	lagement and Hist	tory	1.1	,,					Page 1 of 53
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3 7									_ORIGINAL SUBMISSION
Delgado Community College/Academic Affairs	5								X_RENEWAL
Records Series Title	R	etention Per	iod		Ę	<u>a</u>	Records		REPLACEMENT PAGEADDENDUM PAGE
Number Records Series Title		In Office In Storage		on	Securi	Archiv	State F Center	Vital	Remarks
Academic Appeal	5CY		5CY		M	s	N	٧	
College Committee Reports	5CY		5CY		Р	s	N	U	
College STEP Committee/Campus Reporting	5CY		5CY		Р	s	N	٧	All funding projects of College and all campus and site STEP committees.
Adult Education Time & Effort Certifications	ACT + 5FY		ACT + 5F	Y	Р	R	N	٧	
Adult Education Student Intake Documents	ACT + 5FY		ACT + 5F	Y	С	R	N	٧	
Adult Education Student Assessment	ACT + 5FY ACT			Y	С	R	N	٧	
Adult Education Grant Proposals, Notification Letters	PERM PE		PERM		Р	R	N	I	
ention Period Abbreviations	Security Status	Codes				ords	Center	l	Agency Abbreviations
Period (when used define term in remarks column)	P – Public Recor	rd							
ır (July 1- June 30)	M – May Contair	n Confidential II	nformation						
Year (Jan 1 – Dec 31)	C – Confidential	Information		N - 1	No				
c Year (Aug 1 – July 31)	Archival Proces	ssing Codes							
Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S	State Archives				tion (	ode		
WK – Week DY - Day(s)	R – Retain in Ag	ency Archives							
anent					•				
	O – Other (Spec	ify in Remarks)	1	0= 0	Jsetu				
Idary Submitted to State Archives 11/2/1	7								
									<del></del>
Approval Date S	signed	Secretary	of State, Sta	ite Arc	chive	s & F	Records	Ser	vices Date Approved
	Agency / Division / Section  Delgado Community College/Academic Affairs  Records Series Title  Academic Appeal  College Committee Reports  College STEP Committee/Campus Reporting  Adult Education Time & Effort Certifications  Adult Education Student Intake Documents  Adult Education Student Assessment  Adult Education Grant Proposals, Notification Letters  Period (when used define term in remarks column) or (July 1- June 30) Year (Jun 1 – Dec 31) C Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30) WK – Week DY - Day(s) anent  Idary Submitted to State Archives  11/2/12	Agency / Division / Section  Delgado Community College/Academic Affairs  Records Series Title  Records Series Title  In Office  Academic Appeal  College Committee Reports  College STEP Committee/Campus Reporting  Adult Education Time & Effort Certifications  ACT + 5FY  Adult Education Student Intake Documents  ACT + 5FY  Adult Education Student Assessment  ACT + 5FY  Adult Education Grant Proposals, Notification Letters  PERM  PERM  Security Status P - Public Record M - May Contain C - Confidential C Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30)  WK - Week DY - Day(s) anent  Adary Submitted to State Archives  11/2/17	Agency / Division / Section  Delgado Community College/Academic Affairs  Records Series Title  In Office In Office Storage  Academic Appeal  College Committee Reports  College STEP Committee/Campus Reporting Adult Education Time & Effort Certifications ACT + 5FY  Adult Education Student Intake Documents ACT + 5FY  Adult Education Student Assessment ACT + 5FY  Adult Education Grant Proposals, Notification Letters  PERM  PERM  Security Status Codes P - Public Record M - May Contain Confidential In C - Confidential Information C - Canfidential Information C - Canf	Academic Appeal  Academic Appeal  Academic Appeal  Academic Appeal  College Committee Reports  College STEP Committee/Campus Reporting  Adult Education Student Intake Documents  Adult Education Student Assessment  Adult Education Student Assessment  Acath Education Grant Proposals, Notification  Letters  Acth SFY  Acth SFY	Agency / Division / Section  Delgado Community College/Academic Affairs  Records Series Title  Records Series Title  Records Series Title  Retention Period  In Office In Storage  Retention  Academic Appeal  SCY  SCY  College Committee Reports  College STEP Committee/Campus Reporting  Adult Education Time & Effort Certifications  ACT + SFY  Adult Education Student Intake Documents  ACT + SFY  Adult Education Student Assessment  ACT + SFY  Adult Education Grant Proposals, Notification Letters  PERM  POUBLE Record  M - May Contain Confidential Information C - Confidential Inform	Agency / Division / Section    Records Series Title	Academic Appeal   Scy   Scy   M   S	Agency / Division / Section  Delgado Community College/Academic Affairs  Records Series Title  Retention Period In Office In Storage Retention  Academic Appeal  College Committee Reports  College STEP Committee/Campus Reporting  Adult Education Time & Effort Certifications  ACT + 5FY  College STEP Committee Reports  ACT + 5FY  A	Academic Appeal  Records Series Title  Retention Period In Office

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	isiana Secretary of State, Division of Archives, Records Management and History st Office Box 94125, Baton Rouge, LA 70804  Http									Page 2 of 53
Agency No	Agency / Division / Section									Indicate Use of FormORIGINAL SUBMISSION
	Delgado Community College/ Academic Affair	s/Allied Health D	ivision							x RENEWAL
Item Number	Records Series Title	R	etention Per	riod		īţ	al	State Records Center		REPLACEMENT PAGEADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security	Archival	State I Center	Vital	Remarks
1.	Program Student Records (grades and attendance)	AY + 3AY		AY + 3AY		С	s	N	ı	DCC & Program Accreditation Requirements
2.	Program Hospital/Clinic Affiliation Agreement	AY + 3AY AY + 3AY					S	N	I	DCC & Program Accreditation Requirements
3.	Program Accreditation	AY + 3AY PERM PERM					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	٧	DCC & Program Accreditation Requirements
5.	Contracts	AY + 3AY AY + 3AY					s	N	ı	Retained for 3 AY from semester generated
6.	Master Syllabi	AY + 3AY AY + 3AY				Р	s	N	ı	Retained until modified
7.	Faculty/Supervisor Evaluation	AY AY				С	s	N	ı	Retained in faculty division personnel file
8.	Student Opinion of Instructor	AY		AY		С	s	N	ı	Retained in eprint system
9.	Equipment Inventory	AY		AY		Р	s	N	ı	Retained in program and division office
10.	Requisitions	AY + 3AY		AY + 3AY		Р	s	N	1	
	ention Period Abbreviations	Security Status		I	State	Rec	ords	Center	ı	Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Recor			Y – Y	es/				
	r (July 1- June 30)	M – May Contain		ntormation	N - N					
	Year (Aug 1 — Dec 31)	C – Confidential miorifiation					- u al			
	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30)	la la				Rece tifica	ora tion C	ode		
	WK – Week DY - Day(s)	A – Transfer to State Archives				ital				
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Secretary of State, State Archives & Records Services

Date Signed

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Number	Records Series Title		1	1		rity	ival	Re		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security	Archival	State Ro	Vital	Remarks
11.	Time Sheets	AY + 3AY		AY + 3AY		Р	S	N	Ι	Retained for 3 AY from semester generated
Permitted Ret	ention Period Abbreviations	Security Status	Codes	·			ords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Recor	d		Use					
FY- Fiscal Yea	ır (July 1- June 30)	M – May Contain	Confidential I	nformation	Y – `					
	r Year (Jan 1 – Dec 31)	C – Confidential			N - N					
	c Year (Aug 1 – July 31)	Archival Proces	_			I Reco	ord tion C	odo		
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S					uon c	oue		
	WK – Week DY - Day(s)	R – Retain in Agency Archives					tont			
PERM – Perm	anent	S – Review by State Archives				Jseful				
O – Other (Specify in Remarks)				0_0	Jaciui					
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Agency No	Agency / Division / Section		B							X RENEWAL
	Delgado Community College/Academic Affai	rs/Arts and Humai	nities Divisio	on				<u>s</u>		REPLACEMENT PAGE
Item	December Continue Title	R	etention Per	riod		ξ	<del>-</del>	Records		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retentio	n	Security	Archival	State R Center	Vital	Remarks
1	Attendance Records	AY +2AY		AY + 2AY		С	S	N	I	
2	Final Grade Rosters	AY +2AY		AY + 2AY		С	S	N	ı	
3	Change of Student Record Forms	AY + 3AY		AY + 3AY		С	S	N	I	
4	Justification for Graduation Forms	AY + 3AY		AY + 3AY		С	S	N	I	
5	Grade Appeals	AY + 1AY		AY + 1AY		С	S	N	I	
6	Grade Change Forms	AY + 3AY	AY + 3AY AY + 3AY			С	S	N	I	
7	Faculty and Employment Records	PERM	M PERM			С	S	N	I	
8	Leave Requests	FY + 2FY		FY + 2FY		С	S	N	I	
9	Faculty Contracts	PERM		PERM		С	R	N	I	
10	Personnel Transaction Forms	FY + 2FY		FY + 2FY		С	S	N	I	
ACT – Active F FY- Fiscal Yea	Period Abbreviations Period (when used define term in remarks column) or (July 1- June 30) • Year (Jan 1 – Dec 31)	P – Public Recor	P – Public Record M – May Contain Confidential Information				ords	Center		Agency Abbreviations
AY – Academic FFY – Federal	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30) WK – Week DY - Day(s)	A – Transfer to State Archives  R – Retain in Agency Archives  S – Review by State Archives			Idens V= V I = Is		tion C	n Code		

