Records Retention Schedule

SS ARC 932 (07/07) R2014 - 269

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

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Agency No	Agency / Division / Section
	Office of Risk Management/Division of Administration/Claims Unit

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Claim Files	Act + 5 FY		Act + 5 FY	M	S	N	V	Active until end of the FY in which the claim is closed.
2	Disaster Claims	ACT+ 10 FY		ACT + 10 FY	M	S	N	V	ACT= until the end of the FY in which the claim is closed. Subject to Federal Audit

Permitted Retention Period Abbreviations
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Archival Processing Codes
A – Transfer to State Archives
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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
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Agency Abbreviations

Agency Approval — 5-6-2014 Date Signed — Carrie Martin, CRM Secretary of State, State Archives & Records Services — 11/13/14 Date Approved

Records Retention Schedule

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Agency No	Agency / Division / Section
	Office of Risk Management /Division of Administration/ Loss Prevention

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	STARS Audit Documents	ACT+ 3FY	0	ACT+ 3FY	P	S	N	U	ACT= until the end of the FY in which the record was created or received.
2	Audit Results By Fiscal Year	ACT+ 3FY	0	ACT+ 3FY	P	S	N	U	ACT= until the end of the FY in which the record was created or received.
3	Audit Review Requested By Agency	ACT+ 3FY	0	ACT+ 3FY	P	S	N	U	ACT= until the end of the FY in which the record was created or received.

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Agency Abbreviations

Agency Approval — Date Signed 5-6-2014 — Secretary of State, State Archives & Records Services (Carie Martin, CRM) — Date Approved 11/13/14

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Agency No	Agency / Division / Section
	Division of Administration/ Office of Risk Management / Auditing & Statistics Unit

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	CORA Premium Development Files	ACT+ 10 FY	0	ACT+ 10 FY	C	S	N	V	ACT= until the end of the FY in which the record is created or received. (Note: Series is a composition of items #'s 2-4 of previous RRS)
2	Risk Exposure Files	ACT+ 10 FY	0	ACT+ 10 FY	P	S	N	V	ACT= until the end of the FY in which the record is created or received. (Note: Series is a composition of items #1 and #6 of previous RRS)

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Agency Abbreviations
CORA – Cost of Risk Allocation

Agency Approval — Date Signed: 5-6-2014

Secretary of State, State Archives & Records Services — Date Approved: 11/13/14

Records Retention Schedule

SS ARC 932 (07/07)

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Agency No	Agency / Division / Section
804	**Division of Administration/ Office of Risk management/Information Technology Unit**

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Daily Check Process	ACT+ 6 Mo	4.5 FY	ACT+ 5 FY	P	S	N	V	ACT= until the end FY created or received.

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Agency Abbreviations

Agency Approval — 5-6-2014 Date Signed — Carie Martin, CRM Secretary of State, State Archives & Records Services — 11/13/14 as amended Date Approved

Records Retention Schedule

SS ARC 932 (07/07)

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Agency No	Agency / Division / Section
	Office of Risk Management/Division of Administration/Administration Unit

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
1	FMLA Record	ACT+ 3 FY	0	ACT+ 3 FY	C	S	N	I	ACT= until the end of the FY in which the FMLA period expires. (originals retained by DOA/HR)
2	Personnel Files	Act + 3 FY	0	Act + 3 FY	M	S	N	I	Originals retained by DOA/HR Active = Until the end of the FY in which employee separates from agency
3	Grievances Files	Act + 5 FY	0	Act + 5 FY	C	S	N	I	Active = Until the end of the FY in which the matter is closed
4	Position Descriptions (SF3)	ACT+ 3 FY	0	ACT+ 3 FY	P	S	N	I	ACT= until the end of the FY in which the description is abolished or is superseded. (originals retained by DOA/HR)
5	Purchase Orders & Requests	ACT+ 3 FY	0	ACT+ 3 FY	P	S	N	U	ACT= until the end of the FY in which the record was created or received. (originals retained by ORM accounting unit)
6	Applicant Data	ACT+ 2 FY	0	ACT+ 2 FY	M	S	N	I	ACT= until the end of the FY in which the position is filed or closed. (originals retained by DOA/HR)
7	Identification Badge files	ACT+ 6 MO	0	ACT+ 6 MO	M	S	N	U	ACT= until the end of the month created or received. (originals retained by State Buildings for 3 years)
8	ORM Organizational Charts	PERM	0	PERM	P	R	N	I	
9	Office of Telecommunication Service Orders	ACT+ 3 FY	0	ACT+ 3FY	P	S	N	U	ACT= until the end of the FY in which the record was created or received.

