

Records Retention Schedule

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

recmgrt@sos.la.gov

SSARC-932 (09/20)

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Indicate Use of Form
__ ORIGINAL SUBMISSION
__ X RENEWAL
__ REPLACEMENT PAGE
__ ADDENDUM PAGE

Agency No	Agency / Division / Section												
472	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									
1.1	Student Academic Records including transcripts, evaluations and competency assessments	PERM	0	PERM	C	R	N	V					
1.2	Change of Grade Forms	PERM	0	PERM	C	S	N	V					
1.3	Class Lists	PERM	0	PERM	C	R	N	V					
1.4	Grade Sheets	PERM	0	PERM	C	R	N	V					
1.5	Graduation Lists	PERM	0	PERM	P	R	N	V					
1.6	Holds on actions such as grades, registration and transcripts, due to obligations not being met (financial aid, fines, health, etc.)	ACT + 1 AY	0	ACT + 1 AY	M	S	N	V	ACT= Until end of AY in which audited or legal hold is released.				
1.7	Catalogs	PERM	0	PERM	P	R	N	V					
1.8	Commencement Programs	PERM	0	PERM	P	R	N	V					
1.9	Degree Statistics	PERM	0	PERM	P	R	N	V					
Permitted Retention Period Abbreviations										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 (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													

Agency Approval

9/23/25
Date Signed

Secretary of State, State Archives & Records Services

Date Approved

SEP 05 2025

Records Retention Schedule

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

Agency No Agency / Division / Section

recmgmt@sos.la.gov

472 LSU Health Sciences Center New Orleans/ Educational Records

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	REPLACEMENT PAGE ADDENDUM PAGE Remarks
		In Office	In Storage	Total Retention					
1.10	Enrollment Statistics	PERM	0	PERM	P	R	N	V	
1.11	Race/ Ethnicity Statistics	PERM	0	PERM	P	R	N	V	
1.12	Class Schedules	PERM	0	PERM	P	R	N	V	
1.13	FERPA	PERM	0	PERM	M	R	N	V	
1.14	Applications and admissions materials for students that are accepted	ACT + 5 AY	0	ACT + 5 AY	C	S	N	I	ACT = Until end of AY in which student is no longer enrolled.
1.15	Applications and admissions materials for students that are not accepted or opt not to attend	ACT + 3 AY	0	ACT + 3 AY	C	S	N	I	ACT = Until end of AY in which student is denied admission or opts not to attend.
1.16	Letters of Recommendation for Applications	ACT + 6 MO	0	ACT + 6 MO	M	S	N	V	ACT = Until end of MO in which audited or denied admission.
1.17	Campus-Based aid and loans: Pell Programs and FISAP records	ACT + 3 AY	0	ACT + 3 AY	C	S	N	V	ACT = Until end of AY in which award of loan was made.
1.18	Perkins Loans	ACT + 3 CY	0	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
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)									
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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					State Records Center Use				
P -- Public Record					Y -- Yes				
M -- May Contain Confidential Information					N - No				
C -- Confidential Information									
Archival Processing Codes					Vital Record Identification Code				
A -- Transfer to State Archives					V= Vital				
R -- Retain in Agency Archives					I = Important				
S -- Review by State Archives					U= Useful				
O -- Other (Specify in Remarks)									
Agency Abbreviations					FERPA -- Family Educational Rights and Privacy Act				
FISAP--Fiscal Operations Report and Application to Participate									

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Louisiana Secretary of State
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Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
472	LSU Health Sciences Center New Orleans/ Educational Records								
1.19	Federal Family Education and Federal Direct Loans (documents related to student or parent borrower's eligibility and participation).	ACT + 3 AY	0	ACT + 3 AY	C	S	N	V	ACT= Until the end of the AY in which student is no longer enrolled.
1.20	All other Financial Aid documents	ACT + 3 AY	0	ACT + 3 AY	C	S	N	V	ACT= Until the end of the AY in which the student last attended reports were submitted to funding sources.
1.21	Student evaluations including tests, quizzes, assignments, clinic grade sheets, etc.	ACT + 1 AY	0	ACT + 1 AY	C	S	N	V	ACT= Until the end of the AY in which student is no longer enrolled.
1.22	Student competency records for accreditation	ACT + 10 AY	0	ACT + 10 AY	C	S	N	V	ACT= Until end of AY in which created or received.
1.23	Non-degree related training and educational program materials	ACT + 3 CY	0	ACT + 3 CY	M	S	N	U	ACT= Until end of AY in which created or received.
1.24	International Exchange Student Records	ACT + 3 AY	0	ACT + 3 AY	C	S	N	V	ACT= Until the end of the AY in which student is no longer enrolled. 22 CFR 62.10(g) and 8 CFR 214.3(g)

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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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

