Disclosure and Retention of Public Records

Louisiana Department of Health (LDH)	
Policy Number	42.2
Content	LDH Policy on Disclosure and Retention of Public Records
Effective Date	October 10, 2014
Inquiries to	Office of the Secretary Bureau of Legal Services P.O. Box 3836 Baton Rouge, Louisiana 70821-3836 (225) 342-1112 FAX (225) 342-2232

LDH is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our Department's reputation and achievement as well.

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

I. POLICY STATEMENT

A. In accordance with the Louisiana Public Records Act ("PRA") (R.S. 44:1 *et seq.*, it shall be the policy of the Louisiana Department of Health (LDH) that all records are subject to disclosure under the PRA, with the exception of certain records specified in this policy, as provided by the statutory exceptions to the PRA as set forth in R.S. 44:1 or 44:4.1 or in other applicable state or federal law.

B. As mandated by the PRA, any person of the age of majority shall have the legal right to inspect, copy, reproduce or obtain a reproduction of any public record.

C. The PRA shall be liberally interpreted so as to extend rather than restrict access to public records by the public.

D. All public records shall be preserved for at least the period of time specified for

such records in formal records retention schedules developed and approved by the State Archivist and Director of the Division of Archives, Records Management and History, of the Department of State. However, in all instances in which a formal retention schedule has not been executed, a public record shall be preserved and maintained for a period of at least three years from the date on which it was made. In LDH, records shall be retained for at least the periods of time shown on the office or facility's Records Retention Schedule of this policy. Documents related to services in a time of disaster shall be retained for 3 years after the disaster is closed out.

E. Examination of public records shall be conducted during regular office or work hours.

II. PURPOSE

A. The purpose of this policy is to provide guidelines for the custodians of public records within LDH for the release of information from LDH records and for the retention of such records in conformity with legal requirements. This policy is strictly limited to the disclosure and retention of information contained in records of LDH offices, divisions and/or facilities.

B. The basic purpose of the PRA is to implement the inherent right of the public to be reasonably informed as to what public records contain and to the manner, basis, and reasons upon which governmental affairs are conducted, while at the same time balancing that right against the necessity for the custodian of the public records to act in the public interest by protecting and preserving public records against unreasonable dangers of loss or damage, or acts detrimental to the integrity of public records.

III. APPLICABILITY

This policy shall apply to all documents, records, and information pertaining to LDH unless specifically exempted by statute as outlined in this policy.

IV. EFFECTIVE DATE

The effective date of this revised policy is October 10, 2014.

V. EXCEPTIONS

The PRA subjects all records of LDH to disclosure unless they are specifically excepted from disclosure by one of the identified exceptions set forth in R.S. 44:4 or 44:4.1 or in other applicable state or federal law.

VI. RESPONSIBILITIES OF THE RECORDS CUSTODIAN

The custodian shall provide copies of public records to persons who request them. It shall be the responsibility of the custodian to abide by the statutory provisions of the PRA. As defined by the PRA, the custodian is the "public official or head of any public body having custody or control of a public record, or a representative specifically authorized by him to respond to requests to inspect any such public records".

In LDH, the custodian of records shall be designated by the appointing authority for each office and facility at which public records are maintained.

a. Requests for public records preferably should be made in writing, should include the date of the request and the signature of the requester, and should identify the records being requested as specifically as possible. Verbal requests, whether made in person or by telephone, may be accepted as well, but the custodian should strongly encourage the requester to put the request in writing in order to protect the rights of LDH and of the requester.

b. Immediately upon receipt of a public records request, the custodian or any other member of LDH staff should forward the request to the LDH Bureau of Legal Services, using email or fax if necessary. The Bureau of Legal Services will send a letter to the requester acknowledging receipt of the request by LDH and stating the date upon which it was received by LDH. The letter will also identify any potential confidentiality or legal privilege issues that are likely to be raised with regard to the records being requested.

c. The custodian must extend reasonable comfort and facility to persons exercising the right of reviewing records; however, nothing contained herein shall prevent the custodian from protecting the records from alteration or defacement while they are being examined. The custodian or a designee must accompany the person reviewing a record at all times while they have the record so as to protect it against removal or alteration of any part of the record.

d. The custodian should not question the person requesting examination of

a public record as to the purpose of the request. The fact that the person may volunteer the purpose does not constitute detailed inquiry by the custodian or by the court into the person's motive.

e. The custodian shall inquire from persons applying for a public record their age and identification and request that they sign a register. If the request is not made in writing or does not include the date of the request, the register should indicate the date of the request.

f. If any file contains information that is not part of the public records, the custodian must separate the nonpublic information before making the record available for examination. If any record responsive to a public records request contains information which is considered confidential under the PRA and/or other applicable law, such confidential information must be thoroughly redacted before the record is disclosed. If there is any doubt as to the confidentiality of any information contained in a responsive record, the LDH Bureau of Legal Services should be consulted to assist with that determination.

g. A fee may be charged for copies of public records according to the Uniform Fee Schedule adopted by the Commissioner of Administration (LDH Policy No. 74.1). The Fee Schedule at present is 25 cents per page. Copies may be furnished without charge or at a reduced charge to indigent citizens of the state or to persons whose use of such copies is limited to a public purpose, including but not limited to use in a hearing before any governmental regulatory commission.

h. Should information be requested which the custodian questions as to whether or not it is public, the custodian shall, within three days of receipt of the request for such information, exclusive of Saturdays, Sundays, and legal public holidays, notify the person making such request of his determination and the reasons therefore in writing. Assistance in determining whether a document is a public record may be obtained by contacting the LDH Bureau of Legal Services. A legal opinion may be required in such a determination; therefore, prompt attention to requests is important.

i. If a record is not immediately available because of its active use at that time, the custodian shall certify this in writing to the person and further fix a day and hour within three days, exclusive of Saturdays, Sundays, and legal public holidays, for the exercise of the right granted by the law.

j. Any person who has been denied access to a public record may institute proceedings for the issuance of a writ of mandamus, injunctive or

declaratory relief, together with attorney's fees, costs and damages, in the district court for the parish in which the office of the custodian is located. Further details outlining the enforcement and penalties upon violation of the PRA are found in R.S. 44:37, and may be obtained through the Division of Human Resources, Training and Staff Development.

VII. DISCIPLINARY ACTIONS

Violations of this policy may result in disciplinary action up to and including dismissal.

VIII. REFERENCES

LDH- Policy #74 – Uniform Fee Schedule for Copies of Public Records

IX. REVISION HISTORY

Date	Revision
July 1, 1991	Policy created
April 4, 2011	Policy revised
October 10, 2014	Policy revised
January 29, 2020	Policy reviewed
May 29, 2024	Policy reviewed

2009-098

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Page 1 of 3

Indicate Use of Form
_X_ ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	Dept. of Health & Hospitals / Office of Management & Finance / Human Resources, Training and Staff Development

