SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 1 of 52 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** 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 **Academic Appeal** S V 5CY 5CY M Ν 2 **College Committee Reports** Ρ S U 5CY 5CY Ν 3 **College STEP Committee/Campus** All funding projects of College and all campus and site 5CY Р S V 5CY Ν STEP committees. Reporting **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) S. Zeringue Submitted to LCTCS Office 11-2-12 Date Signed Secretary of State, State Archives & Records Services Date Approved Agency Approval

	ox 94125, Baton Rouge, LA 70804			Htt	p://ww	/W.SC	s.lou	isiana.(gov	Indicate Use of Form
Agency No	Agency / Division / Section									ORIGINAL SUBMISSION
	Delgado Community College/Vice-Chancellor	Academic Affairs	s/Allied Heal	th						<u>x</u> RENEWAL
Item								ords		REPLACEMENT PAGE
Number	Records Series Title	R	etention Per	100		ity	/al	Rec		ADDENDUM PAGE
		In Office In Total Storage Retention		Security	Archival	State Records Center	Vital	Remarks		
1.	Program Student Records (grades and attendance)	AY + 3AY		AY + 3AY		С	s	N	1	DCC & Program Accreditation Requirements
2.	Program Hospital/Clinic Affiliation Agreement	AY + 3AY		AY + 3AY		М	S	N	I	DCC & Program Accreditation Requirements
3.	Program Accreditation	AY + 3AY	PERM	PERM		Р	R	N	٧	Program Accreditation Requirements (length of period for accreditation varies from 3 years up to 8 years according to individual programs)
4.	Program Assessment Information	AY + AY	PERM	PERM		Р	R	N	V	DCC & Program Accreditation Requirements
5.	Contracts	AY + 3AY		AY + 3AY		C	s	N	Ι	Retained for 3 AY from semester generated
6.	Master Syllabi	AY + 3AY	AY + 3AY			Р	S	N	I	Retained until modified
7.	Faculty/Supervisor Evaluation	AY		AY		С	S	N	I	Retained in faculty division personnel file
8.	Student Opinion of Instructor	AY		AY		О	S	N	I	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	
Permitted Rete	ention Period Abbreviations	Security Status	Codes			Rec	ords	Center		Agency Abbreviations
	eriod (when used define term in remarks column)	P – Public Recor	rd		Use	/				
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	Year (Jan 1 – Dec 31)	C – Confidential								
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PERIVI – Perma	anent	,			U= U	•				
		O – Other (Spec	iry in Remarks)							
S. Zeringue Submitted to LCTCS Office 11-2-12										
Agency A	pproval	Date Signed	Secr	etary of State	e, Stat	e Ar	chive	s & Re	cord	s Services Date Approved

Agency No	Agency / Division / Section								Indicate Use of Form
rigolioy 110	Delgado Community College/Vice-Chancello	r Academic Affairs	Allied Heal	th					ORIGINAL SUBMISSION _x_RENEWAL
Item Number	Records Series Title	R	etention Per	iod	2	a l	Records		REPLACEMENT PAGEADDENDUM PAGE Remarks
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11.	Time Sheets	AY + 3AY		AY + 3AY	Р	S	N	I	Retained for 3 AY from semester generated
Permitted Re	tention Period Abbreviations	Security Status	Codes		State R	ecords	Center		Agency Abbreviations
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	ar (July 1- June 30) r Year (Jan 1 – Dec 31)	M – May Contain C – Confidential		nformation	N - No				
	ic Year (Aug 1 – July 31)	Archival Proces			Vital Re	cord			
	I Fiscal Year (Oct 1 – Sept 30)	A – Transfer to S	_		Identific		Code		
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		O – Other (Speci			U= Use	ul			
S. Zering	ue Submitted to LCTCS Office	11-2-12			1				

Louisiana Secretary of State, Division of Archives, Records Management and History Page 4 of 52 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 and Technology Division** x RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Archival Security Number **Total** Remarks In Vital In Office Storage Retention 1 Р S Payroll CY+3CY CY + 3CY 2 Final Gradebooks AY + 3AYAY + 3AYС S Ν 3 С R Ν V Faculty/Staff Employment Records **PERM** PERM 4 С Justifications for Graduation AY +3AY AY +3AY S Ν 5 С S Change of Record Forms AY +3AY AY +3AY Ν 6 FY + 3FY FY + 3FY Р S Ν ٧ Inventory 7 С **PERM** PERM R Ν **Faculty Contracts** 8 **PERM** PERM С R Ν Faculty Evaluations 9 С Student Evaluation on Instruction **PERM** PERM R Ν 10 AY +3AY С S **Grade Changes** AY +3AY **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) S. Zeringue Submitted to LCTCS Office 11-2-12 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History Page 5 of 52 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency / Division / Section Agency No ORIGINAL SUBMISSION Delgado Community College/Business and Technology Division x RENEWAL State Records Center __REPLACEMENT PAGE Item **Retention Period** __ADDENDUM PAGE **Records Series Title** Security Archival Number Total Remarks In Vital In Office Storage Retention 11 С S **Grade Appeals** AY + 1AYAY + 1AYΝ 12 С S Catalog Changes (Students) AY + 1AY AY + 1AYΝ 13 AY + 1AY Μ S Ν Syllabi AY + 1AY14 **Professional Service Contracts** M R **PFRM** PFRM 15 Р R V Accreditation Documentation **PFRM** PFRM 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 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) S. Zeringue Submitted to LCTCS Office 11-2-12 Date Signed Agency Approval 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 6 of 52 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/Distance Learning & Instructional Technology Division 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 Р Pavroll CY +5CY CY + 3CY S Ν 2 С Data Backup of Bb course site per semester AY +3AY AY +3AY S Ν 3 Faculty/Staff Employment Records **PERM** PERM С R Ν ٧ 4 FY +3FY FY +3FY Р S Ν ٧ Inventory 5 Staff Evaluations **PERM** PERM С R Ν 6 С R **PERM** PERM Ν Faculty/Staff Contracts 7 С Vendor contracts **PERM** PERM R Ν 8 Professional Development Attendance rosters FY+5FY FY+5FY M S Ν **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information 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) S. Zeringue Submitted to LCTCS Office 11-2-12 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History Post Office Box 94125, Baton Rouge, LA 70804 Http://www.se										Page 7 of 52
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	Delgado Community College Charity School of	Nursing Dean's	Office							<u>x</u> RENEWAL
Item		_						ords		REPLACEMENT PAGE
Number	Records Series Title	Retention Period					/al	Records		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security	Archival	State R Center	Vital	Remarks
1	CPR and Liability Insurance Records	AY		AY		С	S	N	1	
2	Clinical Agency Affiliation Agreements	AY		AY		Р	S	N	V	Varies from 1 CY to 3 CY depending on agency
3	Student Background Checks	AY + 1AY		AY + 1AY		С	s	N	I	While student enrolled in program
4	LSBN Student Records	AY + 1AY		AY + 1AY		O	S	N	I	While student enrolled in program
5	Student Drug Screen Results	AY + 1AY		AY + 1AY		С	S	N	I	While student enrolled in program
6	RN Student Program Admission Applications	AY + 1AY		AY + 1AY		С	S	N	I	While student enrolled in program
7	RN Student Clinical Evaluations	AY + 1AY		AY + 1AY		С	S	N	I	While student enrolled in program or for 5 years after withdrawal
8	Complaints about the program	AY + 1AY		AY + 1AY		С	S	N	I	
9	PN Program Curriculum, list of textbooks, faculty, rotation schedule, admission evaluation form, transcripts, licensure examination results	PERM		PERM		С	R	N	ı	LA Administrative Code Title 46, Part XLVII requires these records be kept for 60 years
10	Health Records	AY		AY		С	s	N	ı	While student enrolled in program
Permitted Ret	ention Period Abbreviations	Security Status	Codes	l .			ords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Recor	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				
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	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to State Archives				ntinica Vital	tion C	oue		
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PERM – Perma	anent	S – Review by St				Useful				
		O – Other (Specify in Remarks)								
S. Zeringue Submitted to LCTCS Office 11-2-12										
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Agency No	Agency / Division / Section									ORIGINAL SUBMISSION
	Delgado Community College Charity School	of Nursing Dean's	Office					(0		x_RENEWAL
Item Number	Records Series Title	Retention Period						ecords		REPLACEMENT PAGEADDENDUM PAGE
rumboi		In Office	In Storage	Total Retentio	n	Security	Archival	State Records Center	Vital	Remarks
11	Continuing Education Program Records	AY		AY		М	S	N	I	Required to keep for 5 years
12	Master Syllabi for NURS and PRNU Courses	AY		AY		Р	s	N	ı	Duration of time the course is taught
13	Part-time Agreements	AY		AY		С	s	N	1	Duration of Agreement
14	Faculty/Staff Evaluations	FY		FY		С	S	N	I	Duration of NLNAC Accreditation Period
Permitted Ret	ention Period Abbreviations	Security Status	Codes		State	e Rec	ords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Recor	d		Use					
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Agency A	approval	Date Signed	Secr	etary of Stat	e, Stat	te Ar	chive	s & Re	cord	s Services Date Approved

