

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

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<input checked="" type="checkbox"/> ORIGINAL SUBMISSION <input type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE	
Remarks	

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital
009.000	Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice				
Item Number	Records Series Title				
		In Office	In Storage	Total Retention	
1	General Administrative Office Files	ACT	2FY	ACT + 2FY	P S N U
2	Policy and Procedures	ACT	PERM	PERM	P R N U
3	Security Records	ACT	5FY	ACT+ 5FY	M S N U
4	Legal Records	ACT	5FY	ACT + 5FY	M S N I
5	Calendars, phone message pads	ACT	1FY	ACT + 1FY	P S N U

Reports, memoranda, routine correspondence, directives, meeting notes
 ACT=Until end of the FY created or received.

Catalog of effective agency-wide policies and standard operating procedures at facilities
 ACT=until end of the FY in which superseded or abolished.

Shift rosters, On call rosters, security equipment reports, end of shift reports, daily logs, inspections, tool audits, key control reports, meeting notes, Unusual Occurrence Reports and other security related documents
 ACT=Until end of the FY created or received.

Custody Orders, Sentencing Orders, pleadings for post-adjudication relief including releases, modification, and any reports associated, Civil Service disciplinary case records of pleadings, discovery, judgments or dispositions and other legal related documents
 ACT=Until end of the FY in which matter is closed.

ACT=Until end of the FY created or received.

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

Agency Approval

 Date Signed 7-10-14

Secretary of State, State Archives & Records Services

 Date Approved 7/10/14

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009.000	Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice	In Office	In Storage	Total Retention					<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								Remarks
6	Personnel Records – Held by Civil Service (for Employees that separated prior to 10/1/2000)	ACT		5CY	M	S	N	I	Former employee personnel record, including the I-9, payroll information, timesheets, NCIC background checks, bank deposit info, new hire info, emergency contact form, drug free workplace receipt, receipt of employee manual, essential functions form, FLSA form, recoupment of overpayment, relatives employed, PPR reports and ratings, employee grievances, disciplinary records, retirement forms, beneficiary designations, and military status forms. Civil Service maintains record permanently. ACT= until end of CY in which employee separates.
7	Personnel Records -Non-vital information Held by OJJ (for Employees that separated between 10/1/2000 and 6/30/2011)	ACT	5CY	5CY	C	S	N	I	Former employee personnel record, including the I-9 form, payroll information, timesheets, NCIC background checks, bank deposit info, new hire info, emergency contact form, essential functions form, recoupment of overpayment, PPR/PES documents, employee grievances, disciplinary records, retirement forms, beneficiary designations, and military status. ACT=until end of CY in which employee separates.
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			State Records Center Use Y – Yes N - No		Agency Abbreviations OJJ – office of Juvenile Justice		
		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				

Deany T. Williams
 on behalf of *Constance Perrell*
 Agency Approval

7-10-14
 Date Signed

Carrie Joergensen
 Secretary of State, State Archives & Records Services

7/10/14
 Date Approved

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009.000	Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice								
Item Number	Records Series Title	Retention Period							
		In Office	In Storage	Total Retention					
8	Personnel Records- Vital Records Held by OJJ (for Employees that separated between 10/1/2000 through 6/30/2011)	ACT	70CY	ACT+ 70CY	C	S	N	V	Vital information in the personnel record, including the personal data of the employee, application for employment, authorizations for former employer to release information, orientation checklists, personnel actions, commendations, and separation documents Will be kept for 70 FY for employees who separated on or after 10/1/2000 through 6/30/2011. ACT=until end of CY in which employee separates.
9	Personnel Records- Held by DPS (for Employees that separated on or after 7/1/2011)	ACT	70 CY	ACT + 70CY	M	S	N	V	Personnel record functions for OJJ moved to Department of Public Safety-Office of Management and Finance-Human Resources on 7/1/2011. All employee files for active and future employees after that date are held by that agency. Will be kept for 70FY for employees who separated on or after to 7/1/2011 in accordance with DPS-OMF-HR policy. ACT= until end of CY in which employee separates.
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		State Records Center Use Y – Yes N - No		Agency Abbreviations OJJ – office of Juvenile Justice DPS- Department of Public Safety Services			
		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					

