# Records Retention Schedule

**SAMPLE Department Human Resources Retention Schedule Guide**

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Total Retention</th>
<th>Security Status Codes</th>
<th>Archival Processing Codes</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Applications (Non-Hires)</td>
<td>ACT + 2 CY</td>
<td>ACT + 3 CY</td>
<td>M S N I</td>
<td></td>
<td>ACT = until end of CY in which position filled or closed.</td>
</tr>
<tr>
<td>2</td>
<td>Civil Service Audit Files</td>
<td>ACT + 5 CY</td>
<td>ACT + 5 CY</td>
<td>M S N I</td>
<td></td>
<td>ACT = until end of CY in which audit completed.</td>
</tr>
<tr>
<td>3</td>
<td>EEO/Affirmative Action Reports/Files</td>
<td>ACT + 2 CY</td>
<td>ACT + 2 CY</td>
<td>P S N I</td>
<td></td>
<td>ACT = until end of CY created or received.</td>
</tr>
<tr>
<td>4</td>
<td>Eligibility Documentation</td>
<td>ACT + 70 CY</td>
<td>ACT + 70 CY</td>
<td>C S N V</td>
<td></td>
<td>ACT = until end of CY in which employee separates from agency.</td>
</tr>
<tr>
<td>5</td>
<td>Grievance Records</td>
<td>ACT + 5 CY</td>
<td>ACT + 5 CY</td>
<td>M S N I</td>
<td></td>
<td>ACT = until end of CY in which matter is closed/final decision rendered.</td>
</tr>
<tr>
<td>6</td>
<td>Group Benefits Open Enrollment Materials (non-employee specific)</td>
<td>ACT +1 CY</td>
<td>ACT + 1 CY</td>
<td>P S N U</td>
<td></td>
<td>ACT = until end of CY in which enrollment ends.</td>
</tr>
<tr>
<td>7</td>
<td>I-9’s</td>
<td>ACT + 3 CY</td>
<td>ACT + 3 CY</td>
<td>C S N V</td>
<td></td>
<td>ACT = until end of CY in which employee separates from agency.</td>
</tr>
<tr>
<td>8</td>
<td>Job Studies</td>
<td>ACT + 5 CY</td>
<td>ACT + 5 CY</td>
<td>M S N I</td>
<td></td>
<td>ACT = until end of CY in which study is completed.</td>
</tr>
<tr>
<td>9</td>
<td>Layoff/Layoff Avoidance/Reduction in Force Files</td>
<td>ACT + 3 CY</td>
<td>ACT + 3 CY</td>
<td>M S N I</td>
<td></td>
<td>ACT= until end of CY in which created or received.</td>
</tr>
<tr>
<td>10</td>
<td>Life Insurance Files (employee Specific)</td>
<td>ACT + 70 CY</td>
<td>ACT + 70 CY</td>
<td>C S N V</td>
<td></td>
<td>ACT = until end of CY in which employee separates from agency.</td>
</tr>
</tbody>
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**Permitted Retention Period Abbreviations**
- ACT – Active Period (when used define term in remarks column)
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- PERM – Permanent

**Security Status Codes**
- P – Public Record
- M – May Contain Confidential Information
- C – Confidential Information

**Archival Processing Codes**
- A – Transfer to State Archives
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- O – Other (Specify in Remarks)

**State Records Center Use**
- Y – Yes
- N - No

**Vital Record Identification Code**
- V= Vital
- I = Important
- U= Useful
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<th>Archival</th>
<th>State Records Center</th>
<th>Vital</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>In Office</td>
<td>In Storage</td>
<td>Total Retention</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Organizational Charts/Reporting Structures</td>
<td>ACT + 10 CY</td>
<td>ACT + 10 CY</td>
<td>ACT + 10 CY</td>
<td>P</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>12</td>
<td>Payroll- Non-TRSL related</td>
<td>ACT + 5 CY</td>
<td>ACT + 5 CY</td>
<td>ACT + 5 CY</td>
<td>M</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>13</td>
<td>Payroll – TRSL related</td>
<td>ACT + 30 CY</td>
<td>ACT + 30 CY</td>
<td>ACT + 30 CY</td>
<td>C</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>14</td>
<td>Payroll Tax Records</td>
<td>ACT + 5 CY</td>
<td>ACT + 5 CY</td>
<td>ACT + 5 CY</td>
<td>C</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>15</td>
<td>Personnel – Vital Information Files</td>
<td>ACT + 70 CY</td>
<td>ACT + 70 CY</td>
<td>ACT + 70 CY</td>
<td>M</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>16</td>
<td>Personnel – Non-Vital Information Files</td>
<td>ACT + 5 CY</td>
<td>ACT + 5 CY</td>
<td>ACT + 5 CY</td>
<td>M</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>17</td>
<td>Performance Evaluation System/Employee Rating Files – Planning Records</td>
<td>ACT + 5 CY</td>
<td>ACT + 5 CY</td>
<td>ACT + 5 CY</td>
<td>M</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>18</td>
<td>Performance Evaluation System/Employee Rating Files</td>
<td>ACT + 5 CY</td>
<td>ACT + 5 CY</td>
<td>ACT + 5 CY</td>
<td>C</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>19</td>
<td>Policies and Procedures (Agency Wide and Internal Department)</td>
<td>ACT + 10 CY</td>
<td>ACT + 10 CY</td>
<td>ACT + 10 CY</td>
<td>P</td>
<td>S</td>
<td>N</td>
</tr>
<tr>
<td>20</td>
<td>Promotional/Job Vacancy Announcements/Lists</td>
<td>ACT + 2 CY</td>
<td>ACT + 2 CY</td>
<td>ACT + 2 CY</td>
<td>M</td>
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Agency Approval __________________________ Date Signed ____________ Secretary of State, State Archives & Records Services __________________________ Date Approved __________________________
Louisiana Secretary of State  
Division of Archives, Records Management and History  
Post Office Box 94125, Baton Rouge, LA 70804

SS ARC 932 (5/18)

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<tr>
<th>Agency No</th>
<th>Agency / Division / Section</th>
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<tr>
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</thead>
<tbody>
<tr>
<td>21</td>
<td>Affordable Care Act Documentation</td>
<td>ACT + 7 CY</td>
<td>ACT + 7 CY</td>
<td>C</td>
<td>S</td>
<td>N</td>
<td>V</td>
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ACT = Until end of CY in which Insurance coverage offer is made.

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