

Records Retention Schedule

SS ARC 932 (5/18)

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

[Http://www.sos.la.gov](http://www.sos.la.gov)

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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Remarks
	SAMPLE Department Human Resources Retention Schedule Guide								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Applications (Non-Hires)	ACT + 2 CY		ACT + 3 CY	M	S	N	I	ACT = until end of CY in which position filled or closed.
2	Civil Service Audit Files	ACT + 5 CY		ACT + 5 CY	M	S	N	I	ACT = until end of CY in which audit completed.
3	EEO/Affirmative Action Reports/Files	ACT + 2 CY		ACT + 2 CY	P	S	N	I	ACT = until end of CY created or received.
4	Eligibility Documentation	ACT + 70 CY		ACT + 70 CY	C	S	N	V	ACT = until end of CY in which employee separates from agency.
5	Grievance Records	ACT + 5 CY		ACT + 5 CY	M	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 CY	P	S	N	U	ACT = until end of CY in which enrollment ends.
7	I-9's	ACT + 3 CY		ACT + 3 CY	C	S	N	V	ACT = until end of CY in which employee separates from agency.
8	Job Studies	ACT + 5 CY		ACT + 5 CY	M	S	N	I	ACT = until end of CY in which study is completed.
9	Layoff/Layoff Avoidance/Reduction in Force Files	ACT + 3 CY		ACT + 3 CY	M	S	N	I	ACT= until end of CY in which created or received.
10	Life Insurance Files (employee Specific)	ACT + 70 CY		ACT + 70 CY	C	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		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information		State Records Center Use Y – Yes N - No		Agency Abbreviations EEO= Equal Employment Opportunity I-9 = Proof of Eligibility to work in United States			
		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 Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

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Remarks	

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		In Office	In Storage	Total Retention				
11	Organizational Charts/Reporting Structures	ACT + 10 CY		ACT + 10 CY	P	S	N	I
12	Payroll- Non-TRSL related	ACT + 5 CY		ACT + 5 CY	M	S	N	V
13	Payroll – TRSL related	ACT + 30 CY		ACT + 30 CY	C	S	N	V
14	Payroll Tax Records	ACT + 5 CY		ACT + 5 CY	C	S	N	V
15	Personnel – Vital Information Files	ACT + 70 CY		ACT + 70CY	M	S	N	V
16	Personnel – Non-Vital Information Files	ACT + 5 CY		ACT + 5 CY	M	S	N	V
17	Performance Evaluation System/Employee Rating Files – Planning Records	ACT + 5 CY		ACT + 5 CY	M	S	N	I
18	Performance Evaluation System/Employee Rating Files	ACT + 5 CY		ACT + 5 CY	C	S	N	I
19	Policies and Procedures (Agency Wide and Internal Department)	ACT + 10 CY		ACT + 10 CY	P	S	N	V
20	Promotional/Job Vacancy Announcements/Lists	ACT + 2 CY		ACT + 2 CY	M	S	N	V
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21	Affordable Care Act Documentation	ACT + 7 CY		ACT + 7 CY	C	S	N	V

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