SSARC-932 (09/20) Page 1 of 25

R2025-219 IB

Louisiana State Archives—Records Management Louisiana Secretary of State

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FFY - Federal Fiscal Year (Oct 1 - Sept 30) series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase). NOTE: Please put an asterisk (\*) in the Remarks section for any record AY - Academic Year (Aug 1 - July 31) CY - Calendar Year (Jan 1 - Dec 31) FY- Fiscal Year (July 1- June 30) PERM - Permanent (Life of State) MO - Months WK - Week (Mon-Sun) DY - Day(s) ACT -- Active Period (when used define term in remarks column) Permitted Retention Period Abbreviations Agency No Louisiana Secretary of State
Post Office Box 94125, Baton Rouge, LA 70804 Louisiana State Archives—Records Management Item Number 1.17 1.16 1.15 1.18 1.14 1.13 1.12 1.11 1.10 Agency / Division / Section Perkins Loans FISAP records students that are accepted Campus-Based aid and loans: Pell Programs and students that are not accepted or opt not to attend Applications and admissions materials for Applications and admissions materials for FERPA Class Schedules **Enrollment Statistics** LSU Health Sciences Center New Orleans/ Educational Records Letters of Recommendation for Applications Race/ Ethnicity Statistics Records Series Title LOA-Life of Agency O – Other (Specify in Remarks) S - Review by State Archives R - Retain in Agency Archives A - Transfer to State Archives M - May Contain Confidential Information P - Public Record **Archival Processing Codes** C - Confidential Information Security Status Codes ACT + 3 CY ACT + 3 AY ACT + 6 MO ACT + 3 AY ACT + 5 AY In Office PERM PERM PERM PERM Retention Period Storage = 0 0 0 0 0 0 0 0 0 ACT + 6 MO ACT + 3 CY ACT + 3 AY ACT + 3 AY Retention ACT + 5 AY PERM PERM PERM PERM Total N- No Y - Yes V= Vital Identification Code State Records Center U= Useful Vital Record I = Important recmgt@sos.la.gov 0 U 0  $\leq$ C 0  $\leq$ 7 U Security S S S S S 73  $\mathbb{Z}$ Z N Archival Z Z Z Z Z Z Z Z Z State Records Center < < < < < < < Vital ACT= Until end of AY in which award of loan was ACT= Until end of MO in which audited or denied ACT= Until end of AY in which student is denied Page SSARC-932 (09/20) FISAP—Fiscal Operations Report and Application Agency Abbreviations ACT= Until end of the CY in which the loan is repaid, cancelled, or assigned to the US Dept. of Education admission or opts not to attend enrolled. ACT= Until end of AY in which student is no longer admission. FERPA — Family Educational Rights and Privacy \_X\_RENEWAL ORIGINAL SUBMISSION \_\_REPLACEMENT PAGE ADDENDUM PAGE to Participate of 25 Indicate Use of Form Remarks R2025-219 륪

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SSARC-932 (09/20)