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Louisiana Secretary of State, Division of Archives, Records Management and History Page 9 of 52 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/Vice-Chancellor Academic Affairs/Science and Math x RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Archival Number Total Remarks Vital In In Office Storage Retention 1 С Grade and Attendance records AY + 3AYAY + 3AYS 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. FY + 3FY FY + 3FY Р S Ν Retain for 3 FY from semester generated Requisitions 5. Master Syllabi AY + 3AY AY + 3AYР S Ν Retain until modified 6. С S ΑY AY Ν Retain in faculty division personnel file Faculty/ Supervisor Evaluation 7. С S Student Opinion of Instruction ΑY ΑY Ν Retain in ePrint system 8. Student Lab Safety Forms FY + 1FY FY + 1FY Р S Ν 9. CY CY Р S Ν Done Yearly Chemical Inventory **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) S. Zeringue Submitted to LCTCS Office 11-2-12 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 10 of 52 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/Library** 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 Payroll Р CY + 5CY CY + 5CY S Ν 2 С V Faculty/Staff Employment Records **PERM** PERM R Ν 3 Part-time Agreements **PERM PERM** С R Ν 4 **PERM** PERM С R Faculty/Staff Evaluations Ν 5 U Library Satisfaction Surveys AY + 1AY AY + 1AYР S Survey began 2011-Ν 6 V **PERM PERM** Μ R Professional Service Contracts Ν 7 Р S V FY + 3FY FY + 3FY Inventory Ν **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) S. Zeringue Submitted to LCTCS Office 11-2-12 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 11 of 52 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/Vice-Chancellor Academic Affairs/Communications x RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Archival Number Total Remarks Vital In In Office Storage Retention 1. С Final Grade Rosters AY + 2AYAY + 2AYS Ν 2. С AY + 2AY AY + 2AYS Ν Class Attendance Records 3. Faculty & Staff Time Sheets FY + 2FY FY + 2FY С S Ν 4. FY + 2FY FY + 2FY С S Ν Leave Requests (incl. FMLA) 5. **Adjunct Contracts** AY + 2AYAY + 2AYС S Ν 6. С S Personnel Transaction Forms FY + 2FY FY + 2FY Ν 7. Р Master Syllabi AY + PERM AY + PERM R 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) S. Zeringue Submitted to LCTCS Office 11-2-12 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 12 of 52 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 / Campus/Site Executive Deans x_RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Archival Number Total Remarks Vital In In Office Storage Retention 1 Р Advisory Board minutes FΥ 2 FY 3 FY S Ν 2 Correspondence with landlords ACT 3 FY ACT + 3FY Р S Ν ACT=length of lease **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M – May Contain Confidential Information N - No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) 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) S. Zeringue Submitted to LCTCS Office 11-2-12 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

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Agency No	Agency / Division / Section								ORIGINAL SUBMISSION
	Delgado Community College/Academic Affairs (includes Curriculum, Assessment, Program Development, Adult & Teache								<u>x</u> RENEWAL
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1	Catalog Course/Program Records	FY + 4 FY		PERM (Electronic Copie		R	N	I	
2	Minutes, Agendas, Approval Forms: Curriculum Committee Actions	PERM		PERM	Р	R	N	V	
3	Board Correspondence	PERM		PERM	Р	R	N	V	
4	Program Review (Internal)	PERM		PERM	Р	R	N	I	
5	Program Professional Accreditation Approval	ACT		ACT	Р	S	N	V	Active Period of Accredited Status as defined by Professional Agency, supersede as indicated
6	Master Syllabi – Coursed being offered	PERM		PERM	Р	R	N	V	
7	Master Syllabi – Discontinued Courses	PERM		PERM	Р	R	N	U	
8	Educational Affiliation Agreements with other Agencies (Articulation Agreements)	ACT		PERM	Р	R	N	V	Active Period as defied in Agreement; supersede as indicated
9	Inactive Educational Affiliation Agreements with other Agencies (Articulation Agreements)	PERM		PERM	Р	R	N	U	
10	College-wide Unit Assessment Plans	PERM		PERM	М	R	N	V	
Permitted Re	tention Period Abbreviations	Security Status	Codes		State F	Record	s Cente	Use	Agency Abbreviations
ACT – Active	Period (when used define term in remarks column)	P – Public Reco	rd		Y – Yes	S			
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PERM – Perm	nanent	S – Review by S	State Archives		I = Imp				
		O – Other (Spec	ify in Remarks	s)	U= Use	eful			
S. Zering	ue Submitted to LCTCS Office 1	1-2-12							
Agency A	Approval D	Pate Signed	Sec	retary of Stat	e, State	Archi	ves & R	ecords S	Services Date Approved

Agency No	Agency / Division / Section			•					gov	Indicate Use of Form
Agency No	<u> </u>	2								ORIGINAL SUBMISSION
	Delgado Community College/Academic Affairs/ (includes Curriculum, Assessment, Program Development, Adult & Teacher							"		x_RENEWAL
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Number	Records Series Title	K	Retention Period			ity	Archival	Records		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security		State Ro	Vital	Remarks
11	SACS-COC (Southern Association of Colleges and Schools- Commission on Colleges)	FY + 5FY	PERM	PERM		М	R	N	V	
	Reports: Compliance, Focus, Monitoring, Substantive Change, Institutional Profile	117511	I LIXIVI	I LIXIVI	'	IVI	K	14	V	
12	SACS-COC (Southern Association of Colleges and Schools- Commission on Colleges) Correspondence	PERM		PERM		С	R	N	V	
13	Faculty Professional and Educational Qualifications Packets	PERM		PERM		С	R	N	V	
14	Copies Part-time Agreements/ Personnel Transaction Forms Current Faculty	1AY 1AY		(С	S	N	J		
15	Transcripts – Non-hired/Non-Assigned Faculty	1FY		1FY		С	S	N	U	
16	Unit Employee Performance Review and Planning Documents	PERM		PERM		С	R	N	I	
17	Carl Perkins Local Application Plan including Award Letter & Approved Equipment Lists	FY + 5FY		FY + 5FY		Р	S	N	U	
Permitted Ret	ention Period Abbreviations	Security Status	Codes			Rec	ords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Recor	rd		Use	,				
FY- Fiscal Yea	r (July 1- June 30)	M – May Contain	Confidential Ir	nformation	Y – Y N - N					
	Year (Jan 1 – Dec 31)	C – Confidential			14 - 14	10				
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	WK – Week DY - Day(s)	R – Retain in Ag	•		I = In		ant			
PERM – Permanent S – Review by State Archives O – Other (Specify in Remarks)					U= U					
S. Zering	ue Submitted to LCTCS Office 11	-2-12								

