

Records Retention Schedule

SS ARC 932 (01/12)

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

Http://www.sos.la.gov

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Remarks	

Agency No	Agency / Division / Section							
	SAMPLE Department Human Resources Retention Schedule Guide							
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital
		In Office	In Storage	Total Retention				
1	Applications (Non-Hires)	ACT + 2 CY		ACT + 2 CY	M	S	N	I
2	Civil Service Audit Files	ACT + 5 CY		ACT + 5 CY	M	S	N	I
3	EEO/Affirmative Action Reports/Files	ACT + 2 CY		ACT + 2 CY	P	S	N	I
4	Eligibility Documentation	ACT + 70 CY		ACT + 70 CY	C	S	N	V
5	Grievance Records	ACT + 5 CY		ACT + 5 CY	M	S	N	I
6	Group Benefits Open Enrollment Materials (non-employee specific)	ACT +1 CY		ACT + 1 CY	P	S	N	U
7	I-9's	ACT + 3 CY		ACT + 3 CY	C	S	N	V
8	Job Studies	ACT + 5 CY		ACT + 5 CY	M	S	N	I
9	Layoff/Layoff Avoidance/Reduction in Force Files	ACT + 3 CY		ACT + 3 CY	M	S	N	I
10	Life Insurance Files (employee Specific)	ACT + 70 CY		ACT + 70 CY	C	S	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 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 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 EEO= Equal Employment Opportunity I-9 = Proof of Eligibility to work in United States		

Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

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Item Number	Records Series Title						In Office	In Storage	Total Retention
SAMPLE Department Human Resources Retention Schedule Guide									
11	Organizational Charts/Reporting Structures	ACT + 10 CY		ACT + 10 CY	P	S	N	I	ACT = until end of CY in which agency ceases to operate.
12	Payroll- Non-TRSL related	ACT + 5 CY		ACT + 5 CY	M	S	N	V	ACT = until end of CY created or received.
13	Payroll – TRSL related	ACT + 30 CY		ACT + 30 CY	C	S	N	V	ACT = until end of CY employee separates from agency.
14	Payroll Tax Records	ACT + 5 CY		ACT + 5 CY	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 + 70CY	M	S	N	V	ACT = until end of CY employee separates from agency.
16	Personnel – Non-Vital Information Files	ACT + 5 CY		ACT + 5 CY	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 CY	M	S	N	I	ACT = until end of CY created or received.
18	Performance Evaluation System/Employee Rating Files	ACT + 5 CY		ACT + 5 CY	C	S	N	I	ACT = until end of CY employee separates from agency.
19	Policies and Procedures (Agency Wide and Internal Department)	ACT + 10 CY		ACT + 10 CY	P	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 CY	M	S	N	V	ACT = until end of CY in which position is filled or closed.

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<p>Permitted Retention Period Abbreviations</p> <p>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</p>	<p>Security Status Codes</p> <p>P – Public Record M – May Contain Confidential Information C – Confidential Information</p> <p>Archival Processing Codes</p> <p>A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)</p>	<p>State Records Center Use</p> <p>Y – Yes N - No</p> <p>Vital Record Identification Code</p> <p>V= Vital I = Important U= Useful</p>	<p>Agency Abbreviations</p> <p>TRSL = Teacher Retirement System of Louisiana</p>
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