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	Rec	Records Retention Schedule	ention S	chedule					SSARC-932 (09/20)	
Louisiana Sta	ecords Management								Page 4 of 25 R2025-219	8
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472	LSU Health Sciences Center New Orleans/ Clinical & Hospital Records and Protected	al & Hospital R	ecords and	Protected			s		X_RENEWAL	
ltem	Health Information	70	Retention Period	iod	ty	al			REPLACEMENT PAGEADDENDUM PAGE	
Number	Records Series Title	In Office	In Storage	Total Retention	Securit	Archiv	State F	Vital	Remarks	
2.1	Patient Records- Adults	ACT + 10 AY	0	ACT +10 AY	K	တ	z	_	ACT= Until end of AY in which patient is discharged	rged.
2.2	Patient Records- Minors	ACT + 10 AY	0	ACT + 10 AY	Z	တ	z	_	ACT= Until end of AY in which patient reaches age of majority (23)	age of
2.3	Pharmacy Records: Includes but not limited to: inspections, waste removals, etc.	ACT+5CY	0	ACT + 5 CY	Ζ	S	z		ACT= Until end of CY in which created or received	/ed.
2.4	Controlled Substances-Inventory and Orders	ACT+5CY	0	ACT + 5 CY	Z.	S	z	-	ACT= Until end of CY in which created or received	/ed.
2.5	Controlled Substances- Dispensed and Administered	ACT + 5 CY	0	ACT + 5 CY	Z	ဟ	z	-	ACT= Until end of CY in which created or received	/ed.
2.6	Equipment Maintenance Records	ACT+7CY	0	ACT + 7 CY	3	ဟ	z	_	ACT = Until end of CY in which equipment is no longer in service.	longer
2.7	Pharmacy Recall Records	ACT + 10 CY	0	ACT + 10 CY	Z	တ	z	_	ACT= Until end of CY in which created or received	ved.
Permitted Reto	Permitted Retention Period Abbreviations ACT Active Period (when used define term in remarks column)	Security Status Codes P - Public Record	s Codes ord	<i></i>	State R Use	ecord	State Records Center Use		Agency Abbreviations	
FY- Fiscal Year	FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31)	M – May Contain Confidential Information C – Confidential Information	in Confidential I Information		Y – Yes N - No	-				
AY Academic FFY Federal	AY - Academic Year (Aug 1 - July 31) FFY - Federal Fiscal Year (Oct 1 - Sept 30)	Archival Processing Codes A - Transfer to State Archives	ssing Codes State Archives		Vital Record dentification Code	cation	Code			
MO - Months PERM - Perma	MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent (Life of State)  LOA – Life of Agency	R – Retain in Agency Archives S – Review by State Archives	gency Archives State Archives		l = Important	ortant				i de la companya del companya de la companya del companya de la co
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description of the technology. (Ex. Scanned to OnBase) NOTE: Please put an asterisk (\*) in the Remarks section for any record PERM - Permanent (Life of State) MO - Months WK - Week (Mon-Sun) DY - Day(s) AY - Academic Year (Aug 1 - July 31) CY - Calendar Year (Jan 1 - Dec 31) FY- Fiscal Year (July 1- June 30) series that contains born-digital or imaged records. Include brief FFY - Federal Fiscal Year (Oct 1 - Sept 30) ACT - Active Period (when used define term in remarks column) Permitted Retention Period Abbreviations Louisiana Secretary of State
Post Office Box 94125, Baton Rouge, LA 70804 Agency No Louisiana State Archives—Records Management Number 472 Item 3.9 3.8 3.7 3 3.3 ω — 3.4 3.2 3.6 S,6-1 employee specific) LSU Health Sciences Center New Orleans/ Human Resources Agency / Division / Section Job Specs/ Position Descriptions Grievance Records Group Benefits) EEO/ Affirmative Action Report and Files Civil Service Audit Files Applications for Non-Hires Job Study Files Insurance Open Enrollment Materials (non-Insurance Eligibility Documentation (Office of Records Series Title LOA - Life of Agency O – Other (Specify in Remarks) S - Review by State Archives R - Retain in Agency Archives A - Transfer to State Archives C - Confidential Information M - May Contain Confidential Information P - Public Record Security Status Codes Archival Processing Codes ACT + 70 CY ACT+5CY ACT + 5 CY ACT + 3 CY ACT + 5 CY ACT + 3 CY ACT + 5 CY ACT + 2 CY ACT +1 CY In Office Retention Period Storage 0 0 0 0 0 0 0 0 ACT + 70 CY ACT + 3 CY ACT + 5 CY ACT + 5 CY ACT + 5 CY ACT + 3 CY ACT + 5 CY ACT + 2 CY ACT +1 CY Retention Total N-No Y - Yes Vital Record Identification Code U= Useful V= Vital State Records Center Use | = Important recmat@sos.la.gov 3 0 U ס S Z Ζ ≥ ≤ Security S S S S S S S S S Archival Z z Z z z Z Z Z Z State Records Center < C < < Vital ACT= Until end of CY in which enrollment ends Page SSARC-932 (09/20) ACT= Until end of CY in which study is completed ACT= Until end of CY record superseded or ACT = Until end of CY in which employee separates ACT= Until end of CY in which matter is closed/ final ACT= Until end of CY in which employee separates from agency. ACT= Until end of CY in which created and received ACT= Until end of CY in which audit is completed EEO — Equal Employment Opportunity Agency Abbreviations decision is rendered. closed. ACT= Until end of CY in which application is filled or from agency. \_X\_RENEWAL \_\_REPLACEMENT PAGE ADDENDUM PAGE ORIGINAL SUBMISSION S of 25 Indicate Use of Form Remarks R2025-219 W

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O ~ Other (Specify in Remarks)

U= Useful

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SSARC-932 (09/20)

Indicate Use of Form R2025-219  $\overline{\omega}$ 

Remarks

ACT= Until end of CY in which record is created or received.

ACT = Until the end of the FY in which the purchase ACT = Until end of FY in which audit is completed. ACT = Until end of the FY in which audit is completed.

PH I— Protected Health Information

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Post Office Box 94125, Baton Rouge, LA 70804 Agency No Louisiana State Archives—Records Management Number 472 4.13 4.12 4.11 4.10 Item grants, including applications, reports, records of LSU Health Sciences Center New Orleans/ Public Records and Finance equipment purchased with grant funds, and all Agency (FEMA): Records related to approved services, which are not accepted by the agency other parties to provide the agency with goods or other parties to provide the agency with goods or Agency / Division / Section relevant programmatic records. Grants, Federal Emergency Management records related to bids and proposals made by Bids and Proposals - Unsuccessful: Includes services, which are accepted by the agency. and Auxiliary Services Departments. evaluation documentation. Includes Request For Proposal (RFP) and evaluation documentation. Includes Request For Proposal (RFP) and records related to bids and proposals made by Bids and Proposals - Successful: Includes Invoices: Excludes Accounting, Procurement, Records Series Title LOA - Life of Agency C - Confidential Information M - May Contain Confidential Information P - Public Record O – Other (Specify in Remarks) S - Review by State Archives R - Retain in Agency Archives A - Transfer to State Archives **Archival Processing Codes** Security Status Codes ACT + 3 CY ACT + 6 FY ACT+6FY ACT + 5 FY In Office Retention Period Storage 0 0 0 0 ACT + 3 CY ACT+6FY ACT + 6 FY ACT + 5 FY Retention Total N-No Y - Yes State Records Center U= Useful I = Important V= Vital Identification Code Vital Record Use ecmgt@sos.la.gov U D Þ v Security S S S S Archival z Z z Z State Records Center < < Vital SSARC-932 (09/20) 2 C.F.R. § 200.334(c) - retention ACT = ACT = Until the end of the CY in which the grant is closed out and the final expenditure report is ACT = Until the end of the FY in which the purchase is ACT = Until end of FY in which invoice is closed and audit completed. Agency Abbreviations submitted. awarded or cancelled. ACT = Until the end of the FY in which the bid is completed or the contract is fulfilled Page 9 X\_RENEWAL \_ORIGINAL SUBMISSION REPLACEMENT PAGE ADDENDUM PAGE of 25 Indicate Use of Form Remarks R2025-219 W