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 15 of 52 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/Curriculum Development (includes Curriculum, Assessment, Program Development, Adult & Teacher Education, Carl Perkins Compliance) x RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Archival Number Security **Total** Remarks In Vital In Office Storage Retention 18 Equipment Receiving Documentation (Carl Р V FY + 3FY FY + 3FY S Ν Perkins) 19 Time & Effort Certification Forms (Carl Perkins) Р V FY + 5FY FY + 5FY S Ν 20 Р FY + 5FY FY + 5FY S V Adult Education Time & Effort Certifications Ν 21 FY + 5FY FY + 5FY С S Ν V Adult Education Student Intake Documents 22 FY + 5FY FY + 5FY С S Ν V Adult Education Student Assessment 23 Adult Education Grant Proposals, Notification **PERM** PERM Р R Ν Letters 24 Active Period as stated in Memorandum; supersede as Memoranda of Understanding ACT ACT Р S Ν indicated 25 С S Teacher Education Application Packet/Materials FY + 3FY FY + 3 FY Ν 26 С S Teacher Education Course gradebooks FY + 5FY FY + 5FY Ν **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) S. Zeringue Submitted to LCTCS Office 11-2-12 Date Signed Secretary of State, State Archives & Records Services Date Approved Agency Approval

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Agency No	Agency / Division / Section Delgado Community College/Academic Affairs	/Planning & Res	earch					(0)		Indicate Use of Form X_ORIGINAL SUBMISSION RENEWAL
Item Number	Records Series Title	Retention Period					a	Records		REPLACEMENT PAGEADDENDUM PAGE
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1	Institutional Research Federal (IPEDS) Reports	Permanent		Permanen	t	Р	R	N	V	
2	Institutional Research State Reports	Permanent		Permanen	t	Р	R	N	V	
3	Graduate Survey	Permanent		Permanen	t	M	R	N	I	6 months paper record, permanent electronic record
4	Student Opinion Survey	Permanent		Permanen	t	M	R	N	I	6 months paper record, permanent electronic record
ACT – Active F FY- Fiscal Yea CY – Calendal AY – Academi	tention Period Abbreviations Period (when used define term in remarks column) ar (July 1- June 30) r Year (Jan 1 – Dec 31) c Year (Aug 1 – July 31)	m in remarks column) P – Public Record M – May Contain Confidential C – Confidential Information				te Red Yes No	cords	Center		Agency Abbreviations
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S. Zering	ue Submitted to LCTCS Office 1	1-2-12								
Agency A	Approval D	eate Signed	Seci	retary of Stat	te, Sta	ite Ar	chive	es & Re	ecord	s Services Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History 52 Page 17 of Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section ORIGINAL SUBMISSION Delgado Community College/Chancellor/Compliance x RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Security Archival Number Total Remarks Vital In In Office Storage Retention 1 OMB requires 3 yrs after Final Status Report (project Р Request for Public Assistance (RPA) FY + 3 FY FY + 3 FY S Ν completion) 2 OMB requires 3 yrs after Final Status Report (project V Project Worksheet (PW) FY + 3 FYFY + 3 FYР S Ν completion) 3 OMB requires 3 yrs after Final Status Report (project FY + 3 FY FY + 3 FY Μ S Ν Request for Reimbursement Form (RRF) completion) [may contain payroll support] OMB requires 3 yrs after Final Status Report (project 4 S Μ GOHSEP Check Transmittals FY + 3 FYFY + 3 FYΝ completion) [may contain payroll support] 5 OMB requires 3 yrs after Final Status Report (project **GOHSEP Settlement Statements** FY + 3 FYFY + 3 FYΜ S Ν completion) [may contain payroll support] OMB requires 3 yrs after Final Status Report (project 6 S FY + 3 FY Μ Ν Support for request for PW FY + 3 FY completion) [may contain payroll support] 7 OMB requires 3 yrs after Final Status Report (project Journal Entries recording wire transfers FY + 3 FYFY + 3 FYΜ S Ν completion) [may contain payroll support] OMB requires 3 vrs after Final Status Report (project 8 Journal Entries transferring expenditures FY + 3 FY Μ S Ν FY + 3 FY completion) [may contain payroll support] OMB requires 3 yrs after Final Status Report (project 8 Р S V Requests for extensions of PWs FY + 3 FY FY + 3 FYΝ completion) 10 OMB requires 3 yrs after Final Status Report (project Approvals for extensions of PWs FY + 3 FYFY + 3 FYР S completion) **Permitted Retention Period Abbreviations Security Status Codes** State Records Center **Agency Abbreviations** Use P - Public Record ACT – Active Period (when used define term in remarks column) Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) 11-2-12 S. Zeringue Submitted to LCTCS Office Date Signed Secretary of State, State Archives & Records Services Date Approved Agency Approval

Louisiana Secretary of State, Division of Archives, Records Management and History Page 18 of 52 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/Compliance** x RENEWAL State Records Center __REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Security Archival Number Total Remarks In Vital In Office Storage Retention 11 3 yrs after claim settled (project completion) [may Р S **ORM Claims** FY + 3 FY FY + 3 FYΝ contain payroll support] 12 **ORM Certificates of Insurance** FY + 3 FY FY + 3 FY Ρ S Ν 13 Ρ ORM Building status changes FY + 3 FYFY + 3 FYS Ν 14 FY + 3 FY FY + 3 FYР S Ν **ORM Quarterly Exposure reports** 15 S College-wide Record Retention Schedule FY + 5 FY FY + 5 FY Р Review and submit renewal every five years 16 Р S Ν FY + 3 FY FY + 3 FY Board of Regents requirement Database of Sites, Buildings, Rooms 17 Produced by DCC's student system, reviewed & Р S FY + 3 FY FY + 3 FY Ν Database of space utilization revised for error correction before submission 18 FY + 3 FY FY + 3 FY Μ S Ν Internal investigations 19 Р S FY + 3 FYFY + 3 FY Ν Originals submitted to Dept. of Environmental Quality Water Monitoring Reports for Fire School **Permitted Retention Period Abbreviations Security Status Codes** State Records Center **Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) S. Zeringue Submitted to LCTCS Office 11-2-12 Date Signed Secretary of State, State Archives & Records Services Agency Approval Date Approved

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Louisiana Secretary of State, Division of Archives, Records Management and History Page 19 of 52 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Agency / Division / Section Center ORIGINAL SUBMISSION x RENEWAL Delgado Community College/Chancellor's Office State Records REPLACEMENT PAGE ADDENDUM PAGE ltem **Retention Period** Archival Security **Records Series Title** Number **Total** Remarks In Vital In Office Storage Retention 1 С V FY + 3FY FY + 3FY S Ν Investigative Reports Internal Investigations 2 Miscellaneous Cooperative Endeavor Agreement with City of New Orleans for Disaster Р FY + 3FY S Ν FY + 3FY Preparedness Plan/Use of Facilities Agreements **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) S. Zeringue Submitted to LCTCS Office 11-2-12 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 20 of 52 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/Campus Police Dept x RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Archival Number **Total** Remarks Vital In In Office Storage Retention 1 С Police Reports 3 FY 3 FY S Ν Investigative Reports 2 С 3 FY 3 FY S Ν u FBI Uniform Crime Reports Crime Data (UCR) 3 Driver's Records 3 FY 3 FY С S Ν Official Driving Records 4 С 3 FY 3 FY S Ν Citations and appeals i.e. Parking Enforcement Administrative files 5 Police Administrative Files 3 FY 3 FY С S Ν Duplicate payroll and attendance records i.e. **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information 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) S. Zeringue Submitted to LCTCS Office 11-2-12 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 21 of 52 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/Public Relations and Marketing x RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Archival Number Total Remarks Vital In In Office Storage Retention 1 Ρ Press releases 2 years 2 years 2 years R Ν U 2 Graduation material Р U 2 years 2 years 2 years R Ν (Printed copy of program and news releases) 3 Perma Ρ R Ν College Catalog Permanent Permanent nent 4 Perma Photo File (digital files and contact sheets) Ρ Permanent Permanent R Ν nent 5 Perma Program brochures Permanent Permanent Ρ R Ν U nent 6 Fliers, posters, promotional collateral, invitations, 2 years Р Ν U 2 years 2 years special events, celebrations **Permitted Retention Period Abbreviations Security Status Codes** State Records Center **Agency Abbreviations** 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) S. Zeringue Submitted to LCTCS Office 11-2-12 Date Signed Date Approved Agency Approval Secretary of State, State Archives & Records Services

