## Records Retention Schedule

**Agency No.** 472.000  
**Agency / Division / Section** LSU Health Sciences Center New Orleans / Educational Records

### Item Number | Records Series Title | Retention Period | Security Status Codes | Archival Processing Codes | Vital Record Identification Code
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student Academic Records including transcripts, evaluations and competency assessments</td>
<td>PERM</td>
<td>C</td>
<td>A</td>
<td>V</td>
</tr>
<tr>
<td>2</td>
<td>Change of Grade Forms</td>
<td>ACT + 1 AY</td>
<td>C</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>3</td>
<td>Class Lists</td>
<td>PERM</td>
<td>C</td>
<td>R</td>
<td>N</td>
</tr>
<tr>
<td>4</td>
<td>Grade Sheets</td>
<td>PERM</td>
<td>C</td>
<td>R</td>
<td>N</td>
</tr>
<tr>
<td>5</td>
<td>Graduation Lists</td>
<td>PERM</td>
<td>P</td>
<td>R</td>
<td>N</td>
</tr>
<tr>
<td>6</td>
<td>Holds on actions such as grades, registration and transcripts, due to obligations not being met (financial aid, fines, health, etc.)</td>
<td>ACT + 1 AY</td>
<td>M</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>7</td>
<td>Catalogs</td>
<td>PERM</td>
<td>P</td>
<td>R</td>
<td>N</td>
</tr>
<tr>
<td>8</td>
<td>Commencement Programs</td>
<td>PERM</td>
<td>P</td>
<td>R</td>
<td>N</td>
</tr>
<tr>
<td>9</td>
<td>Degree Statistics</td>
<td>PERM</td>
<td>P</td>
<td>R</td>
<td>N</td>
</tr>
</tbody>
</table>

**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)
- MD – Months
- WK – Week (Mon-Sun)
- DY – Day(s)
- PERM – Permanent

**Security Status Codes**
- P – Public Record
- M – May Contain Confidential Information
- C – Confidential Information

**Archival Processing Codes**
- A – Transfer to State Archives
- R – Retain in Agency Archives
- S – Review by State Archives
- E – Review by State Archives/Electronic
- O – Other (Specify in Remarks)

**Vital Record Identification Code**
- V – Vital
- I – Important
- U – Useful

**Remarks**
- ACT = Until end of AY in which student is no longer enrolled.
- ACT = Until end of AY in which audited or legal hold is released.

**Agency Affiliation**
- Louisiana Secretary of State
- Division of Archives, Records Management and History
- Post Office Box 94125, Baton Rouge, LA 70804
- http://www.sos.la.gov

**Approval**
- Agency Approval: [Signature]
- Date Signed: 1/6/2020
- Secretary of State, State Archives & Records Services Approval: [Signature]
- Date Approved: 1-7-2020
# Records Retention Schedule

## LSU Health Sciences Center New Orleans / Educational Records

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Security Status Codes</th>
<th>Archival Processing Codes</th>
<th>Vital Record Identification Code</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Enrollment Statistics</td>
<td>PERM PERM</td>
<td>P R N</td>
<td>A - Transfer to State Archives</td>
<td>V - Vital</td>
<td>ACT = Until end of AY in which student is no longer enrolled.</td>
</tr>
<tr>
<td>11</td>
<td>Race / Ethnicity Statistics</td>
<td>PERM PERM</td>
<td>P R N</td>
<td>R - Retain in Agency Archives</td>
<td>N - No</td>
<td>ACT = Until end of AY in which student is denied admission or opts not to attend.</td>
</tr>
<tr>
<td>12</td>
<td>Class Schedules</td>
<td>PERM PERM</td>
<td>P R N</td>
<td>S - Review by State Archives</td>
<td>I - Important</td>
<td>ACT = Until end of AY in which audited or denied admission.</td>
</tr>
<tr>
<td>13</td>
<td>FERPA</td>
<td>PERM PERM</td>
<td>M R N</td>
<td>E - Review by State Archives/Electronic</td>
<td>U - Useful</td>
<td>ACT = Until end of AY in which award of loan was made.</td>
</tr>
<tr>
<td>14</td>
<td>Applications and admission materials for students that are accepted</td>
<td>ACT + 5 AY ACT + 5 AY</td>
<td>C S N</td>
<td>ACT + 6 MO ACT + 6 MO</td>
<td>M S N V</td>
<td>ACT = Until end of the CY in which the loan is repaid, cancelled, or assigned to the US Dept. of Education</td>
</tr>
<tr>
<td>15</td>
<td>Applications and admission materials for students that are not accepted or opt not to attend</td>
<td>ACT + 3 AY ACT + 3 AY</td>
<td>C S N</td>
<td>ACT + 3 AY ACT + 3 AY</td>
<td>C S N V</td>
<td>ACT = Until end of the CY in which the loan is repaid, cancelled, or assigned to the US Dept. of Education</td>
</tr>
<tr>
<td>16</td>
<td>Letters of Recommendation for Applications</td>
<td>ACT + 6 MO ACT + 6 MO</td>
<td>M S N</td>
<td>ACT + 3 CY ACT + 3 CY</td>
<td>C S N V</td>
<td>ACT = Until end of the CY in which the loan is repaid, cancelled, or assigned to the US Dept. of Education</td>
</tr>
<tr>
<td>17</td>
<td>Campus-based aid and loans; Pell programs and FISAP records</td>
<td>ACT + 3 AY ACT + 3 AY</td>
<td>C S N</td>
<td>ACT + 3 CY ACT + 3 CY</td>
<td>C S N V</td>
<td>ACT = Until end of the CY in which the loan is repaid, cancelled, or assigned to the US Dept. of Education</td>
</tr>
</tbody>
</table>

