

Records Retention Schedule

SS ARC 932 (07/07)

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

Http://www.sos.louisiana.gov

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Indicate Use of Form			
	Delgado Community College/Academic Affairs					__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE			
Item Number	Records Series Title					Retention Period			Remarks
		In Office	In Storage	Total Retention					
1	Academic Appeal	5CY		5CY	M	S	N	V	
2	College Committee Reports	5CY		5CY	P	S	N	U	
3	College STEP Committee/Campus Reporting	5CY		5CY	P	S	N	V	All funding projects of College and all campus and site STEP committees.
4	Adult Education Time & Effort Certifications	ACT + 5FY		ACT + 5FY	P	R	N	V	
5	Adult Education Student Intake Documents	ACT + 5FY		ACT + 5FY	C	R	N	V	
6	Adult Education Student Assessment	ACT + 5FY		ACT + 5FY	C	R	N	V	
7	Adult Education Grant Proposals, Notification Letters	PERM		PERM	P	R	N	I	

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	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information <hr/> Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No <hr/> Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
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Corey Valdary Submitted to State Archives

11/2/17

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

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

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	Delgado Community College/ Academic Affairs /Allied Health Division				
Item Number	Records Series Title				
		In Office	In Storage	Total Retention	
11.	Time Sheets	AY + 3AY		AY + 3AY	P S N I

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	Delgado Community College/Academic Affairs/Arts and Humanities Division								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
1	Attendance Records	AY +2AY		AY + 2AY	C	S	N	I	
2	Final Grade Rosters	AY +2AY		AY + 2AY	C	S	N	I	
3	Change of Student Record Forms	AY + 3AY		AY + 3AY	C	S	N	I	
4	Justification for Graduation Forms	AY + 3AY		AY + 3AY	C	S	N	I	
5	Grade Appeals	AY + 1AY		AY + 1AY	C	S	N	I	
6	Grade Change Forms	AY + 3AY		AY + 3AY	C	S	N	I	
7	Faculty and Employment Records	PERM		PERM	C	S	N	I	
8	Leave Requests	FY + 2FY		FY + 2FY	C	S	N	I	
9	Faculty Contracts	PERM		PERM	C	R	N	I	
10	Personnel Transaction Forms	FY + 2FY		FY + 2FY	C	S	N	I	
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		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			Vital Record Identification Code V= Vital I = Important U= Useful				

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	Delgado Community College/Academic Affairs/Arts and Humanities Division								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
11	Master Syllabi	AY = 1AY		AY + 1AY	M	S	N	I	
12	Faculty/Supervisor Evaluations	AY		AY	C	S	N	I	
13	Student Opinion of Instruction	PERM		PERM	C	R	N	I	
14	Division Inventory	FY + 3FY		FY + 3FY	P	S	N	V	
15	Professional Service Contracts	PERM		PERM	M	R	N	I	
16	Requisitions	FY +3FY		FY + 3FY	P	S	N	I	
17	Teacher Education Application Packet/Materials	ACT + 3FY		ACT + 3 FY	C	R	N	I	
18	Teacher Education Course gradebooks	ACT + 5FY		ACT + 5FY	C	R	N	I	

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Item Number	Records Series Title							In Office	In Storage
	Delgado Community College/Academic Affairs/Business and Technology Division								
1	Payroll	CY+ 3CY		CY + 3CY	P	S	N	I	
2	Final Gradebooks	AY + 3AY		AY + 3AY	C	S	N	I	
3	Faculty/Staff Employment Records	PERM		PERM	C	R	N	V	
4	Justifications for Graduation	AY +3AY		AY +3AY	C	S	N	I	
5	Change of Record Forms	AY +3AY		AY +3AY	C	S	N	I	
6	Inventory	FY + 3FY		FY + 3FY	P	S	N	V	
7	Faculty Contracts	PERM		PERM	C	R	N	I	
8	Faculty Evaluations	PERM		PERM	C	R	N	I	
9	Student Evaluation on Instruction	PERM		PERM	C	R	N	I	
10	Grade Changes	AY +3AY		AY +3AY	C	S	N	I	

