage Retention 11 3 yrs after claim settled (project completion) [may Р S FY + 3 FYFY + 3 FY**ORM Claims** Ν contain payroll support] 12 **ORM Certificates of Insurance** FY + 3 FYFY + 3 FY Ρ S Ν 13 Р ORM Building status changes FY + 3 FYFY + 3 FYS Ν 14 **FY + 3 FY** FY + 3 FYР S Ν **ORM Quarterly Exposure reports** 15 S FY + 5 FY FY + 5 FY Р Review and submit renewal every five years College-wide Record Retention Schedule 16 Р S Ν FY + 3 FY FY + 3 FY Board of Regents requirement Database of Sites, Buildings, Rooms Produced by DCC's student system, reviewed & 17 Р S FY + 3 FY FY + 3 FY Ν Database of space utilization revised for error correction before submission 18 FY + 3 FY FY + 3 FY Μ S Ν Internal investigations (As applicable) 19 S FY + 3 FYFY + 3 FY Ν Originals submitted to Dept. of Environmental Quality Water Monitoring Reports for Fire School **Permitted Retention Period Abbreviations Security Status Codes** State Records Center **Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Date Signed Secretary of State, State Archives & Records Services Agency Approval Date Approved

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 54 31 of Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency / Division / Section Agency No ORIGINAL SUBMISSION Delgado Community College/Business & Administrative Affairs/ Financial Services X RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Security Archival Number Total Remarks Vital In In Office Storage Retention 1 Data collected from department heads used for budget **Budget Work Papers** 2 FY 1 FY 3 FY Μ S Ν preparation 2 Р Operating Budget Book 5 FY 5 FY 10 FY S Ν 3 U Revenue and Expenditure Projections 2 FY 1 FY 3 FY Р S Ν 4 Р Safekeeping Receipts for Pledged Securities 2 FY 1 FY 3 FY S Ν 5 **BA-7** Approvals 3 FY 2 FY 5 FY Р S Ν Approved by the Division of Administration 6 Submitted to the LCTCS Р U 2 FY 1 FY 3 FY S Ν Quarterly Financial Reports 7 Quarterly Professional Service Contract Reports Submitted to LCTCS and the Office of Contractual 3 FY 2 FY 5 FY Р S Ν Review 8 Approved contracts and all backup documentation are Professional Service Contracts 3 FY 2 FY 5 FY Р S attached to the final contract payment and filed in Ν Accounts Pavable 9 Approved contracts and all backup documentation are Professional Service Contract Invoice Payments 3 FY 2 FY 5 FY Ρ S Ν attached to the final contract payment and filed in Accounts Payable **Permitted Retention Period Abbreviations Security Status Codes** State Records Center **Agency Abbreviations** Use P - Public Record ACT – Active Period (when used define term in remarks column) Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Date Signed Date Approved Agency Approval Secretary of State, State Archives & Records Services

	cretary of State, Division of Archives, Records Mar ox 94125, Baton Rouge, LA 70804	Page 32 of 54 Indicate Use of Form								
Agency No	Agency / Division / Section						ORIGINAL SUBMISSION			
	Delgado Community College/Business & Adm	ninistrative Affairs	Services			6		<u>X</u> RENEWAL		
Item Number	Records Series Title	Retention Period			4	<u>a</u>	Record		REPLACEMENT PAGEADDENDUM PAGE	
		In Office	In Storage	Total Retentio	on Sin	Archival	State Records Center	Vital	Remarks	
10	Vendor and Student Checks related to Grants	3 FY	2 FY	5 FY	Р	S	N	I	Approved requests and backup documentation are attached to the payment and filed in Accounts Payable	
11	Payroll Documents related to Grants	3 FY	2 FY	5 FY	М	S	N	I	Timesheets, check registers and all other supporting documentation are filed in Payroll	
12	Purchasing Documents related to Grants	3 FY	2 FY	5 FY	Р	S	N	I	Purchase orders, Requests for Proposals, Bids are generated and filed in Purchasing	
Permitted Ret	ention Period Abbreviations	Security Status	Codes	•		Records	Center		Agency Abbreviations	
ACT – Active F	Period (when used define term in remarks column)	P – Public Record			Use					
FY- Fiscal Yea	r (July 1- June 30)	M – May Contain	Confidential I	nformation	Y – Yes	3				
CY – Calendar	Year (Jan 1 – Dec 31)	C – Confidential Information			N - No	- No				
AY – Academic Year (Aug 1 – July 31)		J				Vital Record				
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to State Archives				lentification Code				
MO – Months WK – Week DY - Day(s)		R – Retain in Agency Archives			V= Vita					
PERM – Permanent		5 - Review by State Archives			I = Imp		ant			
		O – Other (Specify in Remarks)			U= Use	etui	l			
L. McKenna Submitted to State Archives		8/28/15								
Agency Approval		Date Signed Secretary of State, State Archives & Records Services Date Approved								