### Permitted Retention Period Abbreviations
- **PERM** - Permanent
- **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)

### Security Status Codes
- **P** - Public Record
- **M** - May Contain Confidential Information
- **C** - Confidential Information

### Archival Processing Codes
- **A** - Transfer to State Archives
- **R** - Retain in Agency Archives
- **S** - Review by State Archives
- **E** - Review by State Archives/Electronic
- **O** - Other (Specify in Remarks)

### State Records Center Use
- **Y** - Yes
- **N** - No

### Vital Record Identification Code
- **V** - Vital
- **I** - Important
- **U** - Useful

---

**Agency Approval**

1/6/2020

**Date Signed**

Secretary of State, State Archives & Records Services

**Date Approved**

1-7-2020
# Records Retention Schedule

**Agency No**: 472.000  
**Agency / Division / Section**: LSU Health Sciences Center New Orleans / Educational Records

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Security</th>
<th>Archival</th>
<th>State Records Center</th>
<th>Vital</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Federal Family Education and Federal Direct Loans (documents related to student or parent borrower's eligibility and participation)</td>
<td>ACT + 3 AY</td>
<td>C S N</td>
<td>V</td>
<td></td>
<td></td>
<td>ACT = Until the end of the AY in which student is no longer enrolled.</td>
</tr>
<tr>
<td>20</td>
<td>All other Financial Aid documents</td>
<td>ACT + 3 AY</td>
<td>C S N</td>
<td>V</td>
<td></td>
<td></td>
<td>ACT = Until end of the AY in which the student last attended or reports were submitted to funding sources.</td>
</tr>
<tr>
<td>21</td>
<td>Student evaluations including tests, quizzes, assignments, clinic grade sheets, etc.</td>
<td>ACT</td>
<td>C S N</td>
<td>V</td>
<td></td>
<td></td>
<td>ACT = Until end of FY after which student is no longer enrolled.</td>
</tr>
<tr>
<td>22</td>
<td>Student competency records for accreditation</td>
<td>ACT + 10 AY</td>
<td>C S N</td>
<td>V</td>
<td></td>
<td></td>
<td>ACT = End of AY in which the records are created.</td>
</tr>
<tr>
<td>23</td>
<td>Non-degree related training and educational program materials</td>
<td>ACT + 3 CY</td>
<td>M S N</td>
<td>U</td>
<td></td>
<td></td>
<td>ACT = End of CY in which the records are created.</td>
</tr>
<tr>
<td>24</td>
<td>International student records. (See 22 CFR 62.10(g) and 8 CFR 214.3(g))</td>
<td>ACT + 3 AY</td>
<td>C S N</td>
<td>V</td>
<td></td>
<td></td>
<td>ACT = Until the end of the AY in which student is no longer enrolled.</td>
</tr>
</tbody>
</table>

**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

**Security Status Codes**
- P = Public Record
- M = May Contain Confidential Information
- C = Confidential Information

**Archival Processing Codes**
- A = Transfer to State Archives
- R = Retain in Agency Archives
- S = Review by State Archives
- E = Review by State Archives/Electronic
- O = Other (Specify in Remarks)