Agency No	Agency / Division / Section	ncy / Division / Section								
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Item		R	etention Per	riod				State Records Center		REPLACEMENT PAGEADDENDUM PAGE
Number	Records Series Title		In	Total		Security	Archival	e Re ter	_	B
		In Office	Storage	Retentio	n	Sec	Arcl	Stat Cen	Vital	Komarko
11	Master Syllabi	AY = 1AY		AY + 1AY		М	S	N	ı	
12	Faculty/Supervisor Evaluations	AY		AY		С	S	N	ı	
13	Student Opinion of Instruction	PERM		PERM		С	R	N	1	
14	Division Inventory	FY + 3FY		FY + 3FY		Р	S	N	٧	
15	Professional Service Contracts	PERM PERM I				М	R	N	I	
16	Requisitions	FY +3FY FY + 3FY				Р	S	N	I	
17	Teacher Education Application Packet/Materials	ACT + 3 FY ACT + 3 FY				С	R	N	I	
18	Teacher Education Course gradebooks	ACT + 5FY		ACT + 5FY	1	O	R	N	I	
Permitted Rete	ention Period Abbreviations	Security Status	Codes			e Rec	ords	Center	I	Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Recor			Use	/				
	r (July 1- June 30)	M – May Contain		nformation	Y – Y N - N					
	Year (Jan 1 – Dec 31)	C – Confidential								
	: Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30)	Archival Proces	•			Reco	ora tion C	ode		
	WK – Week DY - Day(s)	A – Transfer to S R – Retain in Age			V= V	'ital				
PERM – Perma						mport	ant			
T ETAM T OTTIO		O – Other (Specify in Remarks)								
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Agency No	Agency / Division / Section									_ORIGINAL SUBMISSION
	Delgado Community College/Academic Affair	s/Business and T	echnology [	Division						<u>x</u> RENEWAL
Item		_						ords		REPLACEMENT PAGE
Number	Records Series Title	R	etention Per	riod		Security	la/	Rec		ADDENDUM PAGE
		In Office	Office In Total Storage Retention				Archival	State Records Center	Vital	Remarks
1	Payroll	CY+ 3CY		CY + 3CY		Р	s	N	1	
2	Final Gradebooks	AY + 3AY		AY + 3AY		С	S	N	I	
3	Faculty/Staff Employment Records	PERM		PERM		С	R	N	٧	
4	Justifications for Graduation	AY +3AY	AY +3AY AY +3AY C				s	N	I	
5	Change of Record Forms	AY +3AY AY +3AY				С	S	N	1	
6	Inventory	FY + 3FY FY + 3FY				Р	S	N	٧	
7	Faculty Contracts	PERM	PERM PERM				R	N	-	
8	Faculty Evaluations	PERM		PERM		С	R	N	I	
9	Student Evaluation on Instruction	PERM		PERM		С	R	N	1	
10	Grade Changes	AY +3AY		AY +3AY		С	S	N	I	
Permitted Ret	tention Period Abbreviations	Security Status	Codes				ords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Recor			Use Y –					
	ar (July 1- June 30)	M – May Contain		nformation	N - N					
	r Year (Jan 1 – Dec 31) c Year (Aug 1 – July 31)	C – Confidential Information				l Rec	ord			
	Fiscal Year (Oct 1 – Sept 30)						tion C	ode		
	WK – Week DY - Day(s)	R – Retain in Agency Archives  V= V				/ital				
PERM – Perm		S – Review by State Archives			Impor	tant				
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Louisiana Se	cretary of State, Division of Archives, Records Mana	gement and Hist	orv							Page 7 of 53
	ox 94125, Baton Rouge, LA 70804	.9	,	Htt	p://ww	w.sc	s.loui	isiana.g	gov	Indicate Use of Form
Agency No	Agency / Division / Section									
	Delgado Community College/ Academic Affairs	/Business and 1	Гесhnology	Division						ORIGINAL SUBMISSION _x_RENEWAL
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Item		R	etention Per	iod				COL		REPLACEMENT PAGEADDENDUM PAGE
Number	Records Series Title		1 .	Total		rit	ival	er er		ADDENDOM FAGE  Remarks
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11	Grade Appeals	AY + 1AY		AY + 1AY		С	S	N	_	
12	Catalog Changes (Students)	AY + 1AY		AY + 1AY		С	S	N	I	
13	Syllabi	AY + 1AY		AY + 1AY		М	S	N	Ι	
14	Professional Service Contracts	PERM		PERM		М	R	N	I	
15	Accreditation Documentation	PERM PERM F					R	N	<b>V</b>	
Permitted Ret	ention Period Abbreviations	Security Status	Codes			e Rec	ords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Recor	d		Use					
	r (July 1- June 30)	M – May Contain		nformation	N-N					
	Year (Jan 1 – Dec 31)	C – Confidential								
	c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30)	Archival Processing Codes Vita					ord tion C	ode		
	WK – Week DY - Day(s)	A – Transfer to State Archives  R – Retain in Agency Archives				/ital				
PERM – Perma		R – Retain in Agency Archives				mport	tant			
		O – Other (Specify in Remarks)  U= Us				Jseful				
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Agency A	·					chive	s & R	Records	Serv	vices Date Approved

Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History Page 8 of 53 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) Corey Valdary Submitted to State Archives 11/2/17

Secretary of State, State Archives & Records Services

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Agency No	Agency / Division / Section									ORIGINAL SUBMISSION
	Delgado Community College/Academic Affairs/	Curriculum and	l Program D	Development				<u>s</u>		x_RENEWAL
Item Number	Records Series Title	R	etention Pe	eriod	<u> </u>	<u> </u>	<u>5</u>	Record		REPLACEMENT PAGEADDENDUM PAGE
Number		In Office Storage Reter		Total Retention	n 3	Jacon Jacon	Arcnival	State Records Center	Vital	Remarks
1	Catalog Course/Program Records	FY + 4 FY	FY + 4 FY PERM (Electronic Copies)				١	N	1	
2	Minutes, Agendas, Approval Forms: Curriculum Committee Actions	PERM		PERM	Р	R	١	Ν	V	
3	Board Correspondence	PERM		PERM	Р	R	1	N	V	
4	Program Review (Internal)	PERM		PERM	Р	R	1	N	I	
5	Program Professional Accreditation Approval	ACT		ACT	Р	s	١	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	1	N	V	
7	Master Syllabi – Discontinued Courses	PERM		PERM	Р	R	١	N	U	
8	Educational Affiliation Agreements with other Agencies (Articulation Agreements)	ACT		PERM	Р	R	١	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	١	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	1	ν	V	
Permitted Ret	tention Period Abbreviations	Security Status	Codes		State F	Recor	ds Ce	enter (	Use	Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Recor	rd		Y – Yes	s				
FY- Fiscal Yea	ar (July 1- June 30)	M – May Contair		Information	N - No					
	r Year (Jan 1 – Dec 31)	C – Confidential								
	c Year (Aug 1 – July 31)	Archival Proces	•		Vital Record Identification Code				tion	
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S			V= Vital					
	WK – Week DY - Day(s)	R – Retain in Ag	-	5	I = Important					
PERM – Perm	anent	S – Review by State Archives O – Other (Specify in Remarks)			U= Use		-			
		O - Other (Spec	ily ili Kemarks	o)						
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Agency No	Agency / Division / Section  Delgado Community College/Academic Affairs/0	Curriculum and	Program De	evelopment	i			S		ORIGINAL SUBMISSION  x_RENEWAL
Item Number	Records Series Title	R	etention Per	iod		ţ	al	Records		REPLACEMENT PAGEADDENDUM PAGE
Number	Nedoras Series Fine	In Office	In Storage	Total Retentio	on	Security	Archival	State R Center	Vital	Remarks
11	SACS-COC (Southern Association of Colleges and Schools- Commission on Colleges) Correspondence	PERM		PERM		С	R	N	٧	
12	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		С	R	N	I	
15	Memoranda of Understanding	ACT		ACT		Р	S	N	I	Active Period as stated in Memorandum; supersede as indicated
ACT – Active F FY- Fiscal Yea	Period Abbreviations Period (when used define term in remarks column) or (July 1- June 30)	P – Public Recor M – May Contain	d Confidential I	nformation	Use	– Yes				Agency Abbreviations
AY – Academic FFY – Federal	r Year (Jan 1 – Dec 31) c Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30) WK – Week DY - Day(s) anent	C – Confidential Information  Archival Processing Codes  A – Transfer to State Archives  R – Retain in Agency Archives  S – Review by State Archives			Ider V= '	Vital Impor	tion C	Code		
	Idary Submitted to State Archives 11/2/17	O – Other (Specify in Remarks)				Impor Usefu				

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Agency No	Agency / Division / Section								Indicate Use of Form
Agency No	Delgado Community College/ Academic Affair Technology	s/Distance Learn	ing & Instru	ıctional			s <sub>B</sub>		ORIGINAL SUBMISSION _x_RENEWALREPLACEMENT PAGE
Item Number	Records Series Title	R	etention Per	riod	2	,   <u> </u>	Records		ADDENDUM PAGE
Number	Records delles Title	In Office	In Storage	Total Retentio	u Security	Archival	State R Center	Vital	Remarks
1	Payroll	CY +5CY	CY + 3CY				N	ı	
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	٧	
5	Staff Evaluations	PERM PERM PERM PERM				R	N	I	
6	Faculty/Staff Contracts					R	N	I	
7	Vendor contracts	PERM	PERM PERM				N	I	
8	Professional Development Attendance rosters	FY+5FY		FY+5FY	М	S	N	I	
ACT – Active FY- Fiscal Yea CY – Calenda AY – Academi	tention Period Abbreviations Period (when used define term in remarks column) ar (July 1- June 30) r Year (Jan 1 – Dec 31) ic Year (Aug 1 – July 31)	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes				ecord	Center	<u> </u>	Agency Abbreviations
MO – Months WK – Week DY - Day(s)  PERM – Permanent  S – R			R – Retain in Agency Archives			ortant	∠oae		

Secretary of State, State Archives & Records Services

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Agency No	Agency / Division / Section			1144	3.// <b>VV VV</b>	W.50	)3.10ui	Siaria.	,0 v	Indicate Use of Form
Agency 140	Delgado Community College/ Academic	Affairs/ Library						sp		_ORIGINAL SUBMISSION <u>x</u> RENEWAL _REPLACEMENT PAGE
Item Number	Records Series Title	Re	etention Per	riod		ity	/al	Records		ADDENDUM PAGE
Number		In Office	In Storage	Total Retention	n	Security	Archival	State R Center	Vital	Remarks
1	Payroll	CY + 5CY		CY + 5CY		Р	s	N	I	
2	Faculty/Staff Employment Records	PERM		PERM		С	R	N	٧	
3	Part-time Agreements	PERM		PERM		О	R	N	1	
4	Faculty/Staff Evaluations	PERM		PERM		С	R	N	_	
5	Library Satisfaction Surveys	AY + 1AY		AY + 1AY		Р	s	N	С	Survey began 2011-
6	Professional Service Contracts	PERM	PERM PERM I				R	N	٧	
7	Inventory	FY + 3FY	FY + 3FY FY + 3F				S	N	٧	
Permitted Ret	ention Period Abbreviations	Security Status (	Codes		State	e Rec	ords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Record			Y – Y	/ <u>a</u> s				
	r (July 1- June 30)	M – May Contain		nformation	N - N					
	Year (Jan 1 – Dec 31) c Year (Aug 1 – July 31)	C – Confidential II			Vital		1			
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to St	-				ora tion C	ode		
	WK – Week DY - Day(s)				V= Vi	'ital				
PERM – Perma	, , ,	•	R – Retain in Agency Archives  S – Review by State Archives				tant			
						Jseful				
Corey Val	ey Valdary Submitted to State Archives 11/2/17									
Agency A	pproval I	Date Signed	Secretary	of State, Stat	te Arc	hive	s & R	tecords	Serv	vices Date Approved

SS ARC 932 (07/07)

