

YOUTH SERVICES POLICY

Title: Records Management and Retention	Type: A. Administrative Sub Type: 1. General Number: A.1.9
Page 1 of 11	
References: Louisiana Administrative Code Title 4 Part XVII "Records Management Policies and Practices"; La. R.S. 44, et seq. and 30:2043; The Louisiana State Archives Electronic Mail (E-mail) Retention Policy; The Louisiana State Archives Records Management Handbook; ACA Standards 2-CO-1E-01 and 2-CO-3A-01 (Standards For Administration of Correctional Agencies); and 2-7070 (Juvenile Probation and Aftercare Services); YS Policies A.2.12 "Personnel Records", A.3.3 "Requests and Collection of Fees for Copies of Public Records and Statistical Reports, A.5.6 "Internet and Email Usage", B.3.1 "Secure Care Youth Records; Composition and Maintenance", D.5.1 "Community Based Services Youth Records: Composition and Maintenance"; OJJ/WP Joint Policies C-31 "Confidentiality" and C-32 "Health Records, and C-33 "Inactive Health Records"	
STATUS: Approved	
Approved By: <i>William A. Sommers, Deputy Secretary</i>	Date of Approval: 10/13/2022

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To provide a system of managing and preserving YS business records, which meets informational requirements and serves the rights and interest of government and its citizens, and youth records, by establishing standards and guidelines to ensure the state's official records are created and maintained efficiently, economically, and in a manner that guarantees public accessibility where required.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Probation and Parole Program Director, Youth Facilities Director - Statewide, Executive Management Advisor, General Counsel, Regional Directors, Facility Directors, Regional Managers, the YS designated Records Management Officer (RMO), the Contracted Health Care Provider (CHP), and all YS employees.

IV. DEFINITIONS:

Approved Retention Schedule – A retention schedule which has been approved by the State Archivist/designee.

Certification of Destruction (SSARC 933) - A certification by the YS RMO completed upon the destruction of agency records to be kept with the corresponding approved Authority to Dispose of Records form (SSARC 930).

Custodian of an E-Mail - The original sender of an e-mail message within YS e-mail system, or the recipient of an e-mail message from outside YS.

Destruction - To destroy by shredding, burning or other suitable means of obliteration.

Digital Format – Digital data and/or images available electronically in digital formation.

Digital Image – An electronic data file consisting of digital data, that when reconstructed either on a display screen or hard copy print appears as the original document.

Disposal - Destruction in any manner approved by the environmental authority; or, transferal into the custody of the repository designated by the State Archivist as most appropriate for continued maintenance.

Microform – A process for reproducing printed matter in a much reduced size.

Microphotograph – A small photograph that is normally magnified for viewing.

Public Records - All books, records, writings, accounts, letters and letter books, maps, drawings, photographs, cards, tapes, recordings, memoranda, papers, and all copies, duplicates, photographs, including microfilm, or other reproductions thereof, or any other documentary materials, regardless of physical form or characteristics, including information contained in electronic data, processing equipment, having been used, being in use, or prepared, possessed, or retained for use in the conduct, transaction, or performance of any business, transaction, work, duty, or function which was conducted, transacted, or performed by or under the authority of the constitution or laws of this state, or by or under the authority of any ordinance, regulation, mandate, or order of any public body or concerning the receipt or payment of any money received or paid by or under the authority of the constitution or the laws of this state, are "public records", except as otherwise provided in Title 44 Ch.1 §1 or the Constitution of Louisiana.

Public Records Management Program - A continuing program established for the purpose of the economical and efficient management of the records of Youth Services. This program provides for effective controls over the creation, maintenance and use of records, and facilitates the segregation and disposal of records. In addition, the program includes the establishment of record retention schedules and destruction of records.

Records – All documents, papers, letters, books, drawings, maps, plats, photographs, magnetic or optical media, microfilm, microphotograph, motion picture film, scanned documents or digital images available electronically in a digital format, or any other document or material, regardless of physical form or characteristic, generated or received in connection with the transaction of official business, or presented by an agency because of other informational or legal value.

For purposes of this policy, *Records* include but are not limited to the following documents/types of documents:

- Budget
- Code of Conduct Packets
- Contracts
- Federal Programs/Federal Grants
- Financial
- General Correspondence
- Lawsuits
- Logbooks
- Miscellaneous Office Files
- Personnel and Payroll
- Purchasing
- Property Records
- ORM/Loss Prevention
- Training
- Master Record - Youth
- Medical Record - Youth
- Youth Banking

Records shall be identified by each unit and are not limited to the above list.

Records Management - The systematic application of management techniques to the creation, utilization, maintenance, retention, preservation, and disposal of records for the purpose of reducing costs and improving efficiency of records keeping. "Records Management" includes management of filing and microfilming equipment and supplies; filing and information retrieval systems; files, correspondence, reports, and forms management; historical documentation; micrographics; retention programming; and vital records protection.

Records Management Liaison (RML)– The staff member designated by a Unit Head to serve as Records Management Liaison to perform the duties of records management as required by law for each facility, region and at Central Office under the direction of the Records Management Officer (RMO).

Youth Services Records Management Officer (YS RMO) - The individual designated by the Deputy Secretary to act as liaison between the Office of the Secretary of State, Division of Archives and Youth Services on all matters related to records management and to assist the Records Management Liaisons with all Records Management and Retention questions. The YS RMO is also responsible for training agency staff on the Records Management and Retention Policy and Procedures.

