

Records Retention Schedule

SS ARC 932 (07/07)

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

Http://www.sos.louisiana.gov

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title					
	Delgado Community College/Academic Affairs					
1	Academic Appeal	5CY		5CY	M S N V	
2	College Committee Reports	5CY		5CY	P S N U	
3	College STEP Committee/Campus Reporting	5CY		5CY	P S N V	All funding projects of College and all campus and site STEP committees.

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Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
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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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Remarks

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

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	Delgado Community College/Vice-Chancellor Academic Affairs/Allied Health								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
11.	Time Sheets	AY + 3AY		AY + 3AY	P	S	N	I	Retained for 3 AY from semester generated

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital						
	Delgado Community College/Business and Technology Division					Item Number	Records Series Title	Retention Period			Remarks
								In Office	In Storage	Total Retention	
1	Payroll	P	S	N	I						
2	Final Gradebooks	C	S	N	I						
3	Faculty/Staff Employment Records	C	R	N	V						
4	Justifications for Graduation	C	S	N	I						
5	Change of Record Forms	C	S	N	I						
6	Inventory	P	S	N	V						
7	Faculty Contracts	C	R	N	I						
8	Faculty Evaluations	C	R	N	I						
9	Student Evaluation on Instruction	C	R	N	I						
10	Grade Changes	C	S	N	I						

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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
	Delgado Community College/Business and Technology Division	In Office	In Storage	Total Retention					
11	Grade Appeals	AY + 1AY		AY + 1AY	C	S	N	I	
12	Catalog Changes (Students)	AY + 1AY		AY + 1AY	C	S	N	I	
13	Syllabi	AY + 1AY		AY + 1AY	M	S	N	I	
14	Professional Service Contracts	PERM		PERM	M	R	N	I	
15	Accreditation Documentation	PERM		PERM	P	R	N	V	

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital			
	Delgado Community College/Distance Learning & Instructional Technology Division							
Item Number	Records Series Title	Retention Period						
		In Office	In Storage	Total Retention				
1	Payroll	CY +5CY		CY + 3CY	P	S	N	I
2	Data Backup of Bb course site per semester	AY +3AY		AY +3AY	C	S	N	I
3	Faculty/Staff Employment Records	PERM		PERM	C	R	N	V
4	Inventory	FY +3FY		FY +3FY	P	S	N	V
5	Staff Evaluations	PERM		PERM	C	R	N	I
6	Faculty/Staff Contracts	PERM		PERM	C	R	N	I
7	Vendor contracts	PERM		PERM	C	R	N	I
8	Professional Development Attendance rosters	FY+5FY		FY+5FY	M	S	N	I

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	
	Delgado Community College Charity School of Nursing Dean's Office					
Item Number	Records Series Title					Retention Period
		In Office	In Storage	Total Retention		
1	CPR and Liability Insurance Records	AY		AY	C S N I	
2	Clinical Agency Affiliation Agreements	AY		AY	P S N V	
3	Student Background Checks	AY + 1AY		AY + 1AY	C S N I	
4	LSBN Student Records	AY + 1AY		AY + 1AY	C S N I	
5	Student Drug Screen Results	AY + 1AY		AY + 1AY	C S N I	
6	RN Student Program Admission Applications	AY + 1AY		AY + 1AY	C S N I	
7	RN Student Clinical Evaluations	AY + 1AY		AY + 1AY	C S N I	
8	Complaints about the program	AY + 1AY		AY + 1AY	C S N I	
9	PN Program Curriculum, list of textbooks, faculty, rotation schedule, admission evaluation form, transcripts, licensure examination results	PERM		PERM	C R N I	
10	Health Records	AY		AY	C S N I	
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	Delgado Community College Charity School of Nursing Dean's Office								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
11	Continuing Education Program Records	AY		AY	M	S	N	I	Required to keep for 5 years
12	Master Syllabi for NURS and PRNU Courses	AY		AY	P	S	N	I	Duration of time the course is taught
13	Part-time Agreements	AY		AY	C	S	N	I	Duration of Agreement
14	Faculty/Staff Evaluations	FY		FY	C	S	N	I	Duration of NLNAC Accreditation Period