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	Delgado Community College/ Academic Affairs/Business and Technology Division								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
11	Grade Appeals	AY + 1AY		AY + 1AY	C	S	N	I	
12	Catalog Changes (Students)	AY + 1AY		AY + 1AY	C	S	N	I	
13	Syllabi	AY + 1AY		AY + 1AY	M	S	N	I	
14	Professional Service Contracts	PERM		PERM	M	R	N	I	
15	Accreditation Documentation	PERM		PERM	P	R	N	V	

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	Delgado Community College/ Academic Affairs/Communication Division	In Office	In Storage	Total Retention					
1.	Final Grade Rosters	AY + 2AY		AY + 2AY	C	S	N	I	
2.	Class Attendance Records	AY + 2AY		AY + 2AY	C	S	N	I	
3.	Faculty & Staff Time Sheets	FY + 2FY		FY + 2FY	C	S	N	I	
4.	Leave Requests (incl. FMLA)	FY + 2FY		FY + 2FY	C	S	N	I	
5.	Adjunct Contracts	AY + 2AY		AY + 2AY	C	S	N	I	
6.	Personnel Transaction Forms	FY + 2FY		FY + 2FY	C	S	N	I	
7.	Master Syllabi	AY + PERM		AY + PERM	P	R	N	I	

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Remarks

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital
	Delgado Community College/Academic Affairs/Curriculum and Program Development				
Item Number	Records Series Title	Retention Period			
		In Office	In Storage	Total Retention	
1	Catalog Course/Program Records	FY + 4 FY		PERM (Electronic Copies)	P R N I
2	Minutes, Agendas, Approval Forms: Curriculum Committee Actions	PERM		PERM	P R N V
3	Board Correspondence	PERM		PERM	P R N V
4	Program Review (Internal)	PERM		PERM	P R N I
5	Program Professional Accreditation Approval	ACT		ACT	P S N V
6	Master Syllabi – Coursed being offered	PERM		PERM	P R N V
7	Master Syllabi – Discontinued Courses	PERM		PERM	P R N U
8	Educational Affiliation Agreements with other Agencies (Articulation Agreements)	ACT		PERM	P R N V
9	Inactive Educational Affiliation Agreements with other Agencies (Articulation Agreements)	PERM		PERM	P R N U
10	SACS-COC (Southern Association of Colleges and Schools- Commission on Colleges) Reports: Compliance, Focus, Monitoring, Substantive Change, Institutional Profile	FY + 5FY	PERM	PERM	M R N V

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

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	Delgado Community College/ Academic Affairs/Distance Learning & Instructional Technology								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
1	Payroll	CY +5CY		CY + 3CY	P	S	N	I	
2	Data Backup of Bb course site per semester	AY +3AY		AY +3AY	C	S	N	I	
3	Faculty/Staff Employment Records	PERM		PERM	C	R	N	V	
4	Inventory	FY +3FY		FY +3FY	P	S	N	V	
5	Staff Evaluations	PERM		PERM	C	R	N	I	
6	Faculty/Staff Contracts	PERM		PERM	C	R	N	I	
7	Vendor contracts	PERM		PERM	C	R	N	I	
8	Professional Development Attendance rosters	FY+5FY		FY+5FY	M	S	N	I	

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Item Number	Records Series Title					In Office	In Storage	Total Retention		
	Delgado Community College/ Academic Affairs/ Library									
1	Payroll	P	S	N	I	CY + 5CY		CY + 5CY		
2	Faculty/Staff Employment Records	C	R	N	V	PERM		PERM		
3	Part-time Agreements	C	R	N	I	PERM		PERM		
4	Faculty/Staff Evaluations	C	R	N	I	PERM		PERM		
5	Library Satisfaction Surveys	P	S	N	U	AY + 1AY		AY + 1AY		Survey began 2011-
6	Professional Service Contracts	M	R	N	V	PERM		PERM		
7	Inventory	P	S	N	V	FY + 3FY		FY + 3FY		