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Agency No	Agency / Division / Section									Indicate Use of Form
3 7	Delgado Community College/Chancellor's Offic	e/Public Relatio	ons and Marketi	ng						_ORIGINAL SUBMISSION
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Item Number	Records Series Title	Retention Period						ecor		REPLACEMENT PAGE ADDENDUM PAGE
rtumber		In Office In Storage Retention				Archival	State Records Center	Vital	Remarks	
7	Athletics program books and rosters	Permanent Permanent P				Р	R	N	U	
8	Delgado Digest newspaper inserts	2 years	2 years	2 years	3	Р	R	z	U	
9	Economic Impact Studies	2 – 5 years	2-5 years	2-5 yea	ars	Р	R	N	U	
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 F				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				ears	Р	R	N	U	
Permitted Rete	ention Period Abbreviations	Security Status	Codes			Rec	ords	Center		Agency Abbreviations
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PERM – Perma	anent	S – Review by St	ate Archives		I = Im					
O – Other (Specify in Remark					U= Us	etul				
S. Zeringue Submitted to LCTCS Office 11-2-12										
Agency A	pproval Da	te Signed	Secretar	y of State	e, State	Ar	chive	s & Re	cord	s Services Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History Page 23 of 52 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency / Division / Section Agency No ORIGINAL SUBMISSION Delgado Community College / Chancellor's Office / Office of Information Technology x RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE Number **Records Series Title** Security Archival Total Remarks Vital In In Office Storage Retention R 1 Windows/Linux Servers ACT+ 1CY ACT+ 1CY ACT+ 1CY Μ Ν Cloud based storage is being utilized 0 R 2 **Microsoft Exchange Mail Servers** ACT+ 10CY ACT+ 10CY ACT+ 10CY Μ Ν Cloud based storage is being utilized 0 R 3 **Database Servers** ACT+ 10CY ACT+ 10CY ACT+ 10CY Μ Ν Cloud based storage is being utilized 0 PC R Ν V 4 Applications Data (SIS, FRS, HRS) PERM PFRM PFRM User retention schedules may vary 0 Μ ACT + ACT + PC R V (4a) FRS - Billing Detail Data ACT + 20CY Ν User defines number of terms Term(s) Term(s) Μ 0 ACT + ACT+ PC R V User defines number of terms (4b) ACT + 18CY Ν FRS - Requisitions Data 0 Term(s) Term(s) ACT + ACT + PC R FRS - Detail Transactions Data ACT + 18CY Ν User defines number of terms (4c) 0 Term(s) Term(s) Μ ACT+ ACT + PC R SIS - Admissions Data ACT + 20CY Ν User defines number of terms (4d) 0 Term(s) Term(s) ACT + R ACT + PC V (4e) SIS - Financial Aid Data ACT + 11CY User defines number of terms Μ 0 Term(s) Term(s) R O ACT + ACT + PC (4f) HRS - Check History Data ACT + 13CY Ν User defines number of terms Term(s) Term(s) **Security Status Codes State Records Center Permitted Retention Period Abbreviations Agency Abbreviations** Use P - Public Record ACT – Active Period (when used define term in remarks column) Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) 11-2-12 S. Zeringue Submitted to LCTCS Office

Secretary of State, State Archives & Records Services

Date Signed

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.									YOF	Page 24 of 52
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5	Systems and Application Programs	ACT + 2MO ACT + 2MO ACT + 2MO		PC M	R O	N	V			
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Agency No	Agency / Division / Section								ORIGINAL SUBMISSION
	Delgado Community College/Chancellor's O	ffice/Safety Office							RENEWAL
Item Number	Records Series Title	R	etention Per	riod	2	al	State Records Center		REPLACEMENT PAGEADDENDUM PAGE Remarks
		In Office	In Storage	Total Retentio	Security	Archival	State F Center	Vital	Remarks
1	Quarterly Safety Meetings	FY + FY			Р	s	N	٧	
2	Orientation Safety Training	FY + FY			Р	s	N	٧	
3	Annual Safety Training	FY + FY			Р	s	N	٧	
Permitted Ret	ention Period Abbreviations	Security Status	Codes		State R	ecords	Center		Agency Abbreviations
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PERM – Permanent S – Review by State Ar			-		I = Imp	ortant			
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S. Zeringi	ue Submitted to LCTCS Office	11-2-12							
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Louisiana Secretary of State, Division of Archives, Records Management and History Page 26 of 52 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency / Division / Section Agency No ORIGINAL SUBMISSION Delgado Community College/Business Affairs/Controller's Office x RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Security Archival Number Total Remarks Vital In In Office Storage Retention 1 Image upon arrival and destroy after quality assured in Р Accounts Payable Invoices from Vendors FY + 3FY FY + 3FY S Ν system. 2 Image upon arrival and destroy after quality assured in FY + 3FY FY + 3FY Ρ S Ν Receiving Reports 3 Image upon arrival and destroy after quality assured in Credit Memos FY + 3FY FY + 3FY Р S Ν Image upon arrival and destroy after quality assured in 4 Р S FY + 3FY FY + 3FY **Check Voucher Requests** Ν 5 Image upon arrival and destroy after quality assured in Checks (Non-Payroll) FY + 3FY FY + 3FY Р S Ν system. Image upon arrival and destroy after quality assured in 6 Р S Address, Name Change Notices FY + 3FY FY + 3FY Ν system. 7 Image upon arrival and destroy after quality assured in Р Copies of ContrFYs and Leases **PERM** PERM R Ν Image upon arrival and destroy after quality assured in 8 Р Professional Leave and Travel Requests, MV7s FY + 3FY S Ν FY + 3FY system. 9 Supporting documentation and Direct Pay Image upon arrival and destroy after quality assured in FY + 3FY FY + 3FY Р S Ν Requests 10 Image upon arrival and destroy after quality assured in Stop Payments / Void Requests FY + 3FY FY + 3FY Р S N system. Permitted Retention Period Abbreviations **Security Status Codes State Records Center** Use ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) Vital Record **Archival Processing Codes Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) S. Zeringue Submitted to LCTCS Office 11-2-12 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History Page 27 of 52 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/Controller's Office x RENEWAL State Records Center __REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Security Archival Number Total Remarks In Vital In Office Storage Retention 11 Image upon arrival and destroy after quality assured in Р S FY + 3FY FY + 3FY Petty Cash Receipts Ν system. Image upon arrival and destroy after quality assured in 12 FY + 3FY FY + 3FY Р S Ν Correspondence Image upon arrival and destroy after quality assured in 13 Р FY + 3FY FY + 3FY S Ν Check Register Image upon arrival and destroy after quality assured in 14 Ρ Vendor File FY + 3FY FY + 3FY S Ν system. 15 Bid File (Purchasing) FY + 3FY FY + 3FY Р S Ν Documents shredded for disposition. 16 Purchase Orders FY + 3FY FY + 3FY Р S Ν Documents shredded for disposition. 17 FY + 3FY Р S Requisitions FY + 3FY Ν Documents shredded for disposition. 18 Inventory of Property Records FY + 3FY Р S Ν FY + 3FY 19 Р S Inventory Tag Number File FY + 3FY FY + 3FY Ν 20 Report of Property transferred to Property FY + 3FY FY + 3FY S Ν Surplus, Baton Rouge **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) S. Zeringue Submitted to LCTCS Office 11-2-12 Date Signed Secretary of State, State Archives & Records Services Date Approved Agency Approval

