

Records Retention Schedule

SS ARC 932 (07/07)

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

Http://www.sos.louisiana.gov

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Indicate Use of Form __ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE
Remarks

Agency No	Agency / Division/ Section	Security	Archival	State Records Center	Vital				
4.28	Secretary of State/ Archives and Records / Records Management								
Item Number	Records Series Title					Retention Period			
		In Office	In Storage	Total Retention					
1	Agency Retention Schedules	PERM		PERM	P	A	N	V	Obsolete Schedules moved to Agency History Files
2	Agency History Files (includes inventories)	ACT + 5 FY		PERM	M	A	N	I	Transfer to Archives 5 FY after agency is abolished.
3	Agency Retention Schedule Work papers (includes drafts)	ACT		ACT + 5 FY	M	S	Y	U	ACT = until end of FY in which schedule is approved.
4	Records Officer Liaison Designations	3 FY	3 FY	6 FY	P	S	Y	V	
5	Agency Disposal Requests	ACT	5 FY	ACT + 5 FY	M	S	Y	U	ACT= until end of FY in which disposal was approved.
6	Secretary of State Disposal Requests	10 FY		PERM	M	A	N	I	Transfer to Archives after 10 FY.
7	Disposal Request Logs	9 FY	0	9 FY	P	S	N	I	
8	Retention Schedule Approval Logs	6 FY	0	6 FY	P	S	N	I	
9	Program Workshops/Seminar Files (handouts, attendance figures, and schedule)	3 FY		PERM	P	A	N	U	Transfer to Archives after 3 FY.
10	Program Workshops/Seminar Work papers (includes registration and correspondence)	2 FY	3 FY	5 FY	P	S	Y	U	

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 DY - Day(s) PERM – Permanent	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)	State Records Center Use Y – Yes N - No Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations
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Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved