

POLICY & PROCEDURES MEMORANDUM

TITLE:	RECORDS RETENTION PROGRAM
EFFECTIVE DATE:	*February 14, 2012 (*Form Addition 6/5/12)
CANCELLATION:	DCI 1240.2 (3/15/85)
CATEGORY:	Administrative (AD)

POLICY STATEMENT

In accordance with Louisiana Revised Statute 44:405-425, Louisiana Administrative Code Title 4, Part XVII, Chapters 1-15, *Records Management Policies and Practices*, and [Louisiana Community and Technical College System Policy # 4.010 Records Retention and Disposal](#), Delgado’s record retention program is administered to ensure that state and federal records retention and disposal guidelines are adhered to in the conduct of daily operations and that provisions exist for the economical and efficient management of records by maximizing the use of space, equipment and supplies needed for the purpose of maintaining, storing and servicing records.

Delgado’s record retention program includes procedures for maintaining a record retention schedule that identifies vital and historical records and providing for the systematic disposition of records. The Delgado Record Retention Schedule provides the authority to dispose of records after they have met their required retention periods.

The components of the College’s record retention program and related procedures and responsibilities are outlined in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To publish the procedures, responsibilities and requirements of the College’s record retention program.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all employees and operating units responsible for maintaining official College records.

3. **Overview of Record Retention Program**

In accordance with Louisiana Administrative Code Title 4, Part XVII, *Records Management Policies and Practices*, and [LCTCS Policy # 4.010 Records Retention and Disposal](#), the Chancellor designates a Records Management Officer to oversee the College's record retention program. The designated Records Management Officer works with the Records Retention Unit Administrators (Attachment A) to ensure that the current Delgado Record Retention Schedule (Attachment B) is properly administered, reviewed, and updated.

4. **Responsibilities**

- A. The Chancellor designates a Records Management Officer to oversee the College's record retention program.
- B. The designated Records Management Officer, in accordance with Louisiana Administrative Code Title 4, Part XVII, *Records Management Policies and Practices*:
- (1) oversees the College's records retention program to ensure compliance with applicable state and federal regulations;
 - (2) ensures the current Delgado Record Retention Schedule (Attachment B) is approved by the State of Louisiana's Division of Archives every five years;
 - (3) coordinates an annual review of the completed [State of Louisiana Records Retention Schedule Form SS-ARC-932](#) (Attachment C) submitted by the respective Record Retention Unit Administrator (Attachment A);
 - (4) submits the amended Delgado Record Retention Schedule to State of Louisiana Division of Archives for approval as necessary; and
 - (5) as applicable, approves disposal requests and destruction of College records stored in accordance with applicable state and federal regulations.
- C. Each [Record Retention Unit Administrator \(Attachment A\)](#):
- (1) maintains records in accordance with the unit's record retention schedule;
 - (2) annually reviews and updates, if applicable, the unit's record retention schedule using [State of Louisiana Records Retention Schedule Form SS-ARC-932](#) (Attachment C);
 - (3) notifies the College's designated Records Management Officer of any changes to the unit's record retention schedule; and

- (4) submits a [State of Louisiana Request for Authority to Dispose of Records Form SS-ARC-930](#) (Attachment D) to the College's designated Records Management Officer to request disposal or destruction of any College records in accordance with applicable state and federal regulations.

5. **Cancellation**

This policy and procedures memorandum cancels DCI 1240.2, *Delgado Record Retention Schedules*, dated March 15, 1985.

Attachment:

- Attachment A - [Record Retention Unit Administrators](#)
Attachment B - [Delgado Record Retention Schedule](#)
Attachment C - [State of Louisiana Records Retention Schedule Form SS-ARC-932](#)
Attachment D - [State of Louisiana Request for Authority to Dispose of Records FormSS-ARC-930](#)

Policy Reference:

- Louisiana Revised Statute 44:405-425
Louisiana Administrative Code Title 4, Part XVII, Chapters 1-15, *Records Management Policies and Practices*
LCTCS Policy #4.010, [Records Retention and Disposal](#)
Delgado Policy and Procedures Memorandum, [Student Records](#)

Review Process:

- Ad Hoc Record Retention Policy Review Committee 11/18/11
Executive Council for Advisement 12/7/11
Record Retention Unit Administrators and Designees 1/26/12
College Council 2/14/12

