Records Retention Schedule

SS ARC 932 (5/18)

Louisiana Secretary of State								Page 1 of 3		
Division of Archives, Records Management and History Post Office Box 94125, Baton Rouge, LA 70804								sos.la.c	101/	Indicate Use of Form
Agency No	Agency / Division / Section					ρ.// ۷	V VV VV . 3	303.ia.ç	JOV	ORIGINAL SUBMISSION
Agency No	SAMPLE Department Human Resources Reten									RENEWAL
	SAMP LE Départment Truman Résources Rétention schedule Suide							g		REPLACEMENT PAGE
Item Number		Retention Period				>	=	State Records Center		ADDENDUM PAGE
	Records Series Title		Total		Security	Archiva	te R	_	Remarks	
		In Office	In Storage	Retentio	n (Sec	Arc	Sta	Vital	
1	Applications (Non-Hires)	ACT + 2 CY		ACT + 3 C	Y N	Л	S	N	ı	ACT = until end of CY in which position filled or closed.
2	Civil Service Audit Files	ACT + 5 CY		ACT + 5 C	Y M	Л	S	N	I	ACT = until end of CY in which audit completed.
3	EEO/Affirmative Action Reports/Files	ACT + 2 CY		ACT + 2 C	Y P	•	S	N	I	ACT = until end of CY created or received.
4	Eligibility Documentation	ACT + 70 CY		ACT + 70 C	Y C		S	N	>	ACT = until end of CY in which employee separates from agency.
5	Grievance Records	ACT + 5 CY		ACT + 5 C	Y	Λ	S	N	I	ACT = until end of CY in which matter is closed/final decision rendered.
6	Group Benefits Open Enrollment Materials (non- employee specific)	ACT +1 CY		ACT + 1 C	Y P	•	S	N	U	ACT = until end of CY in which enrollment ends.
7	I-9's	ACT + 3 CY		ACT + 3 C	Y C		S	N	>	ACT = until end of CY in which employee separates from agency.
8	Job Studies	ACT + 5 CY		ACT + 5 C	Y	Л	S	N	-	ACT = until end of CY in which study is completed.
9	Layoff/Layoff Avoidance/Reduction in Force Files	ACT + 3 CY		ACT + 3 C	Y N	Л	S	N	Ι	ACT= until end of CY in which created or received.
10	Life Insurance Files (employee Specific)	ACT + 70 CY		ACT + 70 C	Y C		S	N	٧	ACT = until end of CY in which employee separates from agency.
Permitted Retention Period Abbreviations						Rec	ords	Center		Agency Abbreviations
ACT – Active Period (when used define term in remarks column)		P – Public Record			Use					EEO= Equal Employment Opportunity
FY- Fiscal Year (July 1- June 30)		M – May Contain Confidential Information				- Yes				I-9 = Proof of Eligibility to work in United States
CY – Calendar Year (Jan 1 – Dec 31)		C – Confidential Information			N - No)				
AY – Academic Year (Aug 1 – July 31)					Vital F			'odo		
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to State Archives			V= Vita		uon C	oue		
MO – Months WK – Week (Mon-Sun) DY - Day(s)		R – Retain in Agency Archives			I = Im		ant			
PERM – Permanent		3 - Review by State Archives			U= Us	•				
		O – Other (Specify in Remarks)				GIUI				

