# Records Retention Schedule

**Louisiana State Archives—Records Management**  
**Louisiana Secretary of State**  
**Post Office Box 94125, Baton Rouge, LA 70804**

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Security</th>
<th>Archival</th>
<th>State Records Center</th>
<th>Vital</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Annual Master Plan</td>
<td>ACT + 7 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = Until end of FY plan is adopted; Required by Legislative Act 712, 2014 Regular Session</td>
</tr>
<tr>
<td>2</td>
<td>Quarterly Reports</td>
<td>ACT + 7 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>U</td>
<td>ACT = Until end of FY report is created or received; Required by Legislative Act 712, 2014 Regular Session</td>
</tr>
<tr>
<td>3</td>
<td>Strategic Plan</td>
<td>ACT + 5 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = Until end of FY plan expires or is superseded</td>
</tr>
<tr>
<td>4</td>
<td>Policies and Standards</td>
<td>PERM</td>
<td>P</td>
<td>R</td>
<td>N</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>IT Governance (e.g., charters, reports, meeting minutes)</td>
<td>PERM</td>
<td>P</td>
<td>R</td>
<td>N</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Financial Planning (e.g., budget, billing, and cost allocation planning, analysis, and development)</td>
<td>ACT + 5 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = Until end of FY record is created or received</td>
</tr>
<tr>
<td>7</td>
<td>Operational Plans (plans pertaining to entire agency as well as individual sections/units)</td>
<td>ACT + 3 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = Until end of FY plan expires or is abolished or superseded</td>
</tr>
<tr>
<td>8</td>
<td>Administrative Records</td>
<td>ACT + 3 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>U</td>
<td>ACT = Until end of FY record is created or received</td>
</tr>
<tr>
<td>9</td>
<td>Correspondence – General (non-strategic, routine)</td>
<td>ACT + 1 FY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>U</td>
<td>ACT = Until end of FY record is created or received</td>
</tr>
<tr>
<td>10</td>
<td>Correspondence – Policy and Strategy</td>
<td>PERM</td>
<td>M</td>
<td>R</td>
<td>N</td>
<td>I</td>
<td></td>
</tr>
</tbody>
</table>

Permitted Retention Period Abbreviations:
- ACT = Active Period (when used define term in remarks column)
- FY = Fiscal Year (July 1 - June 30)
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- WK = Week (Mon-Sun)
- DY = Day(s)
- PERM = Permanent (Life of State)
- LOA = Life of Agency

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:
- IT = Information Technology
- MOU = Memorandum of Understanding
- DSA = Data Sharing Agreement
- SLA = Service Level Agreement
- ITA = Intergency Transfer Agreement
- ITB = Invitation to Bid
- RFP = Request for Proposal
- PW = Project Worksheet (FEMA)
- FEMA = Federal Emergency Management Agency
- DOD = Department of Transportation and Development
- e.g. = "for example"

**Agency Approval**  
1/25/2021 | 3:41 PM CST

**Date Signed**  
Catherine Newcomb

**Date Approved**  
1/26/2021
# Records Retention Schedule

**Division of Administration / Office of Technology Services (DOA OTS)**

<table>
<thead>
<tr>
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<th>Archival</th>
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</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>General Publications (e.g. newsletters)</td>
<td>ACT + 7 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>U</td>
<td>ACT = Until end of FY document is published</td>
</tr>
<tr>
<td>12</td>
<td>Safety Records</td>
<td>ACT + 5 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = Until end of FY record is created or received</td>
</tr>
<tr>
<td>13</td>
<td>Public Records Requests</td>
<td>ACT + 3 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = Until end of FY request is closed</td>
</tr>
<tr>
<td>14</td>
<td>Audit Responses (e.g. corrective action plans, reports)</td>
<td>ACT + 3 FY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>U</td>
<td>ACT = Until end of FY final report is issued</td>
</tr>
<tr>
<td>15</td>
<td>Inter-Agency Agreements (e.g. MOU, DSA, SLA, ITA; including amendments)</td>
<td>ACT + 3 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = Until end of FY agreement expires or is abolished or superseded</td>
</tr>
<tr>
<td>16</td>
<td>Business Process Records (e.g. orders, reports, logs, route sheels, delivery receipts, print samples)</td>
<td>ACT + 2 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>U</td>
<td>ACT = Until end of FY record is created or received</td>
</tr>
<tr>
<td>17</td>
<td>Accounts Receivables (invoices and billing records)</td>
<td>ACT + 3 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>U</td>
<td>ACT = Until end of FY record is created or received</td>
</tr>
<tr>
<td>18</td>
<td>Agency Surveys (including responses and summaries)</td>
<td>ACT + 3 FY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>U</td>
<td>ACT = Until end of FY survey is completed or response issued</td>
</tr>
<tr>
<td>19</td>
<td>Bid Records (e.g. standard ITBs, RFPs, and responses)</td>
<td>ACT + 3 FY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>U</td>
<td>ACT = Until end of FY bid is closed or awarded; Bid responses may contain confidential information</td>
</tr>
<tr>
<td>20</td>
<td>Contracts (standard, non-expection; including amendments)</td>
<td>ACT + 3 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = Until end of FY contract expires or terminates</td>
</tr>
</tbody>
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- FEMA = Federal Emergency Management Agency
- DOTD = Department of Transportation and Development
- e.g. = "for example"