Date Approved

	cretary of State, Division of Archives, Records Mana ox 94125, Baton Rouge, LA 70804	201	Page 13 of 53							
Agency No	Agency / Division / Section			пш	μ.//w\	ww.sc	)5.l0u	isiana.(	JOV	Indicate Use of Form
Agency No	Delgado Community College/ Academic Affairs	/ Nursina Divisi	on							ORIGINAL SUBMISSION
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Item		R	etention Per	riod				ord		REPLACEMENT PAGE
Number	Records Series Title			1		rity	val	Rec		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
1	Clinical Agency Affiliation Agreements	AY		AY		Р	S	N	>	Varies from 1 CY to 3 CY depending on agency
2	LSBN Student Records	AY + 1AY		AY + 1AY		С	s	N	Ι	While student enrolled in program
3	RN Student Program Admission Applications	AY + 1AY		AY + 1AY		С	s	N	-	While student enrolled in program
4	RN Student Clinical Evaluations	AY + 1AY		AY + 1AY		С	S	N	I	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	Ι	Duration of time the course is taught
9	Faculty/Staff Evaluations	FY		FY		С	s	N	I	Duration of ACEN Accreditation Period
10										
Permitted Ret	ention Period Abbreviations	Security Status	Codes	l	Stat	te Red	cords	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		Yes				
CY – Calendar	Year (Jan 1 – Dec 31)	C - Confidential	Information		N -	No				
AY – Academic	c Year (Aug 1 – July 31)	Archival Processing Codes				l Rec				
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to State Archives					tion C	ode		
MO – Months	WK - Week DY - Day(s)	R – Retain in Agency Archives				Vital	44			
PERM – Perma	anent	S – Review by State Archives				Impor				
		O – Other (Speci	fy in Remarks)	Remarks) U= Useful						
Corey Val	ldary Submitted to State Archives 11/2/17									

Secretary of State, State Archives & Records Services

Date Signed

	cretary of State, Division of Archives, Records Mana	Page 14 of 53																		
Agency No	ox 94125, Baton Rouge, LA 70804  Agency / Division / Section			пш	p.//wv	ww.sc	)S.10u	isiana.(	JOV	Indicate Use of Form										
Agency No	Delgado Community College/Academic Affairs/	Posparch & Dia	nnina							X_ORIGINAL SUBMISSION										
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Item		Retention Period						ord		REPLACEMENT PAGE										
Number	Records Series Title	K	- Clerition Fei			įŧ	val	Rec F		ADDENDUM PAGE										
		In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks										
1	Institutional Research Federal (IPEDS) Reports	Permanent		Permanent	t	Р	R	N	<b>V</b>											
2	Institutional Research State Reports	Permanent		Permanent	t	Р	R	N	٧											
3	Graduate Survey	Permanent		Permanent		М	R	N	_	6 months paper record, permanent electronic record										
4	Student Opinion Survey	Permanent		Permanent		Permanent		Permanent		Permanent		Permanent		Permanent		М	R	N	_	6 months paper record, permanent electronic record
Permitted Rete	ention Period Abbreviations	Security Status	Codes				ords	Center	ı	Agency Abbreviations										
ACT – Active P	eriod (when used define term in remarks column)	P – Public Recor	d		Use															
FY- Fiscal Year	r (July 1- June 30)	M – May Contain	Confidential I	nformation	Y –															
	Year (Jan 1 – Dec 31)	C – Confidential	Information		N - I	NO														
	: Year (Aug 1 – July 31)																			
	Fiscal Year (Oct 1 – Sept 30)																			
	WK – Week DY - Day(s)																			
PERM – Perma	anent																			
Corey Val	dary Submitted to State Archives 11/2/17 pproval Date Si		Secretary	of State, Sta	ite Ar	chive	s & F	Records	Serv	vices Date Approved										

SS ARC 932 (07/07)

Date Approved

Agency No	Agency / Division / Section									Indicate Use of Form
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Item		Retention Period					_	Records		REPLACEMENT PAGEADDENDUM PAGE
Number	Records Series Title		Tatal			Security	Archival	e Re ter	_	
		In Office	In Storage	Retentio	n	Seci	Arch	State R Center	Vital	Kemarks
1	Academic Action Authorization (Dismissal, etc)	CY + 5CY		CY + 5CY	,	С	S	N	٧	5 years after graduation or date of last attendance
2	Academic Records (including narrative evaluations, Competency Assessments, etc.)	PERM		PERM		С	S	N	٧	
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	٧	
9	Class List (Original Grade Sheet)	PERM		PERM		С	R	N	٧	Electronically maintained
10	Class Schedules (Students)	PERM		PERM		O	R	N	V	Electronically maintained
Permitted Re	tention Period Abbreviations	Security Status	Codes			Rec	ords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Recor			Use Y – Y	/oc				
	ar (July 1- June 30)	M – May Contain		nformation	N - N					
	r Year (Jan 1 – Dec 31)	C – Confidential								
	ic Year (Aug 1 – July 31)	Archival Proces	•			Reco	ord tion C	ode		
	I Fiscal Year (Oct 1 – Sept 30)  WK – Week DY - Day(s)	A – Transfer to S			V= V					
PERM – Perm	• • •	R – Retain in Agency Archives				I = Important				
I LIXIVI — I CIIII	ianon.	5 - Review by State Archives			U= Useful					

Secretary of State, State Archives & Records Services

Date Signed

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 16 of 53
Agency No	Agency / Division / Section			1111	p.//w	ww.sc	)5.lou	isiai ia.	JOV	Indicate Use of Form
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Item		Retention Period						Records		REPLACEMENT PAGE ADDENDUM PAGE
Number	Records Series Title		Total	<b>T</b>		ival	er er		ADDENDUM PAGE  Remarks	
		In Office	In Storage	Retentio	n	Security	Archival	State R	Vital	Remarks
11	Commencement Programs	PERM		PERM		Р	R	N	I	
12	Graduation List	PERM		PERM		Р	R	N	I	Electronically maintained
13	Correspondence, Relevant	ACT + 5CY		ACT + 5C	Υ	С	s	N	٧	5 years after graduation or date of last attendance
14	Credit by Examination, Advance Placement, CLEP, LEAP Forms	PERM PERM		С	R	N	٧			
15	Credit not Credit Approval (audit, pass/fail, ect)	PERM PERM		С	R	N	٧			
16	Curriculum Change Authorizations	PERM		PERM		С	R	N	V	
17	Degree Audit Record	PERM		PERM		С	R	N	V	
18	Disciplinary Action Document	PERM		PERM		С	R	N	V	Kept in a separate file from the student's academic record
19	Fee Assessment Forms	ACT + 5CY		ACT + 5C	Y	С	S	N	V	Electronically maintained
20	FERPA Documents	PERM		PERM		С	R	N	٧	
Permitted Ret	ention Period Abbreviations	Security Status	Codes				cords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Recor	d		Use	-				
	r (July 1- June 30)	M – May Contain	Confidential Ir	nformation	Y – N -	Yes				
	Year (Jan 1 – Dec 31)	C – Confidential								
	c Year (Aug 1 – July 31)	Archival Proces	_			al Rec		ode:		
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S				Vital		, ou o		
	WK – Week DY - Day(s)	R – Retain in Agency Archives				Impor	tant			
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Corey Va	Idary Submitted to State Archives 11/2/17	7								
Agency A	pproval Date S	igned	Secretary	of State, Sta	te Aı	rchive	s & R	Records	Serv	vices Date Approved

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 17 of 53 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** Archival Security Number **Total** Remarks In Vital In Office Storage Retention 21 С Foreign/International Student Forms (I-20, etc.) CY + 5CYCY + 5CYS Ν V 5 years after graduation or date of last attendance 22 С V Grade Reports (Registrar's Copies) PFRM PERM R Ν Electronically maintained 23 С S **Graduation Authorizations** CY + 5CY CY + 5CYΝ 5 years after graduation or date of last attendance 24 С Hold on Encumbrance Authorizations ACT ACT S Ν ACT= Until Release 25 С S V Name Change Authorizations CY + 5CY CY + 5CY Ν 5 years after graduation or date of last attendance 26 Personal Data Information Forms 1CY 1CY Μ S Ν 1 year after date submitted 27 С S Ν Registration Forms 1CY 1CY 1 year after date submitted 28 1CY Μ S Transcript Request (Students) 1CY Ν 1 year after date submitted 29 С Schedule of Classes (Institutional) **PERM** PERM R Ν Electronically maintained 30 **PERM** PERM С R Transfer Credit Evaluations Ν Electronically maintained **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)

Corey Valdary Submitted to State Archives	11/2/17		
Agency Approval	Date Signed	Secretary of State, State Archives & Records Services	Date Approved

SS ARC 932 (07/07)

Date Approved

	cretary of State, Division of Archives, Records Mana lox 94125, Baton Rouge, LA 70804	gov	Page 18 of 53							
Agency No	Agency / Division / Section									Indicate Use of FormORIGINAL SUBMISSION
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ltem Number	Records Series Title	Retention Period					=	ecor		ADDENDUM PAGE
Number	Reserve Series Time	In Office	In Storage	Total Retentio	on	Security	Archival	State Records Center	Vital	— Remarks
31	Withdrawal Authorizations	CY + 5CY		CY + 5CY	(	С	S	N	V	5 years after graduation or date of last attendance
32	Enrollment Verifications	PERM		PERM	N	М	R	N	I	
33	Catalogs	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 Record	d		Use					
FY- Fiscal Yea	ar (July 1- June 30)	M – May Contain	Confidential In	nformation	Y – Y					
CY – Calendar	r Year (Jan 1 – Dec 31)	C – Confidential	nformation		N - No	0				
	c Year (Aug 1 – July 31)	Archival Proces	sing Codes		Vital					
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S			Identi		tion C	ode		
MO – Months	WK – Week DY - Day(s)	R – Retain in Age	-		V= Vi					
PERM – Perma	anent	S – Review by St	ate Archives		I = Im		ant			
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Secretary of State, State Archives & Records Services

Date Signed

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 19 of 53 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 ltem **Retention Period** ADDENDUM PAGE Archival Number **Records Series Title** Security Total Remarks In Vital In Office Storage Retention 1 Grade and Attendance records AY + 3AYAY + 3AYС S Ν Retain for 3 AY from semester generated 2. Р Time Sheets CY + 3CY CY + 3CY S Ν Retain for 3 CY from semester generated 3. Contracts FY + 3FY FY + 3FY С S Ν Retain for 3 FY from semester generated 4. Requisitions FY + 3FY FY + 3FY Р S Ν Retain for 3 FY from semester generated 5. Master Syllabi AY + 3AYAY + 3AYР S Ν Retain until modified 6. Faculty/ Supervisor Evaluation ΑY AY С S Ν Retain in faculty division personnel file 7. С S AY AY Ν Retain in ePrint system Student Opinion of Instruction 8. S Student Lab Safety Forms FY + 1FY FY + 1FY Ρ Ν 9. **Chemical Inventory** CY CY Р S Ν Done Yearly **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) Corey Valdary Submitted to State Archives 11/2/17 Date Signed Secretary of State, State Archives & Records Services Date Approved Agency Approval