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
1	Employee Personnel File	ACT + 70CY		ACT + 70CY	M	R	N	V	Active = until separation
2	Performance, Planning & Review (PPR)	ACT + 5CY		ACT + 5CY	C	S	N	I	Active = until separation
3	PPR Request for Review	ACT + 5CY		ACT + 5CY	C	S	N	I	Active = until separation
4	Confidential Files	ACT + 5CY		ACT + 5CY	C	S	N	V	Active = until separation
5	Reports & Supporting Documentation	ACT + 5CY		ACT + 5CY	P	S	N	U	Active = until end of CY created or re
6	Employee Grievances/Complaint/Appeals	ACT + 5CY		ACT + 5CY	C	S	N	I	Active = Until final decision rendered
7	EEO/Affirmative Action/Complaints	ACT + 5CY		ACT + 5CY	C	S	N	I	Active = until end of CY created or re
8	EEO/Affirmative Action Reports	2 CY		2 CY	P	S	N	U	
9	I-9 Employment Eligibility Verifcation w/supporting documentation	ACT + 3CY		ACT + 3CY	C	S	N	I	Active = until separation
10	Medical Files (including Workers Comp) + Exposure Reporting	ACT + 30CY		ACT + 30CY	C	S	N		Active = until separation

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
EEO = Equal Employment Oppor

Agency Approval — 7/29/09 Date Signed — Carrie Tagg, CRM Secretary of State, State Archives & Records Services — 9/3/10 Date Approved

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

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

Agency No:
Agency / Division / Section: Dept of Health + Hospitals / Office of Management + Finance Human Resources, Training + Staff Development

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
11	Leave Slips	5CY		5CY	C	S	N	U	
12	Drug Testing (forms/results/invoices)	3CY		3CY	C	S	N	I	
13	Group Benefits Invoices	70CY		70CY	C	S	N		
14	Disclosure of Outside Employment	3CY		3CY	M	S	N	U	
15	Vacancy & promotional announcements, Certificates of Eligibles SF9s Applications	3CY		3CY	M	S	N	U	
16	FMLA	ACT + 5CY		ACT + 5CY	C	S	N	I	Active = until closed
17	CS Job Studies	5CY		5Cy	P	S	N	U	
18	CS Audit Files	5CY		5CY	P	S	N	U	
19	Job Descriptions	ACT + 5CY		ACT + 5CY	P	S	N	U	Active = until end of the cy abolished
20	Policies & Procedures	PERM		PERM	P	R	N	V	

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
CS = Civil Service
FMLA = Family + Medical Leave Act

Agency Approval: [signature]
Date Signed: 7/29/09
Secretary of State, State Archives & Records Services: Carie Jagn CRM
Date Approved: 9/3/10 as amended

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No:
Agency / Division / Section: Dept. Health + Hospitals / Office of Management + Finance Human Resources Training + Staff Development

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
21	Delegated Authority Documents	PERM		PERM	P	R	N	V	
22	Life Insurance covered by OGB	ACT + 5CY		ACT + 5CY	C	S	N	I	Active = until separation
23	Life Insurance not covered by OGB	ACT + 70CY		ACT + 70CY	C	S	N	I	Active = until separation
24	Payroll Records (timesheets)	ACT + 5CY		ACT + 5CY	M	S	N	U	Active until the end of CY in which time is recorded/reported.
25	Supervisors file	ACT + 2CY		ACT + 2CY	M	S	N	U	Active = until supervision ends
26	Position Descriptions (SF-3s)	ACT + 5CY		ACT + 5CY	P	S	N	I	Active = until employee separates from agency
	Emails (based on content for the same duration as records of similar content) IAW Retention Schedule								

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
OGB = Office of Group Benefits

Agency Approval: [signature] — Date Signed: 7/29/09

Secretary of State, State Archives & Records Services: Carrie Allen, CRM — Date Approved: 9/3/10 as amended

Human Resources Record Disclosure Guidelines

The following items found in a personnel record have been deemed confidential and should not be released for examination:

A. Records Excepted by Statute

1. Medical/health records, claim forms, life insurance applications, requests for payment of benefits and all other health records of an employee and their dependents enrolled in the State Employees Group Benefits Program (R.S. 44.12).

2. All medical records of an employee, all records of payment of compensation to an employee or his dependent, records with respect to the rehabilitation of an injured employee, employer reports of injury, claims by an employer or his dependent and other records which would ascertain the identity of the injured employee or his dependent in a Worker's Compensation action (R.S.23:1293).

3. Personnel evaluation reports/comments used by the supervisor/employer to determine rating (R. S. 44.31). The fact that a rating is satisfactory, unsatisfactory or needs improvement is not considered to be covered under privacy provisions, but the actual written documents containing the rating comments are protected.

4. Home address and telephone number of an employee if they have requested that the information be confidential.

B. Records Deemed to be Protected by the Louisiana Constitution

1. An employee's W-4's, L-4, or other tax withholding forms

2. Garnishments/wage assignments

3. Loan applications

4. Payroll deductions

5. Designated beneficiaries for life insurance and retirement benefits

6. Applications for employment for persons who are not appointed to positions in the public service

7. Any and all other information of a personal nature which has no bearing on state business

8. Any medical records furnished by or to the Department to establish an applicant's or employee's fitness for employment.

C. There are conditions under which the records listed in Articles A and B above may be released. These conditions are listed below:

1. The records specified in Articles A and B above may be released to persons other than the affected employee with the written consent of the employee or as required by law or the courts.

2. Information relating to dependents and beneficiaries may be provided to the dependents and beneficiaries of deceased employees. Requests for such information may be required to be in writing.

3. In all cases, an employee shall have unlimited access to any and all information contained in or pertaining to their own personnel record. 42.1

Attachment B- Office of Behavior Health

Office of Behavioral Health 2006-044

Al Ater
Secretary of State

Division of Archives, Records Management and History
Florent Hardy, Jr., PhD
State Archivist and Director
P.O. Box 94125
Baton Rouge, LA 70804-4125
www.sos.louisiana.gov

Records Retention Schedule

Department: Department of Health and Hospital - HR
Agency: Office for Addictive Disorders

Item No.	Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
1	Job Descriptions	ACTIVE + 5CY		ACTIVE + 5CY	Active=until position is abolished
2	Audit Files	5CY		5CY	
3	Civil Service Certificates of Eligibles/SF9s/Applications	3CY		3CY	
4	Civil Service Job Studies	5CY		5CY	
5	Confidential Files	ACTIVE + 5CY		ACTIVE + 5CY	Active=until employee separates from agency
6	EEO/AAP Reports	2CY		2CY	
7	Employee Grievance/Complaint/Appeal File	ACTIVE + 5CY		ACTIVE + 5CY	Active=until final decision on grievance
8	Employee Personnel Files	ACTIVE + 70CY		ACTIVE + 70CY	Active=until employee seperates from agency
9	Family Medical Leave Act Files	ACTIVE + 5CY		ACTIVE + 5CY	Active=until closed
10	Group Benefit Invoices	70CY		70CY	
11	I-9s with supporting documentation	ACTIVE + 1CY		ACTIVE + 1CY	Active = Until employee seperates from agency
12	Insurance Documents (Employee)	ACTIVE + 70CY		ACTIVE + 70CY	Active=until employee seperates from agency
13	Layoff Plans	3CY		3CY	
14	Outside Employment File	3CY		3CY	
15	Promotional Announcements	3CY		3CY	
16	Retirement Documents (Employee)	ACTIVE + 70CY		ACTIVE + 70CY	Active= until employee seperates from agency
17	Vacancy Announcements	3CY		3CY	
18	Workers Compensation	ACTIVE + 5CY		ACTIVE + 5CY	Active=until settlement
19	Time Sheets/Leave Slips/Overtime Approval	5CY		5CY	

CY = Calendar Year (Jan 1 - Dec 31)
FY= Fiscal Year (July 1 - June 30)

Approval:

