SS ARC 932 (10/19)

	Box 94125, Baton Rouge, LA 70804				Http	://www	.sos.la.g	jov	Indicate Use of Form
Agency No	Agency / Division / Section								_ORIGINAL SUBMISSION
472.000	LSU Health Sciences Center New Orleans / Edu	cational Record	ls				r S		X RENEWAL
ltem Number	Records Series Title	R	etention Per	iod	4		Record		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	n social	Archival	State Records Center	Vital	Remarks
1	Student Academic Records including transcripts, evaluations and competency assessments	PERM		PERM	с	R	N	v	
2	Change of Grade Forms	ACT + 1 AY		ACT + 1 A	Y C	s	N	v	ACT = Until end of AY in which student is no longer enrolled.
3	Class Lists	PERM		PERM	с	R	N	I	
4	Grade Sheets	PERM		PERM	С	R	N	1	
5	Graduation Lists	PERM		PERM	P	R	N	v	
6	Holds on actions such as grades, registration and transcripts, due to obligations not being met (financial aid, fines, health, etc.)	ACT + 1 AY		ACT + 1 A	Y M	s	N	v	ACT = Until end of AY in which audited or legal hold is released.
7	Catalogs	PERM		PERM	P	R	N	1	
8	Commencement Programs	PERM		PERM	P	R	N	U	
9	Degree Statistics	PERM		PERM	P	R	N	1	
ACT – Active F FY- Fiscal Yea CY – Calendai	tention Period Abbreviations Period (when used define term in remarks column) ar (July 1- June 30) r Year (Jan 1 – Dec 31) c Year (Aug 1 – July 31)	Security Status P – Public Recc M – May Contai C – Confidentia Archival Proce	ord n Confidential I Information	Information	Use Y – Yes N - No	5	Center	L	Agency Abbreviations
FFY – Federal MO – Months	Fiscal Year (Oct 1 – Sept 30) WK – Week (Mon-Sun) DY - Day(s)	A – Transfer to R – Retain in Ag	State Archives gency Archives		Vital R Identifi V= Vita	cation	Code		
	anent art of an Imaging/Electronic Exception, art of an Imaging/ El ectronic Survey,	S - Review by State Archives I = Impo E- Review by State Archives/Electronic U= Usef O - Other (Specify in Remarks) I					s		

Agency Approval

1/c/2020 Date Signed

Secretary of State, State Archives & Records Services

1-7-2020

Date Approved

Louisiana Secretary of State Page 2 of 13 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency No Agency / Division / Section X RENEWAL LSU Health Sciences Center New Orleans / Educational Records 472.000 State Records Center ___REPLACEMENT PAGE ADDENDUM PAGE Item **Retention Period** Archival Security **Records Series Title** Number Total Remarks Vital In In Office Storage Retention 10 **Enrollment Statistics** PERM PERM P R N 1 11 PERM p R N Race / Ethnicity Statistics PERM 1 12 **Class Schedules** P PERM PERM R N 1 13 **FERPA** PERM PERM M R N 1 14 Applications and admission materials for students ACT = Until end of AY in which student is no longer ACT + 5 AY ACT + 5 AY C S N 1 that are accepted enrolled. 15 Applications and admission materials for students ACT = Until end of AY in which student is denied ACT + 3 AY ACT + 3 AY C S N 1 admission or opts not to attend. that are not accepted or opt not to attend ACT = Until end of AY in which audited or denied 16 V Letters of Recommendation for Applications ACT+6 MO ACT + 6 MO Μ S N admission. Campus-based aid and loans; Pell programs and 17 ACT = Until end of AY in which award of loan was ACT + 3 AY ACT + 3 AY С S N V **FISAP** records made. 18 ACT = Until end of the CY in which the loan is repaid, С V Perkins Loans ACT + 3 CY ACT + 3 CY S N cancelled, or assigned to the US Dept. of Education **Permitted Retention Period Abbreviations** Security Status Codes State Records Center Agency Abbreviations Use P - Public Record ACT - Active Period (when used define term in remarks column) Y - Yes FERPA = Family Educational Rights and Privacy FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N-No Act C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) Archival Processing Codes AY - Academic Year (Aug 1 - July 31) Vital Record Identification Code FISAP = Fiscal Operations Report and Application FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives to Participate V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important S - Review by State Archives PERM - Permanent U= Useful ** = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic ^^ = May be part of an Imaging/Electronic Survey. O - Other (Specify in Remarks)