**Agency Abbreviations**
- Y = Yes
- N = No
- V = Vital
- I = Important
- U = Useful

---

**Agency Approval**

**Date Signed**

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

**Date Approved**

---

**Indicate Use of Form**
- _ORIGINAL SUBMISSION
- _RENEWAL
- _REPLACEMENT PAGE
- _ADDENDUM PAGE
# Records Retention Schedule

**Agency No**: 472.00  
**Agency / Division / Section**: LSU Health Sciences Center New Orleans / Clinical & Hospital Records and Protected Health Information  

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Total Retention</th>
<th>Security</th>
<th>Archival</th>
<th>State Records Center</th>
<th>Vital</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>Patient Records – Adults</td>
<td>ACT + 10 AY</td>
<td>ACT + 10 AY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>I</td>
</tr>
<tr>
<td>26</td>
<td>Patient Records – Minors</td>
<td>ACT + 10 AY</td>
<td>ACT + 10 AY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>I</td>
</tr>
<tr>
<td>27</td>
<td>Pharmacy Records</td>
<td>ACT + 5 CY</td>
<td>ACT + 5 CY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>I</td>
</tr>
<tr>
<td>28</td>
<td>Controlled Substances – Inventory and Orders</td>
<td>ACT + 5 CY</td>
<td>ACT + 5 CY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>I</td>
</tr>
<tr>
<td>29</td>
<td>Controlled Substances – Dispensed and Administered</td>
<td>ACT + 5 CY</td>
<td>ACT + 5 CY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>I</td>
</tr>
</tbody>
</table>

- **ACT** = Until end of AY in which patient discharged.
- **AY** = Until end of AY in which patient reaches age of majority.
- **CY** = Until end of CY in which record is created or received.
- **MO** = Until end of CY 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
- **** = May be part of an Imaging/Electronic Exception.
- **''** = May be part of an Imaging/Electronic Survey.

---

**Security Status Codes**
- **P** – Public Record
- **M** – May Contain Confidential Information
- **C** – Confidential Information

**Archival Processing Codes**
- **A** – Transfer to State Archives
- **R** – Retain in Agency Archives
- **S** – Review by State Archives
- **E** – Review by State Archives/Electronic
- **O** – Other (Specify in Remarks)

**State Records Center Use**
- **Y** – Yes
- **N** – No

**Vital Record Identification Code**
- **V** – Vital
- **I** – Important
- **U** – Useful

---

**Agency Approval**

**Date Signed**

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

**Date Approved**
# Records Retention Schedule

**LSU Health Sciences Center New Orleans / Human Resources Related**

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Security</th>
<th>Archival</th>
<th>State Records Center</th>
<th>Vital</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Applications of Non-Hires</td>
<td>ACT + 2 CY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = until end of CY in which application is filled or closed.</td>
</tr>
<tr>
<td>31</td>
<td>Civil Service Audit Files</td>
<td>ACT + 5 CY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>V</td>
<td>ACT = until end of CY in which audit is completed.</td>
</tr>
<tr>
<td>32</td>
<td>EEO/Affirmative Action Report and Files</td>
<td>ACT + 5 CY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = until end of CY in which created or received.</td>
</tr>
<tr>
<td>33</td>
<td>Insurance Eligibility Documentation</td>
<td>ACT + 2 CY</td>
<td>C</td>
<td>S</td>
<td>N</td>
<td>V</td>
<td>ACT = until end of CY in which employee separates from agency</td>
</tr>
<tr>
<td>34</td>
<td>Grievance Records</td>
<td>ACT + 70 CY</td>
<td>M</td>
<td>S</td>
<td>I</td>
<td></td>
<td>ACT = until end of CY in which matter is closed / final decision rendered</td>
</tr>
<tr>
<td>35</td>
<td>Insurance Open Enrollment Materials (non-employee specific)</td>
<td>ACT + 1 CY</td>
<td>P</td>
<td>S</td>
<td>U</td>
<td>I</td>
<td>ACT = until end of CY in which enrollment ends</td>
</tr>
<tr>
<td>36</td>
<td>I-9's</td>
<td>ACT + 3 CY</td>
<td>C</td>
<td>S</td>
<td>N</td>
<td>V</td>
<td>ACT = until end of CY in which employee separates from agency</td>
</tr>
<tr>
<td>37</td>
<td>Job Specs / Position Descriptions</td>
<td>ACT + 5 CY</td>
<td>M</td>
<td>S</td>
<td>I</td>
<td></td>
<td>ACT = until end of CY record superseded or discontinued.</td>
</tr>
<tr>
<td>38</td>
<td>Job Study Files</td>
<td>ACT + 5 CY</td>
<td>M</td>
<td>S</td>
<td>I</td>
<td></td>
<td>ACT = until of CY in which study is completed.</td>
</tr>
</tbody>
</table>