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Agency Abbreviations
FMLA= Family Medical Leave Act
ORM = Office of Risk Management

M. J. Wells — Agency Approval
5-6-2014 — Date Signed
Carrie Martin, CRM — Secretary of State, State Archives & Records Services
11/13/14 — Date Approved

Records Retention Schedule

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Louisiana Secretary of State, Division of Archives, Records Management and History
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	Office of Risk Management/Division of Administration/Administration Unit

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
10	Vehicle History Files	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	Active = until the end of the FY in which the vehicle is surplused or disposed of.
11	Time and Attendance Records	ACT + 5 FY	10	ACT + 5 FY	M	S	N	V	ACT = until end of the FY year created
12	Training History Files (CPTP)	ACT+ 3 FY	0	ACT+ 3 FY	P	S	N	U	ACT= until the end of the FY created or received (originals retained by DOA/HR)
13	Property/Inventory Records	Act + 4 FY	0	Act + 4 FY	P	S	N	U	ACT= until the end of the FY in which the record is created or received. (originals retained by LPAA)

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Agency Abbreviations
ORM

Agency Approval	Date Signed	Secretary of State, State Archives & Records Services	Date Approved
M J. Wilk	5-6-2014	Carrie Martin, CRM	11/13/14

Records Retention Schedule

SS ARC 932 (01/12)

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Agency No	Agency / Division / Section
	Division of Administration/ Risk Management / Accounting Unit

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Manual Check Requests	ACT+ 1FY	3FY	ACT+ 4FY	M	S	Y	U	ACT= until the end of the FY created or received.
2	Recoveries	ACT + 3FY	0	Act +3 FY	P	S	N	V	Active = Until the end of the FY in which the matter is closed.
3	Hurricane Recoveries	ACT + 3FY	0	ACT + 3FY	P	S	N	V	Active = Until the end of the FY in which the project is closed out. Subject to Federal audit
4	Payables	ACT + 3FY	0	ACT + 3FY	P	S	N	V	Act = until end of FY created or received.
5	Voided Check Summaries (Reconciliation Reports)	ACT+ 3FY	0	ACT+ 3FY	P	S	N	I	ACT= until the end of the FY in which the record is created or received.
6	Correction Documents (J forms)	ACT+ 3FY	0	ACT+ 3FY	P	S	N	I	ACT= until the end of the FY in which the record is created or received.
7	Contract Payment Reports (STARS Reports)	ACT + 3FY	0	ACT + 3FY	P	S	N	U	Act = until end of FY created
8	Travel Documents	ACT+ 1FY	2FY	ACT+ 3FY	C	S	Y	I	ACT= until the end of the FY in which the record is created or received.
9	Bank Reconciliations	ACT+ 3FY	3FY	ACT+ 6FY	C	S	Y	V	ACT= until the end of the FY in which the record is created or received.
10	Budget Requests	ACT + 20 FY	0	ACT + 20FY	P	S	N	V	Active = Until end of the FY in which matter is closed

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Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
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11	Cancelled Checks	ACT+ 20 FY	0	ACT+ 20FY	P	S	N	V	ACT= until the end of the FY in which the record is created or received.
12	Financial Reports	ACT+ 10FY	0	ACT+ 10FY	P	S	N	V	ACT= until the end of the FY in which the record is created or received.
13	1099's	ACT+ 5FY	0	ACT+ 5FY	P	S	N	V	ACT= until the end of the FY in which the record is created or received.

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