Louisiana Secretary of State, Division of Archives, Records Management and History Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov									Page 33 of 54	
Agency No	Agency / Division / Section	p.// www	v.30.	3.10ui	Siaria.	a.gov	Indicate Use of Form			
rigericy 140		dministrative Affai	ninistrative Affairs/ Policy Office							ORIGINAL SUBMISSION
	Deigado Community Conege/ Dusiness & A	dillillistrative Aliai						S		<u>x</u> RENEWAL
Item Number		P	etention Per	riod				ord		REPLACEMENT PAGE
	Records Series Title	, ,	- CLETILIOTI FEI	1		Ę	val	Rec		ADDENDUM PAGE
		In Office Storage Retention Storage	Archi	State Records Center	Vital	Remarks				
1	Policy and Procedures Memoranda (PPMs)	PERM	PERM	PERM	F	0	R	N	>	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	PERM	PERM	PERM	F	•	R	N	٧	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.
Permitted Ret	ention Period Abbreviations	Security Status				Rec	ords (Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Recor	-			Use				
	r (July 1- June 30)	-	M – May Contain Confidential Information			Y – Yes N - No				
	Year (Jan 1 – Dec 31)		C – Confidential Information							
AY – Academic Year (Aug 1 – July 31)						Vital Record Identification Code				
FFY – Federal Fiscal Year (Oct 1 – Sept 30)			A – Transfer to State Archives			= Vital				
MO – Months WK – Week DY - Day(s)		_	R – Retain in Agency Archives			= Important				
PERM – Permanent			5 - Review by State Archives			Useful				
		` `	O – Other (Specify in Remarks)							
L. McKenna Submitted to State Archives		8/28/15								
Agency Approval		Date Signed	Secr	Secretary of State, State Archives & Records Services Date Approved						

Louisiana Secretary of State, Division of Archives, Records Management and History Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov									Page 34 of 54 Indicate Use of Form	
Agency No	Agency / Division / Section					ORIGINAL SUBMISSION				
	Delgado Community College / Campus/Site	Executive Deans					<u>x</u> RENEWAL			
							8		REPLACEMENT PAGE	
Item		R	etention Per	riod			cor		REPLACEMENT PAGEADDENDUM PAGE	
Number	Records Series Title					iva	e Re		ADDENDOM FAGE Remarks	
		In Office	In Storage	Total Retentio	u Security	Archival	State Records Center	Vital	Remarks	
1	Advisory Board minutes	FY	2 FY	3 FY	Р	S	N	I		
2	Correspondence with landlords	ACT	3 FY	ACT + 3FY	/ P	S	N	I	ACT=length of lease	
Permitted Ret	ention Period Abbreviations	Security Status	Codes			ecords	Center		Agency Abbreviations	
ACT – Active P	Period (when used define term in remarks column)	P – Public Record				Use Y – Yes				
	r (July 1- June 30)	M – May Contain		nformation	N - No					
	Year (Jan 1 – Dec 31)		C – Confidential Information							
AY – Academic Year (Aug 1 – July 31)						Vital Record Identification Code				
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to State Archives			V= Vita					
MO - Months WK - Week DY - Day(s)		R – Retain in Agency Archives				Important				
PERM – Permanent		S – Review by State Archives			U= Use	•				
		O – Other (Specify in Remarks)			0= 030	Tui				
L. McKenna Submitted to State Archives		8/28/15								
Agency Approval		Date Signed Secretary of State, State Archives & Records Services Date Approved								

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 35 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION Delgado Community College/Campus Site Executive Deans/ Ex. Dean, West x RENEWAL **Bank/Student Financial Assistance** State Records Center __REPLACEMENT PAGE ltem **Retention Period** ADDENDUM PAGE Archival Security **Records Series Title** Number **Total** Remarks Vital In In Office Storage Retention 1 С Program Participation Perm Perm R Ν V Electronically maintained 2 С V Perm R Ν Electronically maintained Application Portion of FISAP Perm 3 Audit and Program Reports С R Ν ٧ Electronically maintained Perm Perm 3 years from the end of the award year for which the 4 С S Cost of Attendance Information FY+3FY FY+3FY Ν aid was awarded 5 Documentation of a Student's Satisfactory 3 years from the end of the award year for which the FY+3FY С FY+3FY S Ν aid was awarded **Academic Progress** 3 years from the end of the award year for which the 6 С Documentation of Student's Program of Study FY+3FY FY+3FY S Ν aid was awarded 7 Required Student Certification Statements and 3 years from the end of the award year for which the С FY+3FY FY+3FY S Ν Supporting Documentation aid was awarded 8 Documents used to verify applicant data, and 3 years from the end of the award year for which the V FY+3FY FY+3FY С S Ν resolve conflicting information aid was awarded 9 Documentation of all professional judgment 3 years from the end of the award year for which the С FY+3FY FY+3FY S Ν decisions aid was awarded 10 3 years from the end of the award year for which the FY+3FY С Federal Work study Payroll Records FY+3FY S Ν aid was awarded **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use P – Public Record ACT – Active Period (when used define term in remarks column) Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 36 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION Delgado Community College/Campus Site Executive Deans/ Ex. Dean, West x RENEWAL **Bank/Student Financial Assistance** State Records Center REPLACEMENT PAGE ltem Retention Period ADDENDUM PAGE Archival Security **Records Series Title** Number **Total** Remarks Vital In In Office Storage Retention 3 years from the end of the award year for which the 11 С Pell Reconciliation Reports FY+3FY FY+3FY S Ν aid was awarded 3 years from the end of the award year for which the 12 V Direct Loan Reconciliation Reports FY+3FY FY+3FY С S Ν aid was awarded 13 3 years from the end of the award year for which the FY+3FY С S Ν Student Aid Report (ISIR) FY+3FY aid was awarded 14 Application data submitted to the Department of 3 years from the end of the award year for which the FY+3FY С S V FY+3FY Ν student last attended Education 15 Documentation of each student's or parent's 3 years from the end of the award year for which the С S V FY+3FY FY+3FY Ν borrower's eligibility for FSA program funds aid was awarded 16 Documentation to each student's or parent's 3 years from the end of the award year for which the FY+3FY FY+3FY С S Ν ٧ borrower's receipt of FSA program funds aid was awarded 17 Documentation of information collected at any 3 years from the end of the award year for which the С S V FY+3FY FY+3FY Ν initial or exit loan counseling aid was awarded 18 Electronic Loan Certification of origination record **PERM** PERM С R Ν ٧ Electronically maintained 19 Documentation of confirmation process for multi-С **PERM** PERM R Ν Electronically maintained year Master Promissory Note **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use P - Public Record ACT – Active Period (when used define term in remarks column) Y - Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) Vital Record **Archival Processing Codes Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