**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

**Security Status Codes**

- P = Public Record
- M = May Contain Confidential Information
- C = Confidential Information

**Archival Processing Codes**

- A = Transfer to State Archives
- R = Retain in Agency Archives
- S = Review by State Archives
- E = Review by State Archives/Electronic
- O = Other (Specify in Remarks)

**Agency Abbreviations**

- **EEO** = Equal Employment Opportunity

---

**Notes:**

- **ACT** = 1/6/2020
- **Date Signed**
- **Secretary of State, State Archives & Records Services**
- **Date Approved**

---

**Agency Approval**

---

**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 or received.
- ACT = until end of CY in which employee separates from agency.
- ACT = until end of CY in which matter is closed / final decision 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 of CY in which study is completed.
# Records Retention Schedule

**Agency No**: 472.00  
**Records Series Title**: LSU Health Sciences Center New Orleans / Human Resources Related

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Security</th>
<th>Archival</th>
<th>State Records Center</th>
<th>Vital</th>
</tr>
</thead>
<tbody>
<tr>
<td>39</td>
<td>Layoff / Layoff Avoidance / Reduction in Force Files</td>
<td>ACT + 3 CY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>I</td>
</tr>
<tr>
<td>40</td>
<td>Life Insurance Files</td>
<td>ACT + 70 CY</td>
<td>C</td>
<td>S</td>
<td>N</td>
<td>V</td>
</tr>
<tr>
<td>41</td>
<td>Organizational Charts / Reporting Structures</td>
<td>ACT + 10 CY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>I</td>
</tr>
<tr>
<td>42</td>
<td>Payroll Records – TRSL related</td>
<td>ACT + 30 CY</td>
<td>C</td>
<td>S</td>
<td>N</td>
<td>V</td>
</tr>
<tr>
<td>43</td>
<td>Payroll Records – Non TRSL related</td>
<td>ACT + 5 CY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>V</td>
</tr>
<tr>
<td>44</td>
<td>Payroll Tax related records</td>
<td>ACT + 5 CY</td>
<td>C</td>
<td>S</td>
<td>N</td>
<td>V</td>
</tr>
<tr>
<td>45</td>
<td>Personnel related records</td>
<td>ACT + 70 CY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>V</td>
</tr>
<tr>
<td>46</td>
<td>Personnel File – Vital Information</td>
<td>ACT + 5 CY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>V</td>
</tr>
<tr>
<td>47</td>
<td>Performance Evaluation System / Employee Rating Files</td>
<td>ACT + 5 CY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>I</td>
</tr>
</tbody>
</table>

**Remarks**
- ACT = until end of CY in which created or received.
- ACT = until end of CY in which employee separates from agency.
- ACT = until end of CY in which agency ceases to operate.
- ACT = until end of CY in which employee separates from the agency.
- ACT = until end of CY in which created or received.
- ACT = until end of CY in which date tax paid or due whichever is later.
- ACT = until end of CY in which employee separates from agency.
- 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)

**Security Status Codes**
- P = Public Record
- M = May Contain Confidential Information
- C = Confidential Information

**Archival Processing Codes**
- A = Transfer to State Archives
- R = Retain in Agency Archives
- S = Review by State Archives
- E = Review by State Archives/Electronic
- O = Other (Specify in Remarks)

**State Records Center Use**
- Y = Yes
- N = No

**Vital Record Identification Code**
- V = Vital
- I = Important
- U = Useful

**Agency Abbreviations**
- TRSL = Teacher's Retirement System of Louisiana

---

**Agency Approval**

**Date Signed**

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

**Date Approved**

---

**Note:**

- **PERM** = Permanent
- **WK** = Week (Mon-Sun)  
- **DY** = Day(s)  
- **QQ** = May be part of an Imaging/Electronic Exception.
- **QQ** = May be part of an Imaging/Electronic Survey.
# Records Retention Schedule