Distribution:

Distributed Electronically Via College's Website and Email System



RECORD RETENTION UNIT ADMINISTRATORS

Updated 5/1/17

Unit/ Record Category	Record Retention Unit Administrator														
Academic Affairs	Vice Chancellor for Academic Affairs (VCAA) designees: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>Unit:</u></td> <td style="width: 50%;"><u>Designee:</u></td> </tr> <tr> <td>VCAA Office</td> <td>Assistant to VCAA</td> </tr> <tr> <td>Academic Deans</td> <td>Chair, Deans' Council</td> </tr> <tr> <td>Campus/Site Executive Deans</td> <td>Designated Campus/Site Executive Dean</td> </tr> <tr> <td>Curriculum and Program Development Office (Faculty Credentials, SACS and Program Accreditations, Regents/ LCTCS academic records)</td> <td>Executive Director, Curriculum and Program Development</td> </tr> <tr> <td>Registrar's Office</td> <td>College Registrar</td> </tr> <tr> <td>Research and Planning Office</td> <td>Executive Director, Research & Planning</td> </tr> </table>	<u>Unit:</u>	<u>Designee:</u>	VCAA Office	Assistant to VCAA	Academic Deans	Chair, Deans' Council	Campus/Site Executive Deans	Designated Campus/Site Executive Dean	Curriculum and Program Development Office (Faculty Credentials, SACS and Program Accreditations, Regents/ LCTCS academic records)	Executive Director, Curriculum and Program Development	Registrar's Office	College Registrar	Research and Planning Office	Executive Director, Research & Planning
<u>Unit:</u>	<u>Designee:</u>														
VCAA Office	Assistant to VCAA														
Academic Deans	Chair, Deans' Council														
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Registrar's Office	College Registrar														
Research and Planning Office	Executive Director, Research & Planning														
Campus Police	Director, Campus Police														
Chancellor's Office	Chancellor's designee: Executive Assistant to the Chancellor														
Controller	Assistant Vice Chancellor/Controller														
Facilities	Assistant Vice Chancellor for Facilities Planning														
Financial Services/ Budget/ Restricted Funds	Assistant Vice Chancellor for Financial Services														
Human Resources	Assistant Vice Chancellor for Human Resources														
Information Technology	Assistant Vice Chancellor/Chief Information Officer														
Institutional Advancement/ Public Relations and Marketing	Vice Chancellor for Institutional Advancement designee: Assistant Director, Public Relations and Marketing														
Policies	Policy/Accreditation Specialist														
Risk Management	Safety and Risk Manager														
Safety	Safety and Risk Manager														
Student Affairs	Vice Chancellor for Student Affairs (VCSA) designees: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>Unit:</u></td> <td style="width: 50%;"><u>Designee:</u></td> </tr> <tr> <td>VCSA Office</td> <td>Assistant to VCSA</td> </tr> <tr> <td>Admissions/Enrolment Services Office</td> <td>Director, Admissions and Enrollment Services</td> </tr> <tr> <td>Advising and Testing and Veterans Affairs Office</td> <td>Director, Advising and Testing</td> </tr> <tr> <td>Student Financial Assistance</td> <td>Director, Student Financial Assistance</td> </tr> <tr> <td>Student Life Office (student judicial records, health services/ immunization records, etc.)</td> <td>Director, Student Life</td> </tr> </table>	<u>Unit:</u>	<u>Designee:</u>	VCSA Office	Assistant to VCSA	Admissions/Enrolment Services Office	Director, Admissions and Enrollment Services	Advising and Testing and Veterans Affairs Office	Director, Advising and Testing	Student Financial Assistance	Director, Student Financial Assistance	Student Life Office (student judicial records, health services/ immunization records, etc.)	Director, Student Life		
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VCSA Office	Assistant to VCSA														
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Student Financial Assistance	Director, Student Financial Assistance														
Student Life Office (student judicial records, health services/ immunization records, etc.)	Director, Student Life														
Workforce Development & Technical Education	Vice Chancellor for Workforce Development & Technical Education designee: Director, Workforce Development														
Miscellaneous/Administrative (Records not included in other Units/Categories)	Unit administrator responsible for specific record (or designee)														

Attachment B



Delgado Record Retention Schedule

Includes SSARC 932 Forms for all Delgado Record Retention Units