	15111 / 2 / 1							siana.		Indicate Use of Form
Agency No	Agency / Division / Section							ter		_ORIGINAL SUBMISSION
								Center		x_RENEWAL
	Delgado Community College/Chancellor's Office	9						sp.		REPLACEMENT PAGE
Item	Records Series Title	Retention Period				<u>~</u>	-	Recor		ADDENDUM PAGE
Number		In Office	In Storage	Total Retentio	on	Security	Archival	State Records	Vital	Remarks
1	Internal Investigations	FY + 3FY		FY + 3FY	C	С	S	N	٧	Investigative Reports
2	Miscellaneous Cooperative Endeavor Agreements	FY + 3FY		FY + 3FY	F	>	s	N	ı	Agreement with City of New Orleans for Disaster Preparedness Plan/Use of Facilities
ermitted Re	tention Period Abbreviations	Security Status	Codes	1		Rec	ords	Center		Agency Abbreviations
CT – Active I	Period (when used define term in remarks column)	P – Public Recor	d		Use					
Y- Fiscal Yea	ar (July 1- June 30)	M – May Contain	Confidential I	nformation	Y – Ye					
Y – Calenda	r Year (Jan 1 – Dec 31)	C - Confidential	Information		N - No	0				
	ic Year (Aug 1 – July 31)	Archival Proces	sing Codes		Vital F					
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to S	tate Archives		Identi		ion C	ode		
NO – Months	WK – Week DY - Day(s)	R – Retain in Agency Archives			V= Vit					
PERM – Perm	anent	S – Review by St			I = Im U= Us	•	ant			
		O – Other (Specify in Remarks)				serui				
L. McKei	nna Submitted to State Archives 8/2	8/15								

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 38 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency / Division / Section Agency No ORIGINAL SUBMISSION Delgado Community College/Chancellor's Office/Campus Police Dept x RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Archival Number **Total** Remarks Vital In In Office Storage Retention 1 С Police Reports 3 FY 3 FY S Ν Investigative Reports 2 С 3 FY 3 FY S Ν u FBI Uniform Crime Reports Crime Data (UCR) 3 Driver's Records 3 FY 3 FY С S Ν Official Driving Records 4 С 3 FY 3 FY S Ν Citations and appeals i.e. Parking Enforcement Administrative files 5 Police Administrative Files 3 FY 3 FY С S Ν Duplicate payroll and attendance records i.e. **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information Vital Record AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov										Page 39 of 54
Agency No	Agency / Division / Section			<u> </u>						Indicate Use of Form ORIGINAL SUBMISSION
	Delgado Community College/ Chancellor's Offi	ice/Human Reso	ources							x_RENEWAL
								rds		REPLACEMENT PAGE
Item Number		Retention Period					a	Seco		ADDENDUM PAGE
	Records Series Title	s Series Title In Office In Storage		Total Retention	Security		Archival	State Records Center	Vital	Remarks
	Employee Personnel Records									
1a	Employees with teachers retirement	ACT + 5CY	25CY	ACT + 30CY	′	М	S	N	I	Image, verify quality, destroy after 30CY
1b	Employees without teachers retirement	ACT + 5CY	65CY	ACT + 70CY	′	М	S	N	-	Image, verify quality, destroy after 70CY
	Civil Service									
2a	Memorandum of Understanding with Civil Service Supporting Allocation of Positions	Permanent		Permanent	1	Р	R	N	I	
2b	Job Applications (SF10)	ACT + 2CY ACT +		ACT + 2CY	1	Р	S	N	I	Image, verify quality, destroy after 3CY
2c	Position Description Record (SF-3)	ACT + 10CY	CT + 10CY ACT + 10CY		′	Р	S	N	I	Image, verify quality, destroy after 10CY
2d	Certificate of Eligibles	3FY		3FY		Р	S	N	Ι	Image, verify quality, destroy after 3FY
	Unclassified State Personnel									
3a	Unclassified Job Descriptions	ACT		ACT	1	Р	S	N	I	ACT=while position is valid
3b	Affirmative Action Records	3FY		3FY		С	S	N	ı	Image, verify quality, destroy after 3FY
Permitted Reten	tion Period Abbreviations	Security Status C	odes		State	Reco	rds C	enter Use	•	
ACT – Active Per	riod (when used define term in remarks column)	P – Public Record			Y – Ye	es				
FY- Fiscal Year (July 1- June 30)	M – May Contain C	Confidential Inform	nation	N - No)				
	ear (Jan 1 – Dec 31)	C – Confidential Inf								
	/ear (Aug 1 – July 31)	Archival Processi	_		Vital F Code		d Ider	ntificatio	1	
	scal Year (Oct 1 – Sept 30)	A – Transfer to Sta		V= Vit						
PERM – Perman	/K – Week DY - Day(s)	R – Retain in Agen	-		I = Im		nt			
FERIVI — FEITHAIN	ent	5 - Review by State Archives				Useful				
L. McKenna Submitted to State Archives Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved										