Henry D. White on behalf of *Connie Perrell*
 Agency Approval

7-10-14
 Date Signed

Carrie Jagan *CEM*
 Secretary of State, State Archives & Records Services

7/10/14
 Date Approved

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Item Number	Records Series Title	In Office	In Storage	Total Retention				
009.000	Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice							
10	Juvenile Secure Master Records, Non-medical, Non sex offender	ACT	6FY	ACT + 6FY	C	S	N	I
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			State Records Center Use Y – Yes N - No		Agency Abbreviations OJJ= Office of Juvenile of Justice	
		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			

Jeany D. Hill
 on behalf of *Connie Russell*
 Agency Approval

7-10-14
 Date Signed

Connie Russell
 Secretary of State, State Archives & Records Services

7/10/14
 Date Approved

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Audit and compliance records for accreditation by the American Correctional Association ACT=Until the end of the FY in which accreditation is issued.	
Approved Agency Record Retention Schedules and Disposal Authorizations	
Leave records, leave slips, timesheets, overtime reports, payrolls reports. FMLA paperwork, ISIS data entry materials ACT=Until the end of the CY created or received.	
Agency Abbreviations ACA = American Correctional Association	

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Item Number	Records Series Title	In Office	In Storage	Total Retention				
009.000	Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice							
11	ACA records	ACT	4 FY	ACT + 4 FY	P	S	N	U
12	Original Approved Retention Schedules and Disposal Authorizations	PERM		PERM	P	R	N	U
13	Human Resources-Time and Attendance	ACT	5 CY	ACT + 5CY	M	S	N	U
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Deary F. Williams
 Agency Approval

7-10-14
 Date Signed

Carrie Fagan, CRM
 Secretary of State, State Archives & Records Services

7/10/14
 Date Approved

Records Retention Schedule

SS ARC 932 (01/12) R2014-302 C

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 Post Office Box 94125, Baton Rouge, LA 70804

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		In Office	In Storage	Total Retention						
009.000	Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice									
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks	
14	Screening Records (Physical examinations, pre-employment screening, drug test results of applicants, background checks/fingerprinting for volunteers)	ACT	3FY	ACT + 3FY	C	S	N	U	ACT=until end of the FY created or received.	
15	Incident Records (Accident and Incident Reports of Employees and Youth)	ACT	3 FY	ACT + 3 FY	C	S	N	I	ACT= until end of FY in which matter is closed.	
16	Human Resources- General Files (Civil Service audits, unclassified authority, WAE, SER request, SER charts, affirmative action plan, annual PPR reporting statistical reports and other general related documents)	ACT	3FY	ACT + 3FY	P	S	N	U	ACT=until end of FY created or received.	
17	Contracts (all contracts, cooperative endeavors, memorandum of understanding)	ACT	10FY	ACT + 10FY	P	S	N	U	ACT=until end of the FY in which contract expires or terminates.	
18	Youth Grievances-Administrative Remedy Procedure	ACT	3FY	ACT+ 3FY	M	S	N	U	Administrative Remedy Procedure complaints and records of the grievance process ACT=until end of FY in which matter is closed.	
19	Youth Disciplinary Reports/ Disciplinary Board Appeal (Records memorializing youth code of conduct violations, notes and outcomes of code of conduct hearing, audio files of code of conduct hearing and appeals.)	ACT	6FY	ACT+ 6FY	M	S	N	U	ACT=Until the end of the FY in which hearing and appeal have concluded.	
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 Agency Approval