Michael Dale

Date Agency - DHH - Office of Addictive Disorders - HR

7/10/06

Date Secretary of State, Archives and Records Services

Unsigned Schedules will be Returned to Agency

Al Ater
Secretary of State

Division of Archives, Records Management and History
Florent Hardy, Jr., PhD
State Archivist and Director
P.O. Box 94125
Baton Rouge, LA 70804-4125
www.sos.louisiana.gov

Records Retention Schedule

Department: Department of Health and Hospitals
Agency: Office of Addictive Disorders

Item No.	Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
1	Federal Grant Records (includes proposals and awards)	Active + 1 CY	3 CY	Active + 4 CY	Active = until grant is closed or proposal is rejected
2	Budget Records (includes requests, working papers and tracking charts)	1 CY	3 CY	4 CY	
3	Client Case Files (includes outpatient and inpatient records, progress notes, medical history sheets, mental status reports, treatment plans, client data sheets, service tickets, status change/evaluation sheets, medication order sheets, consent to treatment form, consent to use Social Security number for Client ID, flow sheets, declarations of patient rights and discharge summaries)	Active + 1 CY	6 CY	Active + 7 CY	Active = until case is closed/treatment ends.
4	Non-medical Client Case Files	Active + 1 CY	3 CY	Active + 4 CY	Active = until case is closed/treatment ends
5	Infection Control Plans	Permanent		Permanent	
6	Fire, Disaster and Loss Prevention Plans	Permanent		Permanent	
7	Staff Meeting Notes	10 CY		10 CY	
8	Client Referrals (Non-Admits)	3 CY		3 CY	
9	Litigation Files	Active + 1 CY		Active + 1 CY	Active = until case is litigation is resolved
10	Accounting Files (including third party billing to private insurance companies, requisitions, journal sheets, direct service tickets, ledger cards on closed out clients, travel invoices, physician's request for payment of fees, purchase orders, receiving reports, and telephone bills)	1 CY	3 CY	4 CY	
11	Contract Files (includes supporting documentation and related correspondence)	Active + 1 CY	3 CY	Active +4 CY	Active = until contract expires
12	State Office Directives from Health and Hospitals	Active + 1 CY	3 CY	Active + 4 CY	Active = until superseded
13	State Office Directives from Office of Addictive Disorders	Permanent		Permanent	
14	Reports (including program activities, affirmative action, state vehicles and ineligible patient fees	1 CY	3 CY	4 CY	
15	Admission Books (including those listings of patients names and date of admission)	1 CY	3 CY	4 CY	
16	Medicaid/Medicare Cost Reports	3 CY	3 CY	6 CY	
17	Records Management Files	Permanent		Permanent	
18	Section's Time Sheets/ Leave Slips / Overtime Approval	Active + 1 CY	4 CY	6 CY	Active = until employee separates from agency

FY = Fiscal Year (July 1 - June 30)
CY = Calendar Year (Jan 1 - Dec 31)
NOTE: Records of deceased clients follow same retention as records series listed above.

Approval:

Michael Arbo

Date: Agency DHH Office of Addictive Disorders

7/10/06

Date: Secretary of State, Archives and Records Services

SS ARC 932

Unsigned Schedules will be Returned to Agency

Office of Behavioral Health 2006-068

Al Ater
Secretary of State

Division of Archives, Records Management and History
Florent Hardy, Jr., PhD.
State Archivist and Director
P.O. Box 94125
Baton Rouge, LA 70804-4125
www.sos.louisiana.gov

Records Retention Schedule

Department: Louisiana Department of Health & Hospitals
Agency: Office of Mental Health

Item No.	Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
1	Correspondence	1 FY	2 FY	3 FY	
2	Consumer Complaints	Active + 3 FY	0	Active + 3 FY	Active = until resolved.
3	Continuing Education	3 FY	0	3 FY	
4	Contracts	Active +1 FY	2 FY	Active + 3 FY	Active = until contract expires.
5	Fiscal Files	3 FY	7 FY	10 FY	
6	Grant Files	Active + 3 FY	0	Active + 3 FY	Active = until grant concluded/closed.
7	Human Resource Files	Active + 70 FY	0	Active + 70 FY	Active = until employee seperates from agency
8	Insurance Files (excluding Employee Life Insurance policies)	3 FY	0	3 FY	
9	Legal/Legislative Files	Permanent	0	Permanent	
10	Lists	3 FY	0	3 FY	
11	Medicaid Files	3 FY	3 FY	6 FY	
12	Payroll	3 FY	2 FY	5 FY	
13	Policies/Procedures	Permanent	0	Permanent	
14	Program Files	1 FY	2 FY	3 FY	
15	Client Referals/References	3 FY	0	3 FY	
16	Reports	1 FY	2 FY	3 FY	
17	Surveys	1 FY	2 FY	3 FY	
18	Training	Active + 1 FY	0	Active + 1 FY	Active = until termination of employee.
19	Travel Files	3 FY	4 FY	7 FY	
20	Forms	Permanent	0	Permanent	
21	Manuals	Permanent	0	Permanent	

Approval:

4/30/06 Joseph E. Comaty, PhD MA
Date Agency - DHH/Office of Mental Health

10/30/06 Anne Tarver, CRM
Date Secretary of State, Archives and Records Services

Unsigned Schedules will be Returned to Agency

Al Ater
Secretary of State

Division of Archives, Records Management and History
Florent Hardy, Jr., PhD
State Archivist and Director
P.O. Box 94125
Baton Rouge, LA 70804-4125
Http://www.sec.state.la.us

Records Retention Schedule

Department: Louisiana State Department of Health & Hospitals
Agency: Office of Mental Health

Item No.	Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
22	Staff Meeting Minutes	3 FY	0	3 FY	
23	Projects	Active + 3 FY	0	Active + 3 FY	Active + until project completed/closed. Screen for archival material
24	Minutes of Policy Making Bodies	Permanent	0	Permanent	

Approval:
6/20/06 Roger E Lonnette, PhD MP
Date Agency - DHH/ Office of Mental Health

6/30/06 Laurie Isaac CRM
Date Secretary of State, Archives and Records Services

Unsigned Schedules will be Returned to Agency

Records Retention Schedule

SS ARC 932 (07/07)

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

Http://www.sos.la.gov

Indicate Use of Form
X__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No:

Agency / Division / Section: **East Louisiana Mental Health System**

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
1	Adult Medical Records (Civil)	ACT	10 FY	ACT+ 10 FY	C	S	N	V	ACT=Until the end of the Fiscal Year in which patient is discharged.
2	Adult Medical Records 9 (Forensic)	ACT	10 FY	PERM	C	R	N	V	ACT=Until the end of the Fiscal Year in which patient is discharged. Microfilm after ACT+ 10 FY.
3	Non admitted client referrals	ACT	6 Mo.	Act + 6 Mo	C	S	N	I	Act = Until then end of the Month in which referral has expired.
4	Administrative Correspondence	Perm	Perm	Perm	M	R	N	V	
5	General Correspondence	ACT+ 1 FY	4 FY	ACT+ 5 FY	M	S	N	I	ACT= until the end of the FY in which the record is created or received.
6	Correspondence/Memoranda/Policy Making	Perm	Perm	Perm	M	R	N	V	
7	TQM Surveys & Reports	ACT+ 1 FY	9 FY	ACT+ 10 FY	C	S	N	V	ACT= until the end of the FY in which the record is created or received.
8	In Service Training	Act	3 FY	Act + 3 FY	M	S	N	U	Act = Until the end of the FY in which the employee separates from agency.
9	Annual Reports	Perm	Perm	Perm	P	R	N	V	
10	Cooperative agreements with other agencies	Act + 10 FY		Act + 10 FY	P	S	N	V	Act = Until the end of the FY in which the agreement expires or is terminated.