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 40 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section _ORIGINAL SUBMISSION Delgado Community College/ Chancellor's Office/Human Resources X RENEWAL Records __REPLACEMENT PAGE ADDENDUM PAGE Item Number **Retention Period** Security Archival State Re Center **Records Series Title** Vital Total Remarks In Office In Storage Retention CORRESPONDENCE 4a Policies and Procedures Permanent Р R Ν Τ Permanent Image, verify quality, destroy after 3FY 4b General 3FY 3FY Μ S Ν 4c State Required Federal Reports CY + 1CY 1CY ACT + 2CYМ S Ν Image, verify quality, destroy after 2CY 4d Р Transitory 1FY 1FY S Ν Image, verify quality, destroy after 1FY **Employment Eligibility** 5a С I-9's CY+3CY CY + 3CY S Ν Image, verify quality, destroy after 3CY 5b Applicant Flow Logs CY + 3FY CY + 3FY Р S Ν Image, verify quality, destroy after 3FY 5c Р S Advertisements- Job & Training CY + 1FY CY + 2FY Ν Image, verify quality, destroy after 2FY Performance, Planning & Review 6a Image, verify quality, destroy after 10FY Classified Employees Evaluations (SF-15) FY + 10FY С R Ν Permanent **Permitted Retention Period Abbreviations Security Status Codes** State Records Center Use **Agency Abbreviations** ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes M - May Contain Confidential Information N - No FY- Fiscal Year (July 1- June 30) CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital R - Retain in Agency Archives MO - Months WK - Week DY - Day(s) I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Date Signed Agency Approval Secretary of State, State Archives & Records Services Date Approved

	ary of State, Division of Archives, Records Management and His	Page 41 of 54								
	94125, Baton Rouge, LA 70804		lttp://www.sos.lo	uisiana.gov						Indicate Use of Form
Agency No	Agency / Division / Section Delgado Community College/ Chancellor's O	ffice/Human Resc	ources					ords		ORIGINAL SUBMISSION _X_RENEWALREPLACEMENT PAGE
Item Number	Records Series Title	Retention Period					val	Rec		ADDENDUM PAGE
	Records Series Title	In Office In Storage Retention		Security	Archival	State Records Center	Vital	Remarks		
6b	Unclassified Employee Evaluation	FY + 10FY		FY + 10FY		С	S	N	I	Image, verify quality, destroy after 10FY
	American with Disability Act Files									
7a	E-2 Pre-existing Condition Form	FY + 10CY		FY + 10CY		С	s	N	_	Image, verify quality, destroy after 10CY
7b	Self-Identification Form for Individuals with Disabilities	FY + 10CY FY + 10CY (С	s	N	>	Image, verify quality, destroy after 10CY		
7c	FMLA (Family and Medical Leave Act) Documentation	FY + 10CY		FY + 10CY		С	S	N	٧	Image, verify quality, destroy after 10CY
	tion Period Abbreviations	Security Status Co	odes				ords Ce	enter Use	9	Agency Abbreviations
	riod (when used define term in remarks column)	P – Public Record			Y -					
FY- Fiscal Year (ear (Jan 1 – Dec 31)	M – May Contain C C – Confidential Inf		nation	N –	NO				
	ear (Aug 1 – July 31)	Archival Processi			Vita	l Reco	rd Ider	tification	n	
	scal Year (Oct 1 – Sept 30)	A – Transfer to State Archives				le		identification		
MO – Months W	/K – Week DY - Day(s)	R – Retain in Agency Archives				√ital				
PERM – Perman	ent	S – Review by State	S – Review by State Archives			Importa	ant			
		O – Other (Specify	ther (Specify in Remarks)			Useful				
L. McKen	na Submitted to State Archives	8/28/15								
Agency A	pproval	Date Signed	Secr	etary of State	e, Sta	ate Aı	chive	s & Re	cord	s Services Date Approved