Records Officer Designation Form (SSARC 940) – A form completed and submitted by the Deputy Secretary to the State Archivist each year by July 1st designating an employee who will act as the liaison between the Division of Archives, Records Management and History and the agency on all matters related to records management.

Records Retention Schedule (SSARC 932) – A listing of YS records by series title specifying the time period for which they must be retained, to be signed by the Deputy Secretary and approved by the State Archivist of the Office of the Secretary of State/designee.

Record Series - A group of related or similar records, regardless of medium, which may be filed together as a unit, are used in a similar manner, and typically are evaluated as a unit for determining retention periods.

Record Transmittal and Receipt Form (SSARC 103) – A listing of YS records to be stored by the Records Center at the Division of Archives, Records Management and History, including the Records Series Titles and other transfer information, which is completed by the YS RMO.

Request for Authority to Dispose of Records (SSARC 930) – A form submitted to the Division of Archives, Records Management and History by the YS RMO certifying that certain agency records have ceased to have sufficient value to warrant further retention and requesting permission to have them destroyed.

State Archivist – The State Archivist and Director of the Division of Archives, Records Management and History, appointed by the Secretary of State.

Transitory Messages – Messages which include the following: unsolicited and junk e-mails not related to YS work, listserv and other e-mail broadcast lists that require subscription (including newspapers), reminders for meetings and events (i.e. cake in the conference room, staff meeting moved from 2:00 p.m. to 3:00 p.m.), and personal non-work related e-mails received by employees, which do not need to be retained.

Unit Head – For purposes of this policy, the Deputy Secretary, Facility Directors and Regional Managers.

V. POLICY:

It is the Deputy Secretary's policy to require that all units within YS comply with the Public Records Management Program as provided by law and this policy.

Access to and release of records or information contained in YS records, and the confidentiality of records or parts of records, shall be maintained and released in accordance with appropriate laws and YS policies.

YS Policy No. A.3.3 outlines requirements for the duplication of YS public records and the collection of fees.

VI. BACKGROUND:

A. The laws listed below govern the Public Records Management Program and shall be followed to ensure the following requirements are met:

1. La. R.S. 44:411 provides for selective retention of records and actions for recovery of records. The law requires the designated Youth Services Records Management Officer (YS RMO) act as the liaison between YS and the State Archivist regarding:
 - a. Schedules for retention;
 - b. Transfer of the YS Deputy Secretary's records to State Archives; and
 - c. Authorization for disposal and transfer of records to a successor by the YS Deputy Secretary, etc.
2. R.S. 44:412 requires that YS maintain an active records management program. R.S. 44, Section 413 Public Records Law provides that all records of public agencies and quasi-public entities that perform governmental functions are subject to inspection. (Pursuant to La. R.S. 44:413, the State Archivist has the authority to inspect or survey the records of any state or local agency, as well as to make surveys of records management and records disposal practices.)
3. Louisiana Constitution Article 12, Section 3 states "No person shall be denied the right to observe the deliberations of public bodies and examine public documents, except in cases established by law".

4. R.S. 44:36 requires that state agencies and their subdivisions submit the attached formal "Records Retention Schedules (SS ARC 932) to State Archives for approval. However, in instances in which a formal retention schedule has not been executed, the law requires that such public records be preserved and maintained for a period of at least three (3) years from the date on which the public record was made. When copies of an original record exist, only the original shall be kept.
5. Further, where an appropriate form of micro-photographic process has been utilized to record, file, and otherwise preserve such public records with microforms produced in compliance with the provisions of La. R.S. 44:415, the microforms shall be deemed originals.
6. La. R.S. 44:39 allows for microfilm and electronic digitized records to be used as evidence in lawsuits.

Therefore, it is the responsibility of each Unit Head to ensure compliance with these laws and the contents of this policy.

VII. RESPONSIBILITIES:

- A. Deputy Secretary: The Deputy Secretary shall designate a YS RMO by July 1st of each fiscal year. The attached "Records Officer Designation Form" (SS ARC 940) shall be completed and submitted to the State Archivist to provide notification of the individual selected.
- B. Records Management Officer: The YS RMO is responsible for overseeing the Public Records Management Program for YS, including reviewing and updating the "Records Retention Schedule" at least every five (5) years and maintaining YS schedules. This individual also acts as liaison between the Office of the Secretary of State, Division of Archives, Records Management Section and YS on all matters related to records management.
- C. Records Management Liaison: The Records Management Liaison is designated by the Unit Head to ensure the requirements of the Public Records Management Program are met.
- D. Manager/Supervisor: Managers and supervisors are responsible for ensuring that each employee under their supervision is knowledgeable of YS policy concerning the retention of records, and adheres to the YS "Records Retention Schedule" specific to their unit.
- E. Employees: YS employees are responsible for adhering to the YS "Records Retention Schedule" for all records maintained or utilized in the performance of their duties.

VIII. PROCEDURES:

- A. Unit Head's shall designate a staff member to serve as the unit's Records Management Liaison to coordinate the duties required by this policy and the laws outlined under Section VI of this policy. The designated staff members' names shall be forwarded to the designated RMO by July 1st each year, who shall maintain the list for YS.
- B. Each unit's Records Management Liaison shall ensure that all the requirements of the Public Records Management Program are met and communicate with the YS RMO as needed to ensure accuracy.
- C. The Deputy Secretary/designee shall transfer all records of YS to any future appointed successor, and notify the State Archivist in accordance with La. R.S. 44:411, unless otherwise directed by law.