**Agency No**: 472.00  
**Agency / Division / Section**: LSU Health Sciences Center New Orleans / Human Resources Related

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Security</th>
<th>Archival</th>
<th>State Records Center</th>
<th>Vital</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>48</td>
<td>Performance Evaluation System / Employee Rating Files – Planning Records</td>
<td>ACT + 5 CY</td>
<td>C</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = until end of CY in which created or received.</td>
</tr>
<tr>
<td>49</td>
<td>Policies and Procedures (Agency wide and Internal Department)</td>
<td>PERM</td>
<td>P</td>
<td>R</td>
<td>N</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Promotional / Job Vacancy Announcements / Lists</td>
<td>ACT + 2 CY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = until end of CY in which position is filled or closed.</td>
</tr>
<tr>
<td>51</td>
<td>Service Cards</td>
<td>ACT + 70 CY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>V</td>
<td>ACT = until end of CY in which employee separates from agency.</td>
</tr>
<tr>
<td>52</td>
<td>Supervisor’s File (no substance abuse counseling)</td>
<td>ACT + 1 CY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = until end of CY in which supervision ends.</td>
</tr>
<tr>
<td>53</td>
<td>Supervisor’s File (with substance abuse counseling)</td>
<td>ACT + 2 CY</td>
<td>C</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = until end of CY in which supervision ends.</td>
</tr>
<tr>
<td>54</td>
<td>Worker’s Compensation Records</td>
<td>ACT + 5 CY</td>
<td>C</td>
<td>S</td>
<td>N</td>
<td>V</td>
<td>ACT = until end of CY in which settlement is reached.</td>
</tr>
</tbody>
</table>

**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  
- **DY** – Day(s)  
- **PERM** – Permanent

**Security Status Codes**
- **P** – Public Record
- **M** – May Contain Confidential Information
- **C** – Confidential Information

**Archival Processing Codes**
- **A** – Transfer to State Archives
- **R** – Retain in Agency Archives
- **S** – Review by State Archives
- **E** – Review by State Archives/Electronic
- **O** – Other (Specify in Remarks)

**State Records Center Use**
- **Y** – Yes
- **N** – No

**Agency Abbreviations**
- **V** – Vital
- **I** – Important
- **U** – Useful

---

**Agency Approval**

**Date Signed**

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

**Date Approved**
# Records Retention Schedule

**Agency No**: 472.00  
**Agency**: LSU Health Sciences Center New Orleans / Public Records  

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>In Office</th>
<th>In Storage</th>
<th>Total Retention</th>
<th>Security</th>
<th>Archival</th>
<th>State Records Center Vital</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>55</td>
<td>Presence and Abatement of Asbestos</td>
<td>PERM</td>
<td>PERM</td>
<td></td>
<td></td>
<td>P</td>
<td>R</td>
<td>N</td>
<td>V</td>
</tr>
<tr>
<td>56</td>
<td>Radiation Badge Records</td>
<td>ACT + 10 CY</td>
<td>ACT + 10 CY</td>
<td></td>
<td></td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>V</td>
</tr>
<tr>
<td>57</td>
<td>Patient Files and Data</td>
<td>ACT + 5 CY</td>
<td>ACT + 5 CY</td>
<td></td>
<td></td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>I</td>
</tr>
<tr>
<td>58</td>
<td>Accounting Records</td>
<td>ACT + 1 FY</td>
<td>3 FY</td>
<td>ACT + 4 FY</td>
<td></td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>V</td>
</tr>
<tr>
<td>59</td>
<td>Procurement Records</td>
<td>ACT + 1 FY</td>
<td>3 FY</td>
<td>ACT + 4 FY</td>
<td></td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>V</td>
</tr>
<tr>
<td>60</td>
<td>Budget Records</td>
<td>ACT + 3 FY</td>
<td>3 FY</td>
<td>ACT + 4 FY</td>
<td></td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>V</td>
</tr>
<tr>
<td>61</td>
<td>Sponsored Projects Records</td>
<td>ACT + 1 FY</td>
<td>3 FY</td>
<td>ACT + 4 FY</td>
<td></td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>V</td>
</tr>
<tr>
<td>62</td>
<td>Facilities and Plant Records</td>
<td>ACT + 3 FY</td>
<td>3 FY</td>
<td>ACT + 3 FY</td>
<td></td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>V</td>
</tr>
<tr>
<td>63</td>
<td>Safety Records</td>
<td>ACT + 3 FY</td>
<td>3 FY</td>
<td>ACT + 3 FY</td>
<td></td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>V</td>
</tr>
</tbody>
</table>

