JAY DARDENNE
SECRETARY OF STATE

Print Form

Division of Archives,
Records Management and History
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Baton Rouge, LA 70804-9125
Http://www.sos.louisiana.gov

Records Retention Schedule

Department: Sample Department

Agency: Sample Agency - Sample Section

	Series Title	In Office	Records Center	Total Retention	Disposition and Remarks
1	Accounts Receivables	Audit +3 FY	0	Audit + 3 FY	Image upon arrival and destroy originals after inspection and SOS approval.
2	Time & Attendance Records (includes time & recap sheets, vacation & leave, comp. time).	2 FY	3 FY	5 FY	May contain confidential information.
3	Audit Reports (Audits done by Legislative Auditor or submitted to Legislative Auditor)	3 FY	0	3 FY	Audits are maintained by Auditor's Office.
4	Audit Reports (Done for office by CPA or private firms not submitted to Legislative Auditor)	Life of Agency	0	Life of Agency	Microfilm after 5 calendar years.
5	Bank Statements and Reconciliation reports	3 FY	2 FY	5 FY	EDGAR U.S. Dept of Education Prgm Requirement (Education agy only)
6	Budgets - Original Requests	Life of Agency	0	Life of Agency	Microfilm after 10 calendar years.
7	Budgets - Workpapers and backups	3 FY	0	3 FY	May contain confidential information
8	Cancelled Checks	Audit + 3 FY	0	Audit + 3 FY	May contain confidential information. Break CDs to destroy or Burn/Shred checks.
9	Invoices - (Non Grant Related)	Audit + 3 FY	0	Audit + 3 FY	
10	Invoices - Grant Related	Active + 2 FFY	3 FFY	Active + 5 FFY	Active = until grant expires.
11	Commission Board Meeting Minutes	Permanent	0	Permanent	Image upon approval. After inspection of images transfer originals to Archives.
12	Commission Board Meeting Tapes	3 CY	0	3 CY	

FY = Fiscal Year (Jul 1- Jun 30)
CY = Calendar Year (Jan 1 - Dec 31)
FFY = Federal Fiscal Year (Oct 1 - Sept 30)
CPA = Certifed Public Accountant
CD= Compact Disk
Note: This is a sample Schedule for instructional purposes only. DO NOT base retention of your records on formulas presented in this example without reviewing your own agency's needs and requirements and in consultation with the State Archives Records Management Staff.

Approval:

Date For the Agency

Text

Date Secretary of State, Archives and Records Services

Unsigned Schedules will be returned to Agency