Records Retention Schedule

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

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Agency No	Agency / Division / Section							ø		_ORIGINAL SUBMISSION RENEWAL REPLACEMENT PAGE		
	SAMPLE Department Human Resources Retention Schedule Guide											
ltem Number	Records Series Title	Retention Period				ity	/al	State Records Center		ADDENDUM PAGE		
Number		In Office	In Storage	Total Retentio	n	Security	Archival	State Cente	Vital	Remarks		
1	Applications (Non-Hires)	ACT + 2 CY		ACT + 3 C	Y N	Л	S	Ν	I	ACT = until end of CY in which position filled or closed.		
2	Civil Service Audit Files	ACT + 5 CY		ACT + 5 C	Y N	Л	S	Ν	I	ACT = until end of CY in which audit completed.		
3	EEO/Affirmative Action Reports/Files	ACT + 2 CY		ACT + 2 C	Y F	>	S	Ν	I	ACT = until end of CY created or received.		
4	Eligibility Documentation	ACT + 70 CY		ACT + 70 CY		;	S	Ν	V	ACT = until end of CY in which employee separates from agency.		
5	Grievance Records	ACT + 5 CY		ACT + 5 CY		Л	S	Ν	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		>	s	Ν	U	ACT = until end of CY in which enrollment ends.		
7	l-9's	ACT + 3 CY		ACT + 3 C	Y C	>	s	Ν	V	ACT = until end of CY in which employee separates from agency.		
8	Job Studies	ACT + 5 CY		ACT + 5 C	Y N	Л	S	Ν	I	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	Ν	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	Ν	V	ACT = until end of CY in which employee separates from agency.		
Permitted Retention Period Abbreviations						Reco	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			Y – Y€				I-9 = Proof of Eligibility to work in United States			
CY – Calendar Year (Jan 1 – Dec 31)		C – Confidential Information			N - No	N - No						
AY – Academic Year (Aug 1 – July 31)						Record						
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to State Archives					cation Code					
MO – Months WK – Week (Mon-Sun) DY - Day(s)		R – Retain in Agency Archives			V= Vit							
PERM – Permanent		S – Review by State Archives				= Important J= Useful						
		O – Other (Specify in Remarks)			U= Us							

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Louisiana Secretary of State

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Agency No	Agency / Division / Section										
	SAMPLE Department Human Resources Retent	ion Schedule G	Juide					l			
								Records		REPLACEMENT PAGE ADDENDUM PAGE	
ltem Number	Records Series Title	Retention Period				ΪŢ	val	Rec			
		In Office	In Storage	Total Retentio	n	Security	Archival	State R Center	Vital	Remarks	
11	Organizational Charts/Reporting Structures	ACT + 10 CY		ACT + 10 CY		Ρ	S	Ν	Ι	ACT = until end of CY in which agency ceases to operate.	
12	Payroll- Non-TRSL related	ACT + 5 CY		ACT + 5 C	Y	М	s	Ν	V	ACT = until end of CY created or received.	
13	Payroll – TRSL related	ACT + 30 CY		ACT + 30 CY		С	S	Ν	V	ACT = until end of CY employee separates from agency.	
14	Payroll Tax Records	ACT + 5 CY		ACT + 5 C	Y	С	s	Ν	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		М	S	Ν	V	ACT = until end of CY employee separates from agency.	
16	Personnel – Non-Vital Information Files	ACT + 5 CY		ACT + 5 C	Y	М	S	Ν	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	М	S	Ν	I	ACT = until end of CY created or received.	
18	Performance Evaluation System/Employee Rating Files	ACT + 5 CY		ACT + 5 CY		С	S	Ν	Ι	ACT = until end of CY employee separates from agency.	
19	Policies and Procedures (Agency Wide and Internal Department)	ACT + 10 CY		ACT + 10 CY		Ρ	s	И	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	М	S	И	V	ACT = until end of CY in which position is filled or closed.	
Permitted Retention Period Abbreviations							ords	Center		Agency Abbreviations	
ACT – Active Period (when used define term in remarks column)		P – Public Record			Use					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 - N	10					
AY – Academic Year (Aug 1 – July 31)						Vital Record dentification Code √= Vital I = Important					
FFY – Federal Fiscal Year (Oct 1 – Sept 30)		A – Transfer to State Archives									
MO – Months WK – Week (Mon-Sun) DY - Day(s)		R – Retain in Agency Archives									
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	ox 94125, Baton Rouge, LA 70804		Htt	Http://www.sos.la.gov				ORIGINAL SUBMISSION		
Agency No	Agency / Division / Section									RENEWAL
	SAMPLE Department Human Resources Retention Schedule Guide							s		
ltem Number	Records Series Title	Retention Period				ity	/al	State Records Center		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n	Security	Archival	State Cente	Vital	Remarks
21	Affordable Care Act Documentation	ACT + 7 CY		ACT + 7 C`	Y C	с s	s	Ν	V	ACT = Until end of CY in which Insurance coverage offer is made.
Permitted Retention Period Abbreviations						Reco	rds C	Center		Agency Abbreviations
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FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31)		M – May Contain Confidential Information C – Confidential Information				Y – Yes N - No				
AY – Academic Year (Aug 1 – July 31)					Vital I	Recor	rd			
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MO – Months WK – Week (Mon-Sun) DY - Day(s)					V= Vit	· Vital				
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		O – Other (Specify in Remarks)			U= Us	U= Useful				