



RETENTION SCHEDULE DEVELOPMENT: DEFINING ACTIVE (ACT)

Key Points

- In the ACTIVE PERIOD of a record’s lifecycle, the record is used by the agency regularly.
- ACT is used on the retention schedule to define the variable portion of a record’s retention period that corresponds to this active period.
- When ACT is used in the retention formula, it is defined in the Remarks column in the following manner: “ACT = until the end of the (CY, FY, FFY or AY) in which a (certain event occurs.)” This event marks the end—the cut off—of the record’s active period. It triggers the start of the countdown of (days, months, years) the record must be maintained in its inactive period.
- For example, Employee Performance Evaluations have a retention period of “ACT + 5 CY, where ACT = until the end of the CY in which the employee leaves the agency.” After the employee leaves the agency, the record must be maintained for 5 calendar years.

Examples

Record Series	Year Type	Definition of ACTIVE
Audit Files	CY or FY	ACT = until end of CY (FY) in which audit is completed.
Authorizations for deductions	CY	ACT= until end of CY in which superseded or discontinued.
Bids (Unsuccessful)	CY or FY	ACT = until end of CY (FY) in which acceptance time closes.
Bond Records	CY or FY	ACT = until end of CY (FY) in which bond issue is paid off/closed out.
Case Records (Criminal)	CY	ACT = until end of CY in which final adjudication occurs.
Contracts/Agreements	CY or FY	ACT = until end of CY (FY) in which contract (agreements) expires or terminates.
Employment applications	CY	ACT = until end of CY in which position is filled or posting is closed.
FEMA Grants	CY	ACT = until end of CY in which FEMA closes out entire state for event.
Garnishments	CY	ACT = until end of CY in which paid in full/garnishment is lifted.



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Grant Files	CY or FY	ACT = until end of CY (FY) in which grant is closed out (or final grant report is issued).
Insurance policies	CY or FY	ACT = until end of the CY (FY) in which policy expires or terminates and all claims have been closed out.
Leave Records (for individuals paying into Teacher’s Retirement)	CY	ACT = until end of CY in which employee separates from agency.
Licensure records	CY or FY	ACT = until end of CY (FY) in which license expires, lapses or terminates.
Log Files	CY	ACT = until end of CY in which generated.
Meeting Recordings	CY	ACT= until end of CY in which the written minutes are adopted.
Payroll Time and Attendance, Leave Records	CY	ACT = until end of CY created or received. (NOTE: Maintained on CY to comply with Federal Tax Requirements)
Personnel Records (employee Specific)	CY	ACT = until end of CY in which employee separates from agency.
Project Files	CY or FY	ACT = until end of CY (FY) in which project closes out.
Records that are replaced (Superseded or Revised)	CY or FY	ACT = until end of CY (FY) in which plan/report/record/license/policy is revised or superseded.
Records that have a straight number of years to be held (no closure or trigger event)	CY or FY	ACT= until end of CY (FY) in which created or received.
Reports	CY or FY	ACT = until end of CY (FY) in which report was issued.
Student related records	AY or CY	ACT = until end of AY (CY) in which the student has graduated or is no longer enrolled.
Vehicle and Movable Property Records	CY or FY	ACT = until end of CY (FY) in which asset is surplus or disposed.

Questions?

For any questions, please email recmgt@sos.la.gov.