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	Delgado Community College/Vice-Chancellor Academic Affairs/Science and Math								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
1	Grade and Attendance records	AY + 3 AY		AY + 3 AY	C	S	N	I	Retain for 3 AY from semester generated
2.	Time Sheets	CY + 3CY		CY + 3CY	P	S	N	I	Retain for 3 CY from semester generated
3.	Contracts	FY + 3FY		FY + 3FY	C	S	N	I	Retain for 3 FY from semester generated
4.	Requisitions	FY + 3FY		FY + 3FY	P	S	N	I	Retain for 3 FY from semester generated
5.	Master Syllabi	AY + 3AY		AY + 3AY	P	S	N	I	Retain until modified
6.	Faculty/ Supervisor Evaluation	AY		AY	C	S	N	I	Retain in faculty division personnel file
7.	Student Opinion of Instruction	AY		AY	C	S	N	I	Retain in ePrint system
8.	Student Lab Safety Forms	FY + 1FY		FY + 1FY	P	S	N	I	
9.	Chemical Inventory	CY		CY	P	S	N	I	Done Yearly

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital
	Delgado Community College/ Library				
Item Number	Records Series Title	Retention Period			
		In Office	In Storage	Total Retention	
1	Payroll	CY + 5CY		CY + 5CY	P S N I
2	Faculty/Staff Employment Records	PERM		PERM	C R N V
3	Part-time Agreements	PERM		PERM	C R N I
4	Faculty/Staff Evaluations	PERM		PERM	C R N I
5	Library Satisfaction Surveys	AY + 1AY		AY + 1AY	P S N U
6	Professional Service Contracts	PERM		PERM	M R N V
7	Inventory	FY + 3FY		FY + 3FY	P S N V

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period				Remarks
	Delgado Community College/Vice-Chancellor Academic Affairs/Communications					In Office	In Storage	Total Retention		
Item Number	Records Series Title									
1.	Final Grade Rosters	C	S	N	I	AY + 2AY		AY + 2AY		
2.	Class Attendance Records	C	S	N	I	AY + 2AY		AY + 2AY		
3.	Faculty & Staff Time Sheets	C	S	N	I	FY + 2FY		FY + 2FY		
4.	Leave Requests (incl. FMLA)	C	S	N	I	FY + 2FY		FY + 2FY		
5.	Adjunct Contracts	C	S	N	I	AY + 2AY		AY + 2AY		
6.	Personnel Transaction Forms	C	S	N	I	FY + 2FY		FY + 2FY		
7.	Master Syllabi	P	R	N	I	AY + PERM		AY + PERM		

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	Delgado Community College / Academic Affairs / Campus/Site Executive Deans								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Advisory Board minutes	FY	2 FY	3 FY	P	S	N	I	
2	Correspondence with landlords	ACT	3 FY	ACT + 3FY	P	S	N	I	ACT=length of lease
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital			
	Delgado Community College/Academic Affairs/Curriculum Development <small>(includes Curriculum, Assessment, Program Development, Adult & Teacher Education, Carl Perkins Compliance)</small>							
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital
		In Office	In Storage	Total Retention				
1	Catalog Course/Program Records	FY + 4 FY		PERM (Electronic Copies)	P	R	N	I
2	Minutes, Agendas, Approval Forms: Curriculum Committee Actions	PERM		PERM	P	R	N	V
3	Board Correspondence	PERM		PERM	P	R	N	V
4	Program Review (Internal)	PERM		PERM	P	R	N	I
5	Program Professional Accreditation Approval	ACT		ACT	P	S	N	V
6	Master Syllabi – Coursed being offered	PERM		PERM	P	R	N	V
7	Master Syllabi – Discontinued Courses	PERM		PERM	P	R	N	U
8	Educational Affiliation Agreements with other Agencies (Articulation Agreements)	ACT		PERM	P	R	N	V
9	Inactive Educational Affiliation Agreements with other Agencies (Articulation Agreements)	PERM		PERM	P	R	N	U
10	College-wide Unit Assessment Plans	PERM		PERM	M	R	N	V