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AY - Academic Year (Aug 1 - July 31) 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). FFY - Federal Fiscal Year (Oct 1 - Sept 30) CY - Calendar Year (Jan 1 - Dec 31) PERM - Permanent (Life of State) MO - Months WK - Week (Mon-Sun) DY - Day(s) FY- Fiscal Year (July 1- June 30) ACT - Active Period (when used define term in remarks column) Permitted Retention Period Abbreviations Post Office Box 94125, Baton Rouge, LA 70804 Louisiana State Archives—Records Management Agency No Louisiana Secretary of State Number 472 item 4.21 4.22 4.20 4.17 4.19 4.18 4.16 Agency / Division / Section policies, procedures, personnel matters, and related to administrative functions such as information, directives, requests or updates organizational operations. Correspondence: Documents that convey Administrative/ High Executive Accreditation Records Non-Legislative Audits and Program Reviews Contracts and Agreements Sponsored Project Records (Group) approved and preferred vendors. Includes vendor Environmental Health and Safety Records and pricing. company information and, promotional materials Auxiliary Services): Includes records relating to Vendor Management Records (excluding LSU Health Sciences Center New Orleans/ Public Records and Finance LOA - Life of Agency Records Series Title S - Review by State Archives P - Public Record O – Other (Specify in Remarks) R - Retain in Agency Archives **Archival Processing Codes** M – May Contain Confidential Information A – Transfer to State Archives C – Confidential Information Security Status Codes LOA + 10 CY ACT +10 FY ACT + 5 FY ACT + 3 FY ACT + 5 FY ACT + 1 FY In Office PERM Retention Period Storage 7 FY 3FY 0 0 0 0 0 LOA + 10 CY ACT + 10 FY ACT + 5 FY ACT +10 FY ACT + 5 FY ACT + 4 FY Retention PERM Total N-No Y - Yes U= Usefu V= Vital Identification Code Use State Records Center l = Important Vital Record recmgt@sos.la.gov v U σ P T U U Security W S S S S S S Archival Z Z Z Z Z Z Z State Records Center < < < < < Vital LOA = Life of the agency Agency Abbreviations ACT= Until end of FY in which record is created or ACT = Until the end of the FY in which contract is ACT= Until end of FY in which audit is completed or ACT= Until end of FY in which audited or sponsored retention period is met, whichever is longer. is terminated. SSARC-932 (09/20) received. completed, expires, cancelled or is terminated, administrative need is met, whichever is longer. ACT = Until the end of the FY in which the relationship Page 11 including any amendments or extensions. \_X\_RENEWAL ADDENDUM PAGE REPLACEMENT PAGE ORIGINAL SUBMISSION 약 Indicate Use of Form Remarks R2025-219 E

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Secretary of State, State Archives & Records Services

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4.23	General Correspondence: Documents used for various purposes such as inquiries, acknowledgments, updates, invitations, requests, or any other form of exchange that does not have a specialized or predefined function.	ACT+3CY	0	ACT + 3 CY	٥	S	z	-	ACT= Until end of CY in which created or received
4.24	Routine Correspondence: Documents used for everyday communication such as scheduling meetings, sharing updates, confirming appointments, issuing routine notices and conveying general information	ACT + 1 CY	٥	ACT + 1 CY	ט	Ø	z		ACT= Until end of CY in which created or received
4.25	Records Management: Documents approved by the Louisiana State Archives and / or the agency's records officer, including records officer designations, retention schedules, disposal requests, certificates of destruction, disaster reports, electronic records survey applications.	PERM	0	PERM	P	Z	Z	<	
4.26	Records Management - Working Files: Includes drafts and other internal records management records that have not been approved by the Louisiana State Archives.	ACT + 5 CY	0	ACT + 5 CY	٥	ω	Z	C	ACT = Until the end of the CY in which created or received
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AY - Academic	AY - Academic Year (Aug 1 - July 31)	<b>Archival Processing Codes</b>	ssing Codes	<	Vital Record	cord			
FFY - Federal F	FFY - Federal Fiscal Year (Oct 1 - Sept 30)	A - Transfer to State Archives	State Archives	<u> </u>	Identification Code	ation	Code	ì	
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Secretary of State, State Archives & Records Services