SS ARC 932 (07/07

Date Approved

	cietary of State, Division of Archives, Records ivid				Page 20 of 53					
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Item		Retention Period					_	ecord		
Number	Records Series Title	In Office In Storage		Total Retentio	n e	Security	Archival	State Records Center	Vital	Remarks
1	Program Student Records (grades and attendance)	AY + 3AY		AY + 3AY	С	S	6	N	I	DCC & Program Accreditation Requirements
2	Program Hospital/Clinic Affiliation Agreement	AY + 3AY		AY + 3AY	М	S	3	N	I	DCC & Program Accreditation Requirements
3	Program Accreditation	AY + 3AY	AY PERM PERM		Р	F	2	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		F	2	N	٧	DCC & Program Accreditation Requirements
5	Contracts	AY + 3AY		AY + 3AY	С	S	3	N	I	Retained for 3 AY from semester generated
6	Master Syllabi	AY + 3AY		AY + 3AY	Р	S	3	Ν	ı	Retained until modified
7	Faculty/Supervisor Evaluation	AY		AY	С	S	3	N	I	Retained in faculty division personnel file
8	Student Opinion of Instructor	AY		AY	С	S	6	N	I	Retained in eprint system
9	Equipment Inventory	AY		AY	Р	S	3	Z	Ι	Retained in program and division office
10	Requisitions	AY + 3AY		AY + 3AY	Р	S	3	N	Ι	
Permitted Ret	tention Period Abbreviations	Security Status	Codes		State I	Reco	rds C	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Reco	rd		Use					
FY- Fiscal Yea	ar (July 1- June 30)	M – May Contai	n Confidential	Information	Y – Ye					
CY – Calendar	r Year (Jan 1 – Dec 31)	C – Confidential	Information		N - No					
AY – Academi	c Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital R					
FFY – Federal	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S	State Archives		Identif		on Co	ode		
MO - Months	WK - Week DY - Day(s)	R – Retain in Ag	ency Archives		V= Vita					
PERM – Perm	anent	S – Review by S	State Archives		I = Important					
		O – Other (Specify in Remarks)			U= Useful					
Corey Valda	Corey Valdary Submitted to State Archives 11/2/17									

Secretary of State, State Archives & Records Services

Date Signed

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Louisiana Secretary of State, Division of Archives, Records Management and History Page 21 of 53 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** Archival ADDENDUM PAGE **Records Series Title** Security Number Total Remarks Vital In In Office Storage Retention 1 Р Accounts Payable Invoices from Vendors FY + 3FY FY + 3FY R Ν Image upon arrival 2 Р Check Register FY + 3FY FY + 3FY R Ν Maintained in Evisions 3 Credit Memos FY + 3FY FY + 3FY Ρ R Ν Image upon arrival 4 Checks (Non-Payroll) Ρ Ν Cancelled checks attached to copy of invoice FY + 3FY FY + 3FY R 5 Address, Name Change Notices Р R FY + 3FY FY + 3FY Ν Image upon arrival 6 Image upon arrival **Professional Service Contracts** FY + 3FY FY + 3FY Ρ R Ν 7 Р R Professional Leave and Travel Requests, MV7s FY + 3FY FY + 3FY Ν Image upon arrival 8 Supporting documentation and Direct Pay FY + 3FY FY + 3FY Ρ R Ν Image upon arrival Requests 9 Stop Payments / Void Requests FY + 3FY FY + 3FY R Ν 10 FY + 3FY Ρ Petty Cash Receipts FY + 3FY R Ν Image upon arrival **Security Status Codes Permitted Retention Period Abbreviations State Records Center** 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) Conon Waldam Submitted to State Anabines 11/2/17

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Agency Approval	Date Signed	Secretary of State, State Archives & Records Services	Date Approved

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Date Approved

Agency No	Agency / Division / Section									Indicate Use of Form
Agency No	Delgado Community College/Business Affairs &	Administrative	Affairs/Co	atrollor's						_ORIGINAL SUBMISSION
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Item		Detention Besied						Records		REPLACEMENT PAGE
Number	Records Series Title	Retention Period				ŧ	val	Rec		ADDENDUM PAGE
		In Office	In Storage	Total Retention	n	Security	Archival	State R Center	Vital	Remarks
11	Vendor File	FY + 3FY		FY + 3FY		Р	R	N	I	Maintained in Banner
12	Requisitions	FY +3FY		FY + 3FY		Р	R	N	I	Documents shredded for disposition
13	Bid File (Purchasing)	FY + 3FY FY + 3FY		Р	R	N	1	Documents shredded for disposition		
14	Purchase Orders	FY + 3FY	FY FY + 3FY		Р	R	N	I	Documents shredded for disposition	
15	Bi-weekly Pay Records (all employees)	FY + 5CY		FY + 5CY		М	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		М	R	N	V	See ** above.
17	Leave Slips	FY + 4CY		FY + 4CY		Р	R	N	V	See ** above.
18	Timesheets	FY + 5CY		FY + 5CY		Р	R	N	I	See ** above.
19	Retirement System payments, records, reports (all retirement systems ) - for RETIREES)	FY + 6CY		FY + 6CY		С	R	N	1	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 Ret	ention Period Abbreviations	Security Status	Codes				ords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Record	d		Use	e Yes				
	r (July 1- June 30)	M – May Contain		nformation	Y – N -					
	r Year (Jan 1 – Dec 31)	C – Confidential I								
	c Year (Aug 1 – July 31)	Archival Proces	•			il Recontifica		ode		
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S				Vital		-Ju		
	WK – Week DY - Day(s)	R – Retain in Age	•			Import	ant			
PEKIVI – Permi	PERM – Permanent		3 - Review by State Archives			U= Useful				

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Agency No	Agency / Division / Section									ORIGINAL SUBMISSION
	Delgado Community College/Business Affairs 8	& Administrative	e Affairs/Co	ntroller's						x RENEWAL
	Office							rds		REPLACEMENT PAGE
Item Number	Records Series Title	R	etention Pe	riod		ity	/al	Records		ADDENDUM PAGE
Number		In Office	In Storage	Total Retentio	n	Security	Archival	State F Center	Vital	Remarks
20	Insurance invoices, payments, records, reports – for RETIREES	FY + 5CY		FY + 5CY		С	R	N	ı	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	FY + 4CY		R	N	>	4 years after the tax due date or payment date, whichever is later.
22	W-2 Forms	PERM		PERM		С	R	N	٧	Maintained in Banner.
23	Workmen's Compensation, Unemployment Compensation Records	FY + 5CY		FY + 5CY		С	R	N	1	
24	Salary History	FY + 8CY		FY + 8CY		М	R	N	-	
25	Garnishments (letters, records, etc.)	FY + 8CY		FY + 8CY		М	R	N	I	
26	Pay In Vouchers, Journal Entries, Bank Transfers and supporting documents	FY + 3FY		FY + 3FY		Р	R	N	Ι	
27	Bank Reconciliations	FY + 7FY		FY + 7FY		Р	R	N	I	
28	General Ledger Account Reconciliations	FY + 3FY		FY + 3FY		Р	R	N	I	
Permitted Ret	ention Period Abbreviations	Security Status	Codes				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	n Confidential I	nformation	N –	Yes				
	Year (Jan 1 – Dec 31)	C – Confidential								
	c Year (Aug 1 – July 31)	Archival Proces	_			al Reco		odo		
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S				Vital		ouc		
	WK – Week DY - Day(s)	R – Retain in Ag	•			Import	ant			
PERM – Perma	anent	S – Review by S				Useful				
		O – Other (Specify in Remarks)			U= Userur					
Corey Vai	ldary Submitted to State Archives 11/2/17									
Agency A		ened	Secretary	of State, Sta	te Ar	chive	s & R	Records	Serv	vices Date Approved

SS ARC 932 (07/07)

Date Approved

	cretary of State, Division of Archives, Records Managox 94125, Baton Rouge, LA 70804	Page 24 of 53  Indicate Use of Form								
Agency No	Agency / Division / Section			<u> </u>						Indicate Use of FormORIGINAL SUBMISSION
	Delgado Community College/Business Affairs 8	k Administrative	Affairs/Cor	ntroller's						x_RENEWAL
	Office							rds		 REPLACEMENT PAGE
Item Number	Records Series Title	Retention Period				Æ	a	Records		ADDENDUM PAGE
Number	Neddrug deries Title	In Office	In Storage	Total Retentio	n	Security	Archival	State R Center	Vital	Remarks
29	Chart of Accounts	FY + 3FY		FY + 3FY	F	Р	S	N	I	Maintained in accounting system.
30	General and Subsidiary Ledgers	PERM		PERM	F	Р	R	N	I	Maintained in accounting system.
31	Legislative Audit and Other Audit Reports	PERM	PERM		F	Р	R	N	٧	
32	Trial Balances, Financial Statements, Supporting Documents for Annual Financial Reports	PERM	PERM		F	Р	R	N	V	
33	Unclaimed Property Reports	PERM		PERM		С	R	N	I	Payroll related UCP maintained by LCTCS since 2012.
34	1099s (sent to Vendors)	7CY		7CY		С	R	N	I	
35	Endowment reports, reconciliations, etc.	PERM		PERM	F	Р	R	N	I	
36	Endowment bank statements	5FY		5FY	F	Р	R	N	I	Paper maintained one year, maintained electronic at banking institution - Permanent
37	Student Appeals	PERM		PERM	(	С	R	N	U	
38	Citation Appeals/Committee Documentation	FY + 3FY		FY + 3FY	N	М	R	N	U	Permanently maintained in system after 2016.
		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			Vital I Identi V= Vit I = Im	– Yes				Agency Abbreviations
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Secretary of State, State Archives & Records Services

Date Signed

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Louisiana Secretary of State, Division of Archives, Records Management and History Page 25 of 53 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** Security Number Total Remarks In In Office Storage Retention 39 Accounts Receivable Reports (Aged receivables -Records maintained the lesser of 5 years or until paid FY + 5FY М S FY + 5FY Ν or written off. Maintained in EPrint. student, agency, collections) Records maintained the lesser of 5 years or until paid 40 S Credit Memos FY + 5FY FY + 5FY Μ Ν or written off. 41 NSF Checks, Correspondence from Students and Records maintained the lesser of 5 years or until paid FY + 5FY FY + 5FY Μ S Ν Vendors regarding accounts or written off. Agency Invoices, External Agreements, MOUs 42 FY + 5FY FY + 5FY М S Ν used for billing and supporting documents 43 Μ R Student Fee Bills **PERM** PERM Ν 44 1098Ts **PERM** PERM С R Ν 45 Р Quarterly Receivable Reports **PERM** PERM R Ν 46 S Student Refunds and supporting documentation FY + 3FY FY + 3FY М Ν 47 FY + 3FY S Xenegrade, CASHNet, Nelnet, Reconcilliations FY + 3FY Ρ Ν 48 Р R Scholarship Records, Payments, Support **PERM** PERM 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)