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	Delgado Community College/Academic Affairs/Curriculum Development <small>(includes Curriculum, Assessment, Program Development, Adult & Teacher Education, Carl Perkins Compliance)</small>									
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
11	SACS-COC (Southern Association of Colleges and Schools- Commission on Colleges) Reports: Compliance, Focus, Monitoring, Substantive Change, Institutional Profile	FY + 5FY	PERM	PERM	M	R	N	V		
12	SACS-COC (Southern Association of Colleges and Schools- Commission on Colleges) Correspondence	PERM		PERM	C	R	N	V		
13	Faculty Professional and Educational Qualifications Packets	PERM		PERM	C	R	N	V		
14	Copies Part-time Agreements/ Personnel Transaction Forms Current Faculty	1AY		1AY	C	S	N	U		
15	Transcripts – Non-hired/Non-Assigned Faculty	1FY		1FY	C	S	N	U		
16	Unit Employee Performance Review and Planning Documents	PERM		PERM	C	R	N	I		
17	Carl Perkins Local Application Plan including Award Letter & Approved Equipment Lists	FY + 5FY		FY + 5FY	P	S	N	U		
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		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			Vital Record Identification Code V= Vital I = Important U= Useful					

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Date Approved

Records Retention Schedule

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	Delgado Community College/Academic Affairs/Curriculum Development <small>(includes Curriculum, Assessment, Program Development, Adult & Teacher Education, Carl Perkins Compliance)</small>								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
18	Equipment Receiving Documentation (Carl Perkins)	FY + 3FY		FY + 3FY	P	S	N	V	
19	Time & Effort Certification Forms (Carl Perkins)	FY + 5FY		FY + 5FY	P	S	N	V	
20	Adult Education Time & Effort Certifications	FY + 5FY		FY + 5FY	P	S	N	V	
21	Adult Education Student Intake Documents	FY + 5FY		FY + 5FY	C	S	N	V	
22	Adult Education Student Assessment	FY + 5FY		FY + 5FY	C	S	N	V	
23	Adult Education Grant Proposals, Notification Letters	PERM		PERM	P	R	N	I	
24	Memoranda of Understanding	ACT		ACT	P	S	N	I	Active Period as stated in Memorandum; supersede as indicated
25	Teacher Education Application Packet/Materials	FY + 3FY		FY + 3 FY	C	S	N	I	
26	Teacher Education Course gradebooks	FY + 5FY		FY + 5FY	C	S	N	I	

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

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

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

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	Delgado Community College/Chancellor's Office								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
1	Internal Investigations	FY + 3FY		FY + 3FY	C	S	N	V	Investigative Reports
2	Miscellaneous Cooperative Endeavor Agreements	FY + 3FY		FY + 3FY	P	S	N	I	Agreement with City of New Orleans for Disaster Preparedness Plan/Use of Facilities

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

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital
	Delgado Community College/Chancellor's Office/Public Relations and Marketing				
Item Number	Records Series Title	Retention Period			
		In Office	In Storage	Total Retention	
1	Press releases	P	R	N	U
2	Graduation material (Printed copy of program and news releases)	P	R	N	U
3	College Catalog	P	R	N	I
4	Photo File (digital files and contact sheets)	P	R	N	I
5	Program brochures	P	R	N	U
6	Fliers, posters, promotional collateral, invitations, special events, celebrations	P	R	N	U

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	Delgado Community College/Chancellor's Office/Public Relations and Marketing								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
7	Athletics program books and rosters	Permanent	Permanent	Permanent	P	R	N	U	
8	Delgado Digest newspaper inserts	2 years	2 years	2 years	P	R	N	U	
9	Economic Impact Studies	2 – 5 years	2-5 years	2-5 years	P	R	N	U	
10	Chancellor's reports (Annual Reports)	2 – 5 years	2 – 5 years	2 – 5 years	P	R	N	U	
11	Student Handbooks	2 years	2 years	2 years	P	R	N	U	
12	Student guides, promotional brochures	2 years	2 years	2 years	P	R	N	U	
13	Print ads, radio spot copy text, television scripts and digital files, outdoor artwork files, online copy and digital files	2 – 5 years	2 – 5 years	2 – 5 years	P	R	N	U	

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

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	Delgado Community College / Chancellor's Office / Office of Information Technology								
Item Number	Records Series Title	Retention Period							
		In Office	In Storage	Total Retention					
(4g)	HRS – Labor Backup Data	ACT + Term(s)	ACT + Term(s)	ACT + 11CY	PC M	R O	N	V	User defines number of terms
5	Systems and Application Programs	ACT + 2MO	ACT + 2MO	ACT + 2MO	PC M	R O	N	V	
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		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			Vital Record Identification Code V= Vital I = Important U= Useful				