IX. YOUTH RECORD STORAGE AND ARCHIVING

- A. After release from a secure facility the Unit Head is responsible for transporting the youth's hard copy record, including education and, social service file, to the YS contracted archive facility for storage in accordance with the instructions contained in Attachment (a) "Archiving Youth Records/Files".
- B. After a regional office closure of a case, the youth's record shall be transported by regional office staff to the YS contracted archive facility for storage in accordance with instructions contained on Attachment (a) "Archiving Youth Records/Files".
- C. Youth files are maintained at the archive facility in accordance with the attached retention schedules but remain available for Agency request if needed. Requests for archived records are processed by the Central Office Legal Section.

X. RECORDS RETENTION:

- A. Records shall be preserved for the period of time specified for each category of record as contained in the formal "Records Retention Schedule" [see Attachment] developed by YS, and approved by the Division of Archives.
- B. Records relevant to litigation shall not be destroyed while the litigation is pending. When it is necessary to maintain records due to pending litigation, and the records are stored at the Division of Archives, notice of such retention shall be provided to the Division of Archives when requesting destruction of other records in the same record series.

- C. Records shall not be destroyed pending a state or federal audit.
- D. All conditions shall be met for preserving records and duplicating copies as required in La. R.S. 44:36. Storage of files shall be left to the discretion of the Deputy Secretary/designee. When choosing a location for storage, the Deputy Secretary/designee shall consider economy, efficiency and accessibility of the record.
- E. Unit Records Management Liaisons shall keep a file of the records that are sent to the Division of Archives for storage pursuant to Section XII of this policy. The file shall be kept for the same duration of time as the actual records as contained in the attached "Records Retention Schedule".
- F. If records are to be stored by the Division of Archives, the YS RMO will submit a "Record Transmittal and Receipt Form" requirements utilizing their "Records Storage Box – Packing Instructions".
- G. All public records kept in the normal course of business by the agency shall be labeled, packaged and submitted to the YS contracted archive facility for storage in accordance with instructions contained on Attachment (a), "Archiving Youth Records/Files", including Secure Youth Files, Regional Office Youth Files, Education Files and all other normal business records.
- H. Unit Heads shall inform the YS RMO of any record series that needs to be added, amended, or deleted from the Records Retention Schedule. If necessary, the YS RMO will send an amended SSARC 932 noting any changes to the existing Retention Schedule for approval by the Records Management Section (RMS) representative at State Archives. Upon approval, the YS RMO will send an updated Retention Schedule to the agency unit and division heads

XI. RETENTION OF ELECTRONIC MAIL:

- A. The primary purpose of electronic mail is to send and receive messages which assist employees in fulfilling their job duties and responsibilities. An e-mail message within the YS e-mail system is a public record and the property of YS.
- B. According to the Louisiana State Archives Electronic Mail (E-mail) Retention Policy, "Electronic mail (e-mail) is not a record series for retention scheduling purposes. Rather, the retention of e-mail must be based on content, not on media type, artificial duration (i.e. 90 days), or on storage limitations. An e-mail should be retained for the same duration as other records of similar content included in a given record series on the approved retention schedule. If an existing record series cannot be identified, a record series should be developed and included on the approved retention schedule."

- C. There is no retention requirement for transitory messages. Employees receiving such communications may delete them immediately without obtaining approval from the state archives.
- D. Because Information Technology (IT) possesses a finite amount of server space for e-mail storage, the employee who is considered the custodian of an e-mail is responsible for maintaining e-mails and may use one of the following methods:
 - 1. Utilize an electronic archiving system;
 - 2. Save the e-mail and attachments to their individual hard drives;
 - 3. Save the e-mail and attachments to a Flash Drive. The Flash Drive must be encrypted for security purposes and cannot be removed from the employee's office; or
 - 4. Print out and store hard copies of the e-mail.
- E. It is each employee's responsibility to retain e-mail messages for the approved retention period based on its content. Names of the sender, recipient, date/time of the message, as well as any attachments must be retained with the message. It is also the employee's responsibility to delete the message once the retention period has expired.
- F. It is advisable to save the one e-mail that contains an entire string of messages rather than each individual e-mail pertaining to the same subject. It is acceptable for employees to retain e-mails that they have been copied on even though they are not the custodian of the e-mails.
- G. Except for listserv mailing services, distribution lists must be able to identify the sender and recipient of the message.

XII. DIVISION OF ARCHIVES RECORD CENTER:

The Division of Archives, Records Management and History maintains a Records Center to store records still required to be retained, but which the Agency does not need to maintain on site for the entire retention period. The Division of Archives will notify the agency of any records that should be transferred to them. As such, all records will be stored at the contracted archive facility unless otherwise specified by the RMO.

XIII. DISPOSAL OF RECORDS:

- A. Records considered to be public and youth records MAY be destroyed after meeting the following requirements:
 - 1. After they have met their legal minimum retention periods;
 - 2. Are no longer needed for any purpose; and
 - 3. Have been listed and authorized for destruction on the "Request for Authority to Dispose of Records Form" (see attached sample of SSARC 930) provided by the Division of Archives, Records Management and History.
- B. A representative of the Records Management Section (RMS) and the Acquisitions Archivist must both sign any request for the disposal of records.
- C. Procedure for Requesting Disposal of YS Records
 - 1. The YS RMO prepares a SSARC 930, signs, dates, and submits the completed form to the RMS at the Division of Archives, Records Management and History. The SSARC 930 shall be submitted annually in July for all records series in the Records Retention Schedule for that destruction year.
 - 2. The RMS representative examines the form to determine if all items listed are accounted for on the "Records Retention Schedule", then reviews each record series listed to determine if those records have met their retention requirements.
 - 3. The RMS representative routes the SSARC 930 to the Acquisitions Archivist to determine if any records possess historical value. If such records are identified, it is recommended to the YS RMO that these records be transferred to the custody of the Division of Archives, Records Management and History.
 - 4. The SSARC 930 must be initialed by both the RMS representative and the Acquisitions Archivist, and is emailed to the YS RMO when disposition approval is granted.
 - 5. The RMS representative notifies the YS RMO of any record series not eligible for disposition and of those that may be destroyed.
 - 6. The YS RMO then notifies the Unit and Division Heads of the record series determined ineligible for disposition and to be destroyed.

