

Records Retention Schedule


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

SS ARC 932 (10/19)

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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Remarks
472.000	LSU Health Sciences Center New Orleans / Educational Records								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Student Academic Records including transcripts, evaluations and competency assessments	PERM		PERM	C	R	N	V	
2	Change of Grade Forms	ACT + 1 AY		ACT + 1 AY	C	S	N	V	ACT = Until end of AY in which student is no longer enrolled.
3	Class Lists	PERM		PERM	C	R	N	I	
4	Grade Sheets	PERM		PERM	C	R	N	I	
5	Graduation Lists	PERM		PERM	P	R	N	V	
6	Holds on actions such as grades, registration and transcripts, due to obligations not being met (financial aid, fines, health, etc.)	ACT + 1 AY		ACT + 1 AY	M	S	N	V	ACT = Until end of AY in which audited or legal hold is released.
7	Catalogs	PERM		PERM	P	R	N	I	
8	Commencement Programs	PERM		PERM	P	R	N	U	
9	Degree Statistics	PERM		PERM	P	R	N	I	
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use			Agency 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 ** = May be part of an Imaging/Electronic Exception. ^^ = May be part of an Imaging/Electronic Survey.		P – Public Record M – May Contain Confidential Information C – Confidential Information			Y – Yes N - No				
		Archival Processing Codes			Vital Record Identification Code				
		A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)			V= Vital I = Important U= Useful				



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1/6/2020

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1-7-2020

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
472.000	LSU Health Sciences Center New Orleans / Educational Records								
10	Enrollment Statistics	PERM		PERM	P	R	N	I	
11	Race / Ethnicity Statistics	PERM		PERM	P	R	N	I	
12	Class Schedules	PERM		PERM	P	R	N	I	
13	FERPA	PERM		PERM	M	R	N	I	
14	Applications and admission materials for students that are accepted	ACT + 5 AY		ACT + 5 AY	C	S	N	I	ACT = Until end of AY in which student is no longer enrolled.
15	Applications and admission materials for students that are not accepted or opt not to attend	ACT + 3 AY		ACT + 3 AY	C	S	N	I	ACT = Until end of AY in which student is denied admission or opts not to attend.
16	Letters of Recommendation for Applications	ACT + 6 MO		ACT + 6 MO	M	S	N	V	ACT = Until end of AY in which audited or denied admission.
17	Campus-based aid and loans; Pell programs and FISAP records	ACT + 3 AY		ACT + 3 AY	C	S	N	V	ACT = Until end of AY in which award of loan was made.
18	Perkins Loans	ACT + 3 CY		ACT + 3 CY	C	S	N	V	ACT = Until end of the CY in which the loan is repaid, cancelled, or assigned to the US Dept. of Education
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		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)		Vital Record Identification Code V= Vital I = Important U= Useful					