Louisiana Secretary of State, Division of Archives, Records Management and History Page 28 of 52 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/Controller's Office x RENEWAL State Records Center __REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Security Archival Number Total Remarks In Vital In Office Storage Retention 21 Ρ S Report of Stolen Items FY + 3FY FY + 3FY Ν 22 Р S FY + 3FY Ν Report of Scrap Items FY + 3FY 23 Р S Ν Inventory of Items Not Located FY + 3FY FY + 3FY **Although retention requirement is generally 3 years, 24 the statute of limitations for FLSA violations is 5 years. S Bi-weekly Pay Records (all employees) FY + 5CY FY + 5CY М Ν Recommended that Timesheets, Registers, etc. be held for 5 years. See ** above. 25 Payroll Register FY + 5CY FY + 5CY M S Ν See ** above. 26 Ρ S Ν Leave Cards (Current and Former Employees) FY + 4CY FY + 4CY Unclaimed Property Reports submitted yearly to the 27 S Unclaimed Wages (UCP Reports with Payroll) FY + 10CY **FY + 10CY** Μ Ν State Treasurer's Office. Copies maintained onsite for 10 years after the date the wages become reportable. See ** above. 28 Р S Timesheets (all employees) FY + 5CY FY + 5CY Ν 4 years after the tax due date or payment date, 29 С S FICA and FUTA Tax Records. SSA Records FY + 4CY FY + 4CY whichever is later. **Security Status Codes State Records Center Agency Abbreviations** Permitted Retention Period 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) S. Zeringue Submitted to LCTCS Office 11-2-12 Date Signed Secretary of State, State Archives & Records Services Date Approved Agency Approval

Louisiana Secretary of State, Division of Archives, Records Management and History Page 29 of 52 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/Controller's Office x RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Security Archival Number Total Remarks In Vital In Office Storage Retention Documents shredded for disposition. 30 С S Quarterly Withholding Reports FY + 5CY FY + 5CY Ν 31 Retirement System payments, record, reports (all 6 years after filing date of documents based on С FY + 6CY FY + 6CY S Ν information they contain as long as relevant. retirement systems 32 S Contract for Faculty and other PT employees FY + 5CY FY + 5CY М Ν 33 Р S U 3CY 3CY Ν Signature Sheets 34 W-2 Forms **PERM** PERM С R Ν ٧ 4 years after due date. 35 С S Ν Undeliverable W-2s (including envelopes) FY + 4CY FY + 4CY 36 Workmen's Compensation, Unemployment FY + 5CY FY + 5CY С S Ν Compensation Records 37 S FY + 5CY С Ν Insurance invoices, payments, reports, etc. FY + 5CY 38 FY + 3CYР S Requests for Pay (filed by PT employees) FY + 3CYΝ 39 Р S V FY + 5CY Ν State and Federal Taxes Filed (including 941s) FY + 5CY **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 **Archival Processing Codes** AY - Academic Year (Aug 1 - July 31) Vital Record **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= 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) S. Zeringue Submitted to LCTCS Office 11-2-12 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

