

Records Retention Schedule

SS ARC 932 (07/07)

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

Http://www.sos.louisiana.gov

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Indicate Use of Form				
	Sample Agency- Sample Division- Sample Section					<input type="checkbox"/> ORIGINAL SUBMISSION <input type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE				
Item Number	Records Series Title					Retention Period			Remarks	
		In Office	In Storage	Total Retention						
1	Accounts Receivables	ACT + 3 FY	0	ACT + 3 FY	P	S	N	V	Act = Until Audit – Image upon arrival and destroy originals after inspection and SOS approval.	
2	Time & Attendance Records (includes time & recap sheets, vacation & leave, comp. time).	2 FY	3 FY	5 FY	P	S	Y	V	May contain confidential information.	
3	Audit Reports (Audits done by Legislative Auditor or submitted to Legislative Auditor)	3 FY	0	3 FY	P	S	N	U	Audits are maintained by Auditor's Office	
4	Audit Reports (Done for office by CPA or private firms not submitted to Legislative Auditor)	PERM	0	PERM	P	R	N	I	Microfilm after 5 calendar years.	
5	Bank Statements and Reconciliation reports	3 FY	2 FY	5 FY	P	S	Y	V		
6	Budgets – Original Requests	PERM	0	PERM	P	R	N	I	Microfilm after 10 calendar years.	
7	Budgets – Workpapers and backups	3 FY	0	3 FY	P	S	N	I	May contain confidential information	
8	Cancelled Checks	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	Act = Until audit – May contain confidential information. Break CDs to destroy or Burn/Shred checks.	
9	Invoices – (Non Grant Related)	ACT + 3 FY	0	ACT + 3 FY	P	S	N	V	Act = Until audit	
10	Invoices – Grant Related	ACT + 2 FFY	3 FFY	ACT + 5 FFY	P	S	Y	V	Act = Until grant expires.	
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			State Records Center Use Y – Yes N - No			Agency Abbreviations CPA= Certified Public Accountant CD= Compact Disc		
		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

Records Retention Schedule

SS ARC 932 (07/07)

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

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

Page 2 of 2	
Indicate Use of Form <input checked="" type="checkbox"/> ORIGINAL SUBMISSION <input type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section							
	SAMPLE AGENCY – SAMPLE DIVISION- SAMPLE SECTION							
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital
		In Office	In Storage	Total Retention				
11	Commission Board Meeting Minutes	Perm	0	Perm	P	A	N	V
12	Commission Board Meeting Tapes	3 CY	0	3 CY	P	S	N	U
13	Correspondence – Routine	1 FY	0	1 FY	M	S	N	U
14	Correspondence – General (subject related)	2 FY	1 FY	3 FY	M	S	Y	U
15	Correspondence – Policy - related	PERM	0	PERM	P	R	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 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

 Agency Approval

 Date Signed

 Secretary of State, State Archives & Records Services

 Date Approved