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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Louisiana Secretary of State, Division of Archives, Records Management and History Page 26 of 53 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 x RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Archival Number Security Total Remarks Vital In In Office Storage Retention 1. Ρ Leases for campus/site facilities **PERM** PERM PERM R Ν V 2. Blueprints/architectural drawings for campus/site Р V **PERM** PERM PERM Ν facilities 3. Р Master plans for facilities **PERM** PERM R V PERM Ν 4. Ρ R V Reports to FP&C for FEMA projects **PERM** PERM PERM Ν 5. Inventory of Property Records FY + 3FY Р S Ν FY + 3FY 6. Р S Ν Inventory Tag Number File FY + 3FY FY + 3FY 7. Report of Property transferred to Property Р S FY + 3FY FY + 3FY Ν Surplus, Baton Rouge 8. Ρ S FY + 3FY Ν Report of Stolen Items FY + 3FY 9. FY + 3FY FY + 3FY Ρ S Ν Report of Scrap Items 10. FY + 3FY FY + 3FY Р S Ν Inventory of Items Not Located **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) 11/2/17 Corey Valdary Submitted to State Archives Date Signed Secretary of State, State Archives & Records Services Date Approved Agency Approval

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1	Quarterly Safety Meetings	FY + FY				Р	S	N	>	
2	Orientation Safety Training	FY + FY				Р	S	N	٧	
3	Annual Safety Training	FY + FY				Р	s	N	٧	
	ention Period Abbreviations Period (when used define term in remarks column)	Security Status P – Public Record			Stat		ords	Center	l	Agency Abbreviations
	ir (July 1- June 30)	M – May Contain		nformation	Y –	Yes				
CY – Calendar	Year (Jan 1 – Dec 31)	C – Confidential I	nformation		N - I	No				
AY – Academic	c Year (Aug 1 – July 31)	Archival Proces	sing Codes			I Rec				
FFY – Federal	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S	tate Archives				tion C	ode		
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Agency A	pproval Date Si	gned	Secretary	of State, Stat	te Ar	chive	s & R	Records	Serv	vices Date Approved

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Louisiana Secretary of State, Division of Archives, Records Management and History Page 28 of 53 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 ltem **Retention Period** ADDENDUM PAGE Archival **Records Series Title** Number Total Remarks Vital In In Office Storage Retention OMB requires 3 yrs after Final Status Report (project 1 Request for Public Assistance (RPA) FY + 3 FY FY + 3 FY Ρ S Ν completion) OMB requires 3 yrs after Final Status Report (project 2 Project Worksheet (PW) FY + 3 FYFY + 3 FYΡ S Ν V completion) 3 OMB requires 3 yrs after Final Status Report (project V Request for Reimbursement Form (RRF) FY + 3 FYМ S FY + 3 FYΝ completion) [may contain payroll support] OMB requires 3 yrs after Final Status Report (project 4 S **GOHSEP Check Transmittals FY + 3 FY** FY + 3 FY Μ Ν completion) [may contain payroll support] 5 OMB requires 3 yrs after Final Status Report (project **GOHSEP Settlement Statements** Μ S Ν FY + 3 FY FY + 3 FY completion) [may contain payroll support] OMB requires 3 yrs after Final Status Report (project 6 Support for request for PW FY + 3 FY FY + 3 FYΜ S Ν completion) [may contain payroll support] 7 OMB requires 3 vrs after Final Status Report (project S Μ Journal Entries recording wire transfers **FY + 3 FY** FY + 3 FY Ν completion) [may contain payroll support] 8 OMB requires 3 yrs after Final Status Report (project S FY + 3 FYFY + 3 FYΜ Ν Journal Entries transferring expenditures completion) [may contain payroll support] OMB requires 3 yrs after Final Status Report (project 8 V FY + 3 FY Р S Ν Requests for extensions of PWs FY + 3 FY completion) 10 OMB requires 3 yrs after Final Status Report (project Р S Approvals for extensions of PWs FY + 3 FY FY + 3 FY Ν completion) **Permitted Retention Period Abbreviations Security Status Codes Agency Abbreviations State Records Center** 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)

Corey valuary Submitted to State Archives	11/2/1/		
Agency Approval	Date Signed	Secretary of State, State Archives & Records Services	Date Approved

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Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History Page 29 of 53 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 ltem **Retention Period** ADDENDUM PAGE Archival Security **Records Series Title** Number Total Remarks In Vital In Office Storage Retention 11 3 yrs after claim settled (project completion) [may **ORM Claims** FY + 3 FYFY + 3 FYР S Ν contain payroll support] 12 **ORM Certificates of Insurance FY + 3 FY** FY + 3 FY Р S Ν 13 ORM Building status changes **FY + 3 FY** FY + 3 FY Р S Ν 14 ORM Quarterly Exposure reports **FY + 3 FY** FY + 3 FY Ρ S Ν 15 College-wide Record Retention Schedule FY + 5 FY Ρ S FY + 5 FYReview and submit renewal every five years 16 Database of Sites, Buildings, Rooms FY + 3 FYР S Ν FY + 3 FYBoard of Regents requirement 17 Produced by DCC's student system, reviewed & Database of space utilization **FY + 3 FY** FY + 3 FY Ρ S Ν revised for error correction before submission 18 Internal investigations (As applicable) FY + 3 FY FY + 3 FY Μ S Ν 19 Water Monitoring Reports for Fire School FY + 3 FY FY + 3 FY Р S Ν Originals submitted to Dept. of Environmental Quality **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) **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) Corey Valdary Submitted to State Archives 11/2/17

Secretary of State, State Archives & Records Services

Date Signed

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Louisiana Secretary of State, Division of Archives, Records Management and History Page 30 of 53 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/ Financial Services X RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Archival Number Security 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 5 FY Р S Operating Budget Book 5 FY 10 FY Ν 3 Ρ S U Revenue and Expenditure Projections 2 FY 1 FY 3 FY Ν 4 Р Safekeeping Receipts for Pledged Securities 2 FY 1 FY 3 FY S Ν 5 Ρ **BA-7** Approvals 3 FY 2 FY 5 FY S Ν Approved by the Division of Administration Submitted to the LCTCS 6 2 FY Р S U Quarterly Financial Reports 1 FY 3 FY Ν 7 Quarterly Professional Service Contract Reports Submitted to LCTCS and the Office of Contractual 3 FY 2 FY 5 FY Р S Ν Review Approved contracts and all backup documentation are 8 3 FY 2 FY 5 FY Р S Ν **Professional Service Contracts** attached to the final contract payment and filed in Accounts Payable Approved contracts and all backup documentation are 9 Professional Service Contract Invoice Payments 3 FY 2 FY 5 FY Р S attached to the final contract payment and filed in Ν Accounts Payable **State Records Center Permitted Retention Period Abbreviations Security Status Codes 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 PFRM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) Cover Valdam Submitted to State Anabines 11/2/17

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Agency Approval	Date Signed	Secretary of State, State Archives & Records Services	Date Approved

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Louisiana Secretary of State, Division of Archives, Records Management and History Page 31 of 53 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/ Financial Services X RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** \_ADDENDUM PAGE **Records Series Title** Archival Number Security **Total** Remarks Vital In In Office Storage Retention Approved requests and backup documentation are 10 Ρ Vendor and Student Checks related to Grants 3 FY 2 FY 5 FY S Ν attached to the payment and filed in Accounts Payable Timesheets, check registers and all other supporting 11 Payroll Documents related to Grants 3 FY 2 FY 5 FY Μ S Ν documentation are filed in Payroll 12 Purchase orders. Requests for Proposals. Bids are Purchasing Documents related to Grants 3 FY 2 FY Р S 5 FY Ν generated and filed in Purchasing **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) Corey Valdary Submitted to State Archives 11/2/17 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 32 of 53	
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Item	P. G. G. P. L. I							ord		REPLACEMENT PAGE
Number	Records Series Title	K	etention Per	rioa		ity	la	Rec		ADDENDUM PAGE
	In Office	In Storage	Total Retentio	on (	Security	Archival	State Records Center	Vital	Remarks	
1	Policy and Procedures Memoranda (PPMs)	PERM	PERM	PERM	Р	)	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	Ρ	>	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.
Permitted Ret	ention Period Abbreviations	Security Status	Codes			Rec	ords	Center		Agency Abbreviations
	Period (when used define term in remarks column)	P – Public Recor	- Public Record			Use				
	r (July 1- June 30)	M – May Contain		nformation	N - No	Y – Yes				
	Year (Jan 1 – Dec 31)	C – Confidential								
	c Year (Aug 1 – July 31)	Archival Proces	Ū			Vital Record Identification Code				
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		R – Retain in Agency Archives			I = Im	I = Important				
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Number 11000 to 051100 Title	In Office	In Storage	Total Retentio	n   å	Security A 20 king	State Re	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 Re	tention Period Abbreviations	Security Status	Codes			Record	ls Center		Agency Abbreviations
ACT - Active I	Period (when used define term in remarks column)	P – Public Recor	d		Use				
FY- Fiscal Yea	ar (July 1- June 30)	M – May Contain	Confidential I	nformation	Y – Ye	S			
CY – Calenda	r Year (Jan 1 – Dec 31)	C – Confidential	Information		N - No				
AY – Academi	ic Year (Aug 1 – July 31)	Archival Proces	sing Codes		Vital R				
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MO-Months	WK – Week DY - Day(s)	R – Retain in Age	R – Retain in Agency Archives			= Vital			
PERM – Permanent		S – Review by S	3 - Review by State Archives			oortant			
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SS ARC 932 (07/07)

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 53	
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Item	Records Series Title	Retention Period					=	ecords		REPLACEMENT PAGE ADDENDUM PAGE
Number	Number Records Series Title	In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	
1	Program Participation	Perm		Perm		С	R	N	٧	Electronically maintained
2	Application Portion of FISAP	Perm		Perm		С	R	N	٧	Electronically maintained
3	Audit and Program Reports	Perm		Perm		С	R	N	٧	Electronically maintained
4	Cost of Attendance Information	FY+3FY		FY+3FY		С	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		С	S	N	ı	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		С	S	N	٧	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		С	S	N	٧	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		С	S	N	٧	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		С	S	N	٧	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		С	S	N	٧	3 years from the end of the award year for which the aid was awarded
ACT – Active F FY- Fiscal Yea CY – Calendar AY – Academic FFY – Federal	Period Abbreviations Period (when used define term in remarks column) r (July 1- June 30) Year (Jan 1 – Dec 31) C Year (Aug 1 – July 31) Fiscal Year (Oct 1 – Sept 30) WK – Week DY - Day(s)	P – Public Record  M – May Contain Confidential Information  C – Confidential Information  Archival Processing Codes  A – Transfer to State Archives  R – Retain in Agency Archives			State Records Center Use Y - Yes N - No  Vital Record Identification Code V= Vital					Agency Abbreviations
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Secretary of State, State Archives & Records Services