description of the technology. (Ex. Scanned to OnBase) series that contains born-digital or imaged records. Include brief NOTE: Please put an asterisk (\*) in the Remarks section for any record PERM - Permanent (Life of State) MO - Months WK - Week (Mon-Sun) DY - Day(s) FFY - Federal Fiscal Year (Oct 1 - Sept 30) AY - Academic Year (Aug 1 - July 31) CY - Calendar Year (Jan 1 - Dec 31) FY- Fiscal Year (July 1- June 30) ACT - Active Period (when used define term in remarks column) Permitted Retention Period Abbreviations Agency No Louisiana Secretary of State
Post Office Box 94125, Baton Rouge, LA 70804 Louisiana State Archives—Records Management Number 472 4.31 4.30 4.29 4.28 Item 4.27 University Police Records computer access records. systems and data including history of network and associated with accessing internal computer records related to monitoring and tracking risks Information Risk Monitoring Records: Includes space allocation.) environment including network and server storage providing details of the information systems and user documentation. Also includes records applications including product manuals, licenses maintenance for existing computer systems and LSU Health Sciences Center New Orleans/ Public Records and Finance Agency / Division / Section Administration and Documentation: Includes Information Technology Systems Information Technology Technical Support Library Records development of new functionality and Records Series Title LOA - Life of Agency O ~ Other (Specify in Remarks) S - Review by State Archives R ~ Retain in Agency Archives A - Transfer to State Archives **Archival Processing Codes** C - Confidential Information M ~ May Contain Confidential Information Security Status Codes P - Public Record ACT + 3 FY ACT+6FY ACT + 7 FY ACT + 3 FY ACT + 1 FY In Office Retention Period Storage 0 0 0 0 0 ACT + 7 FY ACT + 6 FY ACT + 1 FY ACT +3 FY ACT + 3 FY Retention Total N-No Y - Yes U= Useful V= Vital Identification Code State Records Center Vital Record [ = Important recmat@sos.la.gov ≤ 3 3 Ξ 3 Security S S S S S Archival Z Z Z Z State Records Center < < <  $\subseteq$ Vital ACT = Until the end of FY in which record is created or ACT = Until end of CY in which the system is no longer Page SSARC-932 (09/20) Agency Abbreviations received. ACT = Until the end of the CY in which created or in use, or longer if needed for administrative use. ACT = Until end of CY in which created or received. ACT = Until end of FY in which created or received. ADDENDUM PAGE \_\_REPLACEMENT PAGE X\_RENEWAL ORIGINAL SUBMISSION 13 of 25 Indicate Use of Form Remarks R2025-219 ▥

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Accountability Act			m.	I = Important		State Archives	S - Review by State Archives	PERM - Permanent (Life of State)  LOA - Life of Agency	PERM - Perm
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DFWP — Drug-Free Workplace Programs			rd	Vital Record	Vita	ssing Codes	Archival Processing Codes	AY - Academic Year (Aug 1 - July 31)	AY - Academ
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ORM — Office of Risk Management				Yes	: ~	n Confidential	M - May Contain Confidential Information	FY- Fiscal Year (July 1- June 30)	FY- Fiscal Ye
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2 C.F.R. § 200.334(c) - retention									
ACT = ACT = Until the end of the CY in which the grant is closed out and the final expenditure report is submitted.	-	z	တ	ס	ACT + 3 CY	0	ACT + 3 CY	FEMA Declared Disaster Records	4.37
ACT= Until end of CY in which the audit or investigation was completed.	<	z	S	ဂ	ACT + 6 CY	0	ACT + 6 CY	HIPAA-Related Audit/ Investigations	4.36
42 CFR 164.530(j)(2)									
ACT= Until end of FY in which the audit or investigation was completed.	-	Z	S	ס	ACT + 6 FY	0	ACT + 6 FY	Compliance Training Records- HIPAA	4.35
ACT = Until end of FY in which created or received.	_	Z	S	ס	ACT + 3 FY	0	ACT + 3 FY	Compliance Training Records- Related to ORM Audit (ex. DFWP, Sexual Harassment)	4.34
ACT = Until end of FY in which created or received.	-	z	တ	טר	ACT+3FY	0	ACT + 3 FY	Compliance Training Records- Modules that fall under R.S. 44:36 (ex. Admin, Drivers Ed., Compliance Update, Quarterly Safety meetings)	4.33
ACT ≃ Until the end of the FY in which the relationship is terminated.	-	z	S	ס	ACT+5FY	0	ACT + 5 FY	Vendor Management/Auxiliary Services Records: Includes records relating to approved and preferred third party vendors. Includes vendor company information and, promotional materials and pricing.	4.32
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ADDENDUM PAGE		Recor	val	rity	flod	Retention Period	ZJ	Records Series Title	Item Number
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Date Approved