7/17/2014
 Date Signed



 Secretary of State, State Archives & Records Services

7/18/14
 Date Approved

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
009.000	Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice								
20	Training Records- Data Entry backup materials, Lesson plans, supporting materials for staff development presentations	ACT	6FY	ACT + 6FY	P S N U	Employee training attendance verifications, TREC reports, lesson plans, actual presentations and supporting documentation, video copies of prior presentations, comment records, American Heart Association site reviews and other related training documents ACT=until end of FY in which employee separates.			
21	Safety/Sanitation Records	ACT	5FY	ACT + 5FY	P S N U	Health Department/Fire Marshal/other regulatory agency inspections, reports, plans of action, correspondence ACT=until end of FY created or received.			
22	Internal Audit	ACT	3FY	ACT + 3FY	P S N U	Audit Plan, audit working papers, consulting engagement working papers, research papers ACT=until end of FY project closed/report issued.			
23	Placement and Fiscal Services Records for Youth in Contracted Providers	ACT	3FY	ACT + 3FY	P S N U	Audits, Inspections, correspondence, reports, and accounting documents related to payments made to contractors for services rendered by a contracted group home, psychiatric residential treatment facility, or to a non-secure diversion or reintegration program, or for a contract program provider for youth under supervision ACT=until end of FY created or received.			
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			

Sean D. Will
 Agency Approval

7-10-14
 Date Signed

Carrie Faehn
 Secretary of State, State Archives & Records Services

7/10/14
 Date Approved

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	
Item Number	Records Series Title					In Office
009.000	Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice					
24	Placement and Fiscal Services Records for Youth in Juvenile Detention Centers	ACT	3FY	ACT + 3FY	P S N U	
25	Records of the Secretary	ACT	1CY	ACT + 1CY	M S N U	
26	Statistical Information	ACT	PERM	PERM	P R N U	
27	Grants	ACT	3FY	ACT + 3FY	P S N U	
28	Budget Services- Work Papers	ACT	3FY	ACT + 3FY	P S N U	
29	Fiscal Services-Inmate Welfare Fund	ACT	3FY	ACT + 3FY	M S N 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		State Records Center Use Y – Yes N - No		Agency Abbreviations
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Leany D. Williams
 Agency Approval

7-10-14
 Date Signed

Carmie Faughn, Clerk
 Secretary of State, State Archives & Records Services

7/10/14 *as amended*
 Date Approved

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009.000	Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice									<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	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
30	Fiscal Services- Accounting, Administrative Services- Accounting	ACT	3FY	ACT + 3FY	M	S	N	U	Cost allocation backup, 1099s and backup, Journal vouchers, receiving reports, bank statements/reconcilements, financial reports, warehouse/canteen records, ISIS reports, bank reconciliation statements, VISA statements, invoices, annual assessments, postage logs, budget spread, request for proposals and submissions ACT=until end of FY created or received.	
31	Fiscal Services- Annual Financial Reports, Emergency Cost Recovery Documents	ACT	3FY	ACT + 3FY	P	S	N	U	Annual financial reports and backups; requests for reimbursement; payroll documents, ISIS reports, and other related documents ACT=until end of FY created or received.	
32	Fiscal Services-Accounts Payable	ACT	3FY	ACT + 3FY	P	S	N	U	Payment vouchers for agencies, payments for housing for youth in non-secure residential programs ACT=until end of FY created or received.	
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			State Records Center Use Y – Yes N - No		Agency Abbreviations			
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Leamy F. Williams
 Agency Approval

7-10-14
 Date Signed

Carrie Joergensen
 Secretary of State, State Archives & Records Services

7/10/14
 Date Approved

Records Retention Schedule

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009.000	Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
33	Juvenile Medical Records	ACT	6FY	ACT + 6FY	C	S	N	V	Juvenile treatment records, assessments, evaluations, includes mental health records and juvenile accident and investigation reports ACT=Until the end of the FY in which Youth Juvenile leaves custody of OJJ.
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			State Records Center Use Y – Yes N - No		Agency Abbreviations		
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 Agency Approval

