<table>
<thead>
<tr>
<th>Agency Application</th>
<th>State Records</th>
<th>Archival</th>
<th>Security Code</th>
<th>Retention Period</th>
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</tbody>
</table>

Key Codes:
- ACT = Active
- M = Max
- P = Public Record
- EF = Expiration Date
- FY = Fiscal Year
- PE = Pending
- C = Confidential

Sections:
- Key Codes
- Professional Correspondence
- Policy and Correspondence Files
- CRM Invoices
- Confidentiality
- General Correspondence
- Exposure (Rights, Insurance, Marine and Property)
- Builder/Construction Reports and Files
- Bid Awards and Correspondence
- Account Design
- Records Series Title

Records Retention Schedule

Department of Administration Office of Risk Management Underwriting

Agencies:
- Agency Name
- Agency Code
- Agency Division

PO Box 9412, Baton Rouge, LA 70824

Secretary of State, Division of Archives, Records Management and History
<table>
<thead>
<tr>
<th>Agency Identification</th>
<th>Security Status Codes</th>
<th>Retention Period</th>
<th>Remarks</th>
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<tbody>
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</tbody>
</table>

**Security Status Codes**
- O - Other (Specify in Remarks)
- N - No
- Y - Yes
- V - Vital
- F - Final
- C - Confidential Information
- R - Return in Agency Records
- T - Transfer to State Archives
- A - Transfer to State Archives

**Retirement Period**
- MO - Monthly (1st Day of Month)
- FY - Fiscal Year (Oct 1 - Sep 30)
- AY - Academic Year (Aug 1 - July 31)
- CY - Calendar Year (Jan 1 - Dec 31)
- FY - Fiscal Year (July 1 - June 30)
- AT - Active Records (when used during life of records column)

**Remarks**
- REDUCTION PAGE
- REPLACEMENT PAGE
- RENEWAL

**Summary**
- In Office
- In Storage
- In Total

**Records Schedule**
### Records Retention Schedule

<table>
<thead>
<tr>
<th>Location</th>
<th>Action</th>
<th>Status</th>
<th>Series Title</th>
<th>Retention Period</th>
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<tbody>
<tr>
<td>Vital</td>
<td>W</td>
<td>A</td>
<td>In Office</td>
<td>30 years</td>
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<tr>
<td>Assuming Place of Birth or Death</td>
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<td>N</td>
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<td>Replacement Page</td>
<td>W</td>
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<td>X Renewal Submission</td>
<td>W</td>
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**Records Management and Accounting Unit**

- Division of Administration
- Records Management and Accounting

**Agency No**

- Louisiana State Archives

**Post Office Box 94175, Baton Rouge, LA 70821**

**SSAC 932 (04/12)**
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<td>P - Permanent</td>
<td>NO = More Than One Year (60 Day)</td>
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<tr>
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<td>PY - Fiscal Year (Oct 1 - Sep 30)</td>
<td>FP - Federal Fiscal Year (Jun 1 - July 31)</td>
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<tr>
<td></td>
<td>CV - Calendar Year (Jan 1 - Dec 31)</td>
<td>% - Fiscal Year (Jun 1 - June 30)</td>
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<td>AS - Active Period (When Used) in Remarks Column</td>
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Remarks:
- ADDED PAGE
- REPLACEMENT PAGE
- X - RENEWAL
- ORIGIN AND SUBMISSION

Records Retention Schedule

Division of Administration/Record Management/Accounting Unit

Records Title

Agency No. Agency / Division / Section

LH: JWC/Sec. State, Division of Archives, Records Management and History

SS AC 882 (1/12)

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