

Records Retention Schedule

SSARC-932 (09/20)

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


recmg@sos.la.gov

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<input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
003.042	Division of Administration / Office of Technology Services (DOA OTS)								
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
1	Annual Master Plan	ACT + 7 FY	0	ACT + 7 FY	P	S	N	I	ACT = Until end of FY plan is adopted; Required by Legislative Act 712, 2014 Regular Session
2	Quarterly Reports	ACT + 7 FY	0	ACT + 7 FY	P	S	N	U	ACT = Until end of FY report is created or received; Required by Legislative Act 712, 2014 Regular Session
3	Strategic Plan	ACT + 5 FY	0	ACT + 5 FY	P	S	N	I	ACT = Until end of FY plan expires or is superseded
4	Policies and Standards	PERM	0	PERM	P	R	N	V	
5	IT Governance (e.g. charters, reports, meeting minutes)	PERM	0	PERM	P	R	N	V	
6	Financial Planning (e.g. budget, billing, and cost allocation planning, analysis, and development)	ACT + 5 FY	0	ACT + 5 FY	P	S	N	I	ACT = Until end of FY record is created or received
7	Operational Plans (plans pertaining to entire agency as well as individual sections/units)	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until end of FY plan expires or is abolished or superseded
8	Administrative Records	ACT + 3 FY	0	ACT + 3 FY	P	S	N	U	ACT = Until end of FY record is created or received
9	Correspondence – General (non-strategic, routine)	ACT + 1 FY	0	ACT + 1 FY	M	S	N	U	ACT = Until end of FY record is created or received
10	Correspondence – Policy and Strategy	PERM	0	PERM	M	R	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 (Mon-Sun) DY - Day(s) PERM – Permanent (Life of State) LOA – Life of Agency NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).	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
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Agency Abbreviations IT = Information Technology MOU = Memorandum of Understanding DSA = Data Sharing Agreement SLA = Service Level Agreement ITA = Interagency Transfer Agreement ITB = Invitation to Bid RFP = Request for Proposal PW = Project Worksheet (FEMA) FEMA = Federal Emergency Management Agency DOTD = Department of Transportation and Development e.g. = "for example"

DocuSigned by:

 Richard (Dickie) Houze
 Agency Approval

1/25/2021 | 3:41 PM CST
 Date Signed


 Catherine Newsome
 Secretary of State, State Archives & Records Services

1/26/2021
 Date Approved

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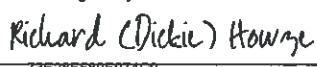
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11	General Publications (e.g. newsletters)	ACT + 7 FY	0	ACT + 7 FY	P	S	N	U	ACT = Until end of FY document is published
12	Safety Records	ACT + 5 FY	0	ACT + 5 FY	P	S	N	I	ACT = Until end of FY record is created or received
13	Public Records Requests	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until end of FY request is closed
14	Audit Responses (e.g. corrective action plans, reports)	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = Until end of FY final report is issued
15	Inter-Agency Agreements (e.g. MOU, DSA, SLA, ITA; including amendments)	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until end of FY agreement expires or is abolished or superseded
16	Business Process Records (e.g. orders, reports, logs, route sheets, delivery receipts, print samples)	ACT + 2 FY	0	ACT + 2 FY	P	S	N	U	ACT = Until end of FY record is created or received
17	Accounts Receivables (invoices and billing records)	ACT + 3 FY	0	ACT + 3 FY	P	S	N	U	ACT = Until end of FY record is created or received
18	Agency Surveys (including responses and summaries)	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = Until end of FY survey is completed or response issued
19	Bid Records (e.g. standard ITBs, RFPs, and responses)	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT = Until end of FY bid is closed or awarded; Bid responses may contain confidential information
20	Contracts (standard, non-exception; including amendments)	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until end of FY contract expires or terminates

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1/25/2021 | 3:41 PM CST

Agency Approval

Date Signed


 Secretary of State, State Archives & Records Services



Date Approved

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21	Procurement Records (standard, non-exception)	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until end of FY procurement process completes including delivery, acceptance, and payment
22	Property Records (pertaining to agency owned capital assets, tagged equipment, and related inventories)	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until end of FY property is surplus or disposed of
23	Grants (including agreements and all supporting documentation; standard, non-exception)	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until end of FY grant is closed
24	Project Management Records (standard, non-exception)	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT = Until end of FY project is completed
25	Technical and Operational Documentation (pertaining to applications and systems supported by DOA OTS)	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = Until end of FY application or system is discontinued or superseded
26	Software Licenses	ACT + 3 FY	0	ACT + 3 FY	P	S	N	V	ACT = Until end of FY license expires or terminates
27	Maintenance Agreements	ACT + 3 FY	0	ACT + 3 FY	P	S	N	V	ACT = Until end of FY agreement expires or terminates
28	User Authorizations (e.g. domain, application, system, database access)	ACT + 3 FY	0	ACT + 3 FY	C	S	N	V	ACT = Until end of FY authorization is revoked or cancelled
29	Data Center Visitor Logs	ACT + 3 FY	0	ACT + 3 FY	P	S	N	U	ACT = Until end of FY log is created or received
30	Disaster Recovery / Continuity of Operations Plans	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = Until end of FY plan is superseded and (if applicable) all PWs are closed by FEMA

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 Agency Approval

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1/26/2021
 Date Approved

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003.042	Division of Administration / Office of Technology Services (DOA OTS)							
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital
31	FEMA Records	ACT + 3 FY	0	ACT + 3 FY	P	S	N	V
32	Medicaid Related Project Records	ACT + 6 FY	0	ACT + 6 FY	M	S	N	U
33	E-Rate Related Project Records	ACT + 10 FY	0	ACT + 10 FY	M	S	N	U
34	DOTD Related Project Records	ACT + 5 FY	0	ACT + 5 FY	M	S	N	U
35	Records Management (e.g. retention schedules, disposal authorizations, certificates of destruction)	PERM	0	PERM	P	R	N	V

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