**Permitted Retention Period Abbreviations**  
- **ACT** – Active Period (when used define term in remarks column)  
- **FY** – Fiscal Year (July 1–June 30)  
- **CY** – Calendar Year (Jan 1–Dec 31)  
- **AY** – Academic Year (Aug 1–July 31)  
- **FFY** – Federal Fiscal Year (Oct 1–Sept 30)  
- **MO** – Months  
- **WK** – Week (Mon-Sun)  
- **DY** – Day(s)  
- **PERM** – Permanent  
- **** = May be part of an Imaging/Electronic Exception.

**Security Status Codes**  
- **P** – Public Record  
- **M** – May Contain Confidential Information  
- **C** – Confidential Information  

**Archival Processing Codes**  
- **A** – Transfer to State Archives  
- **R** – Retain in Agency Archives  
- **S** – Review by State Archives  
- **E** – Review by State Archives/Electronic  
- **O** – Other (Specify in Remarks)  

**State Records Center Vital**  
- **Y** – Yes  
- **N** – No

**Archival Processing Codes**  
- **V** – Vital  
- **I** – Important  
- **U** – Useful

**Agency Abbreviations**

---

**Agency Approval**

**Date Signed**

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

**Date Approved**

1/6/2020

1-7-2020
## Records Retention Schedule

**Agency No**: 472.000  
**LSU Health Sciences Center New Orleans / Public Records**

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Security</th>
<th>Archival</th>
<th>Vital</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>64</td>
<td>Auxiliary Enterprise Records</td>
<td>ACT + 3 FY</td>
<td>ACT + 3 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>65</td>
<td>Contracts and Agreements</td>
<td>ACT + 5 FY</td>
<td>ACT + 5 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>66</td>
<td>Audits and Program Reviews</td>
<td>ACT + 3 FY</td>
<td>ACT + 3 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>67</td>
<td>Accreditation Records</td>
<td>ACT + 3 FY</td>
<td>ACT + 3 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>68</td>
<td>General Correspondence</td>
<td>ACT + 3 FY</td>
<td>ACT + 3 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>69</td>
<td>University Police</td>
<td>ACT + 7 FY</td>
<td>ACT + 7 FY</td>
<td>M</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>70</td>
<td>Library Records</td>
<td>ACT + 3 FY</td>
<td>ACT + 3 FY</td>
<td>M</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>71</td>
<td>Information Technology Records</td>
<td>ACT + 3 FY</td>
<td>ACT + 3 FY</td>
<td>M</td>
<td>S</td>
<td>N</td>
</tr>
</tbody>
</table>

### 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

**Security Status Codes**
- **P** - Public Record
- **M** - May Contain Confidential Information
- **C** - Confidential Information

**Archival Processing Codes**
- **A** - Transfer to State Archives
- **R** - Retain in Agency Archives
- **S** - Review by State Archives
- **E** - Review by State Archives/Electronic
- **O** - Other (Specify in Remarks)

**State Records Center Use**
- **Y** - Yes
- **N** - No

**Vital Record Identification Code**
- **V** = Vital
- **I** = Important
- **U** = Useful

---

**Signature**:  
**Date**: 1/6/2020  
**Secretary of State, State Archives & Records Services**:  
**Date Approved**: 1/7/2020
# Records Retention Schedule