Post Office E	ecretary of State, Division of Archives, Records Mana Box 94125, Baton Rouge, LA 70804 os.louisiana.gov	agement and His	tory						Page 42 of 54 Indicate Use of Form
Agency No	Agency / Division / Section								ORIGINAL SUBMISSION
	Delgado Community College/Chancellor's Office	ce/Institutional	Advancemer	nt			rds		<u>x</u> RENEWAL REPLACEMENT PAGE
Item Number	Records Series Title	R	<u>r</u>	la/	Records		ADDENDUM PAGE		
Number	records ceres rule	In Office	In Storage	Total Retentior	Security	Archival	State R	Vital	Remarks
1	Press releases	2 years	2 years	2 years	Р	R	N	U	
2	Graduation material (Printed copy of program and news releases)	2 years	2 years	2 years	Р	R	N	U	
3	College Catalog	Permanent	Perma nent	Permanent	Р	R	N	ı	
4	Photo File (digital files and contact sheets)	Permanent Perma nent Permanent			Р	R	N	_	
5	Program brochures	Permanent	Perma Permanent		Р	R	N	U	
6	Fliers, posters, promotional collateral, invitations, special events, celebrations	2 years	2 years 2 years		Р	R	N	C	
7	Athletics program books and rosters	Permanent	Perma nent	Permanent	Р	R	N	U	
8	Delgado Digest newspaper inserts	2 years	2 years	2 years	Р	R	N	U	
9	Economic Impact Studies	2 – 5 years	2-5 years	2-5 years	Р	R	N	U	
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent		P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives				ecord cation ortant	Code	r 	Agency Abbreviations
L. McKer	nna Submitted to State Archives 8/	O – Other (Specify in Remarks) U= Useful V28/15							
Agency A	Approval D	ate Signed	Seci	retary of State	e, State	Archiv	res & R	ecor	ds Services Date Approved

	Louisiana Secretary of State, Division of Archives, Records Management and History Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos									Page 43 of 54
				нπ)://WWV	v.sc	os.iou	isiana.(gov I	Indicate Use of Form
Agency No	Agency / Division / Section Delgado Community College/Chancellor's Office	e/Institutional A	Advancement							ORIGINAL SUBMISSION
	2019aao community conogo/chanconor o cinc							s		RENEWAL
ltem Number	Records Series Title	1	Retention Perio	d		al secords				REPLACEMENT PAGEADDENDUM PAGE
Number	1.000.00 05.100 1.110	In Office In Storage Total Retention			Securi	Archival	State R	Vital	Remarks	
10	Chancellor's reports (Annual Reports)	2 – 5 years	2 – 5 years	2 – 5 years		Р	R	N	U	
11	Student Handbooks	2 years	2 years	2 years		Р	R	N	U	
12	Student guides, promotional brochures	2 years	years 2 years 2 years		Р	R	N	U		
13	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		Р	R	N	U	
14	Carl Perkins Local Application Plan including Award Letter & Approved Equipment Lists	ACT + 5FY		ACT + 5FY		Р	R	N	U	
15	Equipment Receiving Documentation (Carl Perkins)	ACT + 3FY		ACT + 3FY		Р	R	N	٧	
16	Time & Effort Certification Forms (Carl Perkins)	ACT + 5FY		ACT +	5FY	Р	R	N	٧	
Permitted Ret	ention Period Abbreviations	Security Status	Codes			Rec	ords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Recor	rd		Use					
FY- Fiscal Yea	r (July 1- June 30)	M – May Contair	Confidential Infor	mation	Y – Ye					
CY – Calendar	Year (Jan 1 – Dec 31)	C – Confidential	Information		N - No)				
	c Year (Aug 1 – July 31)	Archival Proces	ssing Codes		Vital I			٠		
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S			V= Vit		uon C	oue		
	WK – Week DY - Day(s)	R – Retain in Ag	-		V = VIII		tont			
PERM – Perma	anent	S – Review by S				•				
		O – Other (Specify in Remarks)				Serui				
L. McKen	ana Submitted to State Archives 8/2	28/15								
Agency Approval Date		nte Signed	Secretar	Secretary of State, State			chive	s & Re	cord	ds Services Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History Page 44 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency / Division / Section Agency No ORIGINAL SUBMISSION Delgado Community College / Chancellor's Office / Office of Information Technology x RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE Number **Records Series Title** Security Archival Total Remarks Vital In In Office Storage Retention R 1 Windows/Linux Servers ACT+ 1CY ACT+ 1CY ACT+ 1CY Μ Ν Cloud based storage is being utilized 0 R 2 **Microsoft Exchange Mail Servers** ACT+ 10CY ACT+ 10CY ACT+ 10CY Μ Ν Cloud based storage is being utilized 0 R 3 **Database Servers** ACT+ 10CY ACT+ 10CY ACT+ 10CY Μ Ν Cloud based storage is being utilized 0 PC R Ν V 4 Applications Data (SIS, FRS, HRS) PERM PFRM PFRM User retention schedules may vary 0 Μ ACT + ACT + PC R V (4a) FRS - Billing Detail Data ACT + 20CY Ν User defines number of terms Term(s) Term(s) Μ 0 ACT + ACT+ PC R V User defines number of terms (4b) ACT + 18CY Ν FRS - Requisitions Data 0 Term(s) Term(s) ACT + ACT + PC R V FRS - Detail Transactions Data ACT + 18CY Ν User defines number of terms (4c) 0 Term(s) Term(s) Μ ACT+ ACT + PC R SIS - Admissions Data ACT + 20CY Ν User defines number of terms (4d) 0 Term(s) Term(s) ACT + R ACT + PC V (4e) SIS - Financial Aid Data ACT + 11CY Ν User defines number of terms Μ 0 Term(s) Term(s) R O ACT + PC ACT + (4f) HRS - Check History Data ACT + 13CY Ν User defines number of terms Term(s) Term(s) **Security Status Codes State Records Center Permitted Retention Period Abbreviations Agency Abbreviations** Use P - Public Record ACT – Active Period (when used define term in remarks column) Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Date Signed Secretary of State, State Archives & Records Services Agency Approval