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	Delgado Community College/Chancellor's Office/Safety Office								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Quarterly Safety Meetings	FY + FY			P	S	N	V	
2	Orientation Safety Training	FY + FY			P	S	N	V	
3	Annual Safety Training	FY + FY			P	S	N	V	

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	Delgado Community College/Business Affairs/Controller's Office								
Item Number	Records Series Title	Retention Period							
		In Office	In Storage	Total Retention					
1	Accounts Payable Invoices from Vendors	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
2	Receiving Reports	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
3	Credit Memos	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
4	Check Voucher Requests	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
5	Checks (Non-Payroll)	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
6	Address, Name Change Notices	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
7	Copies of ContrFYs and Leases	PERM		PERM	P	R	N	I	Image upon arrival and destroy after quality assured in system.
8	Professional Leave and Travel Requests, MV7s	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
9	Supporting documentation and Direct Pay Requests	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
10	Stop Payments / Void Requests	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.

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Secretary of State, State Archives & Records Services

Date Approved

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	Delgado Community College/Business Affairs/Controller's Office								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
11	Petty Cash Receipts	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
12	Correspondence	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
13	Check Register	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
14	Vendor File	FY + 3FY		FY + 3FY	P	S	N	I	Image upon arrival and destroy after quality assured in system.
15	Bid File (Purchasing)	FY + 3FY		FY + 3FY	P	S	N	I	Documents shredded for disposition.
16	Purchase Orders	FY + 3FY		FY + 3FY	P	S	N	I	Documents shredded for disposition.
17	Requisitions	FY + 3FY		FY + 3FY	P	S	N	I	Documents shredded for disposition.
18	Inventory of Property Records	FY + 3FY		FY + 3FY	P	S	N	I	
19	Inventory Tag Number File	FY + 3FY		FY + 3FY	P	S	N	I	
20	Report of Property transferred to Property Surplus, Baton Rouge	FY + 3FY		FY + 3FY	P	S	N	I	
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	Delgado Community College/Business Affairs/Controller's Office								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
21	Report of Stolen Items	FY + 3FY		FY + 3FY	P	S	N	I	
22	Report of Scrap Items	FY + 3FY		FY + 3FY	P	S	N	I	
23	Inventory of Items Not Located	FY + 3FY		FY + 3FY	P	S	N	I	
24	Bi-weekly Pay Records (all employees)	FY + 5CY		FY + 5CY	M	S	N	V	**Although retention requirement is generally 3 years, the statute of limitations for FLSA violations is 5 years. Recommended that Timesheets, Registers, etc. be held for 5 years.
25	Payroll Register	FY + 5CY		FY + 5CY	M	S	N	V	See ** above.
26	Leave Cards (Current and Former Employees)	FY + 4CY		FY + 4CY	P	S	N	V	See ** above.
27	Unclaimed Wages (UCP Reports with Payroll)	FY + 10CY		FY + 10CY	M	S	N	V	Unclaimed Property Reports submitted yearly to the State Treasurer's Office. Copies maintained onsite for 10 years after the date the wages become reportable.
28	Timesheets (all employees)	FY + 5CY		FY + 5CY	P	S	N	I	See ** above.
29	FICA and FUTA Tax Records, SSA Records	FY + 4CY		FY + 4CY	C	S	N	V	4 years after the tax due date or payment date, whichever is later.

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	Delgado Community College/Business Affairs/Controller's Office	In Office	In Storage	Total Retention				
Item Number	Records Series Title							
30	Quarterly Withholding Reports	FY + 5CY		FY + 5CY	C	S	N	V
31	Retirement System payments, record, reports (all retirement systems)	FY + 6CY		FY + 6CY	C	S	N	V
32	Contract for Faculty and other PT employees	FY + 5CY		FY + 5CY	M	S	N	I
33	Signature Sheets	3CY		3CY	P	S	N	U
34	W-2 Forms	PERM		PERM	C	R	N	V
35	Undeliverable W-2s (including envelopes)	FY + 4CY		FY + 4CY	C	S	N	V
36	Workmen's Compensation, Unemployment Compensation Records	FY + 5CY		FY + 5CY	C	S	N	I
37	Insurance invoices, payments, reports, etc.	FY + 5CY		FY + 5CY	C	S	N	I
38	Requests for Pay (filed by PT employees)	FY + 3CY		FY + 3CY	P	S	N	I
39	State and Federal Taxes Filed (including 941s)	FY + 5CY		FY + 5CY	P	S	N	V