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
TQM = Total Quality Management

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

Records Retention Schedule

SS ARC 932 (07/07)

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

Http://www.sos.la.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No:

Agency / Division / Section: **East Louisiana Mental Health System**

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
11	Deeds/Mortgages	Perm	Perm	Perm	P	R	N	V	
12	Affirmative Action Reports/Guidelines and Plans	Act + 1 FY	Perm	Perm	P	R	N	V	Act = Until the plan is superseded.
13	State Vehicles Reports	Act + 2 FY	7 FY	Act + 9 FY	M	S	N	I	Act = Until end of the FY in which resolution of litigation has been reached.
14	Ineligible Patient Fee Reports	Act + 1 FY	4 FY	Act + 5 FY	P	S	N	I	Act = Until end of the FY in which the record has been Audited
15	Policies and Procedures	ACT	Perm	Perm	P	R	N	V	Act = Until policy/procedure updated
16	Admission Log Books	ACT	PERM	PERM	C	R	N	V	ACT= until the end of the FY in which the record was created or received.
17	Client Accident/Injury Reports	ACT	9 FY	10 FY	M	S	N	V	ACT= Until the end of the FY in which the matter was closed.
18	Employee Accident /Injury Reports	ACT+ 2FY	7 FY	Act + 9 FY	M	S	N	I	ACT= Until the end of the FY in which the matter is closed.
19	Staff Meetings Notes	ACT	9 FY	ACT+ 10 FY	P	S	N	V	Act = Until end of the FY in which the meeting was held.
20	Blue Prints	Perm	Perm	Perm	M	R	N	V	

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N – No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Records Retention Schedule

SS ARC 932 (07/07)

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

Http://www.sos.la.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	East Louisiana Mental Health System

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
21	Garnishments	Act + 1	4 FY	Act + 5 FY	M	S	N	V	Act = Until the end of the FY in which the garnishment is removed.
22	Equipment Contracts	Act + 1	9 FY	Act + 10 FY	P	S	N	V	Act = Until the end of the FY in which the equipment's useful life is reached.
23	Professional Services Contracts	Act + 2 FY	7 FY	Act + 9 FY	M	S	N	I	Act = Until the end of the FY in which the contract expires or is terminated.
24	Grants	Act +1 FY	5 FY	Act + 6 FY	P	S	N	I	Act = Until the end of the FY in which the grant expires or is terminated.
25	Volunteer Records	Act + 1 FY	4 FY	Act + 5 FY	M	S	N	I	Act = until the end of the FY in which the volunteering ceases.
26	Personnel Files	Act + 1CY	69 CY	Act + 70 CY	M	S	N	V	Act = until the end of the CY in which the employee separates.
27	Unsuccessful Applicants	Act	2 FY	Act + 2 FY	C	S	N	U	Act = until the end of the FY in which a successful applicant is hired or position is closed.
28	Evaluation and Performance Reviews	Act	4 FY	Act + 4 FY	M	S	N	I	Act = Until the end of the FY in which the employee separates from agency.
29	Grievance Records	Act	10 FY	Act + 10 FY	M	S	N	I	Act = Until the end of the FY in which the matter has been resolved or case closed.
30	Employee Exposure and Medical Records	Act	Perm	Perm	C	R	N	V	Act = Until the end of the FY in which the employee separates from agency.

Permitted Retention Period Abbreviations

ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

Security Status Codes

P – Public Record
M – May Contain Confidential Information
C – Confidential Information

Archival Processing Codes

A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use

Y – Yes
N – No

Vital Record Identification Code

V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Records Retention Schedule

SS ARC 932 (07/07)

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

Http://www.sos.la.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	East Louisiana Mental Health System

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
31	Job Announcements	ACT+ 1 FY	1 FY	ACT+ 2 FY	P	S	N	V	ACT= until the end of the FY in which records was created or received.
32	Application for Employment	ACT+ 1 FY	1 FY	ACT+ 2 FY	M	S	N	I	ACT= until the end of the FY in which records was created or received.
33	Employee Payroll	ACT+ 1 FY	4 FY	ACT+ 5 FY	P	S	N	V	ACT= until the end of the FY in which records was created or received.
34	Departmental Annual Reports	ACT+ 5 FY	PERM	PERM	M	R	N	V	ACT= until the end of the FY in which records was created or received.
35	Pharmacy Records	Act + 1 FY	9 FY	Act + 10 FY	C	S	N	V	Act = Until end of FY in which patient is discharged
36	Narcotic Records	Act	5 FY	Act + 5 FY	C	S	N	V	Act = Until end of FY in which patient is discharged
37	Medication Logs	Act + 1 FY	9 FY	Act + 10 FY	C	S	N	V	Act = Until end of FY in which patient is discharged.

ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Records Retention Schedule

SS ARC 932 (07/07)

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

Http://www.sos.la.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No:

Agency / Division / Section: **East Louisiana Mental Health System**

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
38	Fiscal Files	ACT +2 FY	8 FY	ACT+ 10 FY	M	S	N	V	ACT= until the end of the FY in which records was created or received.
39	Quarterly, Monthly, Semi-Annual Budget Reports	Act + 2 FY	7 FY	Act + 9 FY	M	S	N	I	ACT= until the end of the FY in which records was created or received.
40	Vendor Files	Act + 2 FY	7 FY	Act + 9 FY	M	S	N	V	ACT= until the end of the FY in which records was created or received.
41	Requisitions	Act + 2 FY	7 FY	Act + 9 FY	M	S	N	V	ACT= until the end of the FY in which records was created or received.
42	Cancelled Checks	Act + 2 FY	7 FY	Act + 9 FY	M	S	N	I	ACT= until the end of the FY in which records was created or received.
43	Bank Statements	Act + 2 FY	7 FY	Act + 9 FY	M	S	N	V	ACT= until the end of the FY in which records was created or received.
45	Purchase Orders	Act + 2 FY	7 FY	Act + 9 FY	M	S	N	V	ACT= until the end of the FY in which records was created or received.
46	Receiving Reports	Act + 2 FY	7 FY	Act + 9 FY	M	S	N	V	ACT= until the end of the FY in which records was created or received.
47	Medicare & Medicaid Files	Act + 2 FY	7 FY	Act + 9 FY	C	S	N	V	ACT= until the end of the FY in which records was created or received.
48	Workers Compensation Records	Act	5 FY	Act + 5 FY	C	S	N	V	Act = Until the end of the FY in which the claim is resolved.

ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Records Retention Schedule

SS ARC 932 (07/07)

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

Http://www.sos.la.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No:

Agency / Division / Section: **East Louisiana Mental Health System**

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
49	Food Inventory	ACT+ 1 FY	2 FY	ACT+ 3 FY	P	S	N	I	ACT= until the end of the FY in which records was created or received.
50	ORM Safety Audits	ACT+ 1 FY	9 FY	ACT+ 10 FY	C	S	N	V	ACT= until the end of the FY in which records was created or received.
51	Menus	ACT+ 1 FY	5 FY	ACT+ 6 FY	M	S	N	U	ACT= until the end of the FY in which records was created or received.
52	Nutritional Assessments	ACT	6 FY	ACT+ 6 FY	M	S	N	U	ACT= until the end of the FY in which records was created or received.
53	Meal Count	ACT+ 1 FY	5 FY	ACT+ 6 FY	P	S	N	U	ACT= until the end of the FY in which records was 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
ORM = Office of Risk Management

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

Attachment D- LA Commission for the Deaf

2605-038

LA Commission for the Deaf

1 of 4

Secretary of State		Division of Archives, Records Management and History Florent J. Hardy, Jr., PhD. State Archivist and Director P. O. Box 94125 Baton Rouge, LA 70804-4125 Http:www.sec.state.la.us

Records Retention Schedule

Department: Department of Social Services
Agency: Louisiana Rehabilitation Services

Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
Administrative & Programmatic Records:				
Fiscal/Budget Records:				
Paid Files	6 FY		6 FY	EDGAR
Accounts Receivable	6 FY		6 FY	EDGAR
Federal Reports	6 FY		6 FY	EDGAR
State Reports	6 FY		6 FY	EDGAR
Budget Documentation	6 FY		6 FY	EDGAR
Validation Reports	6 FY		6 FY	EDGAR
Social Security Reimbursement Records	6 FY		6 FY	EDGAR
Purchasing Records	6 FY		6 FY	EDGAR
Telephone Bills	6 FY		6 FY	EDGAR
Travel Expense Reports	6 FY		6 FY	EDGAR
Regional Office Personnel:				
Regional Office Payroll Time & Attendance Sheets/Leave Slips	6 FY		6 FY	EDGAR
All Contracts:	Active + 10 FY		Active + 10 FY	Active = expiration date of the contract.
Site Reviews	6 FY		6 FY	EDGAR
Request for Proposals:				
- Funded	10 FY		10 FY	
- Non-Funded	6 FY		6 FY	EDGAR
Grants	6 FY		6 FY	EDGAR

	Rehabilitation Services Administration's: Informational Memorandums	6 FY		6 FY	EDGAR
	Reports	6 FY		6 FY	EDGAR
	Contracts	Active + 10 FY		Active + 10 FY	Active = expiration date of contract.
	Grant Awards	6 FY		6 FY	EDGAR
	Grantee Reporting Forms	Active + 6 FY		Active + 6 FY	EDGAR Active = Grantee has met payback requirements.
	State Plan	20 FY	Permanent	Permanent	Permanent or Archival Value.
	Louisiana Rehabilitation Services' Policy & Procedure	20 FY	Permanent	Permanent	Permanent or Archival Value.
	Strategic Plan	20 FY	Permanent	Permanent	Permanent or Archival Value.
	Quality Assurance Records	6 FY		6 FY	EDGAR
	Audit Reports	6 FY		6 FY	EDGAR
	In-Service Training Records	Active + 6 FY		Active + 6 FY	EDGAR Active = federal grant ends.
	Independent Living Reports	6 FY		6 FY	EDGAR
	Supported Employment Reports	6 FY		6 FY	EDGAR
	Council Documents	20 FY	Permanent	Permanent	This includes State Use Council, Act 378 Council, and Developmental Disabilities Council Reports (Archival Value).
	Accessibility Reports	6 FY		6 FY	EDGAR
	Louisiana Rehabilitation Council Meeting Minutes	20 FY	Permanent	Permanent	Permanent or Archival Value. Note: Also transfer copy to archives annually.

	Consumers' Records: Consumer Case Records	Active + 6 FY		Active + 6 FY	EDGAR Active = until case is closed.
	Vocational Evaluations	6 FY		6 FY	EDGAR
	Consumer Referral Logs	6 FY		6 FY	EDGAR
	Agency Appeals: Fair Hearing Records Federal Appeals Reports	 6 FY 6 FY		 6 FY 6 FY	 EDGAR EDGAR
	Property Control Records	6 FY		6 FY	EDGAR
	Safety Reports	6 FY		6 FY	EDGAR
	State Vehicle Logs	6 FY		6 FY	EDGAR
	Employee Authorization/Driving History	6 FY		6 FY	EDGAR
	Randolph Sheppard Program: Facility Files	Active + 6 FY		Active + 6 FY	EDGAR Active = during life of facility.
	Insurance Recipient files	Active + 6 FY		Active + 6 FY	EDGAR Active = until date of death of recipient.
	Facility Agreements	Active + 10 FY		Active + 10 FY	Active = until date agreement expires.
	Louisiana Rehabilitation Services' Requests-Vendor Agreements	Active + 10 FY		Active + 10 FY	Active = until date agreement expires.
	Host Agreements	Active + 10 FY		Active + 10 FY	Active = until date of resolicitation.
	Manager Files	Active + 6 FY		Active + 6 FY	Active = until date of death of client.
	Purchase Approvals	6 FY		6 FY	EDGAR
	Elected Committee Minutes	20 FY	Permanent	Permanent	Permanent or Archival Value.
	Blind Vendor Trust	20 FY	Permanent	Permanent	Permanent or Archival Value.

	Debt Payment Log	Active + 6 FY		Active + 6 FY	EDGAR Active until debt is paid.
	Facility Fiscal Records	Active + 6 FY		Active + 6 FY	EDGAR Active until facility closes.
	Louisiana Commission for the Deaf:				
	Minutes of Interpreter Certification Board & Telephone Access Board	20 FY	Permanent	Permanent	Permanent or Archival Value.
	Consumer Files	Active + 6 FY		Active + 6 FY	EDGAR Active until case closure.
	Commission Policies & Procedures	20 FY	Permanent	Permanent	Permanent or Archival Value.
	Contracts & Documentation	Active + 2 FY	8 FY	10 FY	Active until expiration date of contract.
	Task Force & Committee Final Reports	20 FY	Permanent	Permanent	Permanent or Archival Value.
	Traumatic Brain Injury/Spinal Cord Injury Trust Fund:				
	Administrative Records (Database)	20 FY	Permanent	Permanent	Database tracks expenditures on each consumer. (Archival Value).
	Appeals	6 FY		6 FY	EDGAR
	Consumer Records	Active + 6 FY		Active + 6 FY	EDGAR Active until case closure.

EDGAR-Education Department General Administrative Regulations
FY- Fiscal year (State)

Approval:
James Wallace
Date: 8/11/05 Agency: La. Rehab. Ser.
Date: 12/30/05 Secretary of State, Archives and Records Services: Lance Hasse, CRM
Undersigned Schedules will be Returned To Agency
SS SRC 932

as amend

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

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
018.000	Department of Health and Hospitals/Office of Aging and Adult Services (OAAS)

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
1	Administrative Correspondences	ACT + 2 CY		ACT + 2 CY	M	S	N	V	ACT= Until the end of the CY in which the administration ends.
2	General Correspondences	ACT + 2 CY		ACT + 2 CY	M	S	N	V	ACT=Until the end of the CY in which the record was created or received.
3	Safety Meetings	ACT + 3 CY		ACT + 3 CY	P	S	N	V	ACT = Until end of the CY in which records are audited.
4	Payroll Records	ACT		ACT	M	S	N	I	ACT = Until end of CY in which the record created/received.
5	Time and Attendance	ACT + 5 CY		ACT + 5 CY	C	S	N	V	ACT = until the end of the CY in which the record was created or received. .e.g., signed time and attend sheets).
6	Performance Evaluation System (PES)	ACT		ACT	C	S	N	I	ACT= until the end of the CY in which the Rating Period ends.
7	Supervisory Files	ACT		ACT	C	S	N	I	ACT = until the end of the CY in which supervision ends.
8	Annual Budget Record	ACT + 5 FY		ACT + 5 FY	P	S	N	V	ACT = until the end of the FY in which the record created or received
9	Budget Requests	ACT + 3 FY		ACT + 3 FY	P	S	N	V	ACT = until the end of the FY in which the record created or received.
10	Budget-Approved operating	ACT + 3 FY		ACT + 3 FY	P	S	N	V	ACT = until the end of the FY in which the record approved