Date Signed

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Louisiana Secretary of State, Division of Archives, Records Management and History Page 35 of 53 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/Student Affairs /Student Financial Assistance x RENEWAL Records \_\_REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Security Archival Number State R Center Total Remarks In Vital In Office Storage Retention 11 3 years from the end of the award year for which the С S V FY+3FY Pell Reconciliation Reports FY+3FY Ν aid was awarded 3 years from the end of the award year for which the 12 V FY+3FY FY+3FY С S Ν Direct Loan Reconciliation Reports aid was awarded 13 3 years from the end of the award year for which the С V FY+3FY FY+3FY S Ν Student Aid Report (ISIR) 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 V FY+3FY S 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 FY+3FY FY+3FY С S Ν V 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 V FY+3FY FY+3FY С S Ν 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 FY+3FY FY+3FY С S Ν V aid was awarded initial or exit loan counseling 18 С V Electronic Loan Certification of origination record **PERM** PERM R Ν 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 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) Corey Valdary Submitted to State Archives 11/2/17 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

	isiana Secretary of State, Division of Archives, Records Management and History  It Office Box 94125, Baton Rouge, LA 70804  Http://www.sos.louisiana.gov									Page 36 of 53
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Number Records Series	Records Series Title	In Office	In Storage	Total Retentio	n	Security	Archival	State	Vital	Remarks
1	Internal Investigations	FY + 3FY		FY + 3FY		С	s	N	٧	Investigative Reports
2	Miscellaneous Cooperative Endeavor Agreements	FY + 3FY		FY + 3FY		Р	s	N	I	Agreement with City of New Orleans for Disaster Preparedness Plan/Use of Facilities
	ention Period Abbreviations Period (when used define term in remarks column)	Security Status P – Public Record				State Records Center Use				Agency Abbreviations
	ir (July 1- June 30)	M – May Contain		nformation	Y –	Y – Yes				
	Year (Jan 1 – Dec 31)	C – Confidential I			N -	N - No				
AY – Academic	c Year (Aug 1 – July 31)	Archival Proces	sing Codes		Vita	Vital Record				
FFY – Federal	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S	tate Archives				tion C	ode		
MO - Months	O – Months WK – Week DY - Day(s)   R – Retain in Agency Archives			-	√ital					
PERM – Permanent		3 - Review by State Archives				= Important				
		O – Other (Specif	fy in Remarks)	1	U=	Usefu	l			
Corey Val	Idary Submitted to State Archives 11/2/17									
Agency A	pproval Date Sig	ned	Secretary	of State, Sta	te Ar	chive	es & R	Records	Serv	vices Date Approved

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 37 of 53 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** Security Archival Number Total Remarks In Vital In Office Storage Retention 1 С S Police Reports 3 FY 3 FY Ν Investigative Reports 2 С S 3 FY 3 FY Ν Crime Data (UCR) FBI Uniform Crime Reports 3 С Official Driving Records 3 FY S Ν Driver's Records 3 FY 4 С S 3 FY Ν Parking Enforcement Administrative files 3 FY Citations and appeals i.e. 5 С 3 FY S Police Administrative Files 3 FY Ν Duplicate payroll and attendance records i.e. **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 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) 11/2/17 Corey Valdary Submitted to State Archives Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

SS ARC 932 (07/07)

Date Approved

	ary of State, Division of Archives, Records Management and Histor 34125, Baton Rouge, LA 70804		Http://www.sos.lou	uisiana.gov						Page 38 of 53 Indicate Use of Form
Agency No	Agency / Division / Section									ORIGINAL SUBMISSION
	Delgado Community College/ Chancellor's Offi	ce/Human Reso	urces					sp.		<u>x</u> RENEWALREPLACEMENT PAGE
Item Number	Basada Caria Titla		Retention Perio	od		ity	a	Records		ADDENDUM PAGE
	Records Series Title	In Office	In Storage	Total Retention	n	Security	Archival	State Re Center	Vital	Remarks
	Employee Personnel Records									
1a	Employees with teachers retirement	ACT + 5CY	25CY	ACT + 30C\	<i>(</i>	М	S	N	-	Image, verify quality, destroy after 30CY
1b	Employees without teachers retirement	ACT + 5CY	65CY	ACT + 70C\	(	М	S	N	_	Image, verify quality, destroy after 70CY
	Civil Service									
<b>2</b> a	Memorandum of Understanding with Civil Service Supporting Allocation of Positions	Permanent		Permanent	1	Р	R	N	1	
2b	Job Applications (SF10)	ACT + 2CY		ACT + 2CY	.	Р	S	N	1	Image, verify quality, destroy after 3CY
2c	Position Description Record (SF-3)	ACT + 10CY		ACT + 10C	(	Р	S	N	1	Image, verify quality, destroy after 10CY
2d	Certificate of Eligibles	3FY		3FY		Р	S	N	I	Image, verify quality, destroy after 3FY
	Unclassified State Personnel									
3a	Unclassified Job Descriptions	ACT		ACT	1	Р	S	N	1	ACT=while position is valid
3b	Affirmative Action Records	3FY		3FY	(	С	S	Z	1	Image, verify quality, destroy after 3FY
Permitted Reten	ntion Period Abbreviations	Security Status Co	odes		State	Reco	rds Ce	nter 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	onfidential Inform	nation	N - No	)				
CY - Calendar Y	ear (Jan 1 – Dec 31)	C – Confidential Inf	ormation							
AY – Academic Y	∕ear (Aug 1 – July 31)	Archival Processi	ng Codes				d Iden	tificatior	1	
FFY – Federal Fi	scal Year (Oct 1 – Sept 30)	A – Transfer to Sta	te Archives		Code					
	/K – Week DY - Day(s)	R – Retain in Agen	cy Archives		V= Vit		nt			
PERM – Perman	ent	S – Review by Stat O – Other (Specify			U= Us	•	m			
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Secretary of State, State Archives & Records Services

Date Signed

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	Records Series Title		Retention Ferio	Total		urit	hiva	e Ro ter	_	Remarks
		In Office	In Storage	Retention		Security	Archival	State Records Center	Vital	Reliains
	CORRESPONDENCE									
<b>4a</b> P	Policies and Procedures	Permanent		Permanent		Р	R	Ν	_	
<b>4b</b> G	General	3FY		3FY		М	Ø	Ν	_	Image, verify quality, destroy after 3FY
<b>4c</b> S	State Required Federal Reports	CY + 1CY	1CY	ACT + 2CY		М	S	Ν	I	Image, verify quality, destroy after 2CY
4d T	ransitory	1FY		1FY		Р	S	N	I	Image, verify quality, destroy after 1FY
	Employment Eligibility									
5a <sub> -</sub>	-9's	CY+ 3CY		CY + 3CY		С	S	N	1	Image, verify quality, destroy after 3CY
<b>5b</b> A	Applicant Flow Logs	CY + 3FY		CY + 3FY		Р	S	N	I	Image, verify quality, destroy after 3FY
<b>5c</b> A	Advertisements- Job & Training	CY + 1FY		CY + 2FY		Р	S	N	1	Image, verify quality, destroy after 2FY
	Performance, Planning & Review									1
6a (	Classified Employees Evaluations (SF-15)	FY + 10FY		Permanent		С	R	N	I	Image, verify quality, destroy after 10FY
Permitted Retention	n Period Abbreviations	Security Status Co	odes		State	Reco	rds Ce	nter Use		Agency Abbreviations
ACT – Active Period	d (when used define term in remarks column)	P – Public Record			Y – Y	es				
FY- Fiscal Year (July	y 1- June 30)	M – May Contain C	onfidential Inform	nation	N - N	0				
CY – Calendar Year	r (Jan 1 – Dec 31)	C - Confidential Inf	ormation							
AY – Academic Yea						d Iden	tification	1		
FFY – Federal Fiscal Year (Oct 1 – Sept 30)  A – Transfer to State Archive:		te Archives	Co							
	– Week DY - Day(s)	R – Retain in Agen	Agency Archives			V= Vital I = Important				
PERM – Permanent	t	S – Review by Stat				•	ııt			
		O – Other (Specify	O – Other (Specify in Remarks)		U= Useful					

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									Indicate Use of FormORIGINAL SUBMISSION
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Item Number	Records Series Title		Retention Perio	iod		ity	val	Rec		ADDENDUM PAGE
	Records Series Title	In Office	In Storage	Total Retention	ı	Security	Archival	State R	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	I	Image, verify quality, destroy after 10CY
7b	Self-Identification Form for Individuals with Disabilities	FY + 10CY		FY + 10CY		С	S	N	V	Image, verify quality, destroy after 10CY
7c	FMLA (Family and Medical Leave Act) Documentation	FY + 10CY		FY + 10CY		С	S	N	V	Image, verify quality, destroy after 10CY
	ntion Period Abbreviations	Security Status Co	odes				rds Ce	enter Use	•	Agency Abbreviations
	riod (when used define term in remarks column)	P – Public Record			Y – Ye					
FY- Fiscal Year (	July 1- June 30) 'ear (Jan 1 – Dec 31)	M – May Contain C C – Confidential Inf		nation	N – N	lo				
	ear (Aug 1 − July 31)	Archival Processi			Vital	Pocor	d Idon	tification		
	iscal Year (Oct 1 – Sept 30)	A – Transfer to Sta	•		Code		u iueii	lineation	•	
	VK – Week DY - Day(s)	R – Retain in Agen			V= Vit	tal				
PERM – Perman		S – Review by Stat			I = Im	nporta	nt			
		O – Other (Specify	in Remarks)		U= Us	seful				
Corey Val	ldary Submitted to State Archives 11/2/1	17								
Agency A	Approval Date S	Signed	Secretary	of State, Star	te Arc	hive	s & R	Records	Ser	vices Date Approved

SS ARC 932 (07/07)

Date Approved

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Agency No	Agency / Division / Section								ORIGINAL SUBMISSION
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Item Number	Records Series Title	R	etention Per	iod	ıţ.	val	Reco		ADDENDUM PAGE
Number	1,000,40 03,100 1,110	In Office	In Storage	Total Retention	Security	Archival	State Records Center	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 nent	Permanent	Р	R	N	U	
6	Fliers, posters, promotional collateral, invitations, special events, celebrations	2 years	2 years	2 years	Р	R	N	U	
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	C	
Permitted Ret	ention Period Abbreviations	Security Status	Codes			ecords	s Cente	r	Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Reco			Use Y – Yes				
	r (July 1- June 30)	M – May Contair		Information	N - No	•			
	Year (Jan 1 – Dec 31)	C – Confidential							<u> </u>
	c Year (Aug 1 – July 31)	Archival Proces	•		Vital Re		Code		
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S			V= Vita		3040		
	WK – Week DY - Day(s)	R – Retain in Ag	-		I = Imp	ortant			
			S – Review by State Archives O – Other (Specify in Remarks)						