Agency Approval

12020 Date Signed

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1-7-2020

Secretary of State, State Archives & Records Services

Date Approved

	ecretary of State archives, Records Management and History								Page 3 of 13
Post Office E	3ox 94125, Baton Rouge, LA 70804				Http:/	/www.	sos.la.g	vot	Indicate Use of Form
Agency No	Agency / Division / Section								ORIGINAL SUBMISSION
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ltem Number	Records Series Title	R	etention Per	riod	Ę	a	Records		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	Security	Archival	State F Center	Vital	Remarks
19	Federal Family Education and Federal Direct Loans (documents related to student or parent borrower's eligibility and participation)	ACT + 3 AY	-	ACT + 3 A	Y C	S	N	v	ACT = Until the end of the AY in which student is no longer enrolled.
20	All other Financial Aid documents	ACT + 3 AY		ACT + 3 A	y c	s	N	v	ACT = Until end of the AY in which the student last attended or reports were submitted to funding sources.
21	Student evaluations including tests, quizzes, assignments, clinic grade sheets, etc.	ACT		АСТ	с	s	N	v	ACT = Until end of FY after which student is no longer enrolled.
22	Student competency records for accreditation	ACT + 10 AY		ACT + 10 A	r c	s	N	v	ACT = End of AY in which the records are created.
23	Non-degree related training and educational program materials	ACT + 3 CY		ACT + 3 C	Y M	s	N	υ	ACT = End of CY in which the records are created.
24	International student records. (See 22 CFR 62.10(g) and 8 CFR 214.3(g))	ACT + 3 AY		ACT + 3 A	Y C	s	N	v	ACT = Until the end of the AY in which student is no longer enrolled.
Permitted Ref	tention Period Abbreviations	Security Status	s Codes	J	State Re	cords	Center	I	Agency Abbreviations
ACT – Active F	Period (when used define term in remarks column)	P – Public Reco	ord		Use				
	ar (July 1- June 30)	M – May Contai	in Confidential	Information	Y – Yes				
	r Year (Jan 1 – Dec 31)	C – Confidentia	I Information		N - No				
	ic Year (Aug 1 – July 31)	Archival Proce	ssing Codes		Vital Re				
	l Fiscal Year (Oct 1 – Sept 30)	A – Transfer to	State Archives		Identific	ation (Code		
	WK-Week (Mon-Sun) DY - Day(s)	R – Retain in Ag	gency Archives	3	V= Vital				
PERM – Perm		S – Review by S	State Archives		I = Impo				
	art of an Imaging/Electronic Exception.	E- Review by S	State Archives/I	Electronic	U= Usef	ul			
^^ = May be pa	art of an Imaging/Electronic Survey.	O - Other (Spec	cify in Remarks	s)					

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Agency Approval

1/c/2620 Date Signed Secretary of State, State Archives & Records Services

1-7-2020

Date Approved

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Louisiana Se	ecretary of State								
	rchives, Records Management and History								Page 4 of 13
	Box 94125, Baton Rouge, LA 70804				Http:/	/www.	sos.la.ç	lov	Indicate Use of Form
Agency No	Agency / Division / Section			······································		1		Í	ORIGINAL SUBMISSION
472.00	LSU Health Sciences Center New Orleans / Clin Health Information	nical & Hospital	Records and	d Protected			s		X RENEWAL REPLACEMENT PAGE
ltem Number	Records Series Title	R	etention Per		ity	val	Records		ADDENDUM PAGE
		In Office	In Storage	Total Retentio	u Security	Archival	State Ro Center	Vital	Remarks
25	Patient Records – Adults	ACT + 10 AY		ACT + 10 A	Y M	s	N	1	ACT = Until end of AY in which patient discharged.
26	Patient Records - Minors	ACT + 10 AY		ACT + 10 A1	Y M	s	N	1	ACT = Until end of AY in which patient reaches age of majority.
27	Pharmacy Records	ACT + 5 CY		ACT + 5 C	Y P	s	N	1	ACT = Until end of CY in which record is created or received.
28	Controlled Substances - Inventory and Orders	ACT + 5 CY		ACT + 5 C	Y M	s	N	1	ACT = Until end of CY in which record is created or received.
29	Controlled Substances – Dispensed and Administered	ACT + 5 CY		ACT + 5 C	ү м	s	N	1	ACT = Until end of CY in which record is created or received.
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Permitted Ret	tention Period Abbreviations	Security Statu	s Codes	.L	State Re	cords	Center	1	Agency Abbreviations
ACT - Active	Períod (when used define term in remarks column)	P - Public Reco	ord		Use				
FY- Fiscal Yea	ar (July 1- June 30)	M - May Conta	in Confidential	Information	Y – Yes				
CY – Calenda	r Year (Jan 1 – Dec 31)	C - Confidentia	Il Information		N - No				
AY - Academi	ic Year (Aug 1 – July 31)	Archival Proce	essing Codes		Vital Re				
(l Fiscal Year (Oct 1 – Sept 30)	A – Transfer to	State Archives	\$	Identific	ation (Code		
1	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in A	gency Archive:	S	V= Vital				
PERM – Perm		S - Review by	State Archives		= lmpc				
1	art of an Imaging/Electronic Exception.	E- Review by S	State Archives/	Electronic	U= Usef	ul			
^^ = May be p	art of an Imaging/Electronic Survey.	O - Other (Spe	cify in Remark	s)		Δ			
\square	and In	1/1/2020		Juane	CX	mo	h. C.	Km	1-7-2020