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

Agency Approval _____ Date Signed _____ 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

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
018.000	**Department of Health and Hospitals/Office of Aging and Adult Services (OAAS)**

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
11	**Annual Budget Audit Reports)**	ACT + 6 FY		ACT + 6 FY	P	S	N	I	ACT = until the end of the FY in which the report is issued.
12	**Contracts**	ACT + 10 FY		ACT + 10 FY	P	S	N	I	ACT = until end of the FY in which the contract ends or is terminated.
13	**Request for Information-Bid/Contracts**	ACT + 1 FY		ACT + 1 FY	C	S	N	I	ACT = until end of FY in which contract awarded.
14	**Employee Driving Records**	ACT + 2 FY		ACT + 2 FY	C	S	N	V	ACT = until employee separates' from OAAS.
15	**Property Risk Management Claims**	ACT + 1 CY		ACT + 1 CY	P	S	N	V	Active = until end of CY in which claim is closed out.
16	**Travel Expense Records**	ACT + 1 FY		ACT + 1 FY	C	S	N	I	ACT + until the end of the FY in which the expense is paid.
17	**Provider Audit Files**	ACT + 3 FY	3 FY	ACT + 6 FY	C	S	N	V	ACT = until the end of the FY in which the audit is completed.
18	**Service Review Panel (SRP) Meeting Notes**	Perm		Perm	C	R	N	V	Permanent and highly confidential. Waiver awards decision are made, reeded for appeals, lawsuits, etc.
19	**Mortality Review Committee**	ACT + 1 FY		ACT + 1 FY	C	S	N	V	Active = until end of FY in which case is reviewed and closed.

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Indicate Use of Form
__ ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
_X_ADDENDUM PAGE

Agency No	Agency / Division / Section
018.000	Department of Health and Hospitals/Office of Aging and Adult Services (OAAS)

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
20	Quarterly Critical Incidents Reports	ACT + 5 FY		ACT + 5 FY	P	S	N	V	ACT = until the end of the FY in which the record was created or received.
21	OAAS Waiver Participant files	ACT + 1 CY	5CY	ACT + 5 CY	C	S	Y	V	ACT = until end of the CY in which participant leaves waiver program.
22	OAAS Policies and Operational Instructions	Perm		Perm	P	R	N	V	
23	OAAS Internal Policy Manuals	Perm		Perm	P	R	N	V	
24	Waiver Policy Manuals	ACT + 5 FY		ACT + 5 FY	P	S	N	V	ACT = until end of FY in which policy is suspended or abolished. Original published by BHSF.
25	OAAS Numbered Documents and Policy Memorandum	Perm		Perm	P	R	N	V	
26	Rulemaking (OAAS)	Perm		Perm	P	R	N	V	
27	Rulemaking Request for Waivers)	Perm		Perm	P	R	N	V	Copy kept for reference purposes; BHSF rulemaking unit has original waiver rulemaking request record.
28	Protective Services (APS and EPS) Participant Files	ACT + 5 FY		ACT + 5FY	C	R	N	V	ACT = until end of the FY in which the record was created
29	National Voter Registration Act (NVRA) documents	10 CY		10 CY	C	R	N	V	Electronic format
30	National Voter Registration Act (NVRA) documents	5 CY		5 CY	C	R	N	V	Hard copy format

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
BHSF- Bureau of Health Services and Financing

Agency Approval _____ Date Signed _____ 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

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
177.000	Louisiana Traumatic Brain Injury/spinal Cord Injury Trust Fund Board

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Board Minutes	Perm		Perm	P	R	N	V	
2	Participant Case Record	Perm		Perm	C	R	N	V	
3	General Correspondence	ACT + 3 CY		ACT + 3 CY	M	S	N	U	ACT = until the end of the CY in which the record was created or received.

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Attachment F- Materials Management/Procurement Support

2005-062

W. Fox McKeithen
Secretary of State

Division of Archives, Records Management and History
Florent J. Hardy, Jr., PhD.
State Archivist and Director
P.O. Box 94125
Baton Rouge, LA 70804-4125
http://www.sec.state.la.us

Records Retention Schedule

Department: HEALTH AND HOSPITALS
Agency: OFFICE OF MANAGEMENT AND FINANCE - MATERIALS MANAGEMENT/PROCUREMENT SUPPORT

Item No.	Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
1	Purchasing Related Documents: Purchase Orders, Requisitions, Bids, Procurement Card files, etc.	FY+2 FY	3 FY	6 FY	
2	Property Control Records: Tagging Memos, Transfer Reports and Annual Certifications	FY+2 FY	3 FY	6 FY	
3	Telecommunication Files: Phone Bills, Work Orders, etc.	FY+2 FY	3 FY	6 FY	
4	Vehicle Records: Driver Authorizations, Vehicle Records, Reservation Logs, etc.	FY+2 FY	3 FY	6 FY	
5	Personnel Files: Time and Attendance, Leave Registers, Payroll Registers, etc.	FY+2 FY	3 FY	6 FY	
6	CFMS Contract /Lease Files	FY+2 FY	3 FY	6 FY	

Sonya Pulliam
Materials Management Director
Division of Materials Management/Procurement Support
1201 Capitol Access Road, 5th Floor, Bin #36
Baton Rouge, LA 70802
225.342.8778
FAX 225.342.9046

Approval:
6/13/05 Sonya Pulliam
Date Agency
6/23/05 [illegible] CRM
Date Secretary of State, Archives and Records Services

Unsigned Schedules will be Returned to Agency

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 1 of 1

Indicate Use of Form
X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
09-307	DHH Office of the Secretary/Division of Planning and Budget/Office of Management and Finance

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Agency Budget Requests filed to DOA	FY + 2	FY + 4	7		X			
2	Appropriation Letters	FY + 2	FY + 4	7		X			
3	BA-7 forms and back up documentation	FY + 2	FY + 4	7		X			
4	Time sheets with back up documentation	FY +2	FY + 4	7		X			

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

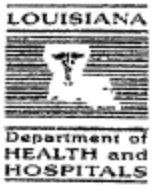
Agency Abbreviations

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

Attachment H- Health Services Financing

M. J. "Mike" Foster, Jr.
GOVERNOR

STATE OF LOUISIANA
DEPARTMENT OF HEALTH AND HOSPITALS



David W. Hood
SECRETARY

MEMORANDUM NO: 00 - S - 051

TO: Program Managers
Regional & Assistant Managers

FROM: Erin Rabalais, RN Manager/ER

DATE: 7/27/00

RE: **RECORD RETENTION POLICY**

Records or documents produced as a result of licensing and certification survey activities conducted by the Health Standards Section of the Bureau of Health Services Financing will be maintained as outlined in this memorandum. The references for this policy can be found in the State Operations Manual (SOM) at Section 4800 et seq. and La. Revised Statute 44:36.