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	Delgado Community College/Business Affairs/Controller's Office					__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE			
Item Number	Records Series Title					Retention Period			Remarks
		In Office	In Storage	Total Retention					
40	Payroll Calendars	FY + 5FY		FY + 5FY	P	S	N	I	Per DOL Legislative rule.
41	Salary History	FY + 8CY		FY + 8CY	M	S	N	I	
42	Garnishments (letters, records, etc.)	FY + 8CY		FY + 8CY	C	S	N	I	
43	Cash Receipts, Cash Disbursements, Journal Vouchers, Bank Transfers, PIV's	FY + 3FY		FY + 3FY	P	S	N	I	
44	Bank Reconciliations and supporting documentation (all bank accounts)	PERM		PERM	P	R	N	I	
46	General Ledger Account Reconciliations	FY + 3FY		FY + 3FY	P	S	N	I	
46	Chart of Accounts	FY + 3FY		FY + 3FY	P	S	N	I	Maintained in Eprint.
47	General and Subsidiary Ledgers	PERM		PERM	P	R	N	I	Maintained in accounting system.
48	Legislative Audit and Other Audit Reports	PERM		PERM	P	R	N	V	
49	Trial Balances, Financial Statements, Supporting Documents for Annual Financial Reports	PERM		PERM	P	R	N	V	
		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information			State Records Center Use Y – Yes N - No		Agency Abbreviations		
		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			Vital Record Identification Code V= Vital I = Important U= Useful				

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Remarks Records maintained the lesser of 5 years or until paid or written off. Maintained in EPrint. Records maintained the lesser of 5 years or until paid or written off. Records maintained the lesser of 5 years or until paid or written off. Maintained on CDs Maintained on CDs

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital
	Delgado Community College/Business Affairs/Controller's Office							
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital
50	Accounts Receivable Reports (Aged receivables – student, agency, collections)	FY + 5FY		FY + 5FY	M	S	N	I
51	Credit Memos	FY + 5FY		FY + 5FY	M	S	N	I
52	NSF Checks, Correspondence from Students and Vendors regarding accounts	FY + 5FY		FY + 5FY	M	S	N	I
53	Agency Invoices and supporting documents	FY + 5FY		FY + 5FY	M	S	N	I
54	Student Fee Bills	PERM		PERM	M	R	N	I
55	1098Ts	PERM		PERM	C	R	N	I
56	Quarterly Receivable Reports	PERM		PERM	P	R	N	I
57	Student Refunds and supporting documentation	FY + 3FY		FY + 3FY	M	S	N	I
58	Gateway Reconciliations and Support	FY + 3FY		FY + 3FY	P	S	N	I
59	Scholarship Records, Payments, Support	PERM		PERM	P	R	N	I

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital
	Delgado Community College/Business Affairs/Budget and Finance				
Item Number	Records Series Title				
		In Office	In Storage	Total Retention	
1	Budget Work Papers	2 FY	1 FY	3 FY	M S N U
2	Operating Budget Book	5 FY	5 FY	10 FY	P S N I
3	Revenue and Expenditure Projections	2 FY	1 FY	3 FY	P S N U
4	Safekeeping Receipts for Pledged Securities	2 FY	1 FY	3 FY	P S N I
5	BA-7 Approvals	3 FY	2 FY	5 FY	P S N I
6	Quarterly Financial Reports	2 FY	1 FY	3 FY	P S N U
7	Quarterly Professional Service Contract Reports	3 FY	2 FY	5 FY	P S N I
8	Professional Service Contracts	3 FY	2 FY	5 FY	P S N I
9	Professional Service Contract Invoice Payments	3 FY	2 FY	5 FY	P S N I

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	Delgado Community College/Business Affairs/Budget and Finance				
Item Number	Records Series Title	Retention Period			
		In Office	In Storage	Total Retention	
10	Vendor and Student Checks related to Grants	3 FY	2 FY	5 FY	P S N I
11	Payroll Documents related to Grants	3 FY	2 FY	5 FY	M S N I
12	Purchasing Documents related to Grants	3 FY	2 FY	5 FY	P S N I