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). MO - Months WK - Week (Mon-Sun) DY - Day(s) FFY - Federal Fiscal Year (Oct 1 - Sept 30) AY - Academic Year (Aug 1 - July 31) CY - Calendar Year (Jan 1 - Dec 31) FY- Fiscal Year (July 1- June 30) PERM -- Permanent (Life of State) ACT - Active Period (when used define term in remarks column) Permitted Retention Period Abbreviations Louisiana Secretary of State
Post Office Box 94125, Baton Rouge, LA 70804 Louisiana State Archives—Records Management Agency No Number 472 Item 4,43 4,42 4,41 4,40 4,39 4.44 4.38 painting, minor construction and related records document the repair and general maintenance of agency's buildings. detection and suppression systems in the or facility the agency owns or operates. the construction, modification, remodeling, repair architectural drawings showing the design and Agency / Division / Section the facility. Incudes records of repairs, cleanings related to the inspection and testing of fire Fire Safety Inspection Records: Records Construction Project Files: Projects involving completed structure of the facility. Medicaid Claim Payment Records Maintenance Work Orders: Records that As-Built Drawings / Blueprints: Includes Instrument sterilization records Expert Witness Testimony and Related Records LSU Health Sciences Center New Orleans/ Public Records and Finance Records Series Title LOA - Life of Agency O – Other (Specify in Remarks) S - Review by State Archives A - Transfer to State Archives M - May Contain Confidential Information P - Public Record R - Retain in Agency Archives **Archival Processing Codes** C - Confidential Information Security Status Codes ACT + 10 CY ACT + 4 CY ACT+3CY ACT + 7 CY ACT + 6 CY ACT + 5 FY In Office PERM Retention Period Storage n 0 0 0 0 0 0 0 ACT + 10 CY ACT + 4 CY ACT + 3 CY ACT + 5 FY ACT + 6 CY ACT + 7 CY Retention PERM Total No. No Y - Yes State Records Center U= Useful V= Vital Identification Code i = important Vital Record recmgt@sos.la.gov ≤ υ, U ď  $\leq$ 3 ≤ Security S S S S N S S Archival z z Z z Z Z Z State Records Center \_ \_ \_ < < Vital ACT = Until end of CY in which final adjudication Page DFWP - Drug-Free Workplace Programs SSARC-932 (09/20) FEMA — Federal Emergency Management Agency HIPAA — Health Insurance Portability and Accountability Act Agency Abbreviations ACT = Until the end of the CY in which the work was completed. ACT = Until the end of the CY in which created or received. ACT = Until the end of the CY in which construction is completed. in service. ACT = Until end of FY in which instrument is no longer made. ORM — Office of Risk Management occurs ACT = Until end of CY in which the claim payment was \_ORIGINAL SUBMISSION X\_RENEWAL \_REPLACEMENT PAGE ADDENDUM PAGE 15 Indicate Use of Form Remarks R2025-219 <u></u>

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Post Office Box 94125, Baton Rouge, LA 70804 Louisiana State Archives—Records Management Agency No Number 472 4,47 4,46 4,45 Item LSU Health Sciences Center New Orleans/ Public Records and Finance Agency / Division / Section Plant Records handling, storage, and potential safety hazards information about characteristics, proper use, Safety Data Sheets: Records that contain associated with chemicals and chemical the public's health or the environment. related to the disposal of waste materials that a Hazardous Waste Disposal Records: Records compounds used / stored at the facility. pose a significant chemical or physical threat to Records Series Title LOA - Life of Agency O - Other (Specify in Remarks) S - Review by State Archives R - Retain in Agency Archives A - Transfer to State Archives C - Confidential Information M – May Contain Confidential Information P - Public Record **Archival Processing Codes** Security Status Codes ACT + 30 CY ACT + 3 FY ACT+3CY In Office Retention Period Storage 5 0 0 0 ACT + 30 CY ACT + 3 CY ACT + 3 FY Retention Total N-No Identification Code V= Vital Y-Yes U= Useful Vital Record State Records Center
Use I = Important recmgt@sos.la.gov T Ū T Security S S S Archival z Z Z State Records Center < Vital substance is no longer in use. Page ACT = Until the end of the FY in which audit is 29 CFR §1910.1200(g) - retention ACT = Until the end of the CY in which the hazardous SSARC-932 (09/20) Agency Abbreviations completed 29 CFR §1910.1020(d)(1)(ii)(B) - retention 40 CFR §262.40 - retention received. ACT = Until the end of the CY in which created or \_ORIGINAL SUBMISSION X\_RENEWAL REPLACEMENT PAGE ADDENDUM PAGE 6 Indicate Use of Form Remarks R2025-219 丽

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Secretary of State, State Archives & Records Services