RECORDS TO BE RETAINED INDEFINITELY

- Provider's utilization review plan
- Expression of fiscal intermediary preference
- transfer agreement (for SNFs)
- floor plan (if revised, the SA retains the superseded documents)
- physical plant layout (if revised, the SA retains the superseded documents)
- Provider Agreement
- Copies of Certification and Transmittal transmitted to HCFA R/O for initial certification
- Request to Establish Eligibility forms
- Initial licensing application forms

RECORDS TO BE RETAINED FOR A PERIOD OF THREE YEARS (Plus the current year)

- All forms completed as a result of a licensing or certification survey
- All documents received or completed as a result of an application renewal process
- All correspondence received from a provider

OFFICE OF MANAGEMENT AND FINANCE • BUREAU OF HEALTH SERVICES FINANCING • HEALTH STANDARDS SECTION
655 NORTH FIFTH STREET - THIRD FLOOR (70802-5313) • P.O. BOX 3767 • BATON ROUGE, LOUISIANA 70821-3767
PHONE • VOICE (225) 342-0138 • FAX (225) 342-5292
"AN EQUAL OPPORTUNITY EMPLOYER"

- All correspondence sent to a provider, either as a result of a survey or in reply to an inquiry from a provider

** EXCEPTION:

- If certification surveys are done less often than annually; the two most recent recertification surveys should be retained even if the time frame exceeds a period of three years.

NOTE: Any record where litigation is pending shall be maintained until closure of the action.

BUDGET AND FINANCIAL REPORT FILES

State Agency records used to estimate, justify, and approve State Agency program costs and to account for funds received and expended by the State Agency (ie: HCFA-1465A, HCFA-1466, HCFA-435, HCFA-434) shall be retained for a period of three (3) years after the calendar year in which a DHHS audit has been completed. If a DHHS audit has not been performed, the records may be destroyed five (5) years following the calendar year in which the regular audit was completed.

cc: Lisa Deaton, Ken Baker, Terry Cooper, Barbara Anthony

Revised 6/2000

Attachment I – Fiscal

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

Indicate Use of Form
__ORIGINAL SUBMISSION
_x_RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No 307

Agency / Division / Section
Department of Health and Hospitals/Office of the Secretary/Office of Management and Finance

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	Vendor and Contractor Paid Files	3 FY	3 FY	6 FY	M	S	Y	V	
2	Travel Reimbursement Files	3 FY	3 FY	6 FY	M	S	Y	V	
3	Medicaid Provider Financial Files	3 FY	3 FY	6 FY	M	S	Y	V	
4	Medicaid Escrow Reconciliations	3 FY	3 FY	6 FY	M	S	Y	V	
5	Time Statements	3 FY	3 FY	6 FY	M	S	Y	I	
6	Annual Financial Reports	3 FY	9 FY	12 FY	P	S	Y	V	
7	Monthly Financial Statements	3 FY	7 FY	10 FY	P	S	Y	V	Includes BUNDL reports. Workpapers, and Journal Vouchers
8	Grant Ledgers	3 FY	7 FY	10 FY	P	S	Y	V	Includes Cash on Hand, Payment Management System 272 Report and Federal Financial Report 269 and 269A
9	Cash Receipts	3 FY	7 FY	10 FY	M	S	Y	I	Includes Workpapers and Federal Classification Documents
10	Receivables	3 FY	7 FY	10 FY	P	S	Y	V	Includes Receivables, Yearend Reports and Quarterly Reports

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N – No

Vital Record Identification Code
V- Vital
I - Important
U- Useful

Agency Abbreviations

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

Attachment I – Fiscal

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

Indicate Use of Form
__ORIGINAL SUBMISSION
_X__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
307	Department of Health and Hospitals/Office of the Secretary/Office of Management and Finance

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
11	Medicaid Reports	3 FY	7 FY	10 FY	M	S	Y	V	Includes Centers for Medicare and Medicaid Services Reports (CMS 64, CMS 21, and CMS 37)
12	Cost Allocation	3 FY	7 FY	10 FY	P	S	Y	V	
13	Bank Reconciliation	ACT + 1 FY	4 FY	6 FY	P	S	Y	V	ACT = Current Fiscal Year
14	Medical Assistance Trust Fund Files	3 FY	9 FY	12 FY	M	S	Y	V	
15	Daily Deposits	ACT + 1 FY	4 FY	6 FY	P	S	Y	V	ACT = Current Fiscal Year; Includes Check Logs
16	Classification Documents – Non Federal	ACT + 1 FY	4 FY	6 FY	P	S	Y	V	ACT = Current Fiscal Year
17	Audit Receivables	3 FY	8 FY	11 FY	P	S	Y	V	Includes documents relative to A/R established due to a DHH Medicaid Audit
18	Accounts Receivables Control System Files	3 FY	7 FY	10 FY	P	S	Y	V	Electronic files

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
1.	Administration -1 Clinical Review Committee (CRC) Meeting Minutes	5CY	PERM	PERM	C	R	N	I	Per Policy #VA16 – Clinical Review Committee Minutes are to be kept in Administrators' Office for 5 years, and then transferred to Storage.
2.	Admininistration-2 Appointing Authority (Other originals are kept in Employees file in Employee Administration)	PERM		PERM	C	R	N	I	The Appointing Authority is signed by the Office for Citizens with Developmental Disabilities Secretary, (Presently, Kathy Kliebert) and an Original is kept in Central Office).
3.	Administration – 3 Departmental Safety Meetings	1CY	2CY	3CY	M	S	N	I	
4.	Administration – 4 DA2041 Vehicle Accident Report	1FY	2FY	3FY	M	S	N	U	
5.	Administration – 5 Insurance Recovery Property Damage	1FY	1FY	3FY	M	S	N	U	
6.	Administration – 6	5CY	PER	PERM	P	S	N	V	

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Department of Environmental Quality Permits for Wastewater		M						
7.	Administration – 7 Lease Agreements (Land)	PERM		PERM	P	R	N	V	Kept in Administration "Do Not Destroy" Files
8.	Administration – 8 Right of way Permits	PERM		PERM	P	R	N	V	Kept in Administration "Do Not Destroy" Files
9.	Administration – 9 Insurance Information Notices	1FY	3FY	4FY	C	S	N	I	
10.	Client Rights -1 Human Rights Committee Minutes	3CY		3CY	C	S	N	I	Includes minutes and all attachments.
11.	Client Rights -2 AdHoc Human Rights Committee Behavioral	3CY		3CY	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Guidelines Reviews								
12.	Client Rights -3 AdHoc Human Rights Committee Expenditure Reviews	3CY		3CY	C	S	N	I	
13.	Client Rights -4 Investigations	ACT	+	ACT+	C	S	N	V	ACT + = Until Final Judgment is Dismissed
14.	Client Rights -5 Investigations completed by Adult Protective Services	ACT +	3CY	ACT + 3CY	C	S	N	I	*After investigation is closed and as long as the person is a recipient of services by PSSC and its affiliates and for a period of three (3) years from the date services are no longer provided. Cases in litigation or where charges are pending shall be maintained in accordance with legal mandates in the particular situation involved. ACT + = While pending and while receiving services @ Pinecrest Supports and Services Center.
15.	Client Rights -6 Investigations-preliminary completed by PSSC	ACT	3CY	ACT+ 3CY	C	S	N	I	*After investigation is closed and as long as the person is a recipient of services by PSSC and its affiliates and for a period of three (3) years from the date services are