	cretary of State, Division of Archives, Records M ox 94125, Baton Rouge, LA 70804	JOV	Page 45 of 54							
Agency No	Agency / Division / Section								,	Indicate Use of Form
3 - 7 -	Delgado Community College / Chancellor's	Office / Office of In	formation Te	chnology						ORIGINAL SUBMISSION
								ds		RENEWAL _ X_replacement page
Item	Records Series Title	R	etention Peri	od				Records		_ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retentio	Security		Archival	State Ro	Vital	Remarks
(4g)	HRS – Labor Backup Data	ACT + Term(s)	ACT + Term(s)	ACT + 110	CY PC		R C	N	V	User defines number of terms
5	Systems and Application Programs	ACT + 2MO	ACT + 2MO	ACT + 2MC) PC M	F		N	٧	
Permitted Ret	ention Period Abbreviations	Security Status	Codes	•	State R	ecord	ls Ce	enter		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Recor			Use Y – Yes					Term = Semester
	r (July 1- June 30)	M – May Contain		formation	N - No					
	Year (Jan 1 – Dec 31)	C – Confidential								
	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30)	Archival Proces A – Transfer to S	•		Vital Re			de		
	WK – Week DY - Day(s)	R – Retain in Ag			V= Vital					
PERM – Perma	• • •	S – Review by S	-		I = Imp	ortant				
		O – Other (Speci			U= Use	ul				
L. McKen	na Submitted to State Archives	8/28/15	. /							
Agency A	pproval	Date Signed	Secre	tary of State	e, State A	Archi	ves d	& Red	cord	s Services Date Approved

Agency	Agency / Division / Section							_		Indicate Use of Form ORIGINAL SUBMISSION
No	Delgado Community College/Student Affairs/Admis	issions & Enrollment Services						s Center		x_RENEWALREPLACEMENT PAGE
Item	Records Series Title	Retention Period				ty	al	State Records		ADDENDUM PAGE
Number		In Office	In Storage	Total Retentio	n	Security	Archival	State F	Vital	Remarks
1.	College transcript from applicants who did not enroll	AY & 1AY		AY & 1AY	C	С	S	N	٧	1 year after applying
2.	High School transcript from applicant who did not enroll.	AY & 1AY		AY &1AY	C	С	S	N	٧	1 year after applying
3.	Residency Reclassification from applicant who did not enroll	AY & 1AY		AY &1AY	C	С	S	N	٧	1 year after applying
4.	Foreign/international students documents	AY & 5AY AY & 5AY C		С	S	N	٧	5 years after graduation		
5.	Prospective Info request card	AY & 6 mo.		AY & 6 mo.	C	С	S	N	I	Months after data is entered electronically
6.	Immunization compliance Records	PERM		PERM		О	R	N	٧	Electronically maintained
7.	Selective Service Verification from applicants who did not enroll	AY & 1AY		AY & 1AY	(С	S	N	٧	1 year after applying
Darmittad	Retention Period Abbreviations	Security Status	Cadaa		Ctata	Doo	o u do	Center		Agency Abbreviations
	ve Period (when used define term in remarks column)	P – Public Recor			Use	Nec	orus	Center		Agency Appreviations
	Year (July 1- June 30)	M – May Contain		nformation	Y – Y	es				
	ndar Year (Jan 1 – Dec 31)	C – Confidential			N - No	0				
	emic Year (Aug 1 – July 31)	Archival Proces	sing Codes		Vital I	Reco	ord			
FFY – Fed	eral Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S	State Archives		Identi		tion C	ode		
MO – Mont	O – Months WK – Week DY - Day(s)		R – Retain in Agency Archives							
PERM – P	ERM – Permanent		S – Review by State Archives				mportant			
		O – Other (Specify in Remarks)								
L. Mc	Kenna Submitted to State Archives 8/2	28/15								

SS ARC 932 (07/07)