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	Delgado Community College/ Academic Affairs/ Nursing Division								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Clinical Agency Affiliation Agreements	AY		AY	P	S	N	V	Varies from 1 CY to 3 CY depending on agency
2	LSBN Student Records	AY + 1AY		AY + 1AY	C	S	N	I	While student enrolled in program
3	RN Student Program Admission Applications	AY + 1AY		AY + 1AY	C	S	N	I	While student enrolled in program
4	RN Student Clinical Evaluations	AY + 1AY		AY + 1AY	C	S	N	I	While student enrolled in program or for 5 years after withdrawal
5	Complaints about the program	AY + 7AY		AY + 7AY	C	S	N	I	
6	PN Program Curriculum, list of textbooks, faculty, rotation schedule, admission evaluation form, transcripts, licensure examination results	PERM		PERM	C	R	N	I	LA Administrative Code Title 46, Part XLVII requires these records be kept for 60 years
7	Continuing Education Program Records	AY		AY	M	S	N	I	Required to keep for 5 years
8	Master Syllabi for NURS and PRNU Courses	AY		AY	P	S	N	I	Duration of time the course is taught
9	Faculty/Staff Evaluations	FY		FY	C	S	N	I	Duration of ACEN Accreditation Period
10									

<p>Permitted Retention Period Abbreviations</p> <p>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>	<p>Security Status Codes</p> <p>P – Public Record M – May Contain Confidential Information C – Confidential Information</p> <p>Archival Processing Codes</p> <p>A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)</p>	<p>State Records Center Use</p> <p>Y – Yes N - No</p> <p>Vital Record Identification Code</p> <p>V= Vital I = Important U= Useful</p>	<p>Agency Abbreviations</p>
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11/2/17

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Date Approved

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

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

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	Delgado Community College/Academic Affairs/Registrar's Office								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
11	Commencement Programs	PERM		PERM	P	R	N	I	
12	Graduation List	PERM		PERM	P	R	N	I	Electronically maintained
13	Correspondence, Relevant	ACT + 5CY		ACT + 5CY	C	S	N	V	5 years after graduation or date of last attendance
14	Credit by Examination, Advance Placement, CLEP, LEAP Forms	PERM		PERM	C	R	N	V	
15	Credit not Credit Approval (audit, pass/fail, ect)	PERM		PERM	C	R	N	V	
16	Curriculum Change Authorizations	PERM		PERM	C	R	N	V	
17	Degree Audit Record	PERM		PERM	C	R	N	V	
18	Disciplinary Action Document	PERM		PERM	C	R	N	V	Kept in a separate file from the student's academic record
19	Fee Assessment Forms	ACT + 5CY		ACT + 5CY	C	S	N	V	Electronically maintained
20	FERPA Documents	PERM		PERM	C	R	N	V	

