

Records Retention Schedule

SSARC-932 (09/20)

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

recmgt@sos.la.gov

Page 1 of 3

Indicate Use of Form

- ORIGINAL SUBMISSION
- RENEWAL
- REPLACEMENT PAGE
- ADDENDUM PAGE

| Agency No | Agency / Division / Section | SAMPLE HUMAN RESOURCES RETENTION SCHEDULE GUIDE | | | Security | Archival | State Records Center | Vital | | | | |
|---|--|---|------------|-----------------|---|----------|----------------------|-----------------------------|--|--|--|--|
| Item Number | Records Series Title | Retention Period | | | | | | | Remarks | | | |
| | | In Office | In Storage | Total Retention | | | | | | | | |
| 1. | Affordable Care Act Files | ACT + 7 CY | 0 | ACT + 7 CY | C | S | N | V | ACT = until end of CY in which offer of insurance was made to employees. | | | |
| 2. | Applications (Non-Hires) | ACT + 2 CY | 0 | ACT + 2 CY | M | S | N | I | ACT = until the end of the CY in which the position was filled or closed. | | | |
| 3. | Civil Service Audit Files | ACT + 5 CY | 0 | ACT + 5 CY | M | S | N | I | ACT = until the end of the CY in which audit was completed. | | | |
| 4. | EEO/Affirmative Action Reports/Files | ACT + 2 CY | 0 | ACT + 2 CY | P | S | N | I | ACT = until the end of the CY created or received. | | | |
| 5. | Eligibility Documentation | ACT + 70 CY | 0 | ACT + 70 CY | C | S | N | V | ACT = until end of the CY in which the employee separates from the agency | | | |
| 6. | Grievance Records | ACT + 5 CY | 0 | ACT + 5 CY | M | S | N | I | ACT = until the end of the CY in which the matter is closed and final decision is rendered | | | |
| 7. | Group Benefits Open Enrollment Materials (non-employee specific) | ACT + 1 Cy | 0 | ACT + 1 CY | P | S | N | U | ACT = until the end of the CY in which enrollment ends | | | |
| 8. | I-9's | ACT + 3 CY | 0 | ACT + 3 CY | C | S | N | V | ACT = until the end of the CY in which the employee separates from the agency | | | |
| 9. | Job Studies | ACT + 5 CY | 0 | ACT + 5 CY | M | S | N | I | ACT = until the end of the CY in which the study is completed | | | |
| 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 (Mon-Sun) DY - Day(s) PERM – Permanent (Life of State) LOA – Life of Agency 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). | | Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information | | | State Records Center Use Y – Yes N - No | | | Agency Abbreviations | | | | |
| | | 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

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|---|--|---|----------|---|-------|--|------------------|------------|-----------------|
| Item Number | Records Series Title | | | | | | Retention Period | | |
| | | | | | | | In Office | In Storage | Total Retention |
| 10. | Layoff / Layoff Avoidance / Reduction in Force Files | M | S | N | I | ACT = until the end of the CY in which created or received. | | | |
| 11. | Life Insurance Files (employee specific) | C | S | N | V | ACT = until the end of the CY in which the employee separates from the agency. | | | |
| 12. | Organizational Charts/ Reporting Structures Guide | P | S | N | I | ACT = until the end of the CY in which the agency ceases to exist | | | |
| 13. | Payroll: Non-TRSL-related | M | S | N | V | ACT = Until end of the CY created or received | | | |
| 14. | Payroll: TRSL-related | C | S | N | V | ACT = until end of the CY employee separates from the agency | | | |
| 15. | Payroll Tax Records | C | S | N | V | ACT = until the end of the CY in which tax is paid or due, whichever is later | | | |
| 16. | Personnel – Vital Information Files | M | S | N | V | ACT = until the end of the CY in which the employee separates from the agency | | | |
| 17. | Personnel – Non-Vital Information Files | M | S | N | V | ACT = until the end of the CY in which the employee separates from the agency | | | |
| 18. | Performance Evaluation System / Employee Rating Files – Planning Records | M | S | N | I | ACT = until the end of the CY created or received. | | | |
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| | | 19. | Performance Evaluation System / Employee Rating Files | ACT + 5 CY | | | | | |
| 20. | Policies and Procedures (Agency Wide and Internal Department) | PERM | 0 | PERM | P | S | N | V | |
| 21. | Promotional / Job Vacancy Announcements / Lists | ACT + 2 CY | 0 | ACT + 2 CY | M | S | N | V | ACT = until the end of the CY in which the position is filled or closed. |
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