**Document Signed by:**

- [Signature]

**Agency Approval:**

- [Signature] 1/25/2021 3:41 PM CST

**Date Signed:**

- [Signature] 1/26/2021

**Secretary of State, State Archives & Records Services**

**Date Approved:**

- [Signature] 1/26/2021
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</thead>
<tbody>
<tr>
<td>21</td>
<td>Procurement Records (standard, non-exception)</td>
<td>ACT + 3 FY</td>
<td>ACT = Until end of FY procurement process completes including delivery, acceptance, and payment</td>
</tr>
<tr>
<td>22</td>
<td>Property Records (pertaining to agency owned capital assets, tagged equipment, and related inventories)</td>
<td>ACT + 3 FY</td>
<td>ACT = Until end of FY property is surplus or disposed of</td>
</tr>
<tr>
<td>23</td>
<td>Grants (including agreements and all supporting documentation, standard, non-exception)</td>
<td>ACT + 3 FY</td>
<td>ACT = Until end of FY grant is closed</td>
</tr>
<tr>
<td>24</td>
<td>Project Management Records (standard, non-exception)</td>
<td>ACT + 3 FY</td>
<td>ACT = Until end of FY project is completed</td>
</tr>
<tr>
<td>25</td>
<td>Technical and Operational Documentation (pertaining to applications and systems supported by DOA OTS)</td>
<td>ACT + 3 FY</td>
<td>ACT = Until end of FY application or system is discontinued or superseded</td>
</tr>
<tr>
<td>26</td>
<td>Software Licenses</td>
<td>ACT + 3 FY</td>
<td>ACT = Until end of FY license expires or terminates</td>
</tr>
<tr>
<td>27</td>
<td>Maintenance Agreements</td>
<td>ACT + 3 FY</td>
<td>ACT = Until end of FY agreement expires or terminates</td>
</tr>
<tr>
<td>28</td>
<td>User Authorizations (e.g. domain, application, system, database access)</td>
<td>ACT + 3 FY</td>
<td>ACT = Until end of FY authorization is revoked or cancelled</td>
</tr>
<tr>
<td>29</td>
<td>Data Center Visitor Logs</td>
<td>ACT + 3 FY</td>
<td>ACT = Until end of FY log is created or received</td>
</tr>
<tr>
<td>30</td>
<td>Disaster Recovery / Continuity of Operations Plans</td>
<td>ACT + 3 FY</td>
<td>ACT = Until end of FY plan is superseded and (if applicable) all PWs are closed by FEMA</td>
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### Remarks

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**Agency Approval**

1/25/2021 | 3:41 PM CST

**Date Signed**

1/26/2021

**Date Approved**

Secretary of State, State Archives & Records Services
## Records Retention Schedule

**Louisiana State Archives—Records Management**  
**Louisiana Secretary of State**  
**Post Office Box 94125, Baton Rouge, LA 70804**

**Agency No**  
**003.042**  
**Division of Administration / Office of Technology Services (DOA OTS)**

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</thead>
<tbody>
<tr>
<td>31</td>
<td>FEMA Records</td>
<td>ACT + 3 FY 0 ACT + 3 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>V</td>
<td>ACT = Until end of FY all PWs are closed by FEMA</td>
</tr>
<tr>
<td>32</td>
<td>Medicaid Related Project Records</td>
<td>ACT + 6 FY 0 ACT + 6 FY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>U</td>
<td>ACT = Until end of FY project is completed</td>
</tr>
<tr>
<td>33</td>
<td>E-Rate Related Project Records</td>
<td>ACT + 10 FY 0 ACT + 10 FY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>U</td>
<td>ACT = Until end of FY project is completed</td>
</tr>
<tr>
<td>34</td>
<td>DOTD Related Project Records</td>
<td>ACT + 5 FY 0 ACT + 5 FY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>U</td>
<td>ACT = Until end of FY project is completed</td>
</tr>
<tr>
<td>35</td>
<td>Records Management (e.g. retention schedules,</td>
<td>PERM 0 PERM</td>
<td>P</td>
<td>R</td>
<td>N</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td></td>
<td>disposal authorizations, certificates of destruction)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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**Signed by:**

- **Richard (Dickie) Howze**  
  **1/25/2021 | 3:41 PM CST**

- **Catherine LaRouche**

**Agency Approval**  
**Date Signed**  
**Secretary of State, State Archives & Records Services**  
**Date Approved**