7. The YS RMO receives the completion date for destruction of records from the contracted archive facility and completes the Certificate of Destruction from (SSARC 933). The form is kept in the agency records with the corresponding approved Authority to Dispose of Records from (SSARC 930) and is not sent to Division of Archives.
- D. The RMS representative shall indicate on the SSARC 930 whether a special method of destruction is needed for certain records. Confidential records, for example, are required to be incinerated or shredded to protect sensitive information.
- E. The contracted archive facility destroys the records stored at their location annually upon request of the YS RMO. Upon receipt of a cost estimate for the destruction of records, the YS RMO submits a 156-B request to the Undersecretary/designee for review/approval.

Previous Regulation/Policy Number: A.1.9

Previous Effective Date: 04/01/2021

Attachments/References: A.1.9 (a) Archiving Youth Records and Files October 2022.docx
Retention Schedule with Replacement Pages September 2022.pdf
SSARC-103 (R-11-2010) Sample.pdf
SSARC-930 (R-12-2021) Sample.pdf
SSARC-940 (R-09-2020) Sample.pdf

ARCHIVING YOUTH RECORDS/FILES

All files must have the **type of file**, i.e. secure, medical, education, regional office youth record, and the **destruction date** written on the outside of the folder. The type of file and destruction date must be **written neatly in permanent marker**.

Except for the records of sex offenders required to register, the secure master record, medical and regional office youth records must be retained for **six (6) fiscal years** beyond the end of the fiscal year the youth leaves OJJ custody or supervision in accordance with OJJ retention schedules. The retention schedules are attached to this policy. See the examples below:

Secure Master Records and Medical Records - These records are retained until the end of the fiscal year the youth left the custody of OJJ plus 6 fiscal years.

Example:

Youth leaves OJJ custody on 12/01/2022. The fiscal year ends 6/30/2023; add 6 fiscal years, which is 6/30/2029. The outside of the record would show: Destruction Date 6/30/2029.

Secure Master and Regional Office Records of a sex offender required to register – These records are retained until the end of the fiscal year of the youth's date of death plus 6 fiscal years.

Examples:

Sex offender dies on 12/01/2022. The fiscal year ends on 6/30/2023; add 6 fiscal years and the destruction date written on the outside of the folder is 6/30/2029; **OR**

If at the time of archiving the youth's file OJJ staff has no information that the youth has died, the record is permanently retained and **Keep Permanently** should be marked on the outside of the record.

Education Records – Grades and certifications earned must be kept permanently. The remainder of the education file must be retained for one fiscal year after the end of the fiscal year in which the documents are created or received.

Examples:

Youth leaves OJJ custody on 12/01/20, his file consists of grades and certifications and classroom work. The grades and certifications can be taken out and placed in a separate file. It must be marked: **Keep Permanently**. The other documents in the file such as classroom work are retained until the end of the fiscal year created 6/30/2021 plus one additional fiscal year. 6/30/2022 should be marked as the destruction date for all documents other than grades and certifications.

Regional Office Youth Records – These records are retained at the Regional Offices until the end of the fiscal year in which the youth's supervision or custody with OJJ ends and then sent to the archive facility where they will be retained for six fiscal years.

Example:

Youth completes his period of probation, satisfies the terms or his custody disposition or is modified and the case closes on 12/01/2022. The end of the fiscal year is 6/30/2023; add six fiscal years. The destruction date written on the outside of the record would 6/30/2029.

Once records are ready to be sent to the archive facility, contact AFS to arrange a time to bring the records to their location. Let them know approximately how many files will be delivered to them.

Automated Filing System (AFS)

(225) 923-2395

4150 Jeffrey Drive, Baton Rouge, LA 70816

Contact Person: Bryan

or leave a message with receptionist

info@automatedfilingsystems.com

support@automatedfilingsystems.com

Records Retention Schedule

SSARC-932 (09/20)

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

Page 1 of 12 R2019-772 DB

Indicate Use of Form

__ ORIGINAL SUBMISSION
X RENEWAL
__ REPLACEMENT PAGE
__ ADDENDUM PAGE

recmgt@sos.la.gov

Agency No		Agency / Division / Section		Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
009.000		Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice			In Office	In Storage	Total Retention					
Item Number												
1		General Administrative Office Files	ACT	2 FY	ACT + 2 FY	P	S	N	U	Reports, memoranda, routine correspondence, directives, meeting notes ACT = until end of the FY created or received.		
2		Policy and Procedures	ACT	PERM	PERM	P	R	N	U	Catalog of effective agency-wide policies and standard operating procedures at facilities ACT = until end of the FY in which superseded or abolished.		
3		Security Records	ACT	5 FY	ACT + 5 FY	M	S	N	U	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.		
4		Legal Records	ACT	5 FY	ACT + 5 FY	M	S	N	I	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.		
5		Calendars, phone message pads	ACT	1 FY	ACT + 1 FY	P	S	N	U	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 (Mon-Sun) DY – Day(s) PERM – Permanent (Life of State) LOA – Life of Agency NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology (Ex. Scanned to OnBase).												
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							