Agency Approval

 1/c/2020
 Juane C. Koppla, Clim

 Date Signed
 Secretary of State, State Archives & Records Services

1-7-2020 Date Approved

SS ARC 932 (10/19)

gency No	Box 94125, Baton Rouge, LA 70804					1	sos.la.g	ov	_ORIGINAL SUBMISSION
172.00	LSU Health Sciences Center New Orleans / H	/ Human Resources Related						X RENEWAL	
ltem Number	Records Series Title	R	etention Per	iod	\$	a	State Records Center		REPLACEMENT PAGE ADDENDUM PAGE
Number	Notice office mile	In Office	In Storage	Total Retentio	Security	Archival	State Re Center	Vital	Remarks
30	Applications of Non-Hires	ACT + 2 CY		ACT + 2 C	Y M	s	N	1	ACT = until end of CY in which application is filled or closed.
31	Civil Service Audit Files	ACT + 5 CY		ACT + 5 C	Y M	S	N	v	ACT = until end of CY in which audit is completed.
32	EEO/Affirmative Action Report and Files	ACT + 2 CY		ACT + 2 C	Y P	S	N	I	ACT = until end of CY in which created or received.
33	Insurance Eligibility Documentation	ACT + 70 CY		ACT + 70 C	r c	s	N	v	ACT = until end of CY in which employee separates from agency
34	Grievance Records	ACT + 5 CY		ACT + 5 C	Y M	s	N	1	ACT = until end of CY in which matter is closed / final decision rendered
35	Insurance Open Enrollment Materials (non- employee specific)	ACT + 1 CY		ACT + 1 C	Y P	s	N	U	ACT = until end of CY in which enrollment ends
36	1-9's	ACT + 3 CY		ACT + 3 C	y c	s	N	v	ACT = until end of CY in which employee separates from agency
37	Job Specs / Position Descriptions	ACT + 5 CY		ACT + 5 C	Y M	s	N	I	ACT = until end of CY record superseded or discontinued.
38	Job Study Files	ACT + 5 CY		ACT + 5 C	у м	s	N	1	ACT = until of CY in which study is completed.
ermitted Ret	tention Period Abbreviations	Security Status	s Codes		State Re	cords	Center		Agency Abbreviations
CT - Active I	Period (when used define term in remarks column)	P – Public Reco	ord		Use				
Y- Fiscal Yea	ar (July 1- June 30)	M – May Contai	in Confidential	Information	Y – Yes				EEO = Equal Employment Opportunity
Y – Calenda	r Year (Jan 1 – Dec 31)	C – Confidentia	I Information		N - No				
Y – Academi	c Year (Aug 1 – July 31)	Archival Proce	ssing Codes	***************************************	Vital Rec	cord			
FY – Federal	l Fiscal Year (Oct 1 – Sept 30)	A – Transfer to	State Archives		Identific	ation C	ode		
IO – Months	WK-Week (Mon-Sun) DY - Day(s)	R – Retain in Ag	gency Archives	5	V= Vital				
ERM – Perm	anent	S - Review by S	State Archives		I = Impo				
	art of an Imaging/Electronic Exception.	E- Review by S	State Archives/I	Electronic	U= Usefu	11			
^ = May be pa	art of an Imaging/Electronic Survey.	O - Other (Spec	cify in Remarks	3)					