Secretary of State, State Archives & Records Services

Date Signed

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Agency No	Agency / Division / Section									_ORIGINAL SUBMISSION
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Item Number	Records Series Title		Retention Period					Records		ADDENDUM PAGE
		In Office	In Storage	Tota Reten		Security	Archival	State R Center	Vital	Remarks
10	Chancellor's reports (Annual Reports)	2 – 5 years	2 – 5 years	2 – 5 ye	ears	Р	R	N	U	
11	Student Handbooks	2 years	2 years	2 years	;	Р	R	N	U	
12	Student guides, promotional brochures	2 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 ye	ears	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 P	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 Infor	mation	Y – Ye					
CY – Calendar	Year (Jan 1 – Dec 31)	C - Confidential	Information		N - No	)				
	c Year (Aug 1 – July 31)	Archival Proces	sing Codes		Vital F					
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S	tate Archives		Identi		tion C	ode		
MO - Months	WK – Week DY - Day(s)	R – Retain in Age	-		V= Vit		1			
PERM – Perma	anent	S – Review by S			I = Im	•				
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Corey Val	dary Submitted to State Archives 11/2/17									
Agency A	pproval Date Sig	gned	Secretary of S	State, Stat	e Arch	nive	s & F	Records	Ser	vices Date Approved

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Louisiana Secretary of State, Division of Archives, Records Management and History Page 43 of 53 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 / Office of Information Technology x RENEWAL State Records Center REPLACEMENT PAGE ltem **Retention Period** ADDENDUM PAGE Number **Records Series Title** Archival Security **Total** Remarks In Vital In Office Storage Retention R 1 Windows/Linux Servers ACT+ 1CY ACT+ 1CY ACT+ 1CY Μ Ν Cloud based storage is being utilized O R 2 ACT+ 10CY Μ Ν Cloud based storage is being utilized Microsoft Exchange Mail Servers ACT+ 10CY ACT+ 10CY Ô R 3 Μ Database Servers ACT+ 10CY ACT+ 10CY ACT+ 10CY Ν Cloud based storage is being utilized 0 PC R 4 Applications Data (SIS, FRS, HRS) PFRM PERM PFRM Ν User retention schedules may vary Μ 0 R ACT + ACT + PC V ACT + 20CY Ν User defines number of terms (4a) FRS - Billing Detail Data 0 Μ Term(s) Term(s) ACT+ PC R ACT + V (4b) FRS - Requisitions Data ACT + 18CY Ν User defines number of terms Term(s) Term(s) Μ 0 ACT+ ACT+ PC R V ACT + 18CY Ν User defines number of terms (4c) FRS - Detail Transactions Data Term(s) Term(s) М 0 ACT + ACT + PC R User defines number of terms (4d) SIS - Admissions Data ACT + 20CY Ν Μ 0 Term(s) Term(s) ACT+ ACT+ PC R (4e) SIS - Financial Aid Data ACT + 11CY Ν User defines number of terms 0 Term(s) Term(s) М R ACT + ACT + PC (4f) ACT + 13CY HRS - Check History Data Ν User defines number of terms 0 Term(s) Term(s) **State Records Center Permitted Retention Period Abbreviations Security Status Codes 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) Corey Valdary Submitted to State Archives 11/2/17 Date Signed Secretary of State, State Archives & Records Services Agency Approval Date Approved

	cretary of State, Division of Archives, Records Mana ox 94125, Baton Rouge, LA 70804	agement and Hist	ory	Ц++ı	۰-//w	MM 609	s loui	siana.g	YOV.	Page 44 of 53	
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		In Office	In Storage	Retentio	n	Security	Archival	State Records Center	Vital	remarks	
(4g)	HRS – Labor Backup Data	ACT + Term(s)	ACT + Term(s)	ACT + 110	CY	PC M	R O	N	٧	User defines number of terms	
5	Systems and Application Programs	ACT + 2MO	ACT + 2MO	ACT + 2MC	)	PC M	R O	N	V		
Permitted Ret	ention Period Abbreviations	Security Status	Codes	ı		te Reco	ords	Center		Agency Abbreviations	
ACT – Active F	Period (when used define term in remarks column)	P – Public Recor	d		Use					Term = Semester	
FY- Fiscal Yea	r (July 1- June 30)	M – May Contain	Confidential In	formation		Yes				Term = Semester	
CY – Calendar	Year (Jan 1 – Dec 31)	C – Confidential	Information		Ν-	No					
	c Year (Aug 1 – July 31)	Archival Proces	sing Codes			I Reco					
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MO – Months	WK - Week DY - Day(s)	R – Retain in Age	•			Vital	4				
PERM – Perma	anent	S – Review by S				Importa	ant				
		O – Other (Speci	fy in Remarks)		U=	Useful					
Corey Val	Idary Submitted to State Archives 11/2/17	7									
Agency A	pproval Date S	igned	Secretary of	of State, Star	te Ar	chives	& R	ecords	Serv	vices Date Approved	

	Secretary of State, Division of Archives, Records Manag	gement and Hist	tory							Page 45 of 53
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Item	December Service Title	R	etention Pe	riod		ty	al	Records Center		ADDENDUM PAGE
Number	Records Series Title	In Office	In Storage	Total Retentio	on	Security	Archival	State F	Vital	Remarks
1.	College transcript from applicants who did not enroll	AY & 1AY		AY & 1AY		С	S	N	٧	1 year after applying
2.	High School transcript from applicant who did not enroll.	AY & 1AY		AY &1AY		С	S	N	٧	1 year after applying
3.	Residency Reclassification from applicant who did not enroll	AY & 1AY		AY &1AY		С	S	N	٧	1 year after applying
4.	Foreign/international students documents	AY & 5AY		AY & 5AY		С	S	N	V	5 years after graduation
5.	Prospective Info request card	AY & 6 mo.		AY & 6 mo.		С	S	N	ı	Months after data is entered electronically
6.	Immunization compliance Records	PERM		PERM		С	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
ACT – Acti	Retention Period Abbreviations ive Period (when used define term in remarks column) Year (July 1- June 30)	Security Status P – Public Recor M – May Contair	rd	Information	State Use Y - Y		ords	Center		Agency Abbreviations
	ndar Year (Jan 1 – Dec 31)	C – Confidential			N - N	Ю				
	emic Year (Aug 1 – July 31)	Archival Proces	ssing Codes		Vital	Reco	ord			
FFY – Fed	eral Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S	State Archives		Iden	tifica	tion C	ode		
MO – Mon	ths WK – Week DY - Day(s)	R – Retain in Ag	ency Archives	i	V= V					
PERM – P	ermanent	S – Review by S	tate Archives			mport				
		O – Other (Spec	ify in Remarks	s)	U= U	Jseful				
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Page 46 of 53 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** Archival **Records Series Title** Number Total Remarks In Vital In Office Storage Retention 1 Documentation of Individual Student Accommodation Requests and Accommodations 0 3 С R Ν Shredded upon 3 yrs. 3 yrs Offered Voter Registration Declaration Forms for 2 С 3 yrs 0 3 R Ν Shredded upon 3 yrs. Students with Disabilities 3 Individual Student Complaints Files (includes associated documentation of mediation and 0 3 С R Ν Shredded upon 3 yrs. 3 yrs resolution efforts) **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) Corey Valdary Submitted to State Archives 11/2/17

Secretary of State, State Archives & Records Services

Date Signed

SS ARC 932 (07/07)

Date Approved

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ltem Number	Records Series Title	R	etention Per	iod		ty	al	Record		REPLACEMENT PAGEADDENDUM PAGE
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1	Judicial Case Records – Status Not Equal to Expulsion	7 Years	7 Years	7 Years		М	S	N	V	
2	Judicial Case Records – Expulsion Status	PERM	PERM	PERM		М	R	N	٧	
3	Distressed Student Case Records	7 Years	7 Years	7 Years		С	S	N	٧	
	tention Period Abbreviations Period (when used define term in remarks column)	P – Public Record			ords	Center	•	Agency Abbreviations		
FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31)		M – May Contain		nformation	N - N					
	r Year (Jan 1 – Dec 31) ic Year (Aug 1 – July 31)	C – Confidential  Archival Proces				Rece	ord			
	I Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S	_				tion C	ode		
	WK – Week DY - Day(s)	R – Retain in Ag			V= V					
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Secretary of State, State Archives & Records Services

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Agency No	Agency / Division / Section									_ORIGINAL SUBMISSION
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Item Number	Records Series Title	R	etention Per	riod		₹	al	Reco		ADDENDUM PAGE
		In Office	In Storage	Total Retention	on	Security	Archival	State Records Center	Vital	Remarks
1	Student Immunization Records	WK	Perm	PERM		С	A+ R	Υ	V	Immunization records are kept in electronic storage indefinitely after processing. Records are sent to LINKs bi-annually to merge with state archives
Permitted Re	tention Period Abbreviations	Security Status	Codes				ords	Center		Agency Abbreviations
ACT – Active I	Period (when used define term in remarks column)	P – Public Recor	rd		Use					
FY- Fiscal Yea	ar (July 1- June 30)	M – May Contain	Confidential I	nformation	Y – `					LINKS
CY – Calenda	r Year (Jan 1 – Dec 31)	C – Confidential	Information		N - 1	No				
AY – Academi	c Year (Aug 1 – July 31)	Archival Proces	sing Codes			l Rec				
FFY – Federal	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S	State Archives				tion C	ode		
MO – Months	WK – Week DY - Day(s)	R – Retain in Ag	ency Archives		V= \					
PERM – Perm	anent	S – Review by S	tate Archives			Impor				
		O – Other (Speci	ify in Remarks	)	U= l	Jseful				
Corev Va	ldary Submitted to State Archives 11/2/1	7								
Agency A			Secretary	of State, Sta	ate Arc	chive	s & R	ecords	Ser	vices Date Approved