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

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

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	Delgado Community College/ Academic Affairs/Science and Math Division								
Item Number	Records Series Title	Retention Period			Indicate Use of Form ___ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL ___ REPLACEMENT PAGE ___ ADDENDUM PAGE				
		In Office	In Storage	Total Retention					
1	Grade and Attendance records	AY + 3 AY		AY + 3 AY	C	S	N	I	Retain for 3 AY from semester generated
2.	Time Sheets	CY + 3CY		CY + 3CY	P	S	N	I	Retain for 3 CY from semester generated
3.	Contracts	FY + 3FY		FY + 3FY	C	S	N	I	Retain for 3 FY from semester generated
4.	Requisitions	FY + 3FY		FY + 3FY	P	S	N	I	Retain for 3 FY from semester generated
5.	Master Syllabi	AY + 3AY		AY + 3AY	P	S	N	I	Retain until modified
6.	Faculty/ Supervisor Evaluation	AY		AY	C	S	N	I	Retain in faculty division personnel file
7.	Student Opinion of Instruction	AY		AY	C	S	N	I	Retain in ePrint system
8.	Student Lab Safety Forms	FY + 1FY		FY + 1FY	P	S	N	I	
9.	Chemical Inventory	CY		CY	P	S	N	I	Done Yearly
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		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information		State Records Center Use Y – Yes N - No		Agency Abbreviations			
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	Delgado Community College/Academic Affairs/Technical Division								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
1	Program Student Records (grades and attendance)	AY + 3AY		AY + 3AY	C	S	N	I	DCC & Program Accreditation Requirements
2	Program Hospital/Clinic Affiliation Agreement	AY + 3AY		AY + 3AY	M	S	N	I	DCC & Program Accreditation Requirements
3	Program Accreditation	AY + 3AY	PERM	PERM	P	R	N	V	Program Accreditation Requirements (length of period for accreditation varies from 3 years up to 8 years according to individual programs)
4	Program Assessment Information	AY + AY	PERM	PERM	P	R	N	V	DCC & Program Accreditation Requirements
5	Contracts	AY + 3AY		AY + 3AY	C	S	N	I	Retained for 3 AY from semester generated
6	Master Syllabi	AY + 3AY		AY + 3AY	P	S	N	I	Retained until modified
7	Faculty/Supervisor Evaluation	AY		AY	C	S	N	I	Retained in faculty division personnel file
8	Student Opinion of Instructor	AY		AY	C	S	N	I	Retained in eprint system
9	Equipment Inventory	AY		AY	P	S	N	I	Retained in program and division office
10	Requisitions	AY + 3AY		AY + 3AY	P	S	N	I	
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		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information		State Records Center Use Y – Yes N - No		Agency Abbreviations			
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	Delgado Community College/Business Affairs & Administrative Affairs/Controller's Office				
Item Number	Records Series Title				
		In Office	In Storage	Total Retention	
1	Accounts Payable Invoices from Vendors	FY + 3FY		FY + 3FY	P R N I
2	Check Register	FY + 3FY		FY + 3FY	P R N I
3	Credit Memos	FY + 3FY		FY + 3FY	P R N I
4	Checks (Non-Payroll)	FY + 3FY		FY + 3FY	P R N I
5	Address, Name Change Notices	FY + 3FY		FY + 3FY	P R N I
6	Professional Service Contracts	FY + 3FY		FY + 3FY	P R N I
7	Professional Leave and Travel Requests, MV7s	FY + 3FY		FY + 3FY	P R N I
8	Supporting documentation and Direct Pay Requests	FY + 3FY		FY + 3FY	P R N I
9	Stop Payments / Void Requests	FY + 3FY		FY + 3FY	P R N I
10	Petty Cash Receipts	FY + 3FY		FY + 3FY	P R N I

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	Delgado Community College/Business Affairs & Administrative Affairs/Controller's Office					__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE			
Item Number	Records Series Title					Retention Period			Remarks
		In Office	In Storage	Total Retention					
11	Vendor File	FY + 3FY		FY + 3FY	P	R	N	I	Maintained in Banner
12	Requisitions	FY +3FY		FY + 3FY	P	R	N	I	Documents shredded for disposition
13	Bid File (Purchasing)	FY + 3FY		FY + 3FY	P	R	N	I	Documents shredded for disposition
14	Purchase Orders	FY + 3FY		FY + 3FY	P	R	N	I	Documents shredded for disposition
15	Bi-weekly Pay Records (all employees)	FY + 5CY		FY + 5CY	M	R	N	V	**Although retention requirement is generally 3 years, the statute of limitations for FLSA violations is 5 years. Recommended that Timesheets, Registers, etc. be held for 5 years. Maintained in Banner.
16	Payroll Register	FY + 5CY		FY + 5CY	M	R	N	V	See ** above.
17	Leave Slips	FY + 4CY		FY + 4CY	P	R	N	V	See ** above.
18	Timesheets	FY + 5CY		FY + 5CY	P	R	N	I	See ** above.
19	Retirement System payments, records, reports (all retirement systems) - for RETIREES)	FY + 6CY		FY + 6CY	C	R	N	I	6 years after filing date of documents based on information they contain as long as relevant. Current employee data is paid and maintained by the LCTCS Office.
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		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information			State Records Center Use Y – Yes N - No		Agency Abbreviations		
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	Delgado Community College/Business Affairs & Administrative Affairs/Controller's Office								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
20	Insurance invoices, payments, records, reports – for RETIREES	FY + 5CY		FY + 5CY	C	R	N	I	Maintained in the accounting system. Current employee data is paid and maintained by the LCTCS Office.
21	FICA and FUTA Tax Records, SSA Records	FY + 4CY		FY + 4CY	C	R	N	V	4 years after the tax due date or payment date, whichever is later.
22	W-2 Forms	PERM		PERM	C	R	N	V	Maintained in Banner.
23	Workmen's Compensation, Unemployment Compensation Records	FY + 5CY		FY + 5CY	C	R	N	I	
24	Salary History	FY + 8CY		FY + 8CY	M	R	N	I	
25	Garnishments (letters, records, etc.)	FY + 8CY		FY + 8CY	M	R	N	I	
26	Pay In Vouchers, Journal Entries, Bank Transfers and supporting documents	FY + 3FY		FY + 3FY	P	R	N	I	
27	Bank Reconciliations	FY + 7FY		FY + 7FY	P	R	N	I	
28	General Ledger Account Reconciliations	FY + 3FY		FY + 3FY	P	R	N	I	