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Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

1-7-2020

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	rchives, Records Management and History Box 94125, Baton Rouge, LA 70804				Http:/	/www.	sos.la.g	lov	Indicate Use of Form ORIGINAL SUBMISSION
Agency No	Agency / Division / Section								X RENEWAL
472.00	LSU Health Sciences Center New Orleans / Hu	man Resources	Related				ds		REPLACEMENT PAGE ADDENDUM PAGE
ltem Number	Records Series Title	R	etention Per	riod	À	al	Recor		
Number	Records Series File	In Office	In Storage	Total Retentio	Security	Archival	State Records Center	Vital	Remarks
39	Layoff / Layoff Avoidance / Reduction in Force Files	ACT + 3 CY		ACT + 3 C	Y M	S	N	1	ACT = until end of CY in which created or received.
40	Life Insurance Files	ACT + 70 CY		ACT + 70 C	r c	s	N	v	ACT = until end of CY in which employee separates from agency.
41	Organizational Charts / Reporting Structures	ACT + 10 CY		ACT + 10 C	r P	S	N	I	ACT = until end of CY in which agency ceases to operate.
42	Payroll Records – TRSL related	ACT + 30 CY		ACT + 30 C	r c	S	N	v	ACT = until end of CY in which employee separates from the agency.
43	Payroll Records – Non TRSL related	ACT + 5 CY		ACT + 5 C	Y M	S	N	v	ACT = until end of CY in which created or received.
44	Payroll Tax related records	ACT + 5 CY		ACT + 5 C	y c	s	N	v	ACT = until end of CY in which date tax paid or due whichever is later.
45	Personnel – Vital Information	ACT + 70 CY		ACT + 70 C	Y M	s	N	v	ACT = until end of CY in which employee separates from agency
46	Personnel File – Non-Vital	ACT + 5 CY		ACT + 5 C	Y M	S	N	v	ACT = until end of CY in which employee separates from agency.
47	Performance Evaluation System / Employee Rating Files	ACT + 5 CY		ACT + 5 C	Y M	s	N	1	ACT = until end of CY in which employee separates from agency.
Permitted Re	tention Period Abbreviations	Security Statu	s Codes		State R	ecords	Center		Agency Abbreviations
ACT - Active	Period (when used define term in remarks column)	P – Public Reco	brd		Use Y – Yes				
	ar (July 1- June 30)	M – May Conta		Information	N - No				TRSL = Teacher's Retirement System of Louisiana
	ar Year (Jan 1 – Dec 31)	C – Confidentia							
	ic Year (Aug 1 – July 31)	Archival Proce			Vital Re Identific		°oda		
	al Fiscal Year (Oct 1 – Sept 30)	A – Transfer to			V= Vital		Joue		
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	ert of an Imaging/Electronic Exception. part of an Imaging/Electronic Survey.	E- Review by S O - Other (Spe				0000031			

Agency Approval

1/6 /2020 Date Signed

Secretary of State, State Archives & Records Services

1-7-2020

Date Approved

SS ARC 932 (10/19) Louisiana Secretary of State Page 7 of 13 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov __ORIGINAL SUBMISSION Agency No Agency / Division / Section X RENEWAL LSU Health Sciences Center New Orleans / Human Resources Related 472.00 State Records Center REPLACEMENT PAGE __ADDENDUM PAGE Item **Retention Period** Archival Security **Records Series Title** Number Total In Vital Remarks In Office Storage Retention 48 Performance Evaluation System / Employee ACT + 5 CY ACT + 5 CY C S N 1 ACT = until end of CY in which created or received. Rating Files - Planning Records 49 Policies and Procedures (Agency wide and PERM PERM P V R N Internal Department) 50 ACT = until end of CY in which position is filled or Promotional / Job Vacancy Announcements / Lists ACT + 2 CY P ACT + 2 CY S N 1 closed. 51 ACT = until end of CY in which employee separates Service Cards ACT + 70 CY V ACT + 70 CY S M N from agency. 52 Supervisor's File (no substance abuse ACT + 1 CYACT + 1 CY M S N 1 ACT = until end of CY in which supervision ends. counseling) 53 Supervisor's File (with substance abuse ACT + 2 CY C S ACT + 2 CY N 1 ACT = until end of CY in which supervision ends, counseling) 54 Worker's Compensation Records ACT + 5 CY ACT + 5 CY С S N V ACT = until end of CY in which settlement is reached. Permitted Retention Period Abbreviations Security Status Codes State Records Center Agency Abbreviations Use ACT - Active Period (when used define term in remarks column) P - Public Record Y-Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) **Archival Processing Codes** Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives ** = May be part of an Imaging/Electronic Exception. U= Useful E- Review by State Archives/Electronic ^^ = May be part of an Imaging/Electronic Survey. O - Other (Specify in Remarks)