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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
	Delgado Community College/Business Affairs/Human Resources	In Office	In Storage	Total Retention						
	Employee Personnel Records									
1a	Employees with teachers retirement	ACT + 5CY	25CY	ACT + 30CY	M	S	N	I	Image, verify quality, destroy after 30CY	
1b	Employees without teachers retirement	ACT + 5CY	65CY	ACT + 70CY	M	S	N	I	Image, verify quality, destroy after 70CY	
	Civil Service									
2a	Memorandum of Understanding with Civil Service Supporting Allocation of Positions	Permanent		Permanent	P	R	N	I		
2b	Job Applications (SF10)	ACT + 2CY		ACT + 2CY	P	S	N	I	Image, verify quality, destroy after 3CY	
2c	Position Description Record (SF-3)	ACT + 10CY		ACT + 10CY	P	S	N	I	Image, verify quality, destroy after 10CY	
2d	Certificate of Eligibles	3FY		3FY	P	S	N	I	Image, verify quality, destroy after 3FY	
	Unclassified State Personnel									
3a	Unclassified Job Descriptions	ACT		ACT	P	S	N	I	ACT=while position is valid	
3b	Affirmative Action Records	3FY		3FY	C	S	N	I	Image, verify quality, destroy after 3FY	
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
	Delgado Community College/Business Affairs/Human Resources								
	CORRESPONDENCE								
4a	Policies and Procedures	Permanent		Permanent	P	R	N	I	
4b	General	3FY		3FY	M	S	N	I	Image, verify quality, destroy after 3FY
4c	State Required Federal Reports	CY + 1CY	1CY	ACT + 2CY	M	S	N	I	Image, verify quality, destroy after 2CY
4d	Transitory	1FY		1FY	P	S	N	I	Image, verify quality, destroy after 1FY
	Employment Eligibility								
5a	I-9's	CY+ 3CY		CY + 3CY	C	S	N	I	Image, verify quality, destroy after 3CY
5b	Applicant Flow Logs	CY + 3FY		CY + 3FY	P	S	N	I	Image, verify quality, destroy after 3FY
5c	Advertisements- Job & Training	CY + 1FY		CY + 2FY	P	S	N	I	Image, verify quality, destroy after 2FY
	Performance, Planning & Review								
6a	Classified Employees Evaluations (SF-15)	FY + 10FY		Permanent	C	R	N	I	Image, verify quality, destroy after 10FY
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use			Agency Abbreviations	
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		Archival Processing Codes			Vital Record Identification Code				
		A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			V= Vital I = Important U= Useful				

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	Delgado Community College/Business Affairs/Human Resources								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
6b	Unclassified Employee Evaluation	FY + 10FY		FY + 10FY	C	S	N	I	Image, verify quality, destroy after 10FY
	American with Disability Act Files								
7a	E-2 Pre-existing Condition Form	FY + 10CY		FY + 10CY	C	S	N	I	Image, verify quality, destroy after 10CY
7b	Self-Identification Form for Individuals with Disabilities	FY + 10CY		FY + 10CY	C	S	N	V	Image, verify quality, destroy after 10CY
7c	FMLA (Family and Medical Leave Act) Documentation	FY + 10CY		FY + 10CY	C	S	N	V	Image, verify quality, destroy after 10CY

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	Delgado Community College/ Business and Administrative Affairs/ Facilities Planning								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1.	Leases for campus/site facilities	PERM	PERM	PERM	P	R	N	V	
2.	Blueprints/architectural drawings for campus/site facilities	PERM	PERM	PERM	P	R	N	V	
3.	Master plans for facilities	PERM	PERM	PERM	P	R	N	V	
4.	Reports to FP&C for FEMA projects	PERM	PERM	PERM	P	R	N	V	
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	
	Delgado Community College/ Business and Administrative Affairs/ Policy Office					
Item Number	Records Series Title	Retention Period				
		In Office	In Storage	Total Retention		
1	Policy and Procedures Memoranda (PPMs)	P	R	N	V	Electronic versions of current PPMs permanently maintained in office and stored/published on College's Intranet. Superseded PPMs permanently maintained in office in electronic format.
2	Delgado Forms	P	R	N	V	Electronic versions of current forms permanently maintained in office and stored/published on College's Intranet. Superseded forms permanently maintained in office in electronic format.

Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)	State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful
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Agency Abbreviations

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11-2-12

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Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

SS ARC 932 (07/07)

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

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

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital		
	Delgado Community College/Student Affairs/Registrar's Office						
Item Number	Records Series Title					Retention Period	
		In Office	In Storage	Total Retention			
11	Commencement Programs	PERM		PERM	P R N I		
12	Graduation List	PERM		PERM	P R N I	Electronically maintained	
13	Correspondence, Relevant	ACT + 5CY		ACT + 5CY	C S N V	5 years after graduation or date of last attendance	
14	Credit by Examination, Advance Placement, CLEP, LEAP Forms	PERM		PERM	C R N V		
15	Credit not Credit Approval (audit, pass/fail, ect)	PERM		PERM	C R N V		
16	Curriculum Change Authorizations	PERM		PERM	C R N V		
17	Degree Audit Record	PERM		PERM	C R N V		
18	Disciplinary Action Document	PERM		PERM	C R N V	Kept in a separate file from the student's academic record	
19	Fee Assessment Forms	ACT + 5CY		ACT + 5CY	C S N V	Electronically maintained	
20	FERPA Documents	PERM		PERM	C R N V		
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use		Agency Abbreviations
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	Delgado Community College/Student Affairs/Registrar's Office								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
21	Foreign/International Student Forms (I-20, etc.)	CY + 5CY		CY + 5CY	C	S	N	V	5 years after graduation or date of last attendance
22	Grade Reports (Registrar's Copies)	PERM		PERM	C	R	N	V	Electronically maintained
23	Graduation Authorizations	CY + 5CY		CY + 5CY	C	S	N	V	5 years after graduation or date of last attendance
24	Hold on Encumbrance Authorizations	ACT		ACT	C	S	N	I	ACT= Until Release
25	Name Change Authorizations	CY + 5CY		CY + 5CY	C	S	N	V	5 years after graduation or date of last attendance
26	Personal Data Information Forms	1CY		1CY	M	S	N	I	1 year after date submitted
27	Registration Forms	1CY		1CY	C	S	N	I	1 year after date submitted
28	Transcript Request (Students)	1CY		1CY	M	S	N	I	1 year after date submitted
29	Schedule of Classes (Institutional)	PERM		PERM	C	R	N	V	Electronically maintained
30	Transfer Credit Evaluations	PERM		PERM	C	R	N	V	Electronically maintained

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Indicate Use of Form			
	Delgado Community College/Student Affairs/Registrar's Office					__ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE			
Item Number	Records Series Title					Retention Period			Remarks
		In Office	In Storage	Total Retention					
31	Withdrawal Authorizations			CY + 5CY	C	S	N	V	5 years after graduation or date of last attendance
32	Enrollment Verifications			PERM	M	R	N	I	
33	Catalogs			PERM	P	R	N	I	
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use		Agency Abbreviations		
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		Archival Processing Codes			Vital Record Identification Code				
		A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			V= Vital I = Important U= Useful				

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital		
	Delgado Community College/Student Affairs/Student Financial Assistance						
Item Number	Records Series Title					Retention Period	
		In Office	In Storage	Total Retention			
1	Program Participation	Perm		Perm	C R N V		
2	Application Portion of FISAP	Perm		Perm	C R N V		
3	Audit and Program Reports	Perm		Perm	C R N V		
4	Cost of Attendance Information	FY+3FY		FY+3FY	C S N I	3 years from the end of the award year for which the aid was awarded	
5	Documentation of a Student's Satisfactory Academic Progress	FY+3FY		FY+3FY	C S N I	3 years from the end of the award year for which the aid was awarded	
6	Documentation of Student's Program of Study	FY+3FY		FY+3FY	C S N V	3 years from the end of the award year for which the aid was awarded	
7	Required Student Certification Statements and Supporting Documentation	FY+3FY		FY+3FY	C S N V	3 years from the end of the award year for which the aid was awarded	
8	Documents used to verify applicant data, and resolve conflicting information	FY+3FY		FY+3FY	C S N V	3 years from the end of the award year for which the aid was awarded	
9	Documentation of all professional judgment decisions	FY+3FY		FY+3FY	C S N V	3 years from the end of the award year for which the aid was awarded	
10	Federal Work study Payroll Records	FY+3FY		FY+3FY	C S N V	3 years from the end of the award year for which the aid was awarded	
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use		Agency Abbreviations
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		Archival Processing Codes			Vital Record Identification Code		
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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
	Delgado Community College/Student Affairs/Student Financial Assistance								
Item Number	Records Series Title						In Office	In Storage	Total Retention
11	Pell Reconciliation Reports	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded
12	Direct Loan Reconciliation Reports	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded
13	Student Aid Report (ISIR)	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded
14	Application data submitted to the Department of Education	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the student last attended
15	Documentation of each student's or parent's borrower's eligibility for FSA program funds	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded
16	Documentation to each student's or parent's borrower's receipt of FSA program funds	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded
17	Documentation of information collected at any initial or exit loan counseling	FY+3FY		FY+3FY	C	S	N	V	3 years from the end of the award year for which the aid was awarded
18	Electronic Loan Certification of origination record	PERM		PERM	C	R	N	V	Electronically maintained
19	Documentation of confirmation process for multi-year Master Promissory Note	PERM		PERM	C	R	N	V	Electronically maintained