Henry T. Wilks
Agency Approval

3-16-21
Date Signed

Catherine Newcome
Secretary of State, State Archives & Records Services

3/22/2021
Date Approved

Records Retention Schedule

SSARC-932 (09/20)

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

Page 2 of 12

Indicate Use of Form

__ ORIGINAL SUBMISSION
☒ RENEWAL
__ REPLACEMENT PAGE
__ ADDENDUM PAGE

recmat@sos.la.gov

Agency No	Agency / Division / Section	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital
			In Office	In Storage	Total Retention				
009.000	Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice								
6		Personnel Records -- Held by Civil Service (for Employees that separated prior to 10/1/2000)	ACT	0	5 CY	M	S	N	I
7		Personnel Records -Non-vital information Held by OJJ (for Employees that separated between 10/1/2000 and 6/30/2011)	ACT	5 CY	5 CY	C	S	N	I

Permitted Retention Period Abbreviations	Security Status Codes	State Records Center Use	Agency 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 (Life of State) LOA--Life of Agency NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology (Ex. Scanned to OnBase).	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)	Y -- Yes N -- No Vital Record Identification Code V = Vital I = Important U = Useful	NCIC = National Criminal Information Center FLSA = Fair Labor Standards Act PPR = Performance Planning and Review System OJJ = Office of Juvenile Justice PPR/PES = Performance Planning and Review System/ Performance Evaluation System

3-16-21

Date Signed

Catherine Watson

Secretary of State, State Archives & Records Services

3/22/2021


Date Approved

Records Retention Schedule

SSARC-932 (09/20)

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

Agency No		Agency / Division / Section		recmgt@sos.la.gov		Indicate Use of Form ___ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL ___ REPLACEMENT PAGE ___ ADDENDUM PAGE		Page 3 of 12	
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					
8	Personnel Records- Vital Records Held by OJJ (for Employees that separated between 10/1/2000 through 6/30/2011)	ACT	70 CY	ACT + 70 CY	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 + 70 CY	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 (Mon-Sun) DY – Day(s) PERM – Permanent (Life of State) LOA – Life of Agency NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology (Ex. Scanned to OnBase).		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							

Agency Approval

 Date Signed 3-16-21

Secretary of State, State Archives & Records Services
 Date Approved 3/22/2021

Records Retention Schedule

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

SSARC-932 (09/20)

Page 4 of 12

Indicate Use of Form

☐ ORIGINAL SUBMISSION
☒ RENEWAL
☐ REPLACEMENT PAGE
☐ ADDENDUM PAGE

recmgmt@sos.la.gov

Agency No Agency / Division / Section
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					
10	Juvenile Secure Master Records, Non-medical, Non sex offender	ACT	6 FY	ACT + 6 FY	C	S	N	I	Includes all intake forms (Initial assessments, sentence computation, JETS Master form, admission summary, housing reports), case management (behavioral plan, progress notes and reports, monthly status reports, modification reports), disciplinary/crisis intervention, furloughs, visitation logs, correspondence, court chronology reports and summaries, historical medical records including vaccinations, and education documentation including initial assessments, quarterly staffing reports, bi-annual TABE assessments, special education evaluations and IEPs. OJJ has custody up to age 21; all records will be retained until the youth attains the age of 27. 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 (Mon-Sun) DY – Day(s) PERM – Permanent (Life of State) LOA – Life of Agency NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology (Ex. Scanned to OnBase).		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 JETS = Juvenile Electronic Tracking System TABE = Test of Adult Basic Education IEPs = Individualized Education Plans OJJ = Office of Juvenile Justice			

Henry D. Wells
Agency Approval

3-16-21
Date Signed

Catherine Nauwono
Secretary of State, State Archives & Records Services

3/22/2021
Date Approved

Records Retention Schedule

SSARC-932 (09/20)

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

Agency No Agency / Division / Section

009.000 Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice

recmgmt@sos.la.gov

Page 5 of 12

Indicate Use of Form

☐ ORIGINAL SUBMISSION
☒ RENEWAL
☐ REPLACEMENT PAGE
☐ ADDENDUM PAGE

__ADDENDUM PAGE									
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
11	ACA records	ACT	4 FY	ACT + 4 FY	P	S	N	U	Audit and compliance records for accreditation by the American Correctional Association ACT = until the end of the FY in which accreditation is issued.
12	Original Approved Retention Schedules and Disposal Authorizations	PERM	0	PERM	P	R	N	U	Approved Agency Record Retention Schedules and Disposal Authorizations
13	Human Resources-Time and Attendance	ACT	5 CY	ACT + 5 CY	M	S	N	U	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.
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 (Mon-Sun) DY – Day(s) PERM – Permanent (Life of State) LOA – Life of Agency NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology (Ex. Scanned to OnBase).									
Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information				State Records Center Use Y – Yes N – No			Agency Abbreviations ACA = American Correctional Association FMLA = Family Medical Leave Act		
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					


 Agency Approval

3-16-21

Date Signed


 Secretary of State, State Archives & Records Services


 Date Approved

Records Retention Schedule

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

SSARC-932 (09/20)