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1-7-2070

Secretary of State, State Archives & Records Services

Date Approved

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4125, Baton Rouge, LA 70804								
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Records Series Title	In Office	In Storage	Total Retentio	n	Archiv	State F Center	Vital	Remarks
esence and Abatement of Asbestos	PERM		PERM	F	R	N	v	
diation Badge Records	ACT + 10 CY		ACT + 10 C	r P	S	N	v	ACT = Until end of CY in which record is created or received.
tient Files and Data	ACT + 5 CY		ACT + 5 C	Y F	S	N	1	ACT = Until end of CY in which patient protection period ends (20 years after date of application is filed
counting Records	ACT + 1 FY	3 FY	ACT + 4 F	Y F	S	N	v	ACT = Until end of FY in which audited, or reference value or litigation is resolved whichever is longer.
ocurement Records	ACT + 1 FY	3 FY	ACT + 4 F	Y F	S	N	v	ACT = Until end of FY in which audited, or reference value or litigation is resolved whichever is longer.
dget Records	ACT + 3 FY		ACT + 3 F'	Y F	S	N	v	ACT = Until end of FY in which audited, or reference value or litigation is resolved whichever is longer.
onsored Projects Records	ACT + 1 FY	3 FY	ACT + 4 F	Y F	S	N	v	ACT = Until end of FY in which audited, or reference value or litigation is resolved whichever is longer.
cilities and Plant Records	ACT + 3 FY		ACT + 3 F'	Y F	S	N	v	ACT = Until end of FY in which audited, or reference value or litigation is resolved whichever is longer.
fety Records	ACT + 3 FY		ACT + 3 F	Y F	S	N	v	ACT = Until end of FY in which audited, or reference value or litigation is resolved whichever is longer.
on Period Abbreviations	Security Status	s Codes			Record	s Center		Agency Abbreviations
d (when used define term in remarks column)	P – Public Reco	ord						
ly 1- June 30)	M – May Contai	n Confidential	Information					
	C – Confidentia	I Information						
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al Year (Oct 1 – Sept 30)	A – Transfer to	State Archives				Code		
- Week (Mon-Sun) DY - Day(s)	R – Retain in Ag	gency Archives	5					
t	S - Review by S	State Archives						
an Imaging/Electronic Exception.	E- Review by S	state Archives/	Electronic	U= Us	eful			
an Imaging/Electronic Survey.	O - Other (Spec	cify in Remarks	s)					
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<u>1/6/2020</u> Date Signed Secretary of State, State Archives & Records Services

1-7-2020

Date Approved

SS ARC 932 (10/19)

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64	Auxiliary Enterprise Records	ACT + 3 FY		ACT + 3 FY	P	s	N	v	ACT = Until end of FY in which audited, or reference value or litigation is resolved, whichever is longer.
65	Contracts and Agreements	ACT + 5 FY		ACT + 5 FY	Р	s	N	v	ACT = Until end of FY in which audited, or reference value or litigation is resolved, whichever is longer.
66	Audits and Program Reviews	ACT + 3 FY		ACT + 3 FY	Р	s	N	I	ACT = Until end of FY in which record is created or received.
67	Accreditation Records	ACT + 3 FY		ACT + 3 FY	Р	s	N	v	ACT = Until end of FY in which record is created or received.
68	General Correspondence	ACT + 3 FY		ACT + 3 FY	Р	s	N	1	ACT = Until end of FY in which record is created or received.
69	University Police	ACT + 7 FY		ACT + 7 FY	м	s	N	V	ACT = Until end of FY in which record is created or received.
70	Library Records	ACT + 3 FY		ACT + 3FY	м	s	N	1	ACT = Until end of FY in which record is created or received.
71	Information Technology Records	ACT + 3 FY		ACT + 3FY	м	s	N	V	ACT = Until end of FY in which record is created or received.
	tention Period Abbreviations Period (when used define term in remarks column)	Security Statu P – Public Reco			State Re Use	cords	Center		Agency Abbreviations
	ar (July 1- June 30)	M – May Conta C – Confidentia		information	Y – Yes N - No				
	Y – Calendar Year (Jan 1 – Dec 31) Y – Academic Year (Aug 1 – July 31) FY – Federal Fiscal Year (Oct 1 – Sept 30)		ssing Codes		Vital Rec				
			State Archives		Identific:		ode		
	WK – Week (Mon-Sun) DY - Day(s)	R – Retain in A			V= Vital				
PERM – Perm		S – Review by	- ·		I = Impo	rtant			
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	art of an Imaging/Electronic Survey.	O – Other (Spe							