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5.1	Institutional Review Board Records	ACT+7CY	0	ACT + 7 CY	3	ဟ	z	<	ACT = Until end of CY in which research project is completed/closed out.
5.2	Investigator Records (Medical Device Research)	ACT + 2 CY	0	ACT + 2 CY		S	z	<	ACT = Until end of CY in which investigation is terminated/closed/completed or premarket approval/development protocol needs have ended.
5.3	Investigator Records (Drug Research)	ACT + 2 CY	0	ACT + 2 CY	<b>S</b>	တ	z	<	ACT = Until end of CY in which marketing application is approved/denied or investigation is discontinued. 21 C.F.R. 312.62
5.4	Sponsor Clinical Trial Records (Medical Device Research)	ACT+2CY	0	ACT + 2 CY	3	S	Z	<	ACT = Until end of CY in which investigation is terminated/closed/completed, or premarket approval/development protocol needs have ended, or sponsored retention period is met, whichever is longer. 21 C.F.R. 812.140
5.5	Sponsor Clinical Trial Records (Drug Records)	ACT + 2 CY	0	ACT + 2 CY	<u> </u>	S	z	<	ACT = Until end of CY in which marketing application is approved/denied or investigation is discontinued, or sponsored retention period is met, whichever is longer 21 C.F.R. 312.57
Permitted Rete	Permitted Retention Period Abbreviations  ACT Active Period (when used define term in remarks column)	Security Status Codes P - Public Record	Codes		State R Jse	ecord	State Records Center Use		Agency Abbreviations
FY- Fiscal Year	FY- Fiscal Year (July 1- June 30)	M - May Contain Confidential Information	Confidential	nformation Y	/~Yes				
CY - Calendar	CY - Calendar Year (Jan 1 - Dec 31)	C - Confidential Information	Information		No.				
AY - Academic	AY — Academic Year (Aug 1 — July 31)	Archival Processing Codes	ssing Codes		Vital Record	cord			
MO - Months	HFY - Federal Fiscal Year (Oct 1 - Sept 30)  MO - Months WK - Week (Mon-Sun) DY - Dav(s)	A - Transfer to State Archives  R - Retain in Agency Archives	state Archives		V= Vital	cation	Code		
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5,6	Public Health Service ("PHS") Supported Research Records	ACT + 6 CY	0	ACT+6CY	≤	S	z		<	ACT = Until end of CY in which research project is completed/closed out.
					$\dashv$	+	+	_	١.	ACT= Until end of CY in which research misconduct
5.7	PHS supported Research Misconduct Investigation Records	ACT + 7 CY	0	ACT + 7 CY	<u> </u>	ဟ	z	<		proceeding or PHS proceeding involving research/allegations is concluded, whichever is longer. 21 C.F.R. 93.317
5.8	General Research Data	ACT+5CY	0	ACT + 5 CY	3	S	z	<		ACT = Until end of CY in which research project is completed/closed out.
5.9	Federally Funded Educational Research Programs	ACT+3CY	0	ACT+3CY		s o	z	<		ACT= Until end of CY in which funded activity is completed.
5.10	CLIA Laboratory Records: Includes but not limited to: test requisitions and authorizations, including patient's records, QC and patient test records, records documenting analytic system activities, proficiency testing records, quality systems assessment records, etc.	ACT +2 CY	0	ACT +2 CY	≤	S	z	<		ACT = Until end of CY in which created or received. 42 C.F.R 493.1105
Permitted Rete	Permitted Retention Period Abbreviations	Security Status Codes	Codes		itate F	State Records Center	s Cen	ter	_	Agency Abbreviations
ACT - Active Pe	ACT - Active Period (when used define term in remarks column)	P - Public Record	rd		Use					
FY- Fiscal Year	FY- Fiscal Year (July 1- June 30)	M - May Contain Confidential Information	ղ Confidential I		Y Yes	0.			_	PHS — Public Health Service
CY - Calendar \	CY - Calendar Year (Jan 1 - Dec 31)	C - Confidential Information	Information	7	N. No					
AY - Academic	AY - Academic Year (Aug 1 - July 31)	Archival Processing Codes	ssing Codes		Vital Record	ecord				CLIA — Clinical Laboratory Improvement
FFY - Federal F	FFY - Federal Fiscal Year (Oct 1 - Sept 30)	A - Transfer to State Archives	State Archives		dentifi	Identification Code	Code			Amendments
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	5.11	CLIA Test Procedures Records: Includes dates of initial use and discontinuance	ACT + 2 CY	0	ACT + 2 CY	<u> </u>	S		<		ACT = Until end of CY in which procedure has been discontinued.
		וווומו אפי מות מוסכתווווממוסכ									42 C.F.R. 493.1105
_	5.12	CLIA Test System Performance Specs  Established Or Verified Under 42 C E R 403 4253	ACT + 2 CY	0	ACT + 2 CY	<u> </u>	S	z		< _	ACT = Until end of CY in which lab test system has been discontinued.
		TO MARINE OF A CHILDRE CHINCH TE CHILD. TOO. 1200								_	42 C.F.R. 493.1105
	5.13	CLIA Original Test Reports: Includes final, preliminary, and corrected.	ACT + 2 CY	0	ACT + 2 CY	≤	S	z	<		ACT = Until end of CY in which created or received. 42 C.F.R 493.1105
	5.14	CLIA Pathology Test Reports	ACT + 10 CY	0	ACT + 10 CY		ဟ	Z	<		ACT = Until end of CY in which created or received. 42 C.F.R 493.1105
	5,15	CLIA Immunohematology, Blood And Blood Product, and Transfusion Records As Specified In 21 C.F.R. 606.160(b)(3)(ii)	ACT + 10 CY	0	ACT + 10 CY		S	z		< >	ACT = Until end of CY in which blood processing is completed, or 6 MO after last expiration date for the individual product, whichever is longer.  C.F.R. 493.1105
	5.16	No Expiration Date- CLIA Immunohematology, Blood And Blood Product, and Transfusion Records As Specified In 21 C.F.R. 606.160(b)(3)(ii)	PERM	0	PERM		D.	z	<		C.F.R. 493,1105
	Permitted Reta	Permitted Retention Period Abbreviations	Security Status Codes	Codes		State Records Center	ecord	s Cen	ter	7	Agency Abbreviations
	ACT - Active P	ACT - Active Period (when used define term in remarks column)	P - Public Record	rd.		Use				_	
	FY- Fiscal Year	FY- Fiscal Year (July 1- June 30)	M - May Contain Confidential Information	n Confidential I		- Yes	•			_	CLIA — Clinical Laboratory Improvement
	CY - Calendar	CY - Calendar Year (Jan 1 - Dec 31)	C - Confidential Information	Information	2	- No					Amendments
	AY - Academic	AY - Academic Year (Aug 1 - July 31)	<b>Archival Processing Codes</b>	ssing Codes		Vital Record	ecord				
	FFY - Federal	FFY - Federal Fiscal Year (Oct 1 - Sept 30)	A ~ Transfer to State Archives	State Archives		Identification Code	cation	Code			
	MO - Months	MO - Months WK - Week (Mon-Sun) DY - Day(s)	R - Retain in Agency Archives	ency Archives		V= Vital	8 7				
	PERM - Perma	PERM – Permanent (Life of State) LOA – Life of Agency	S - Review by State Archives	tate Archives		i = Important	ortant				
	NOTE: Please series that cont	NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief	O - Other (Specify in Remarks)	ify in Remarks		U≃ Useful	ful				
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series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase). NOTE: Please put an asterisk (\*) in the Remarks section for any record PERM - Permanent (Life of State) MO - Months WK - Week (Mon-Sun) DY - Day(s) FFY - Federal Fiscal Year (Oct 1 - Sept 30) AY - Academic Year (Aug 1 - July 31) CY - Calendar Year (Jan 1 - Dec 31) FY- Fiscal Year (July 1- June 30) ACT - Active Period (when used define term in remarks column) Permitted Retention Period Abbreviations Agency No Louisiana Secretary of State
Post Office Box 94125, Baton Rouge, LA 70804 Louisiana State Archives—Records Management Item Number 472 5.20 5.19 5.18 5.17 Agency / Division / Section CLIA Remnants of tissue for pathology LSU Health Sciences Center New Orleans/ Research Records CLIA Pathology Specimen Blocks CLIA Histopathology Slides CLIA Cytology Slide Preps examination Records Series Title LOA - Life of Agency O – Other (Specify in Remarks) S - Review by State Archives R ~ Retain in Agency Archives A - Transfer to State Archives C - Confidential Information M - May Contain Confidential Information P -- Public Record **Archival Processing Codes** Security Status Codes ACT + 10 CY ACT + 1 CY ACT + 2 CY ACT + 5 CY in Office Retention Period Storage Ξ 0 0 0 0 ACT + 10 CY ACT + 1 CY ACT + 5 CY ACT + 2 CY Retention Total N- No Y - Yes U= Useful V= Vital Vital Record Identification Code State Records Center I = important recmat@sos.la.gov ⋜ Ζ 3 ≤ Security S S S S Archival Z Z Z z State Records Center < < < < Vital ACT= Until end of CY in which examination is completed. completed. ACT= Until end of CY in which examination is completed. CLIA — Clinical Laboratory Improvement Agency Abbreviations 42 C.F.R 493.1105 ACT= Until end of CY in which diagnosis is made. 42 C.F.R 493.1105 ACT= Until end of CY in which examination is 42 C.F.R 493.1105 Page SSARC-932 (09/20) 42 C.F.R 493.1105 \_\_REPLACEMENT PAGE X\_RENEWAL \_ADDENDUM PAGE ORIGINAL SUBMISSION 20 of **26** Amendments Indicate Use of Form Remarks R2025-219 