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	ouisiana Secretary of State, Division of Archives, Records Management and History. Ost Office Box 94125, Baton Rouge, LA 70804 Http://w								Page 30 of 52
Agency No	Agency / Division / Section				<i></i>				Indicate Use of FormORIGINAL SUBMISSION
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40	Payroll Calendars	FY + 5FY		FY + 5FY	Р	S	N	I	Per DOL Legislative rule.
41	Salary History	FY + 8CY		FY + 8CY	М	S	N	I	
42	Garnishments (letters, records, etc.)	FY + 8CY		FY + 8CY	С	S	N	I	
43	Cash Receipts, Cash Disbursements, Journal Vouchers, Bank Transfers, PIV's	FY + 3FY		FY + 3FY	Р	S	N	ı	
44	Bank Reconciliations and supporting documentation (all bank accounts)	PERM		PERM	Р	R	N	ı	
46	General Ledger Account Reconciliations	FY + 3FY		FY + 3FY	Р	S	N	I	
46	Chart of Accounts	FY + 3FY		FY + 3FY	Р	s	N	I	Maintained in Eprint.
47	General and Subsidiary Ledgers	PERM		PERM	Р	R	N	I	Maintained in accounting system.
48	Legislative Audit and Other Audit Reports	PERM		PERM	Р	R	N	٧	
49	Trial Balances, Financial Statements, Supporting Documents for Annual Financial Reports	PERM		PERM	Р	R	N	٧	
		Security Status	Codes	•		ecord	s Center		Agency Abbreviations
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		M – May Contain		nformation	Y – Yes N - No	5			
		C – Confidential I							
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Number	Records Series Title						val	Rec		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security Archival State Rec		Vital	Remarks	
50	Accounts Receivable Reports (Aged receivables – student, agency, collections)	FY + 5FY FY + 5F		FY + 5FY		М	S	N	I	Records maintained the lesser of 5 years or until paid or written off. Maintained in EPrint.
51	Credit Memos	FY + 5FY		FY + 5FY		М	S	N	I	Records maintained the lesser of 5 years or until paid or written off.
52	NSF Checks, Correspondence from Students and Vendors regarding accounts	FY + 5FY		FY + 5FY		М	S	N	I	Records maintained the lesser of 5 years or until paid or written off.
53	Agency Invoices and supporting documents	FY + 5FY F		FY + 5FY		М	S	N	I	
54	Student Fee Bills	PERM		PERM		М	R	N	Ι	Maintained on CDs
55	1098Ts	PERM		PERM		С	R	N	I	Maintained on CDs
56	Quarterly Receivable Reports	PERM		PERM		Р	R	N	Ι	
57	Student Refunds and supporting documentation	FY + 3FY		FY + 3FY		М	S	N	I	
58	Gateway Reconciliations and Support	FY + 3FY		FY + 3FY		Р	S	N	I	
59	Scholarship Records, Payments, Support	PERM		PERM		Р	R	N	Ι	
Permitted Ret	ention Period Abbreviations	Security Status	Codes			e Rec	ords	Center		Agency Abbreviations
ACT – Active P	eriod (when used define term in remarks column)	P – Public Record	d		Use Y – Y					
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S. Zeringue Submitted to LCTCS Office 11-2-12										
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SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 32 of 52 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/Budget and Finance 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 8 Approved contracts and all backup documentation are 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 **Permitted Retention Period Abbreviations Security Status Codes** State Records Center **Agency Abbreviations** Use P – Public Record ACT – Active Period (when used define term in remarks column) Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No C - Confidential Information CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R – Retain in Agency Archives I = Important PFRM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) S. Zeringue Submitted to LCTCS Office 11-2-12 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History Page 33 of 52 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/Budget and Finance **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 M 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) S. Zeringue Submitted to LCTCS Office 11-2-12 Date Signed Secretary of State, State Archives & Records Services Agency Approval 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 52 Indicate Use of Form	
Agency No	Agency / Division / Section								ORIGINAL SUBMISSION
	Delgado Community College/Business Affairs/Human Resources						ords		x_RENEWALREPLACEMENT PAGE
Item Number	Records Series Title	Retention Period				· •	Rec		ADDENDUM PAGE
	Records Series Title	In Office	In Office In Storage		Security	Archivel	State Records	Vital	Remarks
	Employee Personnel Records								
1a	Employees with teachers retirement	ACT + 5CY	25CY	ACT + 30CY	M	S	N	I	Image, verify quality, destroy after 30CY
1b	Employees without teachers retirement	ACT + 5CY	65CY	ACT + 70CY	M	s	N	1	Image, verify quality, destroy after 70CY
	Civil Service								
2a	Memorandum of Understanding with Civil Service Supporting Allocation of Positions	Permanent		Permanent	Р	R	N	ı	
2b	Job Applications (SF10)	ACT + 2CY		ACT + 2CY	Р	s	N	ı	Image, verify quality, destroy after 3CY
2c	Position Description Record (SF-3)	ACT + 10CY		ACT + 10CY	/ P	S	N	I	Image, verify quality, destroy after 10CY
2d	Certificate of Eligibles	3FY		3FY	Р	S	N	1	Image, verify quality, destroy after 3FY
	Unclassified State Personnel								
3a	Unclassified Job Descriptions	ACT		ACT	Р	S	N	1	ACT=while position is valid
3b	Affirmative Action Records	3FY		3FY	С	s	N	1	Image, verify quality, destroy after 3FY
Permitted Reten	ntion Period Abbreviations	Security Status Codes			State Re	ate Records Center Use			
ACT – Active Per	riod (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)						cord lo	lentificati	on	
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to State Archives			Code				
MO - Months WK - Week DY - Day(s)		R – Retain in Agency Archives			V= Vital				
PERM – Permanent		5 – Review by State Archives			I = Impo				
		O – Other (Specify in Remarks)			U= Usef	U= Useful			
S. Zeringue Submitted to LCTCS Office 11-2-12									
Agency A	approval D	ate Signed	Secre	etary of State	e, State	Archi	ves & F	lecord	Is Services Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov									Page 35 of 52	
Agency No	Agency / Division / Section									Indicate Use of Form
Agonoy No										_ORIGINAL SUBMISSION X RENEWAL
	Delgado Community College/Business Aft	airs/Human R	esources					s		REPLACEMENT PAGE
Item Number	Records Series Title	Retention Period					<u> </u>	Records		ADDENDUM PAGE
		In Office	In Storage	Total Retention	1	Security	Archival	State R Center	Vital	Remarks
	CORRESPONDENCE									
4a	Policies and Procedures	Permanent		Permanent		Р	R	N	I	
4b	General	3FY		3FY		М	S	N	1	Image, verify quality, destroy after 3FY
4c	State Required Federal Reports	CY + 1CY	1CY	ACT + 2CY		М	s	N	ı	Image, verify quality, destroy after 2CY
4d	Transitory	1FY		1FY		Р	s	N	I	Image, verify quality, destroy after 1FY
	Employment Eligibility									
5a	I-9's	CY+ 3CY		CY + 3CY		С	S	N	I	Image, verify quality, destroy after 3CY
5b	Applicant Flow Logs	CY + 3FY		CY + 3FY		Р	S	N	ı	Image, verify quality, destroy after 3FY
5c	Advertisements- Job & Training	CY + 1FY		CY + 2FY		Р	s	N	ı	Image, verify quality, destroy after 2FY
	Performance, Planning & Review									I
6a	Classified Employees Evaluations (SF-15)	FY + 10FY		Permanent		С	R	N	ı	Image, verify quality, destroy after 10FY
Permitted Retention Period Abbreviations		Security Status Codes St			State	e Reco	rds Ce	enter Use	е	Agency Abbreviations
ACT – Active Period (when used define term in remarks column)		P – Public Record Y			Y - Y	Yes .				
FY- Fiscal Year (July 1- June 30)					N - N	10				
CY – Calendar Year (Jan 1 – Dec 31)		C – Confidential Information				_				
AY – Academic Year (Aug 1 – July 31)		C.			Vital Code		rd Iden	tificatio	n	
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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 36 of 52		
Agency No	Agency / Division / Section									Indicate Use of FormORIGINAL SUBMISSION
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Item Number	Records Series Title	Retention Period				rity	ival	er Re		
		In Office	In Storage	Total Retention	n	Security	Archival	State	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	>	Image, verify quality, destroy after 10CY
7c	FMLA (Family and Medical Leave Act) Documentation	FY + 10CY		FY + 10CY		С	S	N	٧	Image, verify quality, destroy after 10CY
Permitted Retention Period Abbreviations		-	,			State Records Center Use				Agency Abbreviations
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 C – Confidential Information			N -	N – No				
CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31)						l Reco	rd Ider	tification	1	
FFY – Federal Fiscal Year (Oct 1 – Sept 30)						Code				
MO – Months WK – Week DY - Day(s)		R – Retain in Agency Archives				V= Vital				
PERM – Permanent		5 – Review by State Archives				I = Important				
		O – Other (Specify	O – Other (Specify in Remarks)			U= Useful				
S. Zeringue Submitted to LCTCS Office 11-2-12										
Agency A	approval	Date Signed	Secr	etary of Stat	te, Sta	ite Ai	chive	s & Re	cord	s Services Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov										Page 37 of 52	
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Agency No	Agency / Division / Section	Iministrative Affairs/ Facilities Planning								ORIGINAL SUBMISSION	
	Delgado Community College/ Business and Ad									<u>x</u> RENEWAL	
Item		_	2					ords		REPLACEMENT PAGE	
Number	Records Series Title	Retention Period				īţ	/al	Records		ADDENDUM PAGE	
		In Office	In Storage	Total Retention	n	Security	Archival	State R Center	Vital	Remarks	
1.	Leases for campus/site facilities	PERM	PERM	PERM	F	•	R	N	V		
2.	Blueprints/architectural drawings for campus/site facilities	PERM	PERM	PERM	F)	R	N	V		
3.	Master plans for facilities	PERM PERM PERM		F	•	R	N	٧			
4.	Reports to FP&C for FEMA projects	PERM	PERM	PERM		•	R	N	V		
Permitted Ret	ention Period Abbreviations	Security Status		State Records Center					Agency Abbreviations		
	Period (when used define term in remarks column)	P – Public Record			Use						
	r (July 1- June 30)	M – May Contain Confidential Information			Y – Yes N - No						
	Year (Jan 1 – Dec 31)	C – Confidential									
	C Year (Aug 1 – July 31)	Archival Processing Codes				Vital Record Identification Code					
FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s)		A – Transfer to State Archives				V= Vital					
PERM – Perma	• • •	R – Retain in Agency Archives				porta	ant				
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Agency Approval Da		Date Signed Secretary of State				State Archives & Records Services Date Approved					

	na Secretary of State, Division of Archives, Records Management and History fice Box 94125, Baton Rouge, LA 70804 Http://www.sos.lc									Page 38 of 52 Indicate Use of Form
Agency No	Agency / Division / Section									ORIGINAL SUBMISSION
	Delgado Community College/ Business and Administrative Affairs/ Policy Office									OKIGINAL GOBINIGGION
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Item Number	Records Series Title	Retention Period					a	Seco .		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	on	Security	Archiv	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		Р	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 Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30)		P – Public Record					ords	Center		Agency Abbreviations
	r Year (Jan 1 – Dec 31)	•	M – May Contain Confidential Information C – Confidential Information				N - No			
	c Year (Aug 1 – July 31)	Archival Proces			Vita	Vital Record				
FFY – Federal Fiscal Year (Oct 1 – Sept 30)						tification Code				
MO - Months WK - Week DY - Day(s)		R – Retain in Agency Archives				/= Vital				
PERM – Permanent		5 - Review by State Archives				= Important				
		O – Other (Specify in Remarks)								
S. Zering	ue Submitted to LCTCS Office	11-2-12								
Agency A	approval	Date Signed	Secr	etary of Stat	te, Sta	te Ar	chive	es & Re	cord	ls Services Date Approved