Agency Approval

1/6/2020 Date Signed

Secretary of State, State Archives & Records Services

1-7-2020

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72	Compliance Training Records – Modules that fall under R.S. 44:36 (ex. Admin, Drivers Education, Compliance Update, Quarterly Safety Meetings, etc.)	ACT + 3 FY		ACT + 3 F	Y P	s	N	1	ACT = Until end of FY in which record is created or received.
73	Compliance Training Records – Related to ORM Audit (ex. DFWP, Sexual Harassment)	ACT + 3 FY		ACT + 3 F	Y P	s	N	1	ACT = Until end of FY in which record is created or received.
74	Compliance Training Records – HIPPA (42 CFR 164.530(i)(2)	ACT + 6 FY		ACT + 6 F	Y P	s	N	1	ACT = Until end of FY in which record is created or the FY in which no longer in effect, whichever is later.
75	HIPPA-related audit/investigations	ACT + 6 CY		ACT + 6 C	y c	s	N	v	ACT = CY in which the audit or investigation was completed.
76	FEMA declared disaster records	ACT + 3 CY		ACT + 3 C	Y P	s	N	1	ACT = CY in which GOSHEP notifies LSUHC that the disaster has been closed out.
77	Medicaid claim payment records	ACT + 6 CY		ACT + 6 C	Y M	s	N	1	ACT = End of FY in which the claim payment was made.
78	Expert witness testimony and related records	ACT + 7 CY		ACT + 7 C	Y P	S	N	1	ACT = End of CY in which the case has final adjudication.
	tention Period Abbreviations	Security Statu	s Codes			Records	Center		Agency Abbreviations
ACT – Active I	Period (when used define term in remarks column)	P – Public Reco	ord		Use				
	ar (July 1- June 30)	M – May Conta	in Confidential	Information	Y – Ye	17.1			ORM = Office of Risk Management
	r Year (Jan 1 – Dec 31)	C – Confidentia	I Information		N - No				DFWP = Drug-Free Workplace Programs
	ic Year (Aug 1 – July 31)	Archival Proce	essing Codes		Vital R				HIPPA = Health Insurance Portability and
	l Fiscal Year (Oct 1 – Sept 30)	A – Transfer to	State Archives			ication	Code		Accountability Act
	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in A	gency Archives	S	V= Vita				FEMA = Federal Emergency Management Agency
PERM – Perm		S - Review by	State Archives			portant			GOHSEP = Governor's Office of Homeland Securi & Emergency Management
	art of an Imaging/Electronic Exception.	E- Review by S			U= Useful				
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1/6/2020 Secretary of State, State Archives & Records Services Date Approved

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Number		In Office	In Storage	Total Retentior	Security	Archival	State Records Center	Vital	Remarks
79	Research Papers	PERM		PERM	м	R	N	v	
80	Human Experimentation Records	ACT + 10 CY		ACT + 10 CY	M	S	N	V	ACT = Until end of CY in which project ends.
81	Research and Supporting Documents	ACT + 3 CY		ACT + 3 C	с м	s	N	v	ACT = Until end of CY in which project is completed.