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Louisiana State Archives—Records Management
Louisiana Secretary of State

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6.3	Graduate Student Academic Records- Non Vital	ACT + 5 FY	0	ACT + 5 FY	0	S	z	_	0.5	ACT= Until the end of FY in which the student/ house officer is enrolled.
6.4	Applications of Non Hires	ACT + 2 FY	0	ACT + 2 FY	M	S	z	_		ACT= Until the end of the FY in which the position is filled or closed.
6.5	Compliance Records	ACT + 5 FY	0	ACT + 5 FY	<u> </u>	S	Z	_	0.7	ACT= Until end of FY in which the student/ house officer is enrolled.
6.6	Employment Records- Vital	ACT + 70 FY	0	ACT + 70 FY	C	တ	z	<		ACT= Until the end of FY in which the student/ house officer is enrolled.
6.7	Employment Records- Non-Vital	ACT + 5 FY	0	ACT+5FY	3	S	z	<		ACT= Until end of FY in which the student/ house officer is enrolled
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6.9	Payroll Records: Non-TRSL	ACT+5CY	0	ACT + 5 CY	3	S	z		7	ACT= Until end of CY in which created or received
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series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase). PERM - Permanent (Life of State) MO - Months WK - Week (Mon-Sun) DY - Day(s) FFY - Federal Fiscal Year (Oct 1 - Sept 30) AY - Academic Year (Aug 1 - July 31) CY - Calendar Year (Jan 1 - Dec 31) FY- Fiscal Year (July 1- June 30) ACT - Active Period (when used define term in remarks column) Permitted Retention Period Abbreviations NOTE: Please put an asterisk (\*) in the Remarks section for any record Post Office Box 94125, Baton Rouge, LA 70804 Louisiana Secretary of State Louisiana State Archives—Records Management Agency No Item Number 6,11 472 6.12 Visiting House Officer Records LSU Health Sciences Center New Orleans/ Graduate Education and Employment Files **Program Management Records** Agency / Division / Section Records Series Title LOA - Life of Agency M - May Contain Confidential Information P - Public Record O - Other (Specify in Remarks) S - Review by State Archives R - Retain in Agency Archives A - Transfer to State Archives C - Confidential Information Security Status Codes Archival Processing Codes ACT + 10 FY ACT + 2 FY In Office Retention Period Storage 8 FY 0 ACT + 10 FY ACT + 10 FY Retention Total Y - Yes V= Vital Identification Code Vital Record N-No State Records Center Use U= Useful I = Important recmgt@sos.la.gov O Ζ Security S Archival Z State Records Center Vital ACT = Until end of FY in which house officer is Page SSARC-932 (09/20) Agency Abbreviations enrolled. ACT = Until end of FY in which created or received. X\_RENEWAL ORIGINAL SUBMISSION REPLACEMENT PAGE ADDENDUM PAGE 22 Indicate Use of Form Remarks R2025-219 Ħ

