

Records Retention Schedule

SS ARC 932 (01/12)

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

[Http://www.sos.la.gov](http://www.sos.la.gov)

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Indicate Use of Form	
__ ORIGINAL SUBMISSION __ RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	
Item Number	Records Series Title					Retention Period
		In Office	In Storage	Total Retention		

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
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