**Agency No:** 472.000  
**Agency Division Section:** LSU Health Sciences Center New Orleans / Public Records

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Security</th>
<th>Archival</th>
<th>State Records Center</th>
<th>Vital</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>72</td>
<td>Compliance Training Records – Modules that fall under R.S. 44:36 (ex. Admin, Drivers Education, Compliance Update, Quarterly Safety Meetings, etc.)</td>
<td>ACT + 3 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = Until end of FY in which record is created or received.</td>
</tr>
<tr>
<td>73</td>
<td>Compliance Training Records – Related to ORM Audit (ex. DFWP, Sexual Harassment)</td>
<td>ACT + 3 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = Until end of FY in which record is created or received.</td>
</tr>
<tr>
<td>74</td>
<td>Compliance Training Records – HIPPA (42 CFR 164.530(i)(2))</td>
<td>ACT + 6 FY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = Until end of FY in which record is created or the FY in which no longer in effect, whichever is later.</td>
</tr>
<tr>
<td>75</td>
<td>HIPPA-related audit/investigations</td>
<td>ACT + 6 CY</td>
<td>C</td>
<td>S</td>
<td>N</td>
<td>V</td>
<td>ACT = CY in which the audit or investigation was completed.</td>
</tr>
<tr>
<td>76</td>
<td>FEMA declared disaster records</td>
<td>ACT + 3 CY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = CY in which GOSHSEP notifies LUSHC that the disaster has been closed out.</td>
</tr>
<tr>
<td>77</td>
<td>Medicaid claim payment records</td>
<td>ACT + 6 CY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = End of FY in which the claim payment was made.</td>
</tr>
<tr>
<td>78</td>
<td>Expert witness testimony and related records</td>
<td>ACT + 7 CY</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>I</td>
<td>ACT = End of CY in which the case has final adjudication.</td>
</tr>
</tbody>
</table>

**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)

**Security Status Codes**
- P – Public Record
- M – May Contain Confidential Information
- C – Confidential Information

**Archival Processing Codes**
- A – Transfer to State Archives
- R – Retain in Agency Archives
- S – Review by State Archives
- E – Review by State Archives/Electronic
- O – Other (Specify in Remarks)

**State Records Center Use**
- Y – Yes
- N – No

**Vital Record Identification Code**
- V = Vital
- I = Important
- U = Useful

**Agency Abbreviations**
- ORM = Office of Risk Management
- DFWP = Drug-Free Workplace Programs
- HIPAA = Health Insurance Portability and Accountability Act
- FEMA = Federal Emergency Management Agency
- GOSHSEP = Governor’s Office of Homeland Security & Emergency Management

---

**Agency Approval**

1/6/2020

**Date Signed**

1-7-2020

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

Date Approved
# Records Retention Schedule

**Agency No** 472.000  
**Agency / Division / Section** LSU Health Sciences Center New Orleans / Research Records

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Total Retention</th>
<th>Security</th>
<th>Archival</th>
<th>State Records Center</th>
<th>Vital</th>
</tr>
</thead>
<tbody>
<tr>
<td>79</td>
<td>Research Papers</td>
<td>PERM</td>
<td>PERM</td>
<td>M R N V</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>Human Experimentation Records</td>
<td>ACT + 10 CY</td>
<td>ACT + 10 CY</td>
<td>M S N V</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>81</td>
<td>Research and Supporting Documents</td>
<td>ACT + 3 CY</td>
<td>ACT + 3 CY</td>
<td>M S N V</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remarks**

- ACT = Until end of CY in which project ends.
- ACT = Until end of CY in which project is completed.

**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)

**Security Status Codes**

- P = Public Record
- M = May Contain Confidential Information
- C = Confidential Information

**Archival Processing Codes**

- A = Transfer to State Archives
- R = Retain in Agency Archives
- S = Review by State Archives
- E = Review by State Archives/Electronic
- O = Other (Specify in Remarks)

**State Records Center Use**

- Y = Yes
- N = No

**Vital Record Identification Code**

- V = Vital
- I = Important
- U = Useful

---

**Agency Approval**

<table>
<thead>
<tr>
<th>Date Signed</th>
<th>Secretary of State, State Archives &amp; Records Services</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6/2020</td>
<td>Diane C. Poole, AAM</td>
<td>1-7-2020</td>
</tr>
</tbody>
</table>
# Records Retention Schedule

