## SAMPLE HUMAN RESOURCES RETENTION SCHEDULE GUIDE

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Security Status</th>
<th>Archival Processing</th>
<th>State Records Center Use</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Affordable Care Act Files</td>
<td>ACT + 7 CY 0</td>
<td>ACT + 7 CY</td>
<td>C S N V</td>
<td>ACT = until end of CY in which offer of insurance was made to employees.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Applications (Non-Hires)</td>
<td>ACT + 2 CY 0</td>
<td>ACT + 2 CY</td>
<td>M S N I</td>
<td>ACT = until the end of the CY in which the position was filled or closed.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Civil Service Audit Files</td>
<td>ACT + 5 CY 0</td>
<td>ACT + 5 CY</td>
<td>M S N I</td>
<td>ACT = until the end of the CY in which audit was completed.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>EEO/Affirmative Action Reports/Files</td>
<td>ACT + 2 CY 0</td>
<td>ACT + 2 CY</td>
<td>P S N I</td>
<td>ACT = until the end of the CY created or received.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Eligibility Documentation</td>
<td>ACT + 70 CY 0</td>
<td>ACT + 70 CY</td>
<td>C S N V</td>
<td>ACT = until end of the CY in which the employee separates from the agency</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Grievance Records</td>
<td>ACT + 5 CY 0</td>
<td>ACT + 5 CY</td>
<td>M S N I</td>
<td>ACT = until the end of the CY in which the matter is closed and final decision is rendered</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Group Benefits Open Enrollment Materials (non-employee specific)</td>
<td>ACT + 1 Cy 0</td>
<td>ACT + 1 Cy</td>
<td>P S N U</td>
<td>ACT = until the end of the CY in which enrollment ends</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>I-9’s</td>
<td>ACT + 3 Cy 0</td>
<td>ACT + 3 Cy</td>
<td>C S N V</td>
<td>ACT = until the end of the CY in which the employee separates from the agency</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Job Studies</td>
<td>ACT + 5 CY 0</td>
<td>ACT + 5 CY</td>
<td>M S N I</td>
<td>ACT = until the end of the CY in which the study is completed</td>
<td></td>
</tr>
</tbody>
</table>

### Permitted Retention Period Abbreviations
- **ACT** – Active Period (when used define term in remarks column)
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- **MO** – Months  **WK** – Week  **DY** - Day(s)
- **PERM** – Permanent (Life of State)  **LOA** – Life of Agency

### 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)

### Vital Record Identification Code
- **V**= Vital
- **I** = Important
- **U**= Useful

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**NOTE:** Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).
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<tr>
<td></td>
<td></td>
<td>In Office</td>
<td>In Storage</td>
<td>Total Retention</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Layoff / Layoff Avoidance / Reduction in Force Files</td>
<td>ACT + 3 CY 0 ACT + 3 CY</td>
<td>M S N I</td>
<td></td>
<td></td>
<td>ACT = until the end of the CY in which created or received.</td>
</tr>
<tr>
<td>11.</td>
<td>Life Insurance Files (employee specific)</td>
<td>ACT + 70 CY 0</td>
<td>C S N V</td>
<td></td>
<td></td>
<td>ACT = until the end of the CY in which the employee separates from the agency.</td>
</tr>
<tr>
<td>12.</td>
<td>Organizational Charts/ Reporting Structures Guide</td>
<td>ACT + 10 CY 0</td>
<td>P S N I</td>
<td></td>
<td></td>
<td>ACT = until the end of the CY in which the agency ceases to exist</td>
</tr>
<tr>
<td>13.</td>
<td>Payroll: Non-TRSL-related</td>
<td>ACT + 5 CY 0 ACT + 5 CY</td>
<td>M S N V</td>
<td></td>
<td></td>
<td>ACT = Until end of the CY created or received</td>
</tr>
<tr>
<td>14.</td>
<td>Payroll: TRSL-related</td>
<td>ACT + 30 CY 0 ACT + 30 CY</td>
<td>C S N V</td>
<td></td>
<td></td>
<td>ACT = until end of the CY employee separates from the agency</td>
</tr>
<tr>
<td>15.</td>
<td>Payroll Tax Records</td>
<td>ACT + 5 CY 0 ACT + 5 CY</td>
<td>C S N V</td>
<td></td>
<td></td>
<td>ACT = until the end of the CY in which tax is paid or due, whichever is later</td>
</tr>
<tr>
<td>16.</td>
<td>Personnel – Vital Information Files</td>
<td>ACT + 70 CY 0</td>
<td>M S N V</td>
<td></td>
<td></td>
<td>ACT = until the end of the CY in which the employee separates from the agency</td>
</tr>
<tr>
<td>17.</td>
<td>Personnel – Non-Vital Information Files</td>
<td>ACT + 5 CY 0 ACT + 5 CY</td>
<td>M S N V</td>
<td></td>
<td></td>
<td>ACT = until the end of the CY in which the employee separates from the agency</td>
</tr>
<tr>
<td>18.</td>
<td>Performance Evaluation System / Employee Rating Files</td>
<td>ACT + 5 CY 0 ACT + 5 CY</td>
<td>M S N I</td>
<td></td>
<td></td>
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**Agency Approval**  
**Date Signed**  
**Secretary of State, State Archives & Records Services**  
**Date Approved**
# Records Retention Schedule

**Louisiana State Archives—Records Management**  
**Louisiana Secretary of State**  
**Post Office Box 94125, Baton Rouge, LA 70804**  

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<td>19.</td>
<td>Performance Evaluation System / Employee Rating Files</td>
<td>ACT + 5 CY</td>
<td>C</td>
<td>S</td>
<td>N</td>
<td>I</td>
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</tr>
<tr>
<td>20.</td>
<td>Policies and Procedures (Agency Wide and Internal Department)</td>
<td>PERM</td>
<td>P</td>
<td>S</td>
<td>N</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>Promotional / Job Vacancy Announcements / Lists</td>
<td>ACT + 2 CY</td>
<td>M</td>
<td>S</td>
<td>N</td>
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