Page 6 of 12

Indicate Use of Form

___ ORIGINAL SUBMISSION
☒ RENEWAL
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

recmgt@sos.la.gov

Agency No		Agency / Division / Section		Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice										ORIGINAL SUBMISSION X RENEWAL REPLACEMENT PAGE ADDENDUM PAGE
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks					
		In Office	In Storage	Total Retention										
14	Screening Records (Physical examinations, pre-employment screening and drug test results of applicants)	ACT	3 FY	ACT + 3 FY	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)	ACT	3 FY	ACT + 3 FY	P	S	N	U	ACT = until end of FY created or received.					
17	Contracts (all contracts, cooperative endeavors, memorandum of understanding)	ACT	10 FY	ACT + 10 FY	P	S	N	U	ACT = until end of the FY in which contract expires or terminates.					
18	Youth Grievances-Administrative Remedy Procedure	ACT	3 FY	ACT + 3 FY	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	6 FY	ACT + 6 FY	M	S	N	U	ACT = until the end of the FY in which hearing and appeal have concluded.					
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 (Mon-Sun) DY – Day(s) PERM – Permanent (Life of State) LOA – Life of Agency NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology (Ex. Scanned to OnBase).												Agency Abbreviations WAE = When Actually Employed SER = Special Entrance Rate PPR = Performance Planning and Review System		
Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information					State Records Center Use Y – Yes N – No		Vital Record Identification Code V = Vital I = Important U = Useful							
Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)														

[Signature]
Agency Approval

3-16-21
Date Signed

[Signature]
Secretary of State, State Archives & Records Services

3/22/2021
Date Approved

Records Retention Schedule

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

SSARC-932 (09/20)

Page 7 of 12

Indicate Use of Form

— ORIGINAL SUBMISSION

X RENEWAL

— REPLACEMENT PAGE

— ADDENDUM PAGE

recmgmt@sos.la.gov

Agency No Agency / Division / Section

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					
20	Training Records- Data Entry backup materials, Lesson plans, supporting materials for staff development presentations	ACT	6 FY	ACT + 6 FY	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	5 FY	ACT + 5 FY	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	3 FY	ACT + 3 FY	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	3 FY	ACT + 3 FY	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 (Mon-Sun) DY – Day(s) PERM – Permanent (Life of State) LOA – Life of Agency NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology (Ex. Scanned to OnBase).		Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information		State Records Center Use Y – Yes N – No		Vital Record Identification Code V = Vital I = Important U = Useful		Agency Abbreviations TREC = Training Records Entry Completed	

[Signature]
Agency Approval

3-16-21
Date Signed

Catherine Neuborne
Secretary of State, State Archives & Records Services

3/22/2021
Date Approved

Records Retention Schedule

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

SSARC-932 (09/20)

Page 8 of 12

Indicate Use of Form

☐ ORIGINAL SUBMISSION
☒ RENEWAL
☐ REPLACEMENT PAGE
☐ ADDENDUM PAGE

recmgmt@sos.la.gov

Agency No	Agency / Division / Section		Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
	009.000	Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice		In Office	In Storage	Total Retention					
Item Number											
24	Placement and Fiscal Services Records for Youth in Juvenile Detention Centers		ACT	3 FY	ACT + 3 FY	P	S	N	U		Audits, inspections, correspondence, reports, and accounting documents related to payments made for youth residing in juvenile detention centers ACT = until end of FY created or received.
25	Records of the Secretary		ACT	1 CY	ACT + 1 CY	M	S	N	U		ACT = until end of CY in which Secretary's term of office terminates. (Note: Records must be reviewed by State Archives prior to disposal).
26	Statistical Information		ACT	PERM	PERM	P	R	N	U		Historical aggregate data collections by the agency.
27	Grants		ACT	3 FY	ACT + 3 FY	P	S	N	U		Contract, expenditure and revenue reports, purchasing reports, financial reports, grant award letters and other correspondence, invoices ACT = until end of the FY grant is closed out.
28	Budget Services- Work Papers		ACT	3 FY	ACT + 3 FY	P	S	N	U		Budget/canteen projections, payroll projections, regulation approvals, survey responses and other work papers ACT = until end of FY created or received.
29	Fiscal Services-Inmate Welfare Fund		ACT	3 FY	ACT + 3 FY	M	S	N	U		Budget documents, reconciliations, income and expense reports ACT = until end of FY created or received.
Permitted Retention Period Abbreviations			Security Status Codes			State Records Center Use			Agency Abbreviations		
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			R – Retain in Agency Archives			I = Important					
WK – Week (Mon-Sun)			S – Review by State Archives			U = Useful					
DY – Day(s)			O – Other (Specify in Remarks)								
PERM – Permanent (Life of State)											
LOA – Life of Agency											
NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology (Ex. Scanned to OnBase).											


 Secretary of State, State Archives & Records Services

Records Retention Schedule

SSARC-932 (09/20)

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

Page 9 of 12

Indicate Use of Form

__ ORIGINAL SUBMISSION
X RENEWAL
__ REPLACEMENT PAGE
__ ADDENDUM PAGE

recmgmt@sos.la.gov

ORIGINAL SUBMISSION											
<u>X</u> RENEWAL											
<u> </u> REPLACEMENT PAGE											
<u> </u> ADDENDUM PAGE											
Agency No	Agency / Division / Section		Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
	Item Number			In Office	In Storage	Total Retention					
009.000	Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice										
30			Fiscal Services- Accounting, Administrative Services- Accounting	ACT	3 FY	ACT + 3 FY	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	3 FY	ACT + 3 FY	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	3 FY	ACT + 3 FY	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.
Agency Abbreviations											
VISA = Credit Card											
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 (Mon-Sun) DY – Day(s)											
PERM – Permanent (Life of State) LOA – Life of Agency											
NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology (Ex. Scanned to OnBase).											