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital
	Delgado Community College/Student Affairs/Student Life				
Item Number	Records Series Title				
		In Office	In Storage	Total Retention	
1	Judicial Case Records – Status Not Equal to Expulsion	10 Years	10 Years	10 Years	M S N V
2	Judicial Case Records – Expulsion Status	PERM	PERM	PERM	M R N V
3	Distressed Student Case Records	10 Years	10 Years	10 Years	C S N V

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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Remarks
	Delgado Community College/Student Affairs/Student Life (Student Health Services)								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Student Immunization Records	WK	Perm	PERM	C	A+ R	Y	V	Immunization records are kept in electronic storage indefinitely after processing. Records are sent to LINKs bi-annually to merge with state archives

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

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Agency No	Agency / Division / Section	Retention Period	Security	Archival	State Records Center	Vital	Remarks		
Item Number	Records Series Title							In Office	In Storage
	Delgado Community College/Workforce Development/Maritime, Fire, Radar & Industrial Training Facility								
1	United States Coast Guard course completion folders	CY + 1 CY	2 CY	CY + 3 CY	C	S	N	V	United States Coast Guard requires at least 1 year of course files be kept on site
2	International Association of Drilling Contractors (IADC) course completion folders	CY + 1CY	4 CY	CY + 5 CY	C	S	N	V	International Association of Drilling Contractors requires 5 years of course files be kept on site
3	Det Norske Veritas (DNV) course completion folders	CY + 1CY	9 CY	CY + 10 CY	C	S	N	V	DNV requires 10 years of course files be kept on site
4	Non-agency course completion folders	CY + 1 CY	2 CY	CY + 3 CY	C	S	N	V	
5	Purchasing requisitions	FY + 2 FY		FY + 2 FY	P	S	N	I	
6	Invoicing / Billing records	CY + 2 CY		CY + 2 CY	M	S	N	I	
7	Database of student information for all trainees	PERM		PERM	C	R	N	V	Files are kept electronically for all training since 1995 and will be kept permanently
8	Course enrollment rosters	CY + 1 CY		CY + 1 CY	M	S	N	I	
9	Louisiana Recovery Authority course completion folders	CY + 1 CY	2 CY	3 CY	C	S	N	V	Louisiana Recovery Authority requires 3 years of course files be kept on site
10	Incumbent Worker Training Program course completion folders	CY + 2 CY	3 CY	CY + 5 CY	C	S	N	V	Louisiana Department of Labor requires 5 years of course files be kept on site
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use			Agency Abbreviations	
ACT – Active Period (when used define term in remarks column)		P – Public Record			Y – Yes				
FY- Fiscal Year (July 1- June 30)		M – May Contain Confidential Information			N - No				
CY – Calendar Year (Jan 1 – Dec 31)		Archival Processing Codes			Vital Record Identification Code				
AY – Academic Year (Aug 1 – July 31)		A – Transfer to State Archives			V= Vital				
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		R – Retain in Agency Archives			I = Important				
MO – Months WK – Week DY - Day(s)		S – Review by State Archives			U= Useful				
PERM – Permanent		O – Other (Specify in Remarks)							

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

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S. Zeringue Submitted to LCTCS Office

11-2-12

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

SS ARC 932 (07/07)

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

Http://www.sos.louisiana.gov

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Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE
Remarks

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

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Remarks

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

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