

Records Retention Schedule

SS ARC 932 (11/17)

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

Http://www.sos.la.gov

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Indicate Use of Form				
067.000	Southeastern University/Vice President for Administration and Finance/Purchasing					<input checked="" type="checkbox"/> ORIGINAL SUBMISSION <input type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE				
Item Number	Records Series Title					In Office	In Storage	Total Retention	Remarks	
1	Sole Source and Emergency Procurement Annual Report	ACT + 5 FY	0	ACT + 5 FY	P	S	N	V	ACT = Until end of FY in which audited	
2	Purchase and Change Orders	ACT + 3 FY	0	ACT + 3 FY	P	S	N	V	ACT = Until end of FY in which audited after completion	
3	Purchase Requisitions and attached documentation	ACT + 3 FY	0	ACT + 3 FY	P	S	N	V	ACT = Until end of FY in which audited after completion	
4	Sealed Bid Documents	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = Until end of FY in which audited	
5	Purchasing Card Documents	ACT + 3 FY	0	ACT + 3 FY	P	S	N	V	ACT = Until end of FY in which audited after completion	
6	General Correspondence	ACT + 3 AY	0	ACT + 3 AY	P	S	N	I	ACT = Until end of AY in which created or received	
7	Transitory Correspondence	ACT + 1 AY	0	ACT + 1 AY	P	S	N	I	ACT = Until end of AY in which created or received	
8	Administrative Correspondence	PERM	0	PERM	P	R	N	V		
9	Professional Service Contracts	ACT + 10 FY	0	ACT + 10 FY	P	S	N	V	ACT = Until the end of the FY in which contract ends	
10	Bid Register	ACT + 10 FY	0	ACT + 10 FY	P	S	N	V	ACT = Until the end of FY in which created or received	

Admitted 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	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

8/18/2021
 Date Signed

Secretary of State, State Archives & Records Services

8/19/2021
 Date Approved

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067.000	Southeastern University/Vice President for Administration and Finance/Purchasing									
11	Vendor Information/Application File	ACT + 3 FY	0	ACT + 3 FY	P	S	N	V	ACT = Until the end of FY in which superseded	
12	Sole Source Documentation	ACT + 5 FY	0	ACT + 5 FY	P	S	N	V	ACT = Until end of FY in which audited	
13	Emergency Response Documentation	ACT + 5 FY	0	ACT + 5 FY	P	S	N	V	ACT = Until end of FY in which audited	
14	Department Personnel Files	ACT + 10 FY	0	ACT + 10 FY	M	S	N	I	ACT = Until end of FY in which employee separates	
15	Employee Exception Logs	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT = Until end of FY in which audited	
16	Policies and Procedures	ACT + 1 AY	PERM	PERM	P	R	N	V	ACT = Until end of AY in which superseded	

Indicate Use of Form


ORIGINAL SUBMISSION

RENEWAL

REPLACEMENT PAGE

ADDENDUM PAGE

<p>Admitted Retention Period Abbreviations</p> <p>ACT – Active Period (when used define term in remarks column)</p> <p>FY- Fiscal Year (July 1- June 30)</p> <p>CY – Calendar Year (Jan 1 – Dec 31)</p> <p>AY – Academic Year (Aug 1 – July 31)</p> <p>FFY – Federal Fiscal Year (Oct 1 – Sept 30)</p> <p>MO – Months WK – Week (Mon–Sun) DY - Day(s)</p> <p>PERM – Permanent</p>	<p>Security Status Codes</p> <p>P – Public Record</p> <p>M – May Contain Confidential Information</p> <p>C – Confidential Information</p> <p>Archival Processing Codes</p> <p>A – Transfer to State Archives</p> <p>R – Retain in Agency Archives</p> <p>S – Review by State Archives</p> <p>O – Other (Specify in Remarks)</p>	<p>State Records Center Use</p> <p>Y – Yes</p> <p>N - No</p> <p>Vital Record Identification Code</p> <p>V= Vital</p> <p>I = Important</p> <p>U= Useful</p>	<p>Agency Abbreviations</p>
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