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

<table>
<thead>
<tr>
<th>Agency No</th>
<th>Agency / Division / Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>472.000</td>
<td>LSU Health Sciences Center New Orleans / Graduate Education and Employment Files</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>State Records Center</th>
<th>Vital</th>
</tr>
</thead>
<tbody>
<tr>
<td>82</td>
<td>Accreditation Records</td>
<td>ACT + 10 FY</td>
<td>P S N V</td>
<td>ACT = End of FY in which the matter is closed with accrediting agency.</td>
</tr>
<tr>
<td>83</td>
<td>Academic Records – Vital</td>
<td>PERM</td>
<td>C R N V</td>
<td>ACT = Until end of FY in which the student / house officer is enrolled.</td>
</tr>
<tr>
<td>84</td>
<td>Academic Records – Non Vital</td>
<td>ACT + 5 FY</td>
<td>C S N I</td>
<td>ACT = Until end of FY in which position is filled or closed.</td>
</tr>
<tr>
<td>85</td>
<td>Applications of Non Hires</td>
<td>ACT + 2 FY</td>
<td>M S N I</td>
<td>ACT = Until end of FY in which the student / house officer is enrolled.</td>
</tr>
<tr>
<td>86</td>
<td>Compliance Records</td>
<td>ACT + 5 FY</td>
<td>M S N I</td>
<td>ACT = Until end of FY in which the student / house officer is enrolled.</td>
</tr>
<tr>
<td>87</td>
<td>Employment Records – Vital</td>
<td>ACT + 70 FY</td>
<td>C S N V</td>
<td>ACT = Until end of FY in which the student / house officer is enrolled.</td>
</tr>
<tr>
<td>88</td>
<td>Employment Records – Non Vital</td>
<td>ACT + 5 FY</td>
<td>M S N V</td>
<td>ACT = Until end of FY in which the student / house officer is enrolled.</td>
</tr>
<tr>
<td>89</td>
<td>Health Records</td>
<td>ACT + 5 FY</td>
<td>C S N I</td>
<td>ACT = Until end of FY in which student / house officer separates from the agency.</td>
</tr>
<tr>
<td>90</td>
<td>Legal Records</td>
<td>PERM</td>
<td>C R N V</td>
<td></td>
</tr>
</tbody>
</table>

**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  

**Security Status Codes**  
- P = Public Record  
- M = May Contain Confidential Information  
- C = Confidential Information  

**Archival Processing Codes**  
- A = Transfer to State Archives  
- R = Retain in Agency Archives  
- S = Review by State Archives  
- E = Review by State Archives/Electronic  
- O = Other (Specify in Remarks)  

**State Records Center Use**  
- Y = Yes  
- N = No  

**Vital Record Identification Code**  
- V = Vital  
- I = Important  
- U = Useful  

**Agency Abbreviations**
## Records Retention Schedule

**Agency No**: 472.000  
**Records Series Title**: LSU Health Sciences Center New Orleans / Graduate Education and Employment Files

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Security</th>
<th>Archival</th>
<th>State Records Center</th>
<th>Vital</th>
</tr>
</thead>
<tbody>
<tr>
<td>91</td>
<td>Payroll Records</td>
<td>ACT + 5 CY</td>
<td>ACT + 5 CY</td>
<td>M</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>92</td>
<td>Program Academic Records – Vital</td>
<td>PERM</td>
<td>PERM</td>
<td>M</td>
<td>R</td>
<td>N</td>
</tr>
<tr>
<td>93</td>
<td>Program Management Records</td>
<td>ACT + 10 FY</td>
<td>ACT + 10 FY</td>
<td>M</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>94</td>
<td>Visiting House Officer Records</td>
<td>ACT + 2 FY</td>
<td>8 FY</td>
<td>C</td>
<td>S</td>
<td>N</td>
</tr>
</tbody>
</table>

**Permitted Retention Period Abbreviations**
- ACT = Active Period (when used define term in remarks column)
- FY = Fiscal Year (July 1 - June 30)
- CY = Calendar Year (Jan 1 - Dec 31)
- AY = Academic Year (Aug 1 - July 31)
- FFY = Federal Fiscal Year (Oct 1 - Sept 30)
- MO = Months  
  - WK = Week (Mon-Sun)  
  - DY = Day(s)
- PERM = Permanent
- ** = May be part of an Imaging/Electronic Exception.
- ** = May be part of an Imaging/Electronic Survey.

**Security Status Codes**
- P = Public Record
- M = May Contain Confidential Information
- C = Confidential Information

**Archival Processing Codes**
- A = Transfer to State Archives
- R = Retain in Agency Archives
- S = Review by State Archives
- E = Review by State Archives/Electronic
- O = Other (Specify in Remarks)

**State Records Center Use**
- Y = Yes
- N = No

**Vital Record Identification Code**
- V = Vital
- I = Important
- U = Useful

---

**Agency Approval**:  
**Date Signed**: 1/6/2020  
**Secretary of State, State Archives & Records Services**: 1/7/2020  
**Date Approved**: