

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 (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 for Statistical Information; Collection of Fees for Reproduction 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/CCS Policy Nos. C-31 "Confidentiality of Health Records" and C-32 "Health Records, and C-33 "Inactive Health Records"	
STATUS: Approved	
Approved By: <i>James Bueche, Ph.D., Deputy Secretary</i>	Date of Approval: 10/31/2017

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, Deputy Assistant Secretary, 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 - 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 retained at the office for a period of three (3) years, after which the 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 X11 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.

YS Policy No. A.1.9

Page 11

Previous Regulation/Policy Number: A.1.9

Previous Effective Date: 12/19/2014

Attachments/References: A.1.9 (a) Archiving Youth Records and Files 1214.docx
Retention Schedule December 2014.pdf
SSARC-103 Sample.pdf
SSARC-930 Sample.pdf
SSARC-940 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 12/01/2014. The fiscal year ends 6/30/2015; add 6 fiscal years, which is 6/30/2021. The outside of the record would show: Destruction Date 6/30/2021.

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 12/01/2014. The fiscal year ends on 6/30/2015; add 6 fiscal years and the destruction date written on the outside of the folder is 6/30/2021; **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 12/01/14, 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 6/30/2015 plus one additional fiscal year. 6/30/2016 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 for three fiscal years after the end of the fiscal year of the youth’s supervision or custody. At the expiration of the three year period the files will be sent to the archive facility where they will be retained for three additional fiscal years.

Example:

Youth completes his period of probation, satisfies the terms or his custody disposition or is modified and the case closes on 12/01/2014. The end of the fiscal year is 6/30/2015; add six fiscal years. The destruction date written on the outside of the record would 6/30/2021.

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

SS ARC 932 (01/12)

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

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

Page 1 of 13 R2014-298 C	
Indicate Use of Form	
<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
7-10-14
 Date Signed

Secretary of State, State Archives & Records Services
7/10/14
 Date Approved

Records Retention Schedule

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

Http://www.sos.la.gov

SS ARC 932 (01/12)

Page 2 of 13

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Indicate Use of Form	
009.000	Louisiana Department of Public Safety & Corrections, Youth Services, Office of Juvenile Justice	In Office	In Storage	Total Retention						
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 Joyn, CLM
 Secretary of State, State Archives & Records Services

7/10/14
 Date Approved

Records Retention Schedule

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

Http://www.sos.la.gov

SS ARC 932 (01/12)

Page 3 of 13

Agency No	Agency / Division / Section	Retention Period				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			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	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

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

Page 4 of 13
Indicate Use of Form <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	Retention Period			Security	Archival	State Records Center	Vital
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

Carrie J. Jozan
 Secretary of State, State Archives & Records Services

7/10/14
 Date Approved

Records Retention Schedule

SS ARC 932 (01/12)

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

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

Page 5 of 13	
Indicate Use of Form	
<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	Retention Period			Security	Archival	State Records Center	Vital
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
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 ACA = American Correctional Association	
		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 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

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

Http://www.sos.la.gov

Page 6 of 13

Indicate Use of Form

ORIGINAL SUBMISSION
 RENEWAL
 REPLACEMENT PAGE
 ADDENDUM PAGE

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									
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.	
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					



 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)

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

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

Page 7 of 13	
Indicate Use of Form	
<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	Item Number	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											
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 = on behalf of *Conna Powell* 7-10-14
 Agency Approval Date Signed

Carrie Faugh 7/10/14
 Secretary of State, State Archives & Records Services Date Approved

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

Page 8 of 13

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title					
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	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	1CY	ACT + 1CY	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	3FY	ACT + 3FY	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	3FY	ACT + 3FY	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	3FY	ACT + 3FY	M S N U	Budget documents, reconciliations, income and expense reports 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
		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		

Leany D. Williams
 Agency Approval

7-10-14
 Date Signed

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

7/10/14 *as amended*
 Date Approved

Records Retention Schedule

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

Http://www.sos.la.gov

SS ARC 932 (01/12)

Page 9 of 13

Agency No	Agency / Division / Section	Retention Period				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			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			
		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					

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

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

Page 10 of 13

Agency No	Agency / Division / Section							Indicate Use of Form <input type="checkbox"/> ORIGINAL SUBMISSION <input type="checkbox"/> RENEWAL <input checked="" type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE	
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		
		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

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
 Post Office Box 94125, Baton Rouge, LA 70804

Http://www.sos.la.gov

Page 11 of 13

Indicate Use of Form

ORIGINAL SUBMISSION
 RENEWAL
 REPLACEMENT PAGE
 ADDENDUM PAGE

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	
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				

[Signature]

 Agency Approval

[Signature]

 Date Signed

[Signature]

 Secretary of State, State Archives & Records Services

Date Approved *12/11/14 as amended*

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

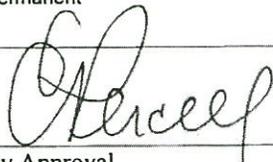
Http://www.sos.la.gov

Page 12 of 13

Indicate Use of Form

ORIGINAL SUBMISSION
 RENEWAL
 REPLACEMENT PAGE
 ADDENDUM PAGE

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								
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		
		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

9/3/14

 Date Signed



 Secretary of State, State Archives & Records Services

9/30/14 *as amended*

 Date Approved

Records Retention Schedule

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

Http://www.sos.la.gov

SS ARC 932 (01/12)

Page 13 of 13

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	In Office	In Storage
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



STATE OF LOUISIANA
SECRETARY OF STATE
DIVISION OF ARCHIVES, RECORDS MANAGEMENT, AND HISTORY
BATON ROUGE, LOUISIANA

TO: Records Management Section
Division of Archives Records Management and History
P.O. Box 94125, Capitol Station
Baton Rouge, LA 70804-9125
FAX (225) 922-1220

<u>For Archives Use Only</u> Date Received: _____ Updated: _____ Updated by: _____
--

Instructions: In compliance with LAS-R.S. 44:411, on or before July 1 of each state fiscal year, the chief executive officer of each agency shall designate a records officer to act as liaison between the Division of Archives, Records Management and History and the agency on all matters related to records management and communicate that designation by completing this form, in its entirety and submit it to the State Archives. If 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 the form for which the form being submitted. **Please complete and return by fax or mail to the address or fax number listed above.**

PLEASE PRINT CLEARLY ALL INFORMATION REQUESTED BELOW.

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 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 for the State Fiscal Year beginning July 1, 20__ and ending June 30, 20__. In the event that our designee changes during the year indicated above, we will notify your office of the change and our new designee within thirty days of any such change.

Executive Signature: _____

Executive Title: _____ Date: _____