Agency Abbreviations

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

SEP 05 2025

Records Retention Schedule

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

Agency No	Agency / Division / Section			LSU Health Sciences Center New Orleans/ Clinical & Hospital Records and Protected Health Information				ORIGINAL SUBMISSION __X__ RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE			
472	Records Series Title			Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number				In Office	In Storage	Total Retention					
2.1	Patient Records- Adults			ACT + 10 AY	0	ACT +10 AY	M	S	N	I	ACT= Until end of AY in which patient is discharged.
2.2	Patient Records- Minors			ACT + 10 AY	0	ACT + 10 AY	M	S	N	I	ACT= Until end of AY in which patient reaches age of majority (23)
2.3	Pharmacy Records- Includes but not limited to: inspections, waste removals, etc.			ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT= Until end of CY in which created or received.
2.4	Controlled Substances-Inventory and Orders			ACT + 5 CY	0	ACT + 5 CY	M.	S	N	I	ACT= Until end of CY in which created or received.
2.5	Controlled Substances- Dispensed and Administered			ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT= Until end of CY in which created or received.
2.6	Equipment Maintenance Records			ACT + 7 CY	0	ACT + 7 CY	M	S	N	I	ACT = Until end of CY in which equipment is no longer in service.
2.7	Pharmacy Recall Records			ACT + 10 CY	0	ACT + 10 CY	M	S	N	I	ACT= Until end of CY in which created or received.
Permitted Retention Period Abbreviations				Security Status Codes			State Records Center Use			Agency Abbreviations	
ACT – Active Period (when used define term in remarks column)				P – Public Record			Y – Yes				
FY- Fiscal Year (July 1- June 30)				M – May Contain Confidential Information			N - No				
CY – Calendar Year (Jan 1 – Dec 31)				C – Confidential Information							
AY – Academic Year (Aug 1 – July 31)				Archival Processing Codes			Vital Record Identification Code				
FFY – Federal Fiscal Year (Oct 1 – Sept 30)				A – Transfer to State Archives			V= Vital				
MO – Months WK – Week (Mon-Sun) DY - Day(s)				R – Retain in Agency Archives			I = Important				
PERM – Permanent (Life of State) LOA – Life of Agency				S – Review by State Archives			U= Useful				
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).											

Agency Approval

9/3/2025
Date Signed

Secretary of State, State Archives & Records Services

Date Approved

SEP 05 2025

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Louisiana Secretary of State
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SSARC-932 (09/20)

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Agency No	472			LSU Health Sciences Center New Orleans/ Human Resources			Page 5 of 25 R2025-219 IB Indicate Use of Form ORIGINAL SUBMISSION X RENEWAL REPLACEMENT PAGE ADDENDUM PAGE		
Agency / Division / Section	LSU Health Sciences Center New Orleans/ Human Resources			Security Archival State Records Center Vital			Remarks ACT= Until end of CY in which application is filled or closed. ACT= Until end of CY in which audit is completed. ACT= Until end of CY in which created and received. ACT= Until end of CY in which employee separates from agency. ACT= Until end of CY in which matter is closed/ final decision is rendered. ACT= Until end of CY in which enrollment ends. ACT = Until end of CY in which employee separates from agency. ACT= Until end of CY record superseded or discontinued. ACT= Until end of CY in which study is completed.		
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	
		In Office	In Storage	Total Retention					
3.1	Applications for Non-Hires	ACT + 2 CY	0	ACT + 2 CY	M	S	N	I	
3.2	Civil Service Audit Files	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	
3.3	EEO/ Affirmative Action Report and Files	ACT + 3 CY	0	ACT + 3 CY	P	S	N	I	
3.4	Insurance Eligibility Documentation (Office of Group Benefits)	ACT + 70 CY	0	ACT + 70 CY	M	S	N	V	
3.5	Grievance Records	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	
3.6	Insurance Open Enrollment Materials (non-employee specific)	ACT + 1 CY	0	ACT + 1 CY	P	S	N	U	
3.7	I-9's	ACT + 3 CY	0	ACT + 3 CY	C	S	N	V	
3.8	Job Specs/ Position Descriptions	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	
3.9	Job Study Files	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	

Permitted Retention Period Abbreviations
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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

C. C. Smith

9/3/2025

Ameythor

SEP 05 2025

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

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

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Agency No 472 Agency / Division / Section LSU Health Sciences Center New Orleans/ Human Resources