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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
472.000	LSU Health Sciences Center New Orleans / Educational Records								
19	Federal Family Education and Federal Direct Loans (documents related to student or parent borrower's eligibility and participation)	ACT + 3 AY		ACT + 3 AY	C	S	N	V	ACT = Until the end of the AY in which student is no longer enrolled.
20	All other Financial Aid documents	ACT + 3 AY		ACT + 3 AY	C	S	N	V	ACT = Until end of the AY in which the student last attended or reports were submitted to funding sources.
21	Student evaluations including tests, quizzes, assignments, clinic grade sheets, etc.	ACT		ACT	C	S	N	V	ACT = Until end of FY after which student is no longer enrolled.
22	Student competency records for accreditation	ACT + 10 AY		ACT + 10 AY	C	S	N	V	ACT = End of AY in which the records are created.
23	Non-degree related training and educational program materials	ACT + 3 CY		ACT + 3 CY	M	S	N	U	ACT = End of CY in which the records are created.
24	International student records. (See 22 CFR 62.10(g) and 8 CFR 214.3(g))	ACT + 3 AY		ACT + 3 AY	C	S	N	V	ACT = Until the end of the AY in which student is no longer enrolled.
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 ** = May be part of an Imaging/Electronic Exception. ^^ = May be part of an Imaging/Electronic Survey.		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information			State Records Center Use Y – Yes N - No		Agency Abbreviations		
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Agency No	Agency / Division / Section	Retention Period				Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention						
472.00	LSU Health Sciences Center New Orleans / Clinical & Hospital Records and Protected Health Information									
25	Patient Records – Adults	ACT + 10 AY		ACT + 10 AY	M	S	N	I	ACT = Until end of AY in which patient discharged.	
26	Patient Records – Minors	ACT + 10 AY		ACT + 10 AY	M	S	N	I	ACT = Until end of AY in which patient reaches age of majority.	
27	Pharmacy Records	ACT + 5 CY		ACT + 5 CY	P	S	N	I	ACT = Until end of CY in which record is created or received.	
28	Controlled Substances – Inventory and Orders	ACT + 5 CY		ACT + 5 CY	M	S	N	I	ACT = Until end of CY in which record is created or received.	
29	Controlled Substances – Dispensed and Administered	ACT + 5 CY		ACT + 5 CY	M	S	N	I	ACT = Until end of CY in which record is created or received.	
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Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
472.00	LSU Health Sciences Center New Orleans / Human Resources Related								
30	Applications of Non-Hires	ACT + 2 CY		ACT + 2 CY	M S N I	ACT = until end of CY in which application is filled or closed.			
31	Civil Service Audit Files	ACT + 5 CY		ACT + 5 CY	M S N V	ACT = until end of CY in which audit is completed.			
32	EEO/Affirmative Action Report and Files	ACT + 2 CY		ACT + 2 CY	P S N I	ACT = until end of CY in which created or received.			
33	Insurance Eligibility Documentation	ACT + 70 CY		ACT + 70 CY	C S N V	ACT = until end of CY in which employee separates from agency			
34	Grievance Records	ACT + 5 CY		ACT + 5 CY	M S N I	ACT = until end of CY in which matter is closed / final decision rendered			
35	Insurance Open Enrollment Materials (non-employee specific)	ACT + 1 CY		ACT + 1 CY	P S N U	ACT = until end of CY in which enrollment ends			
36	I-9's	ACT + 3 CY		ACT + 3 CY	C S N V	ACT = until end of CY in which employee separates from agency			
37	Job Specs / Position Descriptions	ACT + 5 CY		ACT + 5 CY	M S N I	ACT = until end of CY record superseded or discontinued.			
38	Job Study Files	ACT + 5 CY		ACT + 5 CY	M S N I	ACT = until of CY in which study is completed.			
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Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
472.00	LSU Health Sciences Center New Orleans / Human Resources Related								
39	Layoff / Layoff Avoidance / Reduction in Force Files	M	S	N	I	ACT = until end of CY in which created or received.			
40	Life Insurance Files	C	S	N	V	ACT = until end of CY in which employee separates from agency.			
41	Organizational Charts / Reporting Structures	P	S	N	I	ACT = until end of CY in which agency ceases to operate.			
42	Payroll Records – TRSL related	C	S	N	V	ACT = until end of CY in which employee separates from the agency.			
43	Payroll Records – Non TRSL related	M	S	N	V	ACT = until end of CY in which created or received.			
44	Payroll Tax related records	C	S	N	V	ACT = until end of CY in which date tax paid or due whichever is later.			
45	Personnel – Vital Information	M	S	N	V	ACT = until end of CY in which employee separates from agency			
46	Personnel File – Non-Vital	M	S	N	V	ACT = until end of CY in which employee separates from agency.			
47	Performance Evaluation System / Employee Rating Files	M	S	N	I	ACT = until end of CY in which employee separates from agency.			
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Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
472.00	LSU Health Sciences Center New Orleans / Human Resources Related								
48	Performance Evaluation System / Employee Rating Files – Planning Records	C	S	N	I	ACT = until end of CY in which created or received.			
49	Policies and Procedures (Agency wide and Internal Department)	P	R	N	V				
50	Promotional / Job Vacancy Announcements / Lists	P	S	N	I	ACT = until end of CY in which position is filled or closed.			
51	Service Cards	M	S	N	V	ACT = until end of CY in which employee separates from agency.			
52	Supervisor's File (no substance abuse counseling)	M	S	N	I	ACT = until end of CY in which supervision ends.			
53	Supervisor's File (with substance abuse counseling)	C	S	N	I	ACT = until end of CY in which supervision ends.			
54	Worker's Compensation Records	C	S	N	V	ACT = until end of CY in which settlement is reached.			