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	Delgado Community College/Business Affairs & Administrative Affairs/Controller's Office					Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE			
Item Number	Records Series Title					Retention Period			
		In Office	In Storage	Total Retention					
29	Chart of Accounts	FY + 3FY		FY + 3FY	P	S	N	I	Maintained in accounting system.
30	General and Subsidiary Ledgers	PERM		PERM	P	R	N	I	Maintained in accounting system.
31	Legislative Audit and Other Audit Reports	PERM		PERM	P	R	N	V	
32	Trial Balances, Financial Statements, Supporting Documents for Annual Financial Reports	PERM		PERM	P	R	N	V	
33	Unclaimed Property Reports	PERM		PERM	C	R	N	I	Payroll related UCP maintained by LCTCS since 2012.
34	1099s (sent to Vendors)	7CY		7CY	C	R	N	I	
35	Endowment reports, reconciliations, etc.	PERM		PERM	P	R	N	I	
36	Endowment bank statements	5FY		5FY	P	R	N	I	Paper maintained one year, maintained electronic at banking institution - Permanent
37	Student Appeals	PERM		PERM	C	R	N	U	
38	Citation Appeals/Committee Documentation	FY + 3FY		FY + 3FY	M	R	N	U	Permanently maintained in system after 2016.
		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information			State Records Center Use Y – Yes N - No		Agency Abbreviations		
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Indicate Use of Form			
	Delgado Community College/Business Affairs & Administrative Affairs/Controller's Office					__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE			
Item Number	Records Series Title					Retention Period			Remarks
		In Office	In Storage	Total Retention					
39	Accounts Receivable Reports (Aged receivables – student, agency, collections)	FY + 5FY		FY + 5FY	M	S	N	I	Records maintained the lesser of 5 years or until paid or written off. Maintained in EPrint.
40	Credit Memos	FY + 5FY		FY + 5FY	M	S	N	I	Records maintained the lesser of 5 years or until paid or written off.
41	NSF Checks, Correspondence from Students and Vendors regarding accounts	FY + 5FY		FY + 5FY	M	S	N	I	Records maintained the lesser of 5 years or until paid or written off.
42	Agency Invoices, External Agreements, MOUs used for billing and supporting documents	FY + 5FY		FY + 5FY	M	S	N	I	
43	Student Fee Bills	PERM		PERM	M	R	N	I	
44	1098Ts	PERM		PERM	C	R	N	I	
45	Quarterly Receivable Reports	PERM		PERM	P	R	N	I	
46	Student Refunds and supporting documentation	FY + 3FY		FY + 3FY	M	S	N	I	
47	Xenegrade, CASHNet, Nelnet, Reconciliations	FY + 3FY		FY + 3FY	P	S	N	I	
48	Scholarship Records, Payments, Support	PERM		PERM	P	R	N	I	
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		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information			State Records Center Use Y – Yes N - No		Agency Abbreviations		
		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			Vital Record Identification Code V= Vital I = Important U= Useful				