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
3.10	Layoff/ Layoff Avoidance/ Reduction in Force Files	ACT + 3 CY	0	ACT + 3 CY	M	S	N	I	ACT= Until end of CY in which created or received.
3.11	Life Insurance Files	ACT + 70 CY	0	ACT + 70 CY	M	S	N	V	ACT= Until end of CY in which employee separates from agency.
3.12	Organizational Charts/ Reporting Structures	PERM	0	PERM	P	R	N	V	
3.13	Payroll Records- TRSL Related	ACT + 30 CY	0	ACT + 30 CY	M	S	N	V	ACT= Until end of CY in which employee separates from agency.
3.14	Payroll Records- Non-TRSL Related	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	ACT= Until end of CY in which created or received.
3.15	Payroll Tax Related Records	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	ACT= Until end of CY in which date tax paid or due- whichever is later.
3.16	Personnel- Vital Information	ACT + 70 CY	0	ACT + 70 CY	M	S	N	V	ACT= Until end of CY in which employee separates from agency.
3.17	Personnel File- Non-Vital	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	ACT= Until end of CY in which employee separates from agency.
3.18	Performance Evaluation System/ Employee Rating Files	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT= Until end of CY in which employee separates from agency.
3.19	Performance Evaluation System/ Employee Rating Files- Planning Records	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT= Until end of CY in which created or received.
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)									
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PERM – Permanent (Life of State) LOA – Life of Agency									
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Security Status Codes					State Records Center Use		Agency Abbreviations		
P – Public Record					Y – Yes		TRSL – Teachers' Retirement System on Louisiana		
M – May Contain Confidential Information					N – No				
C – Confidential Information									
Archival Processing Codes					Vital Record Identification Code				
A – Transfer to State Archives					V= Vital				
R – Retain in Agency Archives					I = Important				
S – Review by State Archives					U= Useful				
O – Other (Specify in Remarks)									

Agency Approval *C. A. Austin*

Date Signed *9/8/2025*

Secretary of State, State Archives & Records Services *Amy H. Moore*

Date Approved *SEP 05 2025*

Records Retention Schedule

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Remarks

recmgmt@sos.la.gov

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
472	LSU Health Sciences Center New Orleans/ Human Resources								
3.20	Policies and Procedures (Agency-wide and Internal Department)	PERM	0	PERM	P	R	N	V	
3.21	Promotional/Job Vacancy Announcements/Lists: Includes applications, preferred lists, referrals, eligibility lists, SF-9's, and resumes and related correspondence.	ACT + 2 CY	0	ACT + 2 CY	M	S	N	U	ACT = Until the end of CY in which position is filled or closed.
3.22	Service Cards	ACT + 70 CY	0	ACT + 70 CY	M	S	N	V	ACT = Until end of CY in which employee separates from agency.
3.23	Supervisor's File (no substance abuse counseling)	ACT + 1 CY	0	ACT + 1 CY	M	S	N	I	ACT = Until end of CY in which supervision ends.
3.24	Supervisor's File (with substance abuse counseling)	ACT + 2 CY	0	ACT + 2 CY	C	S	N	I	ACT = Until end of CY in which supervision ends.
3.25	Worker's Compensation Records	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	ACT = Until end of CY in which settlement is reached.
3.26	Employee Training Records	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	ACT = Until end of CY in which employee separates from agency
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			State Records Center Use		Agency Abbreviations		
		P – Public Record			Y – Yes				
		M – May Contain Confidential Information			N – No				
		C – Confidential Information							
		Archival Processing Codes			Vital Record Identification Code				
		A – Transfer to State Archives			V = Vital				
		R – Retain in Agency Archives			I = Important				
		S – Review by State Archives			U = Useful				
		O – Other (Specify in Remarks)							

C.C. Richards

9/3/2025

Secretary of State, State Archives & Records Services

Date Approved

SEP 05 2025

Records Retention Schedule

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Agency No	Agency / Division / Section										
472	LSU Health Sciences Center New Orleans/ Public Records and Finance										
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks		
		In Office	In Storage	Total Retention							
4.1	Presence and Abatement of Asbestos	PERM	0	PERM	P	R	N	V	ACT= Until end of CY in which record is created or received.		
4.2	Radiation Badge Records	ACT + 10 CY	0	ACT + 10 CY	P	S	N	V	ACT= Until end of CY in which record is created or received.		
4.3	Non-PHI Patient Files and Data: Includes but not limited to: billing records, appointment logs, etc.	ACT + 7 CY	0	ACT + 7 CY	M	S	N	I	ACT = Until end of CY in which record is created or received.		
4.4	Budget/General Ledger	PERM	0	PERM	P	R	N	V			
4.5	Budget Records: Includes records that were used in the development of the budget, audit reports, grants, etc.	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until the end of the FY created or received.		
4.6	Accounting Records	ACT + 1 FY	4 FY	ACT + 5 FY	P	S	N	V	ACT = Until end of the FY in which audit is completed.		
4.7	Audit Reports (Required by Legislative Auditor)	LOA + 10 FY	0	LOA + 10 FY	P	R	N	V	LOA = Life of the agency		
4.8	Audit Results (Legislative Audits)	ACT + 5 FY	0	ACT + 5 FY	P	S	N	I	ACT = Until end of FY in which audit is completed.		
4.9	Procurement Records	ACT + 1 FY	4 FY	ACT + 5 FY	P	S	N	I	ACT = Until the end of the FY in which the purchase transaction and audit is completed.		
Permitted Retention Period Abbreviations											
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Security Status Codes					State Records Center Use			PHI— Protected Health Information			
P ~ Public Record					Y – Yes						
M ~ May Contain Confidential Information					N - No						
C ~ Confidential Information											
Archival Processing Codes					Vital Record Identification Code						
A ~ Transfer to State Archives					V= Vital						
R ~ Retain in Agency Archives					I = Important						
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O ~ Other (Specify in Remarks)											