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Post Office Box 94125, Baton Rouge, LA 70804 Louisiana State Archives—Records Management Agency No Number 472 Item 7.2 7.1 Agency / Division / Section and documentation relating to the public's Public Information Requests: Correspondence arbitration case records; legal opinions; etc. requests for records. litigation records; dispute resolution and LSU Health Sciences Center New Orleans/ Legal Legal Records: Includes but not limited to: Records Series Title LOA - Life of Agency O – Other (Specify in Remarks) S - Review by State Archives R - Retain in Agency Archives A - Transfer to State Archives C - Confidential Information M - May Contain Confidential Information P - Public Record Security Status Codes **Archival Processing Codes** ACT+2CY ACT + 7 CY In Office Retention Period Storage 0 0 ACT + 7 CY ACT+2CY Retention Total N-No Y-Yes U= Useful V= Vital Identification Code Vital Record I = Important State Records Center recmgt@sos.la.gov σ  $\leq$ Security S S Archival Z Z State Records Center < Vital Agency Abbreviations ACT = Until the end of CY which final adjudication SSARC-932 (09/20) ACT = Until the end of the CY in which the request is fulfilled or withdrawn. occurs or matter is closed, whichever is longer. \_X\_RENEWAL ADDENDUM PAGE REPLACEMENT PAGE ORIGINAL SUBMISSION 23 of 26 Indicate Use of Form Remarks R2025-219

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Post Office Box 94125, Baton Rouge, LA 70804 Agency No Louisiana State Archives—Records Management Item Number 472 8.2 8.4 Agency / Division / Section LSU Health Sciences Center New Orleans/ Risk Management Risk Assessments/Mitigation Records Insurance Certificates/Policies Records Series Title LOA - Life of Agency P - Public Record O – Other (Specify in Remarks) S - Review by State Archives R - Retain in Agency Archives A - Transfer to State Archives **Archival Processing Codes** C - Confidential Information M - May Contain Confidential Information Security Status Codes ACT + 6 FY ACT + 5 FY In Office Retention Period Storage 5 0 0 ACT + 6 FY ACT + 5 FY Retention Total N-No Y - Yes Identification Code Vital Record Use U= Useful V= Vital State Records Center I = Important recmgt@sos.la.gov v ס Security S Archival Z Z State Records Center < < Vital SSARC-932 (09/20) Agency Abbreviations ACT = Until the end of FY in which created or receivedACT = Until the end of FY in which created or received \_X\_RENEWAL \_REPLACEMENT PAGE ORIGINAL SUBMISSION ADDENDUM PAGE 24 of 26 Indicate Use of Form Remarks R2025-219 ₩

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Post Office Box 94125, Baton Rouge, LA 70804 Louisiana State Archives—Records Management Number 472 Item 9.2 9.4 Agency / Division / Section grounds, and property for security reasons. Security - Video Monitoring and Surveillance: LSU Health Sciences Center New Orleans/ Campus Safety enter/exit facilities, Includes Building Access List / security activities including information about employees, contractors, vendors, and others who Physical Security: Records related to general Includes video recordings of the agency's offices Logs, Visitor Logs Log, Alarm Checklists, Employee Badge List, Key Records Series Title LOA - Life of Agency O - Other (Specify in Remarks) R - Retain in Agency Archives A - Transfer to State Archives **Archival Processing Codes** C – Confidential Information M – May Contain Confidential Information S - Review by State Archives P - Public Record Security Status Codes ACT + 30 DY ACT + 4 CY In Office Retention Period Storage 7 0 0 ACT + 30 DY ACT + 4 CY Retention Total N- No Y - Yes U= Useful V= Vital Identification Code Vital Record State Records Center I = Important recmgt@sos.la.gov 3 Ζ Security S S Archival Z Z State Records Center < Vital ACT = Until the end of the CY in which created or Page SSARC-932 (09/20) Agency Abbreviations ACT = Until the end of the DY recorded, unless an incident is recorded. received. X\_RENEWAL ADDENDUM PAGE REPLACEMENT PAGE ORIGINAL SUBMISSION 25 앜 Indicate Use of Form 26 Remarks R2025-219 IB

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