Page 47 of 54 Louisiana Secretary of State, Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 X ORIGINAL SUBMISSION Http://www.sos.louisiana.gov __RENEWAL Agency No Agency / Division / Section REPLACEMENT PAGE Delgado Community College/Student Affairs/Advising and Testing/ Disability Services State Records Center ADDENDUM PAGE Item **Retention Period** Security Archival **Records Series Title** Number Total Remarks In In Office Storage Retention Documentation of Individual Student 1 С Accommodation Requests and Accommodations 3 yrs 0 3 R Ν Shredded upon 3 yrs. Offered 2 Voter Registration Declaration Forms for С 0 3 R Ν 3 yrs Shredded upon 3 yrs. Students with Disabilities 3 Individual Student Complaints Files (includes С R Ν associated documentation of mediation and 3 yrs 0 3 Shredded upon 3 yrs. resolution efforts) **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use P - Public Record ACT – Active Period (when used define term in remarks column) Y - Yes FY- Fiscal Year (July 1- June 30) M – May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record Identification Code FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Date Approved Agency Approval Date Signed Secretary of State, State Archives & Records Services

gency No	Agency / Division / Section									Indicate Use of Form
igeney rie	Delgado Community College/Student Affairs/	Student Life	tudent Life							_ORIGINAL SUBMISSION _x_RENEWALREPLACEMENT PAGEADDENDUM PAGE
Item Number	Records Series Title	Retention Period				25.	-	Records		
		In Office	In Storage	Total Retentio	on	Security	Archival	State Records Center	Vital	Remarks
1	Judicial Case Records – Status Not Equal to Expulsion	10 Years	10 Years	10 Years		М	S	N	V	
2	Judicial Case Records – Expulsion Status	PERM	PERM	PERM	!	М	R	N	٧	
3	Distressed Student Case Records	10 Years	10 Years	10 Years		С	S	N	V	
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31)		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information			State Use Y – Y N - N	'es	ords	Center		Agency Abbreviations
AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30)		Archival Processing Codes A – Transfer to State Archives			Vital Ident V= Vi	ifica	ord tion C	ode		
IO – Months WK – Week DY - Day(s) ERM – Permanent		3 - Review by State Archives			I = In	nportant				
L. McKei	nna Submitted to State Archives	8/28/15								

Agency No	Box 94125, Baton Rouge, LA 70804 Agency / Division / Section						uisiana.		Indicate Use of Form
7.90.107.110	Delgado Community College/Student Affairs	s/Student Life (Student Health Services)							ORIGINAL SUBMISSION _x_RENEWAL
		-					sp		REPLACEMENT PAGE
Item Number	Records Series Title	R	etention Per	iod	. ≥	<u>a</u> .	Records		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	Security	Archival	State R Center	Vital	Remarks
1	Student Immunization Records	wĸ	Perm	PERM	С	A+ R	Y	٧	Immunization records are kept in electronic storage indefinitely after processing. Records are sent to LINKs bi-annually to merge with state archives
	tention Period Abbreviations Period (when used define term in remarks column)	Security Status P – Public Record			State R Use	ecords	Center	<u> </u>	Agency Abbreviations
FY- Fiscal Yea	ar (July 1- June 30)	M – May Contain		nformation	Y – Yes N - No				LINKS
	r Year (Jan 1 – Dec 31)	C – Confidential							
	c Year (Aug 1 – July 31)	Archival Proces	•		Vital Re		Code		
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S			V= Vital		oouo		
MO – Months PERM – Perm	WK – Week DY - Day(s)	R – Retain in Agency Archives S – Review by State Archives			I = Imp				
FERIVI — FeIIII	aneni	O – Other (Speci			U= Use				
I McKei	ana Submitted to State Archives	8/28/15	.,						<u> </u>