Agency Approval *C.C. LeBlanc*

Date Signed *9/3/2025*

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

Date Approved

SEP 05 2025

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Agency No	Agency / Division / Section			LSU Health Sciences Center New Orleans/ Public Records and Finance				Indicate Use of Form ORIGINAL SUBMISSION X RENEWAL REPLACEMENT PAGE ADDENDUM PAGE			
472											
Item Number	Records Series Title			Retention Period			Security	Archival	State Records Center	Vital	Remarks
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4.10	Invoices: Excludes Accounting, Procurement, and Auxiliary Services Departments.	ACT + 5 FY	0	ACT + 5 FY	P	S	N	I			ACT = Until end of FY in which invoice is closed and audit completed.
4.11	Bids and Proposals – Successful: Includes records related to bids and proposals made by other parties to provide the agency with goods or services, which are accepted by the agency. Includes Request For Proposal (RFP) and evaluation documentation.	ACT + 6 FY	0	ACT + 6 FY	P	S	N	V			ACT = Until the end of the FY in which the purchase is completed or the contract is fulfilled.
4.12	Bids and Proposals – Unsuccessful: Includes records related to bids and proposals made by other parties to provide the agency with goods or services, which are not accepted by the agency. Includes Request For Proposal (RFP) and evaluation documentation.	ACT + 6 FY	0	ACT + 6 FY	P	S	N	I			ACT = Until the end of the FY in which the bid is awarded or cancelled.
4.13	Grants, Federal Emergency Management Agency (FEMA): Records related to approved grants, including applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records.	ACT + 3 CY	0	ACT + 3 CY	P	S	N	V			ACT = ACT = Until the end of the CY in which the grant is closed out and the final expenditure report is submitted. 2 C.F.R. § 200.334(c) – retention
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Agency Approval *C. C. Buckhead* Date Signed *9/3/2025*

Secretary of State, State Archives & Records Services *Amy H. Hester* Date Approved **SEP 05 2025**

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Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks		
		In Office	In Storage	Total Retention							
4.14	Grants, State: Records related to approved grants, including applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records.	ACT + 3 CY	0	ACT + 3 CY	P	S	N	V	ACT = Until the end of the CY in which the final financial report is submitted.		
4.15	Grants - Federal: Records related to approved grants, including applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records.	ACT + 3 CY	0	ACT + 3 CY	P	S	N	V	ACT = Until the end of the CY in which the grant is closed out and the final expenditure report is submitted. R.S. 44:36(D) – retention Exceptions are as follows: Litigation, Claim, or Audit If litigation, claim, or audit is started prior to the expiration of the 3 year period, records must be maintained until resolved and the final action has been taken. 2 C.F.R. § 200.334(a) – retention Real Property and Equipment Records for real property and equipment purchased with Federal funds must be retained until 3 years after final disposition. 2 C.F.R. § 200.334(c) – retention		
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			State Records Center Use		Vital Record Identification Code		Agency Abbreviations		
		P – Public Record			Y – Yes		V= Vital				
		M – May Contain Confidential Information			N - No		I = Important				
		C – Confidential Information					U = Useful				
		Archival Processing Codes									
		A – Transfer to State Archives									
		R – Retain in Agency Archives									
		S – Review by State Archives									
		O – Other (Specify in Remarks)									

Agency Approval

9/3/2025

Secretary of State, State Archives & Records Services

Date Approved

SEP 05 2025

Records Retention Schedule

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

SSARC-932 (09/20)

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recmgd@sos.la.gov

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

Agency Approval C. C. Anderson

Date Signed 9/3/2025

Secretary of State, State Archives & Records Services

Date Approved SEP 05 2025

Amy Hester

Records Retention Schedule

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

recmgmt@sos.la.gov

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Indicate Use of Form
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__X__RENEWAL
____REPLACEMENT PAGE
____ADDENDUM PAGE

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
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 + 3 CY	0	ACT + 3 CY	P	S	N	I	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	0	ACT + 1 CY	P	S	N	U	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	R	N	V	
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	P	S	N	U	ACT = Until the end of the CY in which created or received
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			State Records Center Use		Agency Abbreviations		
		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 O – Other (Specify in Remarks)			V= Vital I = Important U= Useful				

C. C. [Signature]

9/3/2025
Date Signed

[Signature]
Secretary of State, State Archives & Records Services

SEP 05 2025
Date Approved

Records Retention Schedule

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

SSARC-932 (09/20)