Day 5
Agency approval

3-16-21

Date Signed

Catherine Newsum
Secretary of State, State Archives & Records Services

Date Approved

Records Retention Schedule

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

SSARC-932 (09/20)

Page 10 of 12

Indicate Use of Form
 _ ORIGINAL SUBMISSION
 X RENEWAL
 _ REPLACEMENT PAGE
 _ ADDENDUM PAGE

recmgmt@sos.la.gov

Agency No	Agency / Division / Section	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
009.000	Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice		In Office	In Storage	Total Retention					
Item Number										
33		Juvenile Medical Records	ACT	6 FY	ACT + 6 FY	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 Juvenile leaves custody of OJJ.
34		Juvenile/Offender Records for Sex Offenders Required to Register	ACT + 6 FY	0	ACT + 6 FY	C	S	N	U	Registration documents, acknowledgements of receipt of registration requirements, treatment reports, reports of completion of rehabilitative protocol ACT = until the end of the FY in which offender dies.
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 (Mon-Sun) DY – Day(s) PERM – Permanent (Life of State) LOA – Life of Agency NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology (Ex. Scanned to OnBase).										
			Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information		State Records Center Use Y – Yes N – No		Vital Record Identification Code V = Vital I = Important U = Useful			
			Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)							

ORIGINAL SUBMISSION

X RENEWAL

REPLACEMENT PAGE

ADDENDUM PAGE

Agency Abbreviations

OJJ = Office of Juvenile Justice

Agency Abbreviations
OJJ = Office of Juvenile Justice


 3-16-21
 
 3/22/2021

Agency Approval
 Date Signed
 Secretary of State, State Archives & Records Services
 Date Approved

Records Retention Schedule

SSARC-932 (09/20)

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

Agency No		Agency / Division / Section		recmdt@sos.la.gov		Indicate Use of Form			
009.000		Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice				<input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" 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					
35	Investigative Reports	ACT	6 FY	ACT + 6 FY	M	S	N	U	ACT=until the end of the FY in which created or received
36	Fiscal Services- Collections	ACT	3 FY	ACT + 3 FY	M	S	N	I	Parental contribution assessments and appeals ACT = until end of FY created or received.
37	Administrative Services-Procurement	ACT	3 FY	ACT + 3 FY	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 + 6 FY	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. All will be kept until the offender turns 27 ACT = until the end of the FY in which juvenile reaches age of 21
39	Education Records	ACT	1 FY	ACT + 1 FY	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
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 (Mon-Sun) DY – Day(s) PERM – Permanent (Life of State) LOA – Life of Agency NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology (Ex. Scanned to OnBase).		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							


 Date Signed 3-16-21
 Secretary of State, State Archives & Records Services

Date Approved 3/22/2021

Records Retention Schedule

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

SSARC-932 (09/20)

Agency No		Agency / Division / Section		recmct@sos.la.gov		Page 12 of 12		Indicate Use of Form	
009.000		Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice						__ ORIGINAL SUBMISSION X RENEWAL __ REPLACEMENT PAGE __ ADDENDUM PAGE	
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
40	Education Records – Grades and Certifications	PERM	0	PERM	M	R	N	V	Grades and certifications earned by Juveniles
41	Budget Services- Budget Documents	ACT	5 FY	ACT + 5 FY	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)	ACT	3 FY	ACT + 3 FY	P	S	N	U	ACT = until the end of the FY created or received.
43	Building and Construction	ACT	PERM	PERM	P	R	N	U	ACT = until the end of the FY project completed.
44	Administrative Services- Property Control/Fleet Records; Insurance	ACT	3 FY	ACT + 3 FY	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	ACT	3 FY	ACT + 3 FY	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.

Agency Abbreviations
OJJ = Office of Juvenile Justice

Security Status Codes
P – Public Record
M – May Contain Confidential Information
C – Confidential Information

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 (Mon-Sun) DY – Day(s)
PERM – Permanent (Life of State) LOA – Life of Agency

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

Agency Approval
[Signature]

Date Signed
3-16-21

Secretary of State, State Archives & Records Services
Catherine Newsome

Date Approved
3/22/21

Records Retention Schedule

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

SSARC-932 (09/20)
Page 4 of 12 **12023-069**

Agency No **009,000** Agency / Division / Section **Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice**

recmgmt@sos.la.gov

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
10	Juvenile Secure Master Records, Non-Medical, Non sex offender	ACT	6FY	ACT + 6FY	C	S	N	I	Includes all intake forms (initial assessments, sentence computation, JETS Master form, admission summary, housing reports), case management (behavioral plan, progress notes and reports, monthly status reports, modification reports), disciplinary/crisis intervention, furloughs, visitation logs, correspondence, court chronology reports and summaries, historical medical records including vaccinations, and education documentation including initial assessments, quarterly staffing reports, bi-annual TABE assessments, special education evaluations and IEPs. ACT= Until the end of the FY in which 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 (Mon-Sun) DY - Day(s) PERM – Permanent (Life of State) LOA – Life of Agency NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology. (Ex Scanned to OnBase).									
		Security Status Codes			State Records Center Use		Agency Abbreviations		
		P – Public Record M – May Contain Confidential Information C – Confidential Information			Y – Yes N – No		JETS= Juvenile Electronic Tracking System TABE=Test of Adult Basic Education IEPs= Individualized Education Plans OJJ= Office of Juvenile Justice		
		Archival Processing Codes			Vital Record Identification Code				
		A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			V= Vital I = Important U= Useful				