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 50 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section _ORIGINAL SUBMISSION Delgado Community College/Workforce Development & Technical Education/ Continuing x RENEWAL Education State Records Center REPLACEMENT PAGE ltem **Retention Period** ADDENDUM PAGE Archival **Records Series Title** Number Total Remarks Vital In In Office Storage Retention 1 С Student Registration Application FY + 3FY FY + 3FY S Ν V 2 Course/Instructor Evaluations FY + 3FY FY + 3FY Р S Ν U 3 **Student Certificates of Completion** FY + 3FY FY + 3FY С S Ν U 4 FY + 3FY FY + 3FY Р S Ν U Course Attendance Records 5 V Adjunct (Part-Time Instructor) Contracts FY + 3FY С S Ν FY + 3FY 6 S V FY + 3FY Μ Ν **Professional Contracts** FY + 3FY 7 S V MOUs FY + 3FY FY + 3FY Μ Ν 8 Student Licensures & Certifications Earned FY + 3FY FY + 3FY С S Ν U 9 FY + 3FY FY + 3FY Р S Ν U Master Course Syllabi 10 Equipment (Inventory) FY + 3FY FY + 3FY S Ν **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information Vital Record AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 51 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section __ORIGINAL SUBMISSION Delgado Community College/Workforce Development & Technical Education x RENEWAL /Community and Econ. Dev. State Records Center REPLACEMENT PAGE ltem **Retention Period** ADDENDUM PAGE Archival **Records Series Title** Security Number Total Remarks Vital In In Office Storage Retention 1 STEP student files С 1CY 2CY 3CY S Ν U 2CY 3CY U S Ν **IWTP Site Visits Documentation** 2 Р 1CY **IWTP Contracts** 2CY 3CY U S Ν 3 1CY Р **IWTP Applications** 2CY 3CY S Ν U 4 Р 1CY **IWTP Award Letters** 2CY 3CY U S Ν 5 Р 1CY 2CY 3CY **IWTP** Variation S Ν U 6 Р 1CY 2CY 3CY **IWTP Revisions** S Ν U 7 Ρ 1CY 2CY 3CY Ν U **IWTP Vendor Invoices** S 8 1CY Р 2CY 3CY **Delgado Community College Invoices** S Ν U 9 1CY **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M – May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 52 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION Delgado Community College/Workforce Development & Technical Education x RENEWAL /Community and Econ. Dev. State Records Center REPLACEMENT PAGE ltem **Retention Period** _ADDENDUM PAGE Archival Security **Records Series Title** Number Total Remarks Vital In In Office Storage Retention 2CY 3CY S Ν U **IWTP Student Course of Completion** 10 Р CY + 1CY 2CY 3CY U S Ν **IWTP Vendor Bids** 11 Р CY + 1CY 2CY 3CY U **IWTP Vendor Amendments** S Ν 12 CY + 1CY Р **IWTP Vendor Professional Service Contracts** 2CY 3CY S Ν U 13 CY + 1CY U **IWTP Student Course of Completion** 2CY 3CY S Ν 14 CY + 1CY Р 15 С S Adjunct (Part-Time Instructor) Contracts FY + 3FY FY + 3FY Ν 16 **Professional Contracts** FY + 3FY FY + 3FY С S Ν 17 FY + 3FY FY + 3FY Р S Ν **MOUs** 18 FY + 3FY FY + 3FY Р S Student Certificates of Completion Ν 19 FY + 3FY FY + 3FY Р S Ν Equipment (Inventory) **Security Status Codes State Records Center Permitted Retention Period Abbreviations Agency Abbreviations** Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M – May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 53 of 54 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION Delgado Community College/Workforce Development & Technical Education /Maritime, x RENEWAL Fire, Radar & Industrial Training Facility State Records Center REPLACEMENT PAGE Item **Retention Period** __ADDENDUM PAGE Archival Security **Records Series Title** Number Total Remarks Vital In In Office Storage Retention 1 United States Coast Guard course completion United States Coast Guard requires at least 1 CY + 1 CY С S 2 CY CY + 3 CY Ν folders year of course files be kept on site 2 International Association of Drilling Contractors International Association of Drilling Contractors С CY + 1CY 4 CY CY + 5 CYS Ν (IADC) course completion folders requires 5 years of course files be kept on site 3 Det Norske Veritas (DNV) course completion DNV requires 10 years of course files be kept on CY + 1CY С S ٧ 9 CY CY + 10 CY Ν folders site 4 V Non-agency course completion folders CY + 1 CY 2 CY CY + 3CYС S Ν 5 Purchasing requisitions FY + 2 FY FY + 2 FYР S Ν 6 Invoicing / Billing records CY + 2 CY CY + 2CYΜ S Ν Files are kept electronically for all training since 1995 7 ٧ Database of student information for all trainees PERM PERM С R Ν and will be kept permanently 8 Μ S Course enrollment rosters CY + 1CYCY + 1 CYΝ 1 9 Louisiana Recovery Authority course completion Louisiana Recovery Authority requires 3 years V CY + 1 CY С S 3 CY Ν 2 CY folders of course files be kept on site 10 Incumbent Worker Training Program course Louisiana Department of Labor requires 5 years C CY + 2CY3 CY CY + 5 CY S Ν completion folders of course files be kept on site **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) L. McKenna Submitted to State Archives 8/28/15 Date Signed Secretary of State, State Archives & Records Services Agency Approval Date Approved

	ecretary of State, Division of Archives, Records Mana Box 94125, Baton Rouge, LA 70804	Page 54 of 54								
Agency No	Agency / Division / Section Delgado Community College/ Workforce Develo Fire, Radar & Industrial Training Facility	pment & Techr	nical Educat			ww.sc	35.100	isiana.ç	gov	Indicate Use of Form ORIGINAL SUBMISSION X_RENEWAL
Item	Records Series Title	Retention Period				> -	_	Records		REPLACEMENT PAGEADDENDUM PAGE
Number		In Office	In Storage	Total Retentio	on	Security	Archival	State R Center	Vital	Remarks
11	Rapid Response Grant course completion folders	2 CY		2 CY		С	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 PE		PERM		С	R	N	٧	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+3FY FY+3FY		,	Р	S	N	٧		
14	State Fire Marshall Inspection Reports	FY + 3 FY		FY + 3 FY		Р	S	N	٧	
ACT – Active I FY- Fiscal Yea CY – Calenda	r Year (App 1 - Dec 31)	P – Public Record M – May Contain Confidential Information				Yes No		Center		Agency Abbreviations
FFY – Federal	c Year (Aug 1 – July 31) I Fiscal Year (Oct 1 – Sept 30) WK – Week DY - Day(s) Janent	A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives			Ider V= '	al Recontification Vital Importuseful	tion C	Code		
L. McKer Agency A		28/15 te Signed	Secr	etary of Stat	te, Sta	nte Ar	rchive	es & Re	ecord	ls Services Date Approved