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	staff								no longer provided. Cases in litigation or where charges are pending shall be maintained in accordance with legal mandates in the particular situation involved. ACT = While pending and receiving services at Pinecrest Supports and Services Center.
16.	Client Rights -7 Human Rights Research proposals/Research documents	ACT	3 CY	ACT + 3CY	C	S	N	I	ACT + = During Human Rights Research Period.
17.	Client Rights -8 Client Rights Databases* *Includes the following databases: Investigations, Restraints, Behavior, Rights, Target, Risk Indicator, Client to Client Altercation, Injury of Unknown Origin, Incident Reporting Error, Consumer Complaint	ACT		ACT	C	S	N	V	ACT = Until obsolete or superseded.
18.	Client Rights -9	ACT + Previous CY	2CY	3CY	C	S	N	I	ACT= Until closed.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Consumer Complaint Forms								
19.	Community Home-1 Payroll (Time Sheets)	2CY	3CY	5CY	C	S	N	I	
20.	Community Home -2 Active and Inactive Employee Folders	ACT	5CY	ACT + 5CY	C	S	N	I	ACT + = While employee is actively employed and created when employee resigns, retires, etc.
21.	Community Home -3 Inter-Office Memos	1CY	1CY	2CY	M	S	N	U	
22.	Community Home -4 Recall List	1CY		1CY	C	S	N	I	Updated Monthly
23.	Community Home -5 First Aid Checklist	1CY		1CY	P	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
24.	**Community Homes-6** Department Daily Time Sheets	1CY	3CY	4CY	M	S	N	U	Includes approved leave Slips, Overtime Slips and Doctor Slips
25.	**Community Homes-7** Department – Personnel Files	ACT	1CY	ACT + 2CY	P	S	N	U	ACT= While employed + 1CY, Includes Correspondence.
26.	**Community Homes-8** Department- Personnel Files / Inactive	2CY	3CY	5CY	M	S	N	V	
27.	**Community Homes-9** Memo- Interoffice	1CY		1CY	M	S	N	U	
28.	**Community Homes-10** Recall List	ACT		ACT	M	S	N	U	
29.	**Community Homes 11** First Aid Checklist	1CY		1CY	M	S	N	U	
30.	**Community Homes12**	3CY		3CY	M	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Home Log Books								
31.	Day Program-1 Policy and Procedures	PERM		PERM	P	R	N	V	
32.	Day Program -2 Individual-Staff Ratio	5CY		5CY	P	S	N	U	Shred or Burn
33.	Day Program -3 Copies of Personnel Action Request (PARs)	ACT	1CY	ACT + 1CY	P	S	N	U	ACT + = While Employed
34.	Day Program -4 Copies of Personnel Performance Review (PPRs)	ACT	3CY	ACT + 3CY	C	S	N	I	ACT = While Employed

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
35.	Day Program -5 Copies of Standard Forms (SF3s)	PERM		PERM	P	R	N	V	
36.	Day Program -6 Attendance Data Sheets	5CY		5CY	P	S	N	U	Shred or Burn
37.	Day Program -7 Personnel Files	ACT		ACT	M	S	Y	V	ACT = While Employed
38.	Day Program -8 Original Timesheets	3CY	PER M	PERM	P	R	Y	V	
39.	Employ Administration -1 Personnel File	Act + 3CY	7CY	ACT + 10CY	C	S	N	V	In Integrated Systems Information Services Human Resources indefinitely; ACT= Active while employed.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
40.	Employ Administration -2 Workman's Compensation Files	Act + 3CY	7CY	ACT + 10CY	C	S	N	I	ACT+ = Active Employee
41.	Employ Administration -3 Job Announcement	ACTCY + 2CY	1CY	ACT + 3CY	P	S	N	I	
42.	Employ Administration -4 Applications for Employment	ACTCY + 2CY	1CY	ACT + 3CY	M	S	N	I	
43.	Employ Administration -5 Payroll records (leave, overtime, time sheets)	ACT + 2CY	5CY	7CY	P	S	N	I	Integrated Systems Information Services Human Resources indefinitely.
44.	Employ Administration -6 Confidential disciplinary files	ACT+10CY		ACT + 10CY	C	SR	N	V	ACT+ = Active employee.
45.	Employ Administration -7 Federal Medical Leave Act applications	ACT + 3CY		ACT + 3CY	C	S	N	V	ACT + = While Employed.
46.	Employ Administration -8 I-9s	ACT + 3CY		ACT + 3CY	C	S	N	V	ACT += Active Employee.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Pinecrest Supports and Services Center / DHH/OCDD								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
47.	Employ Administration -9 PPRs	ACT + 3CY	7CY	ACT + 10CY	C	S	N	I	ACT + =Active employee; shred after 3 years
48.	Employ Administration -10 Promotional, probationary registers for hire	ACT + 3CY		ACT + 3CY	P	S	N	I	Shred.
49.	FISCAL -1 Travel & Imprest Checks	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
50.	FISCAL -2 Travel & Imprest Reimbursement Documents	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT = = Until Audit
51.	FISCAL -3 Travel & Imprest Bank Statements	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
52.	FISCAL -4 Monthly Report of Operations	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUEMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
53.	FISCAL -5-A Analysis of Expenditures	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
54.	FISCAL -5-B Statement of Balance	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
55.	FISCAL -5-C Craft Report	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
56.	FISCAL -5-D Monthly Comparison	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
57.	FISCAL -6 Journal Vouchers---J2's and J6's	ACT + 3FY		ACT+ 3FY	P	S	N	V	ACT + = Until Audit
58.	FISCAL -7 Deposit Slips	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
59.	FISCAL -8 ISIS Generated Reports	ACT + 3FY		ACT+ 3FY	P	S	N	V	ACT + = Until Audit
60.	FISCAL -9 Vendor Files	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
61.	FISCAL -10 Petty Cash Records	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
62.	FISCAL - 11 Cash Receipts files--Deposits and Electronic Funds Transfer's	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
63.	FISCAL -12 Pay in Vouchers for Clients' Fund Account	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
64.	FISCAL -13 Receipt Books	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
65.	FISCAL -14 Inventory Control Files	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
66.	FISCAL -15-A Store Receipts/Issues Reports	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
67.	FISCAL -15-B Quarterly and Yearly Inventory Reports	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
68.	FISCAL -15-C Monthly Close-Out Book	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
69.	FISCAL -16 Monthly Receipts of Checks/Canteen Daily Deposits	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
70.	FISCAL -17 Extra Benefits Fund Bank Statements	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
71.	FISCAL -18 Extra Benefits Fund Reports	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
72.	FISCAL -19 Auxiliary Accounts--Reports and Reconciliations	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
73.	FISCAL -20 Pro Card Monthly Statements & Backup Documentation	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
74.	FISCAL -21 Travel Documents	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
75.	FISCAL -21-A Travel Authorizations	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUEMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
76.	FISCAL -21B Travel Expense Forms	ACT + 3FY		ACT + 3FY	P	S	N	P	ACT + = Until Audit
77.	FISCAL -22 PPR's for Employees	ACT + 3FY		ACT + 3FY	C	S	N	C	ACT + = Until Audit
78.	FISCAL -23 Quarterly Accounts Receivable Reports	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
79.	FISCAL -24 Departmental Policies and Procedures	PERM		PERM	P	R	N	V	
80.	FISCAL -25 Time & Attendance Records for Employees	ACT+ 3FY		ACT + 3FY	C	S	N	V	ACT + = Until Audit
81.	FISCAL -26 Training Cards	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Pinecrest Supports and Services Center / DHH/OCDD								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
82.	FISCAL -27 Key Control Log	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
83.	FISCAL -28 Foster Grandparent Grant Reports & Documents	ACT+ 6FY		ACT + 6FY	P	S	N	V	ACT + = Until completion of Grant requirements.
84.	FISCAL -29 Annual Operating Budget Records	ACT+ 