	cretary of State, Division of Archives, Records Mana	agement and Hist	tory	Httı	o://wv	ww.sc	s.lou	isiana.g	vor	Page 49 of 53
Agency No	Agency / Division / Section								,	Indicate Use of Form
<u> </u>	Delgado Community College/Workforce Develo	opment / Continu	uing Educati	on						ORIGINAL SUBMISSION x RENEWAL
Item Number	Records Series Title	Retention Period					al	Records		REPLACEMENT PAGEADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security	Archival	State R	Vital	Remarks
1	Student Registration Application	FY + 3FY		FY + 3FY		С	s	N	٧	
2	Course/Instructor Evaluations	FY + 3FY		FY + 3FY		Р	s	N	C	
3	Student Certificates of Completion	FY + 3FY		FY + 3FY		С	s	N	U	
4	Course Attendance Records	FY + 3FY		FY + 3FY		Р	S	N	U	
5	Adjunct (Part-Time Instructor) Contracts	FY + 3FY		FY + 3FY		С	s	N	٧	
6	Professional Contracts	FY + 3FY		FY + 3FY		М	S	N	٧	
7	MOUs	FY + 3FY		FY + 3FY		М	S	N	V	
8	Student Licensures & Certifications Earned	FY + 3FY		FY + 3FY		С	S	N	U	
9	Master Course Syllabi	FY + 3FY		FY + 3FY		Р	S	N	J	
10	Equipment (Inventory)	FY + 3FY		FY + 3FY		Р	s	N	_	
Permitted Ret	ention Period Abbreviations	Security Status	Codes				ords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Recor	rd		Use					
FY- Fiscal Yea	ır (July 1- June 30)	M – May Contain	Confidential Ir	nformation	Y –					
CY – Calendar	Year (Jan 1 – Dec 31)	C – Confidential	Information		N - 1	No				
	c Year (Aug 1 – July 31)	Archival Proces	sing Codes			I Rec		<b>.</b>		
	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S					tion C	oae		
	WK – Week DY - Day(s)	R – Retain in Age	-		V= \		tont.			
PERM – Perma	anent	S – Review by S				Import Useful				
		O – Other (Speci	fy in Remarks)		0_ (	Oseiui				
Corey Val	ldary Submitted to State Archives 11/2/12	7								
Agency A	approval Date S	igned	Secretary	of State, Star	te Ar	chive	s & R	Records	Serv	vices Date Approved

Agency   No   Agency   Division / Section		ox 94125, Baton Rouge, LA 70804	.gov	Indicate Use of Form						
Item   Number   Records Series Title     Item   Storage   Item   Storage   Retention   Period   Retention   Period   Retention   Records   Retention   Records   Retention   Records   R	Agency No	Agency / Division / Section								ORIGINAL SUBMISSION
Total   Retention   Storage		Delgado Community College/Workforce Dev	elopment /Commu	ınity and Ec	on. Dev.					<u>x</u> RENEWAL
Total   Retention   Storage	11							ords		REPLACEMENT PAGE
Total   Retention   Storage		Records Series Title	F	Retention Pe	riod	;	2	al Reco		ADDENDUM PAGE
Note			In Office			on G	Jaconii	Archiv State F	Vital	Remarks
1	1	STEP student files	1CY	2CY	3CY	С	5	S N	U	
1	2	IWTP Site Visits Documentation	1CY	2CY	3CY	Р	5	N	U	
1	3	IWTP Contracts	1CY	2CY	3CY	Р	5	N	U	
6 IWTP Variation  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  9 Delgado Community College Invoices 1CY 2CY 3CY P S N U  8 IWTP Vendor Invoices 1CY 2CY 3CY P S N U  9 S N U  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) FY- Federal Fiscal Year (Cut 1 - Sept 30) AY - Academic Year (Aug 1 - Sept 30) A - Transfer to State Archives MO - Months WK - Week DY - Day(s) PERM - Permanent  ACY ACY BY BY S N U  Agency Abbreviations Agency Abbreviations V- Y- Yes N - No Vital Record Identification Code V= Vital I = Important I -	4	IWTP Applications	1CY	2CY	3CY	Р	5	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  Permitted Retention Period Abbreviations ACT - Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY - Calendar Year (July 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  1CY 2CY 3CY P S N U  Agency Abbreviations  Security Status Codes P - Public Record M - May Contain Confidential Information C - Confidential Informa	5	IWTP Award Letters	1CY	2CY	3CY	Р	5	N	U	
8 IWTP Vendor Invoices  1CY 2CY 3CY P S 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 (July 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 In	6	IWTP Variation	1CY	2CY	3CY	Р	5	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) Permitted Retention Period Abbreviations  Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives M – Retain in Agency Archives S – Review by State Archives  S – Review by State Archives  N – No  Agency Abbreviations  Agency Abbreviations  V – Yes N – No  Vital Record Identification Code V – Vital I – Important V – Vital V –	7	IWTP Revisions	1CY	2CY	3CY	Р	5	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) FY- 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 C - Confidential Information N - No  Archival Processing Codes A - Transfer to State Archives R - Retain in Agency Archives S - Review by State Archives  N - Week DY - Day(s) P   May Contain Confidential Information N - No  Agency Abbreviations  Y - Yes N - No  Vital Record Identification Code V = Vital I = Important I = Import	8	IWTP Vendor Invoices	1CY	2CY	3CY	Р	5	N	U	
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)  FY- 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  N - No  Vital Record  Identification Code  V = Vital  I = Important  I = Important	9	Delgado Community College Invoices	1CY	2CY	3CY	Р	5	S N	U	
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)  M – May Contain Confidential Information  C – Confidential Information  Archival Processing Codes  A – Transfer to State Archives  MO – Months WK – Week DY - Day(s)  PERM – Permanent  P – Public Record  M – May Contain Confidential Information  N - No  Vital Record  Identification Code  V = Vital  I = Important										
FY- Fiscal Year (July 1- June 30)  CY - Calendar Year (Jan 1 – Dec 31)  AY - Academic Year (Aug 1 – July 31)  FY- 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  N - No  Vital Record  Identification Code  V = Vital  I = Important  I = Important	Permitted Ret	ention Period Abbreviations	Security Status	Codes		State I	Recor	ds Cente	r	Agency Abbreviations
CY - Calendar Year (Juny 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)  M - May Contain Confidential Information  N - No  Archival Processing Codes  A - Transfer to State Archives  MO - Months WK - Week DY - Day(s)  PERM - Permanent  N - No  Vital Record Identification Code  V = Vital  I = Important  I = Important	ACT – Active F	Period (when used define term in remarks column)	P – Public Reco	rd						
AY – Academic Year (Aug 1 – July 31)  FFY – Federal Fiscal Year (Oct 1 – Sept 30)  MO – Months WK – Week DY - Day(s)  PERM – Permanent  Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives V= Vital I = Important I = Important I = Important	FY- Fiscal Yea	ır (July 1- June 30)	M – May Contain	n Confidential	Information					
FFY – Federal Fiscal Year (Oct 1 – Sept 30)  MO – Months WK – Week DY - Day(s)  PERM – Permanent  A – Transfer to State Archives  R – Retain in Agency Archives  S – Review by State Archives  I = Important	CY – Calendar	Year (Jan 1 – Dec 31)	C – Confidential	Information		N - No				
MO – Months WK – Week DY - Day(s)  PERM – Permanent  R – Retain in Agency Archives  S – Review by State Archives  I = Important	AY – Academic	c Year (Aug 1 – July 31)	Archival Proces	ssing Codes						
PERM – Permanent  S – Review by State Archives  I = Important								n Code		
5 - Review by State Alchives	MO – Months	WK - Week DY - Day(s)	-	-						
O – Other (Specify in Remarks)	PERM – Perma	anent						ıı		
			O – Other (Spec	ify in Remarks	s)	U= US	<del>J</del> IUI			

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Louisiana Secretary of State, Division of Archives, Records Management and History Page 51 of 53 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 /Community and Econ. Dev. x RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** \_ADDENDUM PAGE **Records Series Title** Archival Number Security Total Remarks Vital In In Office Storage Retention 2CY 3CY Ν U **IWTP Student Course of Completion** 10 Р CY + 1CY 2CY 3CY Ν U S **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 **IWTP Student Course of Completion** U 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) Corey Valdary Submitted to State Archives 11/2/17 Date Signed Date Approved Agency Approval Secretary of State, State Archives & Records Services

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Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History Page 52 of 53 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 /Maritime, Fire, Radar & Industrial x RENEWAL **Training Facility** Records \_\_REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE Security Archival **Records Series Title** Number State Ro Total Remarks In Vital In Office Storage Retention 1 United States Coast Guard requires at least 1 United States Coast Guard course completion CY + 1 CY С S 2 CY CY + 3CYΝ folders year of course files be kept on site 2 International Association of Drilling Contractors International Association of Drilling Contractors C S CY + 1CY4 CY CY + 5 CYΝ (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 9 CY CY + 10 CY C S Ν folders 4 C CY + 3CYS V Non-agency course completion folders CY + 1 CY2 CY 5 Р Purchasing requisitions FY + 2 FYFY + 2 FYS Ν 6 CY + 2CYCY + 2CYΜ S Ν Invoicing / Billing records 7 Files are kept electronically for all training since 1995 С Database of student information for all trainees PFRM R Ν PFRM and will be kept permanently 8 CY + 1 CY Μ S ī Course enrollment rosters CY + 1 CY Ν 9 Louisiana Recovery Authority course completion Louisiana Recovery Authority requires 3 years С S CY + 1 CY 2 CY 3 CY Ν folders of course files be kept on site Incumbent Worker Training Program course 10 Louisiana Department of Labor requires 5 years CY + 2 CY CY + 5 CY С S 3 CY Ν of course files be kept on site completion folders **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) Corey Valdary Submitted to State Archives 11/2/17

Secretary of State, State Archives & Records Services

Date Signed

Louisiana Secretary of State, Division of Archives, Records Management and History								Page 53 of 53		
						vw.sos.louisiana.gov				Indicate Use of Form
Agency No	Agency / Division / Section									ORIGINAL SUBMISSION
	Delgado Community College/ Workforce Develo Facility	opment /Maritime & Industrial Training						ords		<u>x</u> RENEWAL
	1 acmity									REPLACEMENT PAGE
Item Number	Records Series Title	Retention Period				ţ.	<u> </u>	Reco		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
11	Rapid Response Grant course completion folders	2 CY		2 CY	C	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		PERM	C	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 + 3 FY		FY + 3 FY	F	0	S	N	٧	
14	State Fire Marshall Inspection Reports	FY+3FY		FY + 3 FY	F	)	S	N	٧	
Permitted Retention Period Abbreviations						State Records Center				Agency Abbreviations
ACT – Active Period (when used define term in remarks column)		P – Public Record			Use					
FY- Fiscal Year (July 1- June 30)		M – May Contain Confidential Information				Y – Yes				
CY - Calendar Year (Jan 1 - Dec 31)		C – Confidential Information			N - No	- No				
AY – Academic Year (Aug 1 – July 31)		Archival Processing Codes				Vital Record				
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to State Archives			Identification Code V= Vital			oae		
MO – Months WK – Week DY - Day(s)		R – Retain in Agency Archives			l = Important					
PERM – Permanent		S – Review by State Archives				U= Useful				
		O – Other (Specify in Remarks)								
Corey Valdary Submitted to State Archives 11/2/17										
Agency Approval  Date Signed  Secretary of State, State Archives & Records Services  Date Approved										