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital			
	Delgado Community College/ Business & Administrative Affairs/ Facilities Planning							
Item Number	Records Series Title	Retention Period						
		In Office	In Storage	Total Retention				
1.	Leases for campus/site facilities	PERM	PERM	PERM	P	R	N	V
2.	Blueprints/architectural drawings for campus/site facilities	PERM	PERM	PERM	P	R	N	V
3.	Master plans for facilities	PERM	PERM	PERM	P	R	N	V
4.	Reports to FP&C for FEMA projects	PERM	PERM	PERM	P	R	N	V
5.	Inventory of Property Records	FY + 3FY		FY + 3FY	P	S	N	I
6.	Inventory Tag Number File	FY + 3FY		FY + 3FY	P	S	N	I
7.	Report of Property transferred to Property Surplus, Baton Rouge	FY + 3FY		FY + 3FY	P	S	N	I
8.	Report of Stolen Items	FY + 3FY		FY + 3FY	P	S	N	I
9.	Report of Scrap Items	FY + 3FY		FY + 3FY	P	S	N	I
10.	Inventory of Items Not Located	FY + 3FY		FY + 3FY	P	S	N	I

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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
	Delgado Community College/Business & Administrative Affairs/Facilities Planning/Safety	In Office	In Storage	Total Retention					
1	Quarterly Safety Meetings	FY + FY			P	S	N	V	
2	Orientation Safety Training	FY + FY			P	S	N	V	
3	Annual Safety Training	FY + FY			P	S	N	V	

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

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Remarks

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

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	Delgado Community College/Business & Administrative Affairs/ Financial Services								Indicate Use of Form	
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
1	Budget Work Papers	2 FY	1 FY	3 FY	M	S	N	U	Data collected from department heads used for budget preparation	
2	Operating Budget Book	5 FY	5 FY	10 FY	P	S	N	I		
3	Revenue and Expenditure Projections	2 FY	1 FY	3 FY	P	S	N	U		
4	Safekeeping Receipts for Pledged Securities	2 FY	1 FY	3 FY	P	S	N	I		
5	BA-7 Approvals	3 FY	2 FY	5 FY	P	S	N	I	Approved by the Division of Administration	
6	Quarterly Financial Reports	2 FY	1 FY	3 FY	P	S	N	U	Submitted to the LCTCS	
7	Quarterly Professional Service Contract Reports	3 FY	2 FY	5 FY	P	S	N	I	Submitted to LCTCS and the Office of Contractual Review	
8	Professional Service Contracts	3 FY	2 FY	5 FY	P	S	N	I	Approved contracts and all backup documentation are attached to the final contract payment and filed in Accounts Payable	
9	Professional Service Contract Invoice Payments	3 FY	2 FY	5 FY	P	S	N	I	Approved contracts and all backup documentation are attached to the final contract payment and filed in Accounts Payable	
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	Delgado Community College/Business & Administrative Affairs/ Financial Services								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
10	Vendor and Student Checks related to Grants	3 FY	2 FY	5 FY	P	S	N	I	Approved requests and backup documentation are attached to the payment and filed in Accounts Payable
11	Payroll Documents related to Grants	3 FY	2 FY	5 FY	M	S	N	I	Timesheets, check registers and all other supporting documentation are filed in Payroll
12	Purchasing Documents related to Grants	3 FY	2 FY	5 FY	P	S	N	I	Purchase orders, Requests for Proposals, Bids are generated and filed in Purchasing

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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Remarks
	Delgado Community College/ Business & Administrative Affairs/ Policy Office								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Policy and Procedures Memoranda (PPMs)	PERM	PERM	PERM	P	R	N	V	Electronic versions of current PPMs permanently maintained in office and stored/published on College's Intranet. Superseded PPMs permanently maintained in office in electronic format.
2	Delgado Forms	PERM	PERM	PERM	P	R	N	V	Electronic versions of current forms permanently maintained in office and stored/published on College's Intranet. Superseded forms permanently maintained in office in electronic format.
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	Delgado Community College / Campus/Site Executive Deans								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Advisory Board minutes	FY	2 FY	3 FY	P	S	N	I	
2	Correspondence with landlords	ACT	3 FY	ACT + 3FY	P	S	N	I	ACT=length of lease