Secretary of State, State Archives & Records Services

Date Approved

Date Signed

Agency Approval

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Louisiana Secretary of State										Page 2 of 3
Division of Archives, Records Management and History										Indicate Use of Form
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Agency No	Agency / Division / Section									RENEWAL
	SAMPLE Department Human Resources Retention Schedule Guide							ş		REPLACEMENT PAGE
Item Number	Records Series Title	Retention Period				<u>.</u>	/al	Record		ADDENDUM PAGE
Number	Necolus delles fille	In Office	In Storage	Total Retentio	n i	Security	Archival	State Records Center	Vital	Remarks
11	Organizational Charts/Reporting Structures	ACT + 10 CY		ACT + 10 CY	Р		s	N	I	ACT = until end of CY in which agency ceases to operate.
12	Payroll- Non-TRSL related	ACT + 5 CY		ACT + 5 C	Y M		S	N	V	ACT = until end of CY created or received.
13	Payroll – TRSL related	ACT + 30 CY		ACT + 30 CY	С		s	Ν	٧	ACT = until end of CY employee separates from agency.
14	Payroll Tax Records	ACT + 5 CY		ACT + 5 C	Y C		s	N	V	ACT = until end of CY in which date tax paid or due whichever is later.
15	Personnel – Vital Information Files	ACT + 70 CY		ACT + 70C	Y M		s	N	V	ACT = until end of CY employee separates from agency.
16	Personnel – Non-Vital Information Files	ACT + 5 CY		ACT + 5 C	Y M		S	N	V	ACT = until end of CY employee separates from agency.
17	Performance Evaluation System/Employee Rating Files – Planning Records	ACT + 5 CY		ACT + 5 C	Y M		s	N	I	ACT = until end of CY created or received.
18	Performance Evaluation System/Employee Rating Files	ACT + 5 CY		ACT + 5 C	Y C		S	Ν	ı	ACT = until end of CY employee separates from agency.
19	Policies and Procedures (Agency Wide and Internal Department)	ACT + 10 CY		ACT + 10 CY	Р		S	N	V	ACT = until end of CY in which agency ceases to operate.
20	Promotional/Job Vacancy Announcements/Lists	ACT + 2 CY		ACT + 2 C	Y M		s	Ν	٧	ACT = until end of CY in which position is filled or closed.
Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column)		Security Status Codes P – Public Record			State Records Center Use					Agency Abbreviations TRSL = Teacher Retirement System of Louisiana
FY- Fiscal Year (July 1- June 30)		M – May Contain Confidential Information			Y – Yes					•
CY – Calendar Year (Jan 1 – Dec 31)		C – Confidential Information			N - No					
AY – Academic Year (Aug 1 – July 31)		5 · · · · · · · · · · · · · · · · · · ·				Vital Record				
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to State Archives					tion Code			
MO – Months WK – Week (Mon-Sun) DY - Day(s)		R – Retain in Agency Archives				V= Vital				
PERM – Permanent		S – Review by State Archives O – Other (Specify in Remarks)			I = Important U= Useful					
		U – Other (Specify in Remarks)								

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

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Agency No	Agency / Division / Section									RENEWAL
	SAMPLE Department Human Resources Ret	ention Schedule (Juiae					S		REPLACEMENT PAGE
Item Number			Retention Period					Records		ADDENDUM PAGE
	Records Series Title	R			rity	ival	er e			
		In Office	In Storage	Total Retentio		Security	Archival	State Re Center	Vital	Remarks
21	Affordable Care Act Documentation	ACT + 7 CY		ACT + 7 C	CY	С	s	N	٧	ACT = Until end of CY in which Insurance coverage offer is made.
Permitted Ref	tention Period Abbreviations	Security Status	Security Status Codes S			e Rec	ords	Center		Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Recor	P – Public Record							
FY- Fiscal Year (July 1- June 30)		M – May Contair	M – May Contain Confidential Information			Y – Yes N - No				
CY – Calendar Year (Jan 1 – Dec 31)		C – Confidential	C – Confidential Information							
AY – Academic Year (Aug 1 – July 31)		Archival Processing Codes				l Rec				
FFY – Federal	Fiscal Year (Oct 1 – Sept 30)	A – Transfer to State Archives				Identification Code				
MO – Months	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in Agency Archives			V= V	/ital				
PERM – Perm	anent	S – Review by State Archives			1 = 1	mpor	tant			
		O – Other (Spec	O – Other (Specify in Remarks)			Jseful				
Agency A	Approval	Date Signed	Secr	etary of Stat	te, Stat	te Ar	chive	s & Re	cord	ls Services Date Approved