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recmgd@sos.la.gov

Agency No	Agency / Division / Section	LSU Health Sciences Center New Orleans/ Public Records and Finance									
472	Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	ORIGINAL SUBMISSION _X_RENEWAL _REPLACEMENT PAGE _ADDENDUM PAGE Remarks	
			In Office	In Storage	Total Retention						
4.27		Library Records	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT = Until end of FY in which created or received.	
4.28		Information Technology Technical Support Request	ACT + 1 FY	0	ACT + 1 FY	M	S	N	U	ACT = Until end of CY in which created or received.	
4.29		Information Technology Systems Administration and Documentation: Includes development of new functionality and maintenance for existing computer systems and applications including product manuals, licenses, and user documentation. Also includes records providing details of the information systems environment including network and server storage space allocation.)	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = Until end of CY in which the system is no longer in use, or longer if needed for administrative use.	
4.30		Information Risk Monitoring Records: Includes records related to monitoring and tracking risks associated with accessing internal computer systems and data including history of network and computer access records.	ACT + 6 FY	0	ACT + 6 FY	M	S	N	V	ACT = Until the end of the CY in which created or received.	
4.31		University Police Records	ACT + 7 FY	0	ACT + 7 FY	M	S	N	V	ACT = Until the end of FY in which record is created or received.	
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).											

Agency Approval *C. C. Lewis*

Date Signed *9/3/2025*

Secretary of State, State Archives & Records Services *Amy H. Hovine*

Date Approved *SEP 05 2025*

Records Retention Schedule

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

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X RENEWAL

__ REPLACEMENT PAGE

__ ADDENDUM PAGE

Agency No	Agency / Division / Section	LSU Health Sciences Center New Orleans/ Public Records and Finance									
472	Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
			In Office	In Storage	Total						
4.32		Vendor Management/Auxiliary Services Records: Includes records relating to approved and preferred third party vendors. Includes vendor company information and, promotional materials and pricing.	ACT + 5 FY	0	ACT + 5 FY	P	S	N	I	ACT = Until the end of the FY in which the relationship is terminated.	
4.33		Compliance Training Records- Modules that fall under R.S. 44:36 (ex. Admin, Drivers Ed., Compliance Update, Quarterly Safety meetings)	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until end of FY in which created or received.	
4.34		Compliance Training Records- Related to ORM Audit (ex. DFWP, Sexual Harassment)	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until end of FY in which created or received.	
4.35		Compliance Training Records- HIPAA	ACT + 6 FY	0	ACT + 6 FY	P	S	N	I	ACT= Until end of FY in which the audit or investigation was completed. 42 CFR 164.530(i)(2)	
4.36		HIPAA-Related Audit/ Investigations	ACT + 6 CY	0	ACT + 6 CY	C	S	N	V	ACT= Until end of CY in which the audit or investigation was completed.	
4.37		FEMA Declared Disaster Records	ACT + 3 CY	0	ACT + 3 CY	P	S	N	I	ACT = ACT = Until the end of the CY in which the grant is closed out and the final expenditure report is submitted. 2 C.F.R. § 200.334(c) – retention	
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			State Records Center Use					
			P – Public Record			Y – Yes					
			M – May Contain Confidential Information			N - No					
			C – Confidential Information								
			Archival Processing Codes			Vital Record Identification Code					
			A – Transfer to State Archives			V= Vital					
			R – Retain in Agency Archives			I = Important					
			S – Review by State Archives			U= Useful					
			O – Other (Specify in Remarks)								
Agency Abbreviations											
ORM — Office of Risk Management											
DFWP — Drug-Free Workplace Programs											
HIPAA — Health Insurance Portability and Accountability Act											
FEMA — Federal Emergency Management Agency											

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

SEP 05 2025

Records Retention Schedule

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

SSARC-932 (09/20)