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472.00	LSU Health Sciences Center New Orleans / Public Records								
55	Presence and Abatement of Asbestos	PERM		PERM	P	R	N	V	
56	Radiation Badge Records	ACT + 10 CY		ACT + 10 CY	P	S	N	V	
57	Patient Files and Data	ACT + 5 CY		ACT + 5 CY	P	S	N	I	
58	Accounting Records	ACT + 1 FY	3 FY	ACT + 4 FY	P	S	N	V	
59	Procurement Records	ACT + 1 FY	3 FY	ACT + 4 FY	P	S	N	V	
60	Budget Records	ACT + 3 FY		ACT + 3 FY	P	S	N	V	
61	Sponsored Projects Records	ACT + 1 FY	3 FY	ACT + 4 FY	P	S	N	V	
62	Facilities and Plant Records	ACT + 3 FY		ACT + 3 FY	P	S	N	V	
63	Safety Records	ACT + 3 FY		ACT + 3 FY	P	S	N	V	

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Item Number	Records Series Title	In Office	In Storage	Total Retention					
472.000	LSU Health Sciences Center New Orleans / Public Records								
64	Auxiliary Enterprise Records	ACT + 3 FY		ACT + 3 FY	P	S	N	V	ACT = Until end of FY in which audited, or reference value or litigation is resolved, whichever is longer.
65	Contracts and Agreements	ACT + 5 FY		ACT + 5 FY	P	S	N	V	ACT = Until end of FY in which audited, or reference value or litigation is resolved, whichever is longer.
66	Audits and Program Reviews	ACT + 3 FY		ACT + 3 FY	P	S	N	I	ACT = Until end of FY in which record is created or received.
67	Accreditation Records	ACT + 3 FY		ACT + 3 FY	P	S	N	V	ACT = Until end of FY in which record is created or received.
68	General Correspondence	ACT + 3 FY		ACT + 3 FY	P	S	N	I	ACT = Until end of FY in which record is created or received.
69	University Police	ACT + 7 FY		ACT + 7 FY	M	S	N	V	ACT = Until end of FY in which record is created or received.
70	Library Records	ACT + 3 FY		ACT + 3FY	M	S	N	I	ACT = Until end of FY in which record is created or received.
71	Information Technology Records	ACT + 3 FY		ACT + 3FY	M	S	N	V	ACT = Until end of FY in which record is created or received.

