Al Ater
Secretary of State

Division of Archives, Records Management and History
Florent J. Hardy, Jr. PhD.
State Archivist and Director
P.O. Box 94125
Baton Rouge, LA 70804-4125
www.sos.louisiana.gov

Records Retention Schedule

Department: Division of Administration
Agency: Office of Risk Management - Administration

Item No.	Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
1	FMLA Record	3 FY	0	3 FY	Originals retained by DOA/HR
2	Personnel/Former Employees	Active + 3 FY	0	Active + 3 FY	Active = until employee seperates from agency. Originals retained by DOA/HR
3	Grievance Files	Active + 5 FY	0	Active + 5 FY	Active = until matter is closed
4	SF3/Position Descriptions	3 FY	0	3 FY	Originals retained by DOA/HR
5	Purchase Orders & Requests	3 FY	0	3 FY	Originals retained by State Purchasing
6	Data Applicant Report	3 FY	0	3 FY	Shredded after destruction date

Family Medical Leave Act = FMLA
FY = July 1 - June 30 = Fiscal Year

Approval:
7-11-06 Jeanette Chrisis
Date Agency
7/12/06 Carrie Fagan, CRM as amen
Date Secretary of State, Archives and Records Services

Unsigned Schedules will be Returned to Agency

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Records Retention Schedule

Department: Divison of Administration
Agency: Office of Risk Management - Accounting

Item No.	Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
1	ISIS Documents	2 FY	1 FY	3 FY	
2	Cash receipts from claims	2 FY	1 FY	3 FY	
3	Cash receipts from non-claims	2 FY	1 FY	3 FY	
4	Invoices	2 FY	1 FY	3 FY	
5	Deposit Ticket Listings	2 FY	1 FY	3 FY	
6	Accounts Payable	2 FY	1 FY	3 FY	
7	Accounts Receivable	2 FY	1 FY	3 FY	
8	Bank Reconciliation Form	2 FY	1 FY	3 FY	
9	Budget Requests	2 FY	1 FY	3 FY	
10	Cancelled Checks	2 FY	5 FY	7 FY	
11	Claim Checks	2 FY	5 FY	7 FY	
12	Disbursements	2 FY	1 FY	3 FY	
13	Financial Reports	2 FY	5 FY	7 FY	
14	Financial Statements	2 FY	5 FY	7 FY	
15	General Correspondance	2 FY	1 FY	3 FY	
16	Journal Vouchers	2 FY	1 FY	3 FY	

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Records Retention Schedule

Department: Division of Administration
Agency: Office of Risk Management - Auditing & Statistics

Item No.	Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
1	Bond & Crime Exposure Files	5 FY	0	5 FY	Originals are retained as back-up.
2	Core Runs - Actuarial Basis	10 FY	0	10 FY	
3	Core Runs - Cash Basis	10 FY	0	10 FY	
4	Premium Billed Notices	3 FY	0	3 FY	
5	Premium Budget Notices	3 FY	0	3 FY	
6	Risk Exposure Files	7 FY	0	7 FY	

NOTE: All documents listed are scanned and automatically placed in FileNet

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Records Retention Schedule

Department: Divison of Administration
Agency: Office of Risk Management - Claims/Administration

Item No.	Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
1	Claim Files	Active + 1 FY	0	Active + 6 FY	Active = until claims are closed. Scanned and automatically placed in FileNet after files are closed

Approval.
7-11-06 Janette Chris
Date Agency
7/12/06 Carrie Fagr, CRM as amend
Date Secretary of State, Archives and Records Services

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Records Retention Schedule

Department: Division of Administration
Agency: Office of Risk Management - Contracts

Item No.	Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
1	Attorney/Adjuster/Expert Contracts	Active+ 1 FY	4 FY	Active+ 5 FY	Active until contract expires
2	Attorney Appointment Transmittals	1 FY	4 FY	5 FY	
3	"1524" Payment and Approval Requests	1 FY	4 FY	5 FY	
4	Requests for Proposals	1 FY	4 FY	5 FY	
5	Monthly Diaries	Active+ 1 FY	4 FY	Active+ 5 FY	Active until contract expires
6	~~Terminated/Cancelled~~ Attorney/Adjuster/Expert Files	Active+ 1 FY	2 FY	Active+ 3 FY	Active = until Attorney/Adjuster/expert is terminated or cancelled.
7	Independent Adjuster Assignments	1 FY	2 FY	3 FY	
8	Outside Agency Contract Approvals	1 FY	2 FY	3 FY	

Approval:

7-11-06 Jeanette Chuck
Date Agency

7/12/06 Carrie Fagan, CRM as amended
Date Secretary of State, Archives and Records Services

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Records Retention Schedule

Department: Divison of Administration
Agency: Office of Risk Management - Medical Review Panel

Item No.	Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
1	Medical Review Files	Permanent	0	Permanent	Scanned & retained by automatic record retention schedule in system

Approval:
7-11-06 Jeanette Chris
Date Agency
7/12/06 Anne Fagan CRM
Date Secretary of State, Archives and Records Services

Unsigned Schedules will be Returned to Agency

Records Retention Schedule

SS ARC 932 (07/07) 2006-038A

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__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	DOA/Risk Management/Underwriting

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	Account Design	Perm	0	Perm	P	R	N	V	
2	Bid Correspondence	10 FY	0	10 FY	P	S	N	I	
3	Bid Invitations	10 FY	0	10 FY	P	S	N	I	
4	Builders Risk Files	1 FY	4 FY	5 FY	P	S	N	I	
5	Builders Risk Premium	1 FY	4 FY	5 FY	P	S	N	I	All documents listed are scanned & retained by automatic record retention schedule in system
6	Builders Risk Reports	1 FY	4 FY	5 FY	P	S	N	I	
7	Exposure Files	1 FY	4 FY	5 FY	P	S	N	I	
8	General Correspondence	1 FY	4 FY	5 FY	P	S	N	I	
9	Insurance Certificates	Perm	0	Perm	P	R	N	V	
10	Key Contacts	1 FY	4 FY	3 FY	P	S	N	I	

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

Janette Chrins — Agency Approval
4-8-2008 — Date Signed
Carrie Tagn, CDM — Secretary of State, State Archives & Records Services
4/16/08 — Date Approved

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
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Agency No	Agency / Division / Section
	DOA/RISK MANAGEMENT/UNDERWRITING

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
11	ORM Invoices Summary	1 FY	4 FY	3 FY	P	S	N	I	
12	ORM Invoices	1 FY	4 FY	5 FY	P	S	N	I	
13	Policy Correspondence	Perm	0	Perm	P	R	N	V	Review for Archival Content
14	Policy Files	Perm	0	Perm	P	R	N	V	Review for Archival Content
15	Professional Correspondence	Active+1 FY	0	Active+1 FY	P	S	N	I	Active Until No Administrative Need Remains.
16	Property Value Schedule	1 FY	4 FY	5 FY	P	S	N	I	
17	Property Values Monthly Summary Page	1 FY	4 FY	5 FY	P	S	N	I	

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4-8-2008 — Date Signed
Carrie Jagan, CRM — Secretary of State, State Archives & Records Services
4/16/08 — Date Approved