Agency No Agency / Division / Section

recmndt@sos.la.gov

472 LSU Health Sciences Center New Orleans/ Public Records and Finance

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
4.38	Medicaid Claim Payment Records	ACT + 6 CY	0	ACT + 6 CY	M	S	N	I	ACT = Until end of CY in which the claim payment was made.
4.39	Expert Witness Testimony and Related Records	ACT + 7 CY	0	ACT + 7 CY	P	S	N	I	ACT = Until end of CY in which final adjudication occurs.
4.40	Instrument sterilization records	ACT + 5 FY	0	ACT + 5 FY	P	S	N	V	ACT = Until end of FY in which instrument is no longer in service.
4.41	As-Built Drawings / Blueprints. Includes architectural drawings showing the design and completed structure of the facility.	PERM	0	PERM	M	R	N	V	
4.42	Construction Project Files: Projects involving the construction, modification, remodeling, repair or facility the agency owns or operates.	ACT + 10 CY	0	ACT + 10 CY	M	S	N	I	ACT = Until the end of the CY in which construction is completed.
4.43	Fire Safety Inspection Records: Records related to the inspection and testing of fire detection and suppression systems in the agency's buildings.	ACT + 3 CY	0	ACT + 3 CY	P	S	N	I	ACT = Until the end of the CY in which created or received.
4.44	Maintenance Work Orders: Records that document the repair and general maintenance of the facility. Includes records of repairs, cleanings, painting, minor construction and related records.	ACT + 4 CY	0	ACT + 4 CY	M	S	N	I	ACT = Until the end of the CY in which the work was completed.
Permitted Retention Period Abbreviations		Security Status Codes			State Records Center Use				Agency Abbreviations
ACT - Active Period (when used define term in remarks column)		P - Public Record			Y - Yes				ORM - Office of Risk Management
FY - Fiscal Year (July 1 - June 30)		M - May Contain Confidential Information			N - No				DFWP - Drug-Free Workplace Programs
CY - Calendar Year (Jan 1 - Dec 31)		C - Confidential Information							HIPAA - Health Insurance Portability and Accountability Act
AY - Academic Year (Aug 1 - July 31)		Archival Processing Codes			Vital Record Identification Code				FEMA - Federal Emergency Management Agency
FFY - Federal Fiscal Year (Oct 1 - Sept 30)		A - Transfer to State Archives			V = Vital				
MO - Months WK - Week (Mon-Sun) DY - Day(s)		R - Retain in Agency Archives			I = Important				
PERM - Permanent (Life of State) LOA - Life of Agency		S - Review by State Archives			U = Useful				
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).		O - Other (Specify in Remarks)							

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

SEP 05 2025

Records Retention Schedule

Louisiana State Archives—Records Management
Louisiana Secretary of State
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recmgt@sos.la.gov

Agency No 472		Agency / Division / Section		LSU Health Sciences Center New Orleans/ Public Records and Finance		Indicate Use of Form <input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> X RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE			
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
4.45	Hazardous Waste Disposal Records: Records related to the disposal of waste materials that a pose a significant chemical or physical threat to the public's health or the environment.	ACT + 3 CY	0	ACT + 3 CY	P	S	N	I	ACT = Until the end of the CY in which created or received. 40 CFR §262.40 - retention
4.46	Safety Data Sheets: Records that contain information about characteristics, proper use, handling, storage, and potential safety hazards associated with chemicals and chemical compounds used / stored at the facility.	ACT + 30 CY	0	ACT + 30 CY	P	S	N	V	ACT = Until the end of the CY in which the hazardous substance is no longer in use. 29 CFR §1910.1200(g) - retention 29 CFR §1910.1020(d)(1)(ii)(B) - retention
4.47	Plant Records	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT = Until the end of the FY in which audit is completed.
Permitted Retention Period Abbreviations		Security Status Codes		State Records Center Use		Agency Abbreviations			
ACT - Active Period (when used define term in remarks column)		P - Public Record		Y - Yes					
FY - Fiscal Year (July 1 - June 30)		M - May Contain Confidential Information		N - No					
CY - Calendar Year (Jan 1 - Dec 31)		C - Confidential Information							
AY - Academic Year (Aug 1 - July 31)		Archival Processing Codes		Vital Record Identification Code					
FFY - Federal Fiscal Year (Oct 1 - Sept 30)		A - Transfer to State Archives		V = Vital					
MO - Months WK - Week (Mon-Sun) DY - Day(s)		R - Retain in Agency Archives		I = Important					
PERM - Permanent (Life of State) LOA - Life of Agency		S - Review by State Archives		U = Useful					
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).		O - Other (Specify in Remarks)							

Agency Approval

Date Signed 9/5/2025

Secretary of State, State Archives & Records Services

Date Approved SEP 05 2025

Records Retention Schedule

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

SSARC-932 (09/20)

recmgmt@sos.la.gov

Agency No		Agency / Division / Section		LSU Health Sciences Center New Orleans/ Research Records		Page 17 of 26 R2025-219 IB Indicate Use of Form ORIGINAL SUBMISSION X RENEWAL REPLACEMENT PAGE ADDENDUM PAGE	
Item Number		Records Series Title		Retention Period		Security	
				In Office	In Storage	Total Retention	Archival
5.1	Institutional Review Board Records	ACT + 7 CY	0	ACT + 7 CY	M	S	N
5.2	Investigator Records (Medical Device Research)	ACT + 2 CY	0	ACT + 2 CY	M	S	N
5.3	Investigator Records (Drug Research)	ACT + 2 CY	0	ACT + 2 CY	M	S	N
5.4	Sponsor Clinical Trial Records (Medical Device Research)	ACT + 2 CY	0	ACT + 2 CY	M	S	N
5.5	Sponsor Clinical Trial Records (Drug Records)	ACT + 2 CY	0	ACT + 2 CY	M	S	N
Permitted Retention Period Abbreviations				Security Status Codes		State Records Center Use	
ACT - Active Period (when used define term in remarks column)				P - Public Record		Y - Yes	
FY - Fiscal Year (July 1 - June 30)				M - May Contain Confidential Information		N - No	
CY - Calendar Year (Jan 1 - Dec 31)				C - Confidential Information			
AY - Academic Year (Aug 1 - July 31)				Archival Processing Codes		Vital Record Identification Code	
FFY - Federal Fiscal Year (Oct 1 - Sept 30)				A - Transfer to State Archives		V = Vital	
MO - Months WK - Week (Mon-Sun) DY - Day(s)				R - Retain in Agency Archives		I = Important	
PERM - Permanent (Life of State)				S - Review by State Archives		U = Useful	
LOA - Life of Agency				O - Other (Specify in Remarks)			
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).							
Agency Abbreviations							