	Secretary of State, Division of Archives, Records Manage Box 94125, Baton Rouge, LA 70804	Page 39 of 52								
Agency No	e Box 94125, Baton Rouge, LA 70804 Http://w Agency / Division / Section							Center		Indicate Use of FormORIGINAL SUBMISSION
	Delgado Community College/Student Affairs/Admis	Admissions & Enrollment Services								<u>x</u> RENEWAL REPLACEMENT PAGE
Item Number	Records Series Title	Retention Period					al	Records		ADDENDUM PAGE
Number		In Office	In Storage	Total Retentio	on	Security	Archival	State	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	٧	5 years after graduation
5.	Prospective Info request card	AY & 6 mo.		AY & 6 mo.		С	s	N	I	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
Permitted	Retention Period Abbreviations	Security Status	Codes		State Records Center					Agency Abbreviations
ACT - Activ	/e Period (when used define term in remarks column)	P – Public Record								
FY- Fiscal `	Year (July 1- June 30)	M – May Contain Confidential Information				Y – Yes N - No				
	dar Year (Jan 1 – Dec 31)	C – Confidential		NO						
	emic Year (Aug 1 – July 31)	Archival Proces	Vital Record Identification Code			`ode				
	eral Fiscal Year (Oct 1 – Sept 30)	A – Transfer to State Archives				/ital	illoii C	Joue		
	hs WK – Week DY - Day(s)	R – Retain in Agency Archives					tant			
PERM – Permanent		5 - Review by State Archives					I = Important U= Useful			
		O – Other (Specify in Remarks)								
S. Zeri	Ingue Submitted to LCTCS Office 11-	1-2-12								
Agenc	y Approval Da	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 40 of 52 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/Registrar's Office 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 С Academic Action Authorization (Dismissal, etc) CY + 5CY CY + 5CY S Ν V 5 years after graduation or date of last attendance 2 Academic Records (including narrative С S V **PERM** PERM Ν evaluations, Competency Assessments, etc.) 3 С S ٧ Advanced Placement Records CY + 5CY CY + 5CY5 years after graduation or date of last attendance Ν 4 С S Application for Graduation CY + 1CY CY + 1CY Ν 1 year after graduation or date of last attendance Application for Admission or Readmission 5 CY + 5CY CY + 5CY С S Ν V 5 years after graduation or date of last attendance (Reentry) 6 С **Audit Authorizations** CY + 1CY CY + 1CY S Ν 1 year after date submitted 7 С R Ν V Change of Course (Add/Drop) **PERM** PERM 8 Change of Grade Forms(Update Documents) **PERM** С R V PERM Ν 9 С Ν ٧ Class List (Original Grade Sheet) **PFRM** PFRM R Electronically maintained 10 **PERM** PFRM С R Ν Electronically maintained Class Schedules (Students) **Permitted Retention Period Abbreviations Security Status Codes** State Records Center **Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P – Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PFRM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) S. Zeringue Submitted to LCTCS Office 11-2-12 Date Approved Agency Approval Date Signed Secretary of State, State Archives & Records Services

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Louisiana Secretary of State, Division of Archives, Records Management and History Page 41 of 52 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/Registrar's Office 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 11 Ρ Commencement Programs **PERM** PERM R Ν 12 Р **PERM** PERM R Ν Electronically maintained **Graduation List** 13 Correspondence, Relevant ACT + 5CY ACT + 5CY С S Ν ٧ 5 years after graduation or date of last attendance 14 Credit by Examination. Advance Placement. С V **PERM** PERM R Ν CLEP. LEAP Forms 15 Credit not Credit Approval (audit, pass/fail, ect) С V PERM PERM R Ν 16 С V Curriculum Change Authorizations PERM R Ν PERM 17 С V Degree Audit Record **PERM** PERM R Ν 18 Kept in a separate file from the student's academic Disciplinary Action Document **PERM** С R Ν V PERM record 19 С Fee Assessment Forms ACT + 5CY ACT + 5CYS Ν Electronically maintained 20 V **FERPA Documents PERM** PERM С R Ν **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) S. Zeringue Submitted to LCTCS Office 11-2-12 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 42 of 52 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/Registrar's Office 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 21 С Foreign/International Student Forms (I-20, etc.) CY + 5CY CY + 5CY S Ν V 5 years after graduation or date of last attendance 22 С V **PERM** PERM R Ν Electronically maintained Grade Reports (Registrar's Copies) 23 **Graduation Authorizations** CY + 5CY CY + 5CY С S Ν ٧ 5 years after graduation or date of last attendance 24 ACT ACT С S Ν ACT= Until Release Hold on Encumbrance Authorizations 25 CY + 5CY С S Ν Name Change Authorizations CY + 5CY 5 years after graduation or date of last attendance 26 S 1CY 1CY Μ Ν Personal Data Information Forms 1 year after date submitted 27 С S Registration Forms 1CY 1CY Ν 1 year after date submitted 28 Transcript Request (Students) 1CY 1CY M S Ν 1 year after date submitted 29 **PERM** PERM С R Ν V Electronically maintained Schedule of Classes (Institutional) 30 Transfer Credit Evaluations **PERM** PERM С R Ν V 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) S. Zeringue Submitted to LCTCS Office 11-2-12 Date Signed Agency Approval Secretary of State, State Archives & Records Services Date Approved

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		In Office	In Storage	Retentio	n	Security	Archival	State R 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		М	R	N	I	
33	Catalogs	PERM		PERM		Р	R	N	I	
Permitted Ret	ention Period Abbreviations	Security Status Codes St					cords	Center	ı	Agency Abbreviations
ACT – Active P	Period (when used define term in remarks column)	P – Public Record)				
FY- Fiscal Yea	r (July 1- June 30)	M – May Contain Confidential Information				Yes				I
	Year (Jan 1 – Dec 31)	C – Confidential Information				No				
AY – Academic Year (Aug 1 – July 31)		9					Vital Record Identification Code V= Vital			
	FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to State Archives							
MO – Months WK – Week DY - Day(s)		R – Retain in Agency Archives				I = Important				
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S. Zeringue	2 Submitted to LCTCS Office 11-	11-2-12								
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Louisiana Secretary of State, Division of Archives, Records Management and History Page 44 of 52 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 State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Archival Number Security **Total** Remarks In Vital In Office Storage Retention 1 С Program Participation Perm Perm R Ν V 2 С V Perm R Ν Application Portion of FISAP Perm 3 Audit and Program Reports С R Ν V Perm Perm 3 years from the end of the award year for which the 4 С S Cost of Attendance Information FY+3FY FY+3FY Ν aid was awarded 5 Documentation of a Student's Satisfactory 3 years from the end of the award year for which the FY+3FY С FY+3FY S Ν aid was awarded **Academic Progress** 3 years from the end of the award year for which the 6 С Documentation of Student's Program of Study FY+3FY FY+3FY S Ν aid was awarded 7 Required Student Certification Statements and 3 years from the end of the award year for which the С FY+3FY FY+3FY S Ν Supporting Documentation aid was awarded 8 Documents used to verify applicant data, and 3 years from the end of the award year for which the V С FY+3FY FY+3FY S Ν resolve conflicting information aid was awarded 9 Documentation of all professional judgment 3 years from the end of the award year for which the FY+3FY С FY+3FY S Ν decisions aid was awarded 10 3 years from the end of the award year for which the FY+3FY С Federal Work study Payroll Records FY+3FY S Ν aid was awarded **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use P – Public Record ACT – Active Period (when used define term in remarks column) Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) S. Zeringue Submitted to LCTCS Office 11-2-12 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 45 of 52 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 State Records Center REPLACEMENT PAGE Item **Retention Period** ADDENDUM PAGE **Records Series Title** Archival Number Security **Total** Remarks Vital In In Office Storage Retention 3 years from the end of the award year for which the 11 С Pell Reconciliation Reports FY+3FY FY+3FY S Ν aid was awarded 3 years from the end of the award year for which the 12 V Direct Loan Reconciliation Reports FY+3FY FY+3FY С S Ν aid was awarded 13 3 years from the end of the award year for which the V FY+3FY С S Ν Student Aid Report (ISIR) FY+3FY aid was awarded 14 Application data submitted to the Department of 3 years from the end of the award year for which the FY+3FY С S V FY+3FY Ν student last attended Education 15 Documentation of each student's or parent's 3 years from the end of the award year for which the С S V FY+3FY FY+3FY Ν borrower's eligibility for FSA program funds aid was awarded 16 Documentation to each student's or parent's 3 years from the end of the award year for which the 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 С S V FY+3FY FY+3FY Ν initial or exit loan counseling aid was awarded 18 Electronic Loan Certification of origination record **PERM** PERM С R Ν ٧ Electronically maintained 19 Documentation of confirmation process for muti-С **PERM** PERM R Ν Electronically maintained year Master Promissory Note **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use P - Public Record ACT – Active Period (when used define term in remarks column) Y - Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) Vital Record **Archival Processing Codes Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PFRM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) S. Zeringue Submitted to LCTCS Office 11-2-12 Date Signed Agency Approval 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 46 of 52 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 Life 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 Judicial Case Records - Status Not Equal to 10 S V 10 Years 10 Years Ν Years Expulsion 2 **PERM** V Judicial Case Records – Expulsion Status PERM PERM M R Ν 3 10 С S ٧ Distressed Student Case Records 10 Years 10 Years Ν Years **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** 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) S. Zeringue Submitted to LCTCS Office 11-2-12 Secretary of State, State Archives & Records Services Date Signed Date Approved Agency Approval