[Signature]
Agency Approval

9-28-22
Date Signed

[Signature]
Secretary of State, State Archives & Records Services

SEP 30 2022
Date Approved

Records Retention Schedule

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

SSARC-932 (09/20)

Page 11 of 12

Indicate Use of Form

__ ORIGINAL SUBMISSION

__ RENEWAL

X REPLACEMENT PAGE

__ ADDENDUM PAGE

Remarks

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
35	Investigative Reports	ACT	6FY	ACT+6CY	M	R	N	U	ACT= until the end of the FY in which created or received.
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+Y	ACT-6+Y	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.

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 (Mon-Sun) DY - Day(s)

PERM – Permanent (Life of State) LOA—Life of Agency

NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology. (Ex. Scanned to OnBase).

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 *Henry T. White*

Date Signed *9-28-22*

Secretary of State, State Archives & Records Services *Angela Moore*


Date Approved *SEP 30 2022*

RECORDS CENTER

RECORD TRANSMITTAL AND RECEIPT FORM

SSARC 103 (R 11/2010)

NOTE: Send Original to Record Center.
One Receipted Copy Will Be Returned.

1. Name and Address of Agency						SECRETARY OF STATE DIVISION OF ARCHIVES RECORDS MANAGEMENT & HISTORY P.O. BOX 94125, Capitol Station Baton Rouge, Louisiana 70804-9125			
2. Records Officer and Title				3. Date					
				4. Transfer to:					
Phone No.				Records Center		Other:			
7. RECORDS CENTER BOX NO. (Records Center Use Only)	8. AGENCY BOX NO.	9. DATE OF RECORDS TO BE TRANSFERRED				5. No. of Boxes Transferred		6. Disposal Date	
		Month	Year	thru	Month	Year	RECORDS SERIES TITLE		
Total Boxes on this page		SECTION BELOW FOR RECORD CENTER USE ONLY							
LOCATION									
SECTION	SHELF	Date Received			Date Shelved		Transferred to Records Center		Date
Page	Total Pages	Verified By:					Records Inspected By:		



Louisiana State Archives – Records Management
Louisiana Secretary of State
P.O. Box 94125
Baton Rouge, LA 70804-9125
disposals@sos.la.gov

SSARC-930 (12/2021)

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

Archives Use Only	
Disposal Request: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected	Received:
Reason Rejected:	Processed:
	Returned to Agency:
Archives: <input type="checkbox"/> Yes <input type="checkbox"/> No Initials:	Records Management: <input type="checkbox"/> Yes <input type="checkbox"/> No Initials:
Disposal Method: Records that contain information considered confidential in nature, such as records that contain personally identifiable information, payment card information or protected health information should be destroyed by shredding or incineration . These records should be marked as either a "C" or "M" under the security code of the agency's retention schedule.	
Agency Contact Information	
Agency Name / Department	
Address:	
Name of Records Officer:	
Phone:	Email:

Please note you may not dispose of any records that are subject to legal holds, election challenges, or audit, even if the records have met their retention requirements.

Certificate of Agency Representative:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records and that the records described in this list are proposed for disposal for the reason indicated:

- A. ☐ The records have ceased to have sufficient value to warrant further retention.
B. ☐ The records have ceased to have sufficient value to retain them after they were converted to:
☐ Microfilm ☐ Digital Images

Signature of Agency Records Officer

Date Signed

Description of Records as They Appear on Records Retention Schedule (Attach spreadsheet if more space is needed)			
Inclusive Dates	Page No.	Item No.	Records Series Title



Louisiana State Archives – Records Management
Louisiana Secretary of State
P.O. Box 94125
Baton Rouge, LA 70804-9125
recmgt@sos.la.gov

SSARC-940 (09/2020)

RECORDS OFFICER DESIGNATION FORM

Archives Use Only		
Date Received:	Date Entered:	Entered by:

In compliance with La R.S. 44:411, on or before July 1st of each state fiscal year, the chief executive officer of each agency shall designate a records officer to act as a liaison between the agency and the State Archives on all matters related to records management and communicate that designation by completing this form. You may submit the completed form to recmgt@sos.la.gov.

1. Agency: _____
2. Agency Mailing Address: _____
3. Agency Chief Executive: _____
4. Executive's Title: _____
5. Executive's E-mail Address: _____
6. Exec Phone Number: (____) _____ 7. Exec Fax Number: (____) _____
8. Date Executive Appointed or Elected to current position: _____
9. Date Executive's current term ends: _____ (date of next election or N/A if not applicable).
10. Agency Records Officer Designee: _____
11. Designee's Title: _____
12. Designee's E-mail Address: _____
13. Des Phone Number: (____) _____ 14. Des Fax Number: (____) _____

As Chief Executive Officer of the agency listed above, I hereby designate the person listed above to act as the agency's designated Records Officer for the State Fiscal Year beginning July 1, 20____ and ending June 30, 20____. If this form is returned after January 1st in a year where a designation has not been made, the designation will cover the balance of the remaining fiscal year and the upcoming fiscal year. In the event our designee changes during the year indicated above, we will notify your office of the change within thirty days.

Executive's Signature

Title

Date