G.C. Robinson

9/3/2025

Amy H. Hovater

SEP 05 2025

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

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

recmgt@sos.la.gov

Agency No	Agency / Division / Section	Indicate Use of Form ____ ORIGINAL SUBMISSION ____ X_RENEWAL ____ REPLACEMENT PAGE ____ ADDENDUM PAGE									
472	LSU Health Sciences Center New Orleans/ Research Records										
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks		
		In Office	In Storage	Total Retention							
5.6	Public Health Service ("PHS") Supported Research Records	ACT + 6 CY	0	ACT + 6 CY	M	S	N	V	ACT = Until end of CY in which research project is completed/closed out. 21 C.F.R. 93.105		
5.7	PHS supported Research Misconduct Investigation Records	ACT + 7 CY	0	ACT + 7 CY	M	S	N	V	ACT = Until end of CY in which research misconduct proceeding or PHS proceeding involving research/allegations is concluded, whichever is longer. 21 C.F.R. 93.317		
5.8	General Research Data	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	ACT = Until end of CY in which research project is completed/closed out.		
5.9	Federally Funded Educational Research Programs	ACT + 3 CY	0	ACT + 3 CY	M	S	N	V	ACT = Until end of CY in which funded activity is completed. 20 U.S.C.S. 1232(f)		
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	M	S	N	V	ACT = Until end of CY in which created or received. 42 C.F.R. 493.1105		
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		State Records Center Use Y – Yes N – No		Agency Abbreviations PHS – Public Health Service CLIA – Clinical Laboratory Improvement Amendments QC – Quality Control					
		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)		Vital Record Identification Code V= Vital I = Important U= Useful							

C.C. Perkins

9/3/2025

Amy Thomas

SEP 05 2025

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

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

Agency No Agency / Division / Section

472 LSU Health Sciences Center New Orleans/ Research Records

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Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total					
5.11	CLIA Test Procedures Records: Includes dates of initial use and discontinuance	ACT + 2 CY	0	ACT + 2 CY	M	S	N	V	ACT = Until end of CY in which procedure has been discontinued. 42 C.F.R. 493.1105
5.12	CLIA Test System Performance Specs Established Or Verified Under 42 C.F.R. 493.1253	ACT + 2 CY	0	ACT + 2 CY	M	S	N	V	ACT = Until end of CY in which lab test system has been discontinued. 42 C.F.R. 493.1105
5.13	CLIA Original Test Reports: Includes final, preliminary, and corrected.	ACT + 2 CY	0	ACT + 2 CY	M	S	N	V	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	M	S	N	V	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	M	S	N	V	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	M	R	N	V	C.F.R. 493.1105
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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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			State Records Center Use		Agency Abbreviations		
		P – Public Record			Y – Yes		CLIA – Clinical Laboratory Improvement		
		M – May Contain Confidential Information			N – No		Amendments		
		C – Confidential Information							
		Archival Processing Codes			Vital Record Identification Code				
		A – Transfer to State Archives			V= Vital				
		R – Retain in Agency Archives			I = Important				
		S – Review by State Archives			U= Useful				
		O – Other (Specify in Remarks)							

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Remarks

C.C. Baker
Agency Approval
9/3/2025
Date Signed

Amy Thomas
Secretary of State, State Archives & Records Services
SEP 05 2025
Date Approved

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recmgmt@sos.la.gov

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Agency No	Agency / Division / Section										
472	LSU Health Sciences Center New Orleans/ Research Records										
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks		
		In Office	In Storage	Total Retention							
5.17	CLIA Cytology Slide Preps	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	ACT= Until end of CY in which examination is completed. 42 C.F.R 493.1105		
5.18	CLIA Histopathology Slides	ACT + 10 CY	0	ACT + 10 CY	M	S	N	V	ACT= Until end of CY in which examination is completed. 42 C.F.R 493.1105		
5.19	CLIA Pathology Specimen Blocks	ACT + 2 CY	0	ACT + 2 CY	M	S	N	V	ACT= Until end of CY in which examination is completed. 42 C.F.R 493.1105		
5.20	CLIA Remnants of tissue for pathology examination	ACT + 1 CY	0	ACT + 1 CY	M	S	N	V	ACT= Until end of CY in which diagnosis is made. 42 C.F.R 493.1105		
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			State Records Center Use						
		P ~ Public Record			Y – Yes						
		M ~ May Contain Confidential Information			N - No						
		C ~ Confidential Information									
		Archival Processing Codes			Vital Record Identification Code						
		A ~ Transfer to State Archives			V= Vital						
		R ~ Retain in Agency Archives			I = Important						
		S ~ Review by State Archives			U= Useful						
		O ~ Other (Specify in Remarks)									
Agency Abbreviations											
CLIA – Clinical Laboratory Improvement Amendments											