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Louisiana Secretary of State, Division of Archives, Records Management and History Page 47 of 52 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 Life (Student Health Services) x RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** _ADDENDUM PAGE **Records Series Title** Archival Number **Total** Remarks Vital In In Office Storage Retention Immunization records are kept in electronic storage A+ WK PERM С indefinitely after processing. Records are sent to Student Immunization Records Perm 1 LINKs bi-annually to merge with state archives **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 **LINKS** 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) S. Zeringue Submitted to LCTCS Office 11-2-12 Date Signed Secretary of State, State Archives & Records Services Agency Approval Date Approved

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Louisiana Secretary of State, Division of Archives, Records Management and History Page 48 of 52 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/WFDE/Continuing Education** 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 С Student Registration Application FY + 3FY FY + 3FY S Ν V 2 Р Course/Instructor Evaluations FY + 3FY FY + 3FY S Ν U 3 **Student Certificates of Completion** FY + 3FY FY + 3FY С S Ν U 4 FY + 3FY FY + 3FY Р S Ν U Course Attendance Records 5 V Adjunct (Part-Time Instructor) Contracts FY + 3FY С S Ν FY + 3FY 6 S V FY + 3FY FY + 3FY Μ Ν **Professional Contracts** 7 S V MOUs FY + 3FY FY + 3FY Μ Ν 8 Student Licensures & Certifications Earned FY + 3FY FY + 3FY С S Ν U 9 Master Course Syllabi FY + 3FY FY + 3FY Р S Ν U 10 Equipment (Inventory) FY + 3FY FY + 3FY S Ν **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information 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) S. Zeringue Submitted to LCTCS Office 11-2-12 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 49 of 52 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** State Records Center REPLACEMENT PAGE ltem **Retention Period** ADDENDUM PAGE Archival **Records Series Title** Security Number Total Remarks Vital In In Office Storage Retention 1 United States Coast Guard course completion United States Coast Guard requires at least 1 С S CY + 1 CY2 CY CY + 3CYΝ year of course files be kept on site 2 International Association of Drilling Contractors International Association of Drilling Contractors CY + 1CY 4 CY CY + 5 CY С S Ν (IADC) course completion folders requires 5 years of course files be kept on site 3 DNV requires 10 years of course files be kept on Det Norske Veritas (DNV) course completion С V CY + 1CY 9 CY CY + 10 CY S Ν folders 4 С V Non-agency course completion folders CY + 1 CY 2 CY CY + 3 CY S Ν 5 Purchasing requisitions FY + 2 FY FY + 2 FY Р S Ν 6 Invoicing / Billing records CY + 2 CY CY + 2 CY Μ S Ν 7 Files are kept electronically for all training since 1995 V Database of student information for all trainees PERM PERM С R Ν and will be kept permanently 8 Course enrollment rosters CY + 1 CY CY + 1 CY Μ S Ν 9 Louisiana Recovery Authority course completion Louisiana Recovery Authority requires 3 years CY + 1 CY С 2 CY 3 CY S Ν of course files be kept on site folders 10 Incumbent Worker Training Program course Louisiana Department of Labor requires 5 years CY + 2 CY CY + 5 CY С S Ν 3 CY of course files be kept on site completion folders **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use ACT – Active Period (when used define term in remarks column) P - Public Record Y - Yes M - May Contain Confidential Information FY- Fiscal Year (July 1- June 30) N - 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) S. Zeringue Submitted to LCTCS Office 11-2-12 Date Signed Secretary of State, State Archives & Records Services Agency Approval Date Approved

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										Indicate Use of Form
Agency No	Agency / Division / Section									ORIGINAL SUBMISSION
	Delgado Community College/Workforce Develor Training Facility	pment/Maritime, Fire, Radar & Industrial						,,		<u>x</u> RENEWAL
_	- raming ruomiy							ords		REPLACEMENT PAGE
Item Number	Records Series Title	Retention Period					/al	Records		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security	Archival	State R	Vital	Remarks
11	Rapid Response Grant course completion folders	2 CY		2 CY		С	S	N	V	Louisiana Workforce Commission requires 3 years of course files be kept on site / Rapid Response grant has only been active for 2 years thus far
12	All grant programs student / training database files	PERM		PERM		С	R	N	٧	All grant files are kept electronically for all training since 2007 and will be kept permanently
13	Water monitoring reports for Department of Environmental Quality	FY + 3 FY		FY + 3 FY		Р	s	N	٧	
14	State Fire Marshall Inspection Reports	FY + 3 FY		FY + 3 FY		Р	s	N	٧	
Permitted Ret	ention Period Abbreviations						ords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Record			Use					
FY- Fiscal Yea	r (July 1- June 30)	M – May Contain Confidential Information				Y – Yes				
CY – Calendar	Year (Jan 1 – Dec 31)	C – Confidential Information				No				
AY – Academic	c Year (Aug 1 – July 31)	Archival Processing Codes				Vital Record				
FFY – Federal	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to State Archives				Identification C				
MO – Months	WK – Week DY - Day(s)	R – Retain in Age	ency Archives			Vital	/ital			
PERM – Perma	anent	5 - Review by State Archives				I = Important				
		O – Other (Specify in Remarks)				Useful	ll.			
S. Zeringi	ue Submitted to LCTCS Office 11-	-2-12								
Agency A	pproval Da	te Signed	Secr	etary of Stat	e, Sta	ate Ar	chive	s & Re	cord	s Services Date Approved

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Louisiana Secretary of State, Division of Archives, Records Management and History Page 51 of 52 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/Workforce Development/Community and Econ. Dev. x RENEWAL State Records Center REPLACEMENT PAGE Item **Retention Period** _ADDENDUM PAGE **Records Series Title** Archival Number Total Remarks Vital In In Office Storage Retention 1 STEP student files С S 1CY 2CY 3CY Ν U 2CY 3CY U S Ν **IWTP Site Visits Documentation** 2 Р 1CY **IWTP Contracts** 2CY 3CY U S Ν 3 1CY Р U **IWTP Applications** 2CY 3CY S Ν 4 Р 1CY **IWTP Award Letters** 2CY 3CY U S Ν 5 Р 1CY 2CY 3CY U **IWTP** Variation S Ν 6 Р 1CY 2CY 3CY **IWTP Revisions** S Ν U 7 Ρ 1CY 2CY 3CY Ν U **IWTP Vendor Invoices** S 8 1CY Р 2CY 3CY **Delgado Community College Invoices** S U 9 1CY **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M – May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY – Academic Year (Aug 1 – July 31) **Archival Processing Codes** Vital Record **Identification Code** FFY – Federal Fiscal Year (Oct 1 – Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful O - Other (Specify in Remarks) S. Zeringue Submitted to LCTCS Office 11-2-12 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 52 of 52 Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.louisiana.gov Indicate Use of Form Agency No Delgado Community College/Workforce Development/Community and Econ. Dev. ORIGINAL SUBMISSION 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** 2CY 3CY U 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) **Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations** 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) S. Zeringue Submitted to LCTCS Office 11-2-12 Agency Approval Date Signed Secretary of State, State Archives & Records Services Date Approved