7/17/2014

 Date Signed



 Secretary of State, State Archives & Records Services

7/18/14

 Date Approved

Records Retention Schedule

SS ARC 932 (01/12) R2014-626 C

Louisiana Secretary of State, Division of Archives, Records Management and History
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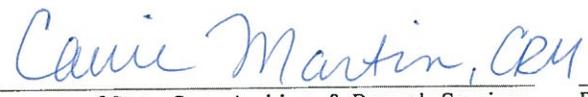
Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
009.000	Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice								
34	Juvenile/Offender Records for Sex Offenders Required to Register	ACT + 6FY		ACT + 6FY	C	S	N	U	Registration documents, acknowledgements of receipt of registration requirements, treatment reports, reports of completion of rehabilitative protocol ACT = <i>until end of FY in which offender dies.</i>
35	Investigative Reports	ACT	6FY	ACT + 6FY	M	R	N	U	
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 Agency Approval



 Date Signed

 *CR4* 12/11/14 as amended

 Secretary of State, State Archives & Records Services Date Approved

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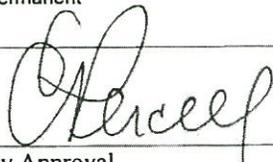
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Item Number	Records Series Title	In Office	In Storage	Total Retention					
009.000	Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice								
36	Fiscal Services- Collections	ACT	3FY	ACT + 3FY	M	S	N	I	Parental contribution assessments and appeals ACT=until end of FY created or received.
37	Administrative Services-Procurement	ACT	3FY	ACT + 3FY	P	S	N	I	Requests for purchase, purchase orders, requests for proposals responses, procurement cardholder files, procurement card reports ACT=until end of FY created or received.
38	Probation and Parole Supervision Records	ACT	6 FY	ACT + 6FY	M	S	N	I	Reports of in-home visits, check-ins, notes from calls to offender, arrests, results of drug screens and other related documents, including records and reports received while in a non-secure program. ACT=Until the end of the FY in which Youth/Juvenile is under probation or supervision by OJJ.
39	Education Records	ACT	1FY	ACT + 1FY	M	S	N	I	Teacher progress reports, lesson plans, instruction and work papers, tests and other classroom related documents ACT=until end of FY created or received.
40	Education Records – Grades and Certifications	PERM		PERM	M	R	N	V	Grades and certifications earned by Juveniles
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			State Records Center Use Y – Yes N - No		Agency Abbreviations		
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 Agency Approval

9/3/14

 Date Signed



 Secretary of State, State Archives & Records Services

9/30/14 *as amended*

 Date Approved

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

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SS ARC 932 (01/12)

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Indicate Use of Form			
009.000	Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice					<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	Retention Period	
In Office	In Storage	Total Retention							
41	Budget Services- Budget Documents	P	S	N	I	Fiscal notes, executive budget, budget requests, and related spreadsheets ACT= until the end of the FY created or received.			
42	Maintenance Records (Records of facility maintenance, repairs and other related documents)	P	S	N	U	ACT= until the end of the FY created or received.			
43	Building and Construction	P	R	N	U	ACT= until the end of the FY project completed.			
44	Administrative Services- Property Control/Fleet Records; Insurance	P	S	N	U	Vehicle logs, pool requests, requests for rental cars, home storage/personal assignment forms, Driver Authorization forms, property transfers, documents regarding accident reports and claims ACT= until the end of the FY created or received.			
45	Administrative Services- Titles; Registrations	P	S	N	U	Title and registration forms for all vehicles and titled equipment in OJJ fleet ACT=until end of the FY in which vehicle no longer owned by OJJ.			
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		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					

James F. Wall
 Agency Approval on behalf of *Conrad Perrell*

7-10-14
 Date Signed

Carmie Jaeger
 Secretary of State, State Archives & Records Services

7/10/14
 Date Approved