<p>Permitted Retention Period Abbreviations</p> <p>ACT – Active Period (when used define term in remarks column)</p> <p>FY- Fiscal Year (July 1- June 30)</p> <p>CY – Calendar Year (Jan 1 – Dec 31)</p> <p>AY – Academic Year (Aug 1 – July 31)</p> <p>FFY – Federal Fiscal Year (Oct 1 – Sept 30)</p> <p>MO – Months WK – Week (Mon-Sun) DY - Day(s)</p> <p><u>PERM – Permanent</u></p> <p>** = May be part of an Imaging/Electronic Exception.</p> <p>^^ = May be part of an Imaging/Electronic Survey.</p>	<p>Security Status Codes</p> <p>P – Public Record</p> <p>M – May Contain Confidential Information</p> <p>C – Confidential Information</p> <p>Archival Processing Codes</p> <p>A – Transfer to State Archives</p> <p>R – Retain in Agency Archives</p> <p>S – Review by State Archives</p> <p>E- Review by State Archives/Electronic</p> <p>O – Other (Specify in Remarks)</p>	<p>State Records Center Use</p> <p>Y – Yes</p> <p>N - No</p> <p>Vital Record Identification Code</p> <p>V= Vital</p> <p>I = Important</p> <p>U= Useful</p>	<p>Agency Abbreviations</p>
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Item Number	Records Series Title	In Office	In Storage	Total Retention						
472.000	LSU Health Sciences Center New Orleans / Public Records									
72	Compliance Training Records – Modules that fall under R.S. 44:36 (ex. Admin, Drivers Education, Compliance Update, Quarterly Safety Meetings, etc.)	ACT + 3 FY		ACT + 3 FY	P	S	N	I	ACT = Until end of FY in which record is created or received.	
73	Compliance Training Records – Related to ORM Audit (ex. DFWP, Sexual Harassment)	ACT + 3 FY		ACT + 3 FY	P	S	N	I	ACT = Until end of FY in which record is created or received.	
74	Compliance Training Records – HIPPA (42 CFR 164.530(i)(2))	ACT + 6 FY		ACT + 6 FY	P	S	N	I	ACT = Until end of FY in which record is created or the FY in which no longer in effect, whichever is later.	
75	HIPPA-related audit/investigations	ACT + 6 CY		ACT + 6 CY	C	S	N	V	ACT = CY in which the audit or investigation was completed.	
76	FEMA declared disaster records	ACT + 3 CY		ACT + 3 CY	P	S	N	I	ACT = CY in which GOSHEP notifies LSUHC that the disaster has been closed out.	
77	Medicaid claim payment records	ACT + 6 CY		ACT + 6 CY	M	S	N	I	ACT = End of FY in which the claim payment was made.	
78	Expert witness testimony and related records	ACT + 7 CY		ACT + 7 CY	P	S	N	I	ACT = End of CY in which the case has final adjudication.	
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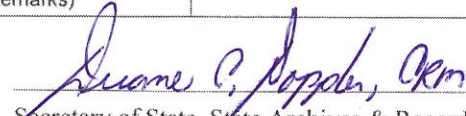
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Item Number	Records Series Title	In Office	In Storage	Total Retention					
472.000	LSU Health Sciences Center New Orleans / Graduate Education and Employment Files								
82	Accreditation Records	ACT + 10 FY		ACT + 10 FY	P	S	N	V	ACT = End of FY in which the matter is closed with accrediting agency.
83	Academic Records – Vital	PERM		PERM	C	R	N	V	
84	Academic Records – Non Vital	ACT + 5 FY		ACT + 5 FY	C	S	N	I	ACT = Until end of FY in which the student / house officer is enrolled.
85	Applications of Non Hires	ACT + 2 FY		ACT + 2 FY	M	S	N	I	ACT = Until end of FY in which position is filled or closed.
86	Compliance Records	ACT + 5 FY		ACT + 5 FY	M	S	N	I	ACT = Until end of FY in which the student / house officer is enrolled.
87	Employment Records - Vital	ACT + 70 FY		ACT + 70 FY	C	S	N	V	ACT = Until end of FY in which the student / house officer is enrolled.
88	Employment Records – Non Vital	ACT + 5 FY		ACT + 5 FY	M	S	N	V	ACT = Until end of FY in which the student / house officer is enrolled.
89	Health Records	ACT + 5 FY		ACT + 5 FY	C	S	N	I	ACT = Until end of FY in which student / house officer separates from the agency.
90	Legal Records	PERM		PERM	C	R	N	V	
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 ** = May be part of an Imaging/Electronic Exception. ^^ = May be part of an Imaging/Electronic Survey.		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information			State Records Center Use Y – Yes N - No		Agency Abbreviations		
		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives E- Review by State Archives/Electronic O – Other (Specify in Remarks)			Vital Record Identification Code V= Vital I = Important U= Useful				



 Agency Approval

1/6/2020

 Date Signed



 Secretary of State, State Archives & Records Services

1-7-2020

 Date Approved

Records Retention Schedule

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

SS ARC 932 (10/19)


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ORIGINAL SUBMISSION
 RENEWAL
 REPLACEMENT PAGE
 ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
472.000	LSU Health Sciences Center New Orleans / Graduate Education and Employment Files								
91	Payroll Records	ACT + 5 CY		ACT + 5 CY	M	S	N	I	ACT = Until end of CY in which created or received.
92	Program Academic Records – Vital	PERM		PERM	M	R	N	I	
93	Program Management Records	ACT + 10 FY		ACT + 10 FY	M	S	N	I	ACT = Until end of FY in which created.
94	Visiting House Officer Records	ACT + 2 FY	8 FY	ACT + 10 FY	C	S	N	I	ACT = Until end of FY in which house officer is enrolled.
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 ** = May be part of an Imaging/Electronic Exception. ^^ = May be part of an Imaging/Electronic Survey.		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 E- Review by State Archives/Electronic 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		



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