

Jay Dardenne
Secretary of State

Division of Archives, Records Management and History
Florent J. Hardy, Jr., PhD.
State Archivist and Director
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Records Retention Schedule

Department: Higher Education
Agency: LSU Health Sciences Center New Orleans

Item No.	Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
Education Records					
1	Student Academic Records including transcripts, evaluations and competency assessments	Permanent		0 Permanent	Microfilm after 5 years
2	Change of Grade Forms	Permanent		0 Permanent	Microfilm after 5 years
3	Class Lists	Permanent		0 Permanent	Microfilm after 5 years
4	Grade Sheets	Permanent		0 Permanent	Microfilm after 5 years
5	Graduation Lists	Permanent		0 Permanent	Microfilm after 5 years
6	Holds and encumbrances	Active + 3 FY		0 Active + 3 FY	Active = until Audit Completed. Not needed after hold is released, shred
7	Catalogs	Permanent		0 Permanent	Catalogs have historic and reference value
8	Commencement Programs	Permanent		0 Permanent	Microfilm after 5 years
9	Degree Statistics	Permanent		0 Permanent	Microfilm after 5 years
10	Enrollment Statistics	Permanent		0 Permanent	Microfilm after 5 years
11	Race/ethnicity statistics	Permanent		0 Permanent	Microfilm after 5 years
12	Class Schedules	Permanent		0 Permanent	Microfilm after 5 years
13	FERPA Documents	Permanent		0 Permanent	Microfilm after 5 years
14	Applications and admission materials for students who are accepted	Active + 5 AY		0 Active + 5 AY	Active = while enrolled. May contain confidential information
15	Applications and admission materials for students who are not accepted	3 AY		0 3 AY	May contain confidential information
16	Letters of Recommendation for Applicants	Active + 6 Mo.		0 Active + 6 Mo.	Active = until admitted. May contain confidential information
17	Financial Aid and Scholarships	Active + 5 AY		0 Active + 5 AY	Active = while enrolled. May contain confidential information
18	Other Educational Records	Active + 5 AY		0 Active + 5 AY	Active = while enrolled. May contain confidential information, if records have historical value transfer to State Archives. If not shred

AY= Academic Years (July to June)
CY= Calendar Year (Jan to Dec)
FY= Fiscal Year (July to June)

Approval:

Date _____ Agency _____

Date _____ Secretary of State, Archives and Records Services _____

Unsigned Schedules will be Returned to Agency

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Clinical Records and Patient Communcations					
19	Adult Patient Records	Active + 10 CY	0	Active + 10 CY	Active = After discharged. May contain confidential information, shred
20	Patient Records of Minors	Active + 10 CY	0	Active + 10 CY	Active = After reaching age or majority. May contain confidential information,shred
21	Pharmacy Records	5 CY	0	5 CY	May contain confidential information, shred
22	Controlled Substances-Inventory and Orders	5 CY	0	5 CY	May contain confidential information, shred
23	Controlled Substances-Dispensed and Administered	5 CY	0	5 CY	May contain confidential information, shred
Human Resources Records					
24	Personal Information and Job Performance Information	Permanent	0	Permanent	Microfilm after 5 years
25	Insurance, Benefit and Payroll Information	Active +30 CY	0	Active +30 CY	Active= period of employment with agency. If records have historical value transfer to State Archives, if not shred
26	All other Human Resource Records including worker's compensation, position descriptions, human resources policies, time and attendance, and position management	Date of Employment Termination + 5 CY	0	Date of Employment Termination + 5 CY	If records have historical value transfer to State Archives, if not shred
PUBLIC RECORDS					
27	Presense and Abatement of Asbestos	Permanent	0	Permanent	Microfilm after 5 years
28	Radiation Badge Records	10 CY	0	10 CY	Shred
29	Patent Files and Data	Active + 5 CY	0	Active + 5 CY	Active= 20 Year Period of Patent Protection from the date an application is filed. If records have historical value transfer to State Archives, if not shred
30	Accounting Records	Active + 3 FY	0	Active + 3 FY	Active = until audit, reference value, or litigation is resolved. If records have historical value transfer to State Archives, if not shred
31	Procurement Records	Active + 3 FY	0	Active + 3 FY	Active = until audit, reference value, or litigation is resolved. If records have historical value transfer to State Archives, if not shred
32	Budget Records	Active + 3 FY	0	Active + 3 FY	Active = until audit, reference value, or litigation is resolved. If records have historical value transfer to State Archives, if not shred
33	Sponsored Projects Records	Active + 3 FY	0	Active + 3 FY	Active = until audit, reference value, or litigation is resolved. If records have historical value transfer to State Archives, if not shred
34	Facilities and Plant Records	Active + 3 FY	0	Active + 3 FY	Active = until audit, reference value, or litigation is resolved. If records have historical value transfer to State Archives, if not shred
35	Safety Records	Active + 3 FY	0	Active + 3 FY	Active = until audit, reference value, or litigation is resolved. If records have historical value transfer to State Archives, if not shred
36	Auxiliary Enterprises Records	Active + 3 FY	0	Active + 3 FY	Active = until audit, reference value, or litigation is resolved. If records have historical value transfer to State Archives, if not shred
37	Contracts and Agreements	Active + 3 FY	0	Active + 3 FY	Active = until audit, reference value, or litigation is resolved. If records have historical value transfer to State Archives, if not shred

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