

Records Retention Schedule

SS ARC 932 (01/12)

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

Http://www.sos.la.gov

Agency No	Agency / Division / Section		Security	Archival	State Records Center	Vital	Remarks		
	Division of Administration / Office of Technology Services (DOA/OTS)								
Item Number	Records Series Title	Retention Period			In Office	In Storage	Total Retention		
		In Office	In Storage	Total Retention					
1	Annual Master Plan	ACT + 7 FY		ACT + 7 FY	P	S	N	I	ACT = Untill end of FY plan is adopted; Required by Legislative Act 712, 2014
2	Quarterly Reports	ACT + 7 FY		ACT + 7 FY	P	S	N	U	ACT = Untill end of FY report is created or received; Required by Legislative Act 712, 2014
3	Strategic Plan	ACT + 5 FY		ACT + 5 FY	P	S	N	I	ACT = Untill end of FY plan is created or superseded
4	Policies and Standards	PERM		PERM	P	S	N	I	
5	IT Governance (e.g. charters, reports, meeting minutes)	PERM		PERM	P	S	N	I	
6	Administrative Records	ACT + 3 FY		ACT + 3 FY	P	S	N	U	ACT = Untill end of FY created or received
7	Correspondence – General (non-strategic, routine)	ACT + 1 FY		ACT + 1 FY	M	S	N	U	ACT = Untill end of FY created or received
8	Correspondence – Policy and Strategy	PERM		PERM	M	S	N	I	
9	General Publications (e.g. newsletters)	ACT + 7 FY		ACT + 7 FY	P	S	N	U	ACT = Untill end of FY document is published
10	Safety Records	ACT + 5 FY		ACT + 5 FY	P	S	N	I	ACT = Untill end of FY created or received

<p>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</p>	<p>Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information</p> <p>Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)</p>	<p>State Records Center Use Y – Yes N – No</p> <p>Vital Record Identification Code V = Vital I = Important U = Useful</p>	<p>Agency Abbreviations MOU – Memorandum of Understanding DSA – Data Sharing Agreement SLA – Service Level Agreement ITB – Invitation to Bid RFP – Request for Proposal PW – Project Worksheet (FEMA) e.g. – "For Example"</p>
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[Signature]

Agency Approval

[Signature]

Date Signed

[Signature]

Date Approved

Records Retention Schedule

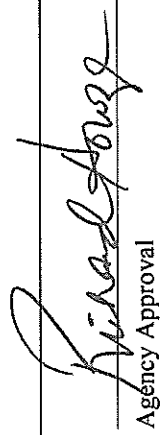
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	Division of Administration / Office of Technology Services (DOA/OTS)			In Office	In Storage	Total					
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11	Public Records Requests		ACT + 3 FY		ACT + 3 FY	P	S	N	I	ACT = Untill end of FY received	
12	Audit Responses (e.g. corrective action plans, reports)		ACT + 3 FY		ACT + 3 FY	M	S	N	U	ACT = Untill end of FY final report is issued	
13	Inter-Agency Agreements (e.g. MOUs, DSAs, SLAs)		ACT + 3 FY		ACT + 3 FY	P	S	N	I	ACT = Untill end of FY agreement expires or terminates	
14	Business Process Records (e.g. orders, status reports, logs, route sheets, delivery receipts, print samples)		ACT + 2 FY		ACT + 2 FY	P	S	N	U	ACT = Untill end of FY created or received	
15	Accounts Receivables (invoices and billing records)		ACT + 3 FY		ACT + 3 FY	P	S	N	U	ACT = Untill end of FY created or received	
16	Agency Surveys (including responses and summaries)		ACT + 3 FY		ACT + 3 FY	M	S	N	U	ACT = Untill end of FY survey is completed or response issued	
17	Bid Records (e.g. standard ITBs, RFPs, and responses)		ACT + 3 FY		ACT + 3 FY	M	S	N	U	ACT = Untill end of FY bid is closed or awarded; Bid responses may contain confidential information	
18	Contracts (standard, non-exception)		ACT + 3 FY		ACT + 3 FY	P	S	N	I	ACT = Untill end of FY contract expires or terminates	
19	Procurement Records (standard, non-exception)		ACT + 3 FY		ACT + 3 FY	P	S	N	I	ACT = Untill end of FY procurement process completes including delivery, acceptance, and payment	
20	Grants (including agreements and all supporting documentation; standard, non-exception)		ACT + 3 FY		ACT + 3 FY	P	S	N	U	ACT = Untill end of FY grant is closed out	
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			MOU – Memorandum of Understanding		
FY – Fiscal Year (July 1 – June 30)			M – May Contain Confidential Information			N – No			DSA – Data Sharing Agreement		
CY – Calendar Year (Jan 1 – Dec 31)			C – Confidential Information			Vital Record Identification Code			SLA – Service Level Agreement		
AY – Academic Year (Aug 1 – July 31)			Archival Processing Codes			V = Vital			ITB – Invitation to Bid		
FFY – Federal Fiscal Year (Oct 1 – Sept 30)			A – Transfer to State Archives			I = Important			RFP – Request for Proposal		
MO – Months WK – Week DY – Day(s)			R – Retain in Agency Archives			U = Useful			PW – Project Worksheet (FEMA)		
PERM – Permanent			S – Review by State Archives						e.g. – "For Example"		
			O – Other (Specify in Remarks)								


 Agency Approval

4/27/16
 Date Signed

Carrie Martin, CLU
 Secretary of State, State Archives & Records Services

4/28/16
 Date Approved

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21	Project Management Records (standard, non-exception)		ACT + 3 FY		ACT + 3 FY	M	S	N	I	ACT = Untill end of FY project is completed
22	Application / System - Technical and Operational Documentation		ACT + 3 FY		ACT + 3 FY	M	S	N	V	ACT = Untill end of FY application or system is discontinued or superseded
23	Software Licenses		ACT + 3 FY		ACT + 3 FY	P	S	N	V	ACT = Untill end of FY license expires or terminates
24	Maintenance Agreements		ACT + 3 FY		ACT + 3 FY	P	S	N	V	ACT = Untill end of FY agreement expires or terminates
25	Domain / System User Authorizations		ACT + 3 FY		ACT + 3 FY	C	S	N	V	ACT = Untill end of FY authorization is revoked or cancelled
26	Data Center Visitor Logs		ACT + 3 FY		ACT + 3 FY	P	S	N	U	ACT = Untill end of FY log is created or received
27	Disaster Recovery / Continuity of Operations Plan		ACT + 3 FY		ACT + 3 FY	M	S	N	V	ACT = Untill end of FY plan is superseded and (if applicable) all PWs created under plan are closed by FEMA
28	FEMA Records		ACT + 3 FY		ACT + 3 FY	P	S	N	V	ACT = Untill end of FY all PWs are closed by FEMA
29	Medicaid Related Project Records		ACT + 6 FY		ACT + 6 FY	M	S	N	U	ACT = Untill end of FY project is completed
30	E-Rate Related Project Records		ACT + 10 FY		ACT + 10 FY	M	S	N	U	ACT = Untill end of FY project is completed
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Richard Long
 Agency Approval

4/27/16
 Date Signed

Cheri Martin, CLM
 Secretary of State, State Archives & Records Services

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 Date Approved

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31	DOTD Related Project Records		M	S	N	U	ACT + 5 FY		ACT + 5 FY	ACT = Until end of FY project is completed																																				
32	Records Management (e.g. retention schedules, disposal authorizations, certificates of destruction)		P	S	N	U	PERM		PERM																																					
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Richard Long
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Cassie Martin, CLM
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