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	Delgado Community College/Student Affairs /Student Financial Assistance								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Program Participation	Perm		Perm	C	R	N	V	Electronically maintained
2	Application Portion of FISAP	Perm		Perm	C	R	N	V	Electronically maintained
3	Audit and Program Reports	Perm		Perm	C	R	N	V	Electronically maintained
4	Cost of Attendance Information	FY+3FY		FY+3FY	C	S	N	I	3 years from the end of the award year for which the aid was awarded
5	Documentation of a Student's Satisfactory Academic Progress	FY+3FY		FY+3FY	C	S	N	I	3 years from the end of the award year for which the aid was awarded
6	Documentation of Student's Program of Study	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded
7	Required Student Certification Statements and Supporting Documentation	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded
8	Documents used to verify applicant data, and resolve conflicting information	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded
9	Documentation of all professional judgment decisions	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded
10	Federal Work study Payroll Records	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded

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

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	Delgado Community College/Chancellor's Office								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
1	Internal Investigations	FY + 3FY		FY + 3FY	C	S	N	V	Investigative Reports
2	Miscellaneous Cooperative Endeavor Agreements	FY + 3FY		FY + 3FY	P	S	N	I	Agreement with City of New Orleans for Disaster Preparedness Plan/Use of Facilities

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	Security Status Codes 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)	State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
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11/2/17

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Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

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

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Remarks

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

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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
	Delgado Community College/ Chancellor's Office/Human Resources								
	CORRESPONDENCE								
4a	Policies and Procedures	Permanent		Permanent	P	R	N	I	
4b	General	3FY		3FY	M	S	N	I	Image, verify quality, destroy after 3FY
4c	State Required Federal Reports	CY + 1CY	1CY	ACT + 2CY	M	S	N	I	Image, verify quality, destroy after 2CY
4d	Transitory	1FY		1FY	P	S	N	I	Image, verify quality, destroy after 1FY
	Employment Eligibility								
5a	I-9's	CY+ 3CY		CY + 3CY	C	S	N	I	Image, verify quality, destroy after 3CY
5b	Applicant Flow Logs	CY + 3FY		CY + 3FY	P	S	N	I	Image, verify quality, destroy after 3FY
5c	Advertisements- Job & Training	CY + 1FY		CY + 2FY	P	S	N	I	Image, verify quality, destroy after 2FY
	Performance, Planning & Review								I
6a	Classified Employees Evaluations (SF-15)	FY + 10FY		Permanent	C	R	N	I	Image, verify quality, destroy after 10FY
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use			Agency 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			Y – Yes N - No				
		Archival Processing Codes			Vital Record Identification Code				
		A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			V= Vital I = Important U= Useful				

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	Delgado Community College/ Chancellor's Office/Human Resources								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
6b	Unclassified Employee Evaluation	FY + 10FY		FY + 10FY	C	S	N	I	Image, verify quality, destroy after 10FY
	American with Disability Act Files								
7a	E-2 Pre-existing Condition Form	FY + 10CY		FY + 10CY	C	S	N	I	Image, verify quality, destroy after 10CY
7b	Self-Identification Form for Individuals with Disabilities	FY + 10CY		FY + 10CY	C	S	N	V	Image, verify quality, destroy after 10CY
7c	FMLA (Family and Medical Leave Act) Documentation	FY + 10CY		FY + 10CY	C	S	N	V	Image, verify quality, destroy after 10CY

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	Delgado Community College/Institutional Advancement								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
1	Press releases	2 years	2 years	2 years	P	R	N	U	
2	Graduation material (Printed copy of program and news releases)	2 years	2 years	2 years	P	R	N	U	
3	College Catalog	Permanent	Perma nent	Permanent	P	R	N	I	
4	Photo File (digital files and contact sheets)	Permanent	Perma nent	Permanent	P	R	N	I	
5	Program brochures	Permanent	Perma nent	Permanent	P	R	N	U	
6	Fliers, posters, promotional collateral, invitations, special events, celebrations	2 years	2 years	2 years	P	R	N	U	
7	Athletics program books and rosters	Permanent	Perma nent	Permanent	P	R	N	U	
8	Delgado Digest newspaper inserts	2 years	2 years	2 years	P	R	N	U	
9	Economic Impact Studies	2 – 5 years	2-5 years	2-5 years	P	R	N	U	
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		Security Status Codes 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)			State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful		Agency Abbreviations		