Permitted Re	tention Period Abbreviations	Security Statu	s Codes		State R	ecords	Center	k	Agency Abbreviations
ACT – Active I	Period (when used define term in remarks column)	P – Public Reco	ord		Use				
FY- Fiscal Yea	ar (July 1- June 30)	M – May Conta	in Confidential	Information	Y – Yes				
CY – Calenda	r Year (Jan 1 – Dec 31)	C – Confidentia	I Information		N - No				
AY – Academi	ic Year (Aug 1 – July 31)	Archival Proce	essing Codes		Vital Re				
FFY – Federa	l Fiscal Year (Oct 1 – Sept 30)	A – Transfer to	State Archives	5	Identifie		Code		
MO – Months	WK - Week (Mon-Sun) DY - Day(s)	R – Retain in A	gency Archive	S	V= Vital				
PERM - Perm	nanent	S - Review by	State Archives		I = Imp				
** = May be p	art of an Imaging/Electronic Exception.	E- Review by S	State Archives/	Electronic	U= Use	tul			
^^ = May be p	art of an Imaging/Electronic Survey.	O - Other (Spe	cify in Remark	s)					
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Agency Approval

Date Signed

Secretary of State, State Archives & Records Services Date Approved

Louisiana Secretary of State Page 12 of 13 Division of Archives, Records Management and History Indicate Use of Form Post Office Box 94125, Baton Rouge, LA 70804 Http://www.sos.la.gov ORIGINAL SUBMISSION Agency No Agency / Division / Section X RENEWAL LSU Health Sciences Center New Orleans / Graduate Education and Employment Files 472.000 State Records Center ___REPLACEMENT PAGE ADDENDUM PAGE Item **Retention Period** Archival Security **Records Series Title** Number Total Vital In Remarks In Office Storage Retention 82 ACT = End of FY in which the matter is closed with Accreditation Records ACT + 10 FY ACT + 10 FY Ρ V S N accrediting agency. 83 Academic Records - Vital PERM PERM С R N V 84 ACT = Until end of FY in which the student / house Academic Records - Non Vital ACT + 5 FY ACT + 5 FY С S Ν 1 officer is enrolled. 85 ACT = Until end of FY in which position is filled or Applications of Non Hires ACT + 2 FY ACT + 2 FY M S N closed. 86 ACT = Until end of FY in which the student / house **Compliance Records** ACT + 5 FY ACT + 5 FY M S N officer is enrolled. 87 ACT = Until end of FY in which the student / house Employment Records - Vital ACT + 70 FY ACT + 70 FY С S N V officer is enrolled. 88 ACT = Until end of FY in which the student / house Employment Records - Non Vital ACT + 5 FY ACT + 5 FY M S N V officer is enrolled. 89 ACT = Until end of FY in which student / house officer Health Records ACT + 5 FY С ACT + 5 FY S N 1 separates from the agency. 90 Legal Records PERM PERM С R N V Permitted Retention Period Abbreviations **Security Status Codes** State Records Center Agency Abbreviations Use ACT - Active Period (when used define term in remarks column) P - Public Record Y - Yes FY- Fiscal Year (July 1- June 30) M - May Contain Confidential Information N - No CY - Calendar Year (Jan 1 - Dec 31) C - Confidential Information AY - Academic Year (Aug 1 - July 31) Archival Processing Codes Vital Record Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V= Vital MO - Months WK - Week (Mon-Sun) DY - Day(s) R - Retain in Agency Archives I = Important PERM - Permanent S - Review by State Archives U= Useful ** = May be part of an Imaging/Electronic Exception. E- Review by State Archives/Electronic ^^ = May be part of an Imaging/Electronic Survey. O - Other (Specify in Remarks)

Agency Approval

<u>1/2/2620</u> Date Signed Secretary of State, State Archives & Records Services Date Approved

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91	Payroll Records	ACT + 5 CY		ACT + 5 C	Y M	s	N	1	ACT = Until end of CY in which created or received.
92	Program Academic Records – Vital	PERM		PERM	M	R	N	1	
93	Program Management Records	ACT + 10 FY		ACT + 10 F	r M	S	N	1	ACT = Until end of FY in which created.
94	Visiting House Officer Records	ACT + 2 FY	8 FY	ACT + 10 F	r c	s	N	1	ACT = Until end of FY in which house officer is enrolled.
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	ention Period Abbreviations Period (when used define term in remarks column)	P – Public Reco			State I Use	Record	s Center	.1	Agency Abbreviations
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	Year (Jan 1 – Dec 31)	C – Confidentia			N - No				
AY – Academi	- Academic Year (Aug 1 – July 31)		ssing Codes		Vital R	ecord			
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1/6/2020

Date Signed

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Secretary of State, State Archives & Records Services

Date Approved