Records Retention Schedule

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

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Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
4.72	LSU Health Sciences Center New Orleans/ Graduate Education and Employment Files								
6.1	Accreditation Records	ACT + 10 FY	0	ACT + 10 FY	P	S	N	V	ACT = Until end of FY in which matter is closed with accrediting agency.
6.2	Graduate Student Academic Records- Vital	PERM	0	PERM	C	R	N	V	
6.3	Graduate Student Academic Records- Non Vital	ACT + 5 FY	0	ACT + 5 FY	C	S	N	I	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	N	I	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	M	S	N	I	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	S	N	V	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 + 5 FY	M	S	N	V	ACT= Until end of FY in which the student/ house officer is enrolled.
6.8	Student Health Records	ACT + 5 FY	0	ACT + 5 FY	C	S	N	V	ACT= Until end of FY in which the student/ house officer is enrolled.
6.9	Payroll Records: Non-TRSL	ACT + 5 CY	0	ACT + 5 CY	M	S	N	I	ACT= Until end of CY in which created or received
6.10	Program Course/Academic Records-Vital	PERM	0	PERM	M	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 (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		State Records Center Use		Agency Abbreviations
					P – Public Record	M – May Contain Confidential Information	C – Confidential Information	Y – Yes N – No	
					Archival Processing Codes		Vital Record Identification Code		TRSL – Teachers' Retirement System of Louisiana
					A – Transfer to State Archives	R – Retain in Agency Archives	S – Review by State Archives	O – Other (Specify in Remarks)	

C.C. [Signature]

9/3/2025

[Signature]

SEP 05 2025

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Agency Approval

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

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SEP 05 2025

Date Approved _____

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Remarks

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Records Retention Schedule

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

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recmgmt@sos.la.gov

Agency No	472			LSU Health Sciences Center New Orleans/ Emergency Preparedness					
Agency / Division / Section									
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
10.1	Business Continuity Plan: Includes records that document actions the agency will take to resume operations following a natural disaster or related event, such as Covid-19 pandemic.	ACT + 5 CY	0	ACT + 5 CY	M	S	N	V	ACT = Until end of CY in which superseded and administrative need ends.
10.2	Business Continuity/Preparedness/Recovery Correspondence with GOHSEP, FEMA, LDH, CDC, DHS, or/and any other federal and state agencies/partners.	ACT + 3 CY	0	ACT + 3 CY	M	S	N	I	ACT = Until end of CY in which state closes out event for the agency.
10.3	Disaster Event Documentation (Non-Federal Declared Events)	ACT + 3 CY	0	ACT + 3 CY	M	S	N	V	ACT = Until end of CY in which FEMA closes out event for the state.
10.4	Disaster Event Documentation (Federal Declared Events)	ACT + 3 CY	0	ACT + 3 CY	M	S	N	V	ACT = Until end of CY in which plan is approved.
10.5	Business Continuity and Disaster Response Planning Work Papers	ACT + 1 CY	0	ACT + 1 CY	M	S	N	U	ACT = Until end of CY in which activity is held and administrative need ends.
10.6	Training, Disaster Drills, and Exercises (In-House and State Sponsored)	ACT + 1 CY	0	ACT + 1 CY	M	S	N	I	ACT = Until end of CY in which created or received and administrative need ends.
10.7	Special Needs Assistance Records	ACT + 3 CY	0	ACT + 3 CY	M	S	N	I	ACT = Until end of CY in which equipment is no longer in service.
10.8	Equipment Maintenance Records	ACT + 5 CY	0	ACT + 5 CY	M	S	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					State Records Center Use Y - Yes N - No				
Archival Processing Codes A - Transfer to State Archives R - Retain in Agency Archives S - Review by State Archives O - Other (Specify in Remarks)					Vital Record Identification Code V= Vital I = Important U= Useful				
Agency Abbreviations GOHSEP - Governor's Office of Homeland Security & Emergency Preparedness FEMA - Federal Emergency Management Agency LDH - Louisiana Department of Health CDC - Centers for Disease Control and Prevention DHS - U.S. Department of Homeland Security									

C.C. *[Signature]* 9/3/2025

[Signature]

SEP 05 2025

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

Agency Approval