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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	
	Delgado Community College/Institutional Advancement								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
10	Chancellor's reports (Annual Reports)	2 – 5 years	2 – 5 years	2 – 5 years	P	R	N	U	
11	Student Handbooks	2 years	2 years	2 years	P	R	N	U	
12	Student guides, promotional brochures	2 years	2 years	2 years	P	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	P	R	N	U	
14	Carl Perkins Local Application Plan including Award Letter & Approved Equipment Lists	ACT + 5FY		ACT + 5FY	P	R	N	U	
15	Equipment Receiving Documentation (Carl Perkins)	ACT + 3FY		ACT + 3FY	P	R	N	V	
16	Time & Effort Certification Forms (Carl Perkins)	ACT + 5FY		ACT + 5FY	P	R	N	V	

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

<p>Permitted Retention Period Abbreviations</p> <p>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>	<p>Security Status Codes</p> <p>P – Public Record M – May Contain Confidential Information C – Confidential Information</p> <p>Archival Processing Codes</p> <p>A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)</p>	<p>State Records Center Use</p> <p>Y – Yes N - No</p> <p>Vital Record Identification Code</p> <p>V= Vital I = Important U= Useful</p>	<p>Agency Abbreviations</p>
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	Delgado Community College / Chancellor's Office / Office of Information Technology								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
(4g)	HRS – Labor Backup Data	ACT + Term(s)	ACT + Term(s)	ACT + 11CY	PC M	R O	N	V	User defines number of terms
5	Systems and Application Programs	ACT + 2MO	ACT + 2MO	ACT + 2MO	PC M	R O	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) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information			State Records Center Use Y – Yes N - No		Agency Abbreviations Term = Semester		
		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			Vital Record Identification Code V= Vital I = Important U= Useful				

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

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Remarks

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks
	Delgado Community College/Student Affairs/Advising and Testing/ Disability Services					
Item Number	Records Series Title					
		In Office	In Storage	Total Retention		
1	Documentation of Individual Student Accommodation Requests and Accommodations Offered	3 yrs	0	3	C R N V	Shredded upon 3 yrs.
2	Voter Registration Declaration Forms for Students with Disabilities	3 yrs	0	3	C R N I	Shredded upon 3 yrs.
3	Individual Student Complaints Files (includes associated documentation of mediation and resolution efforts)	3 yrs	0	3	C R N I	Shredded upon 3 yrs.

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	Delgado Community College/Student Affairs/Student Life								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
1	Judicial Case Records – Status Not Equal to Expulsion	7 Years	7 Years	7 Years	M	S	N	V	
2	Judicial Case Records – Expulsion Status	PERM	PERM	PERM	M	R	N	V	
3	Distressed Student Case Records	7 Years	7 Years	7 Years	C	S	N	V	

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Remarks
Immunization records are kept in electronic storage indefinitely after processing. Records are sent to LINKs bi-annually to merge with state archives

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

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

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

Security Status Codes
 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)

State Records Center Use
 Y – Yes
 N - No

Vital Record Identification Code
 V= Vital
 I = Important
 U= Useful

Agency Abbreviations

Corey Valdary Submitted to State Archives

11/2/17

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

SS ARC 932 (07/07)

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

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

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

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	Delgado Community College/ Workforce Development /Maritime & Industrial Training Facility								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
11	Rapid Response Grant course completion folders	2 CY		2 CY	C	S	N	V	Louisiana Workforce Commission requires 3 years of course files be kept on site / Rapid Response grant has only been active for 2 years thus far
12	All grant programs student / training database files	PERM		PERM	C	R	N	V	All grant files are kept electronically for all training since 2007 and will be kept permanently
13	Water monitoring reports for Department of Environmental Quality	FY + 3 FY		FY + 3 FY	P	S	N	V	
14	State Fire Marshall Inspection Reports	FY + 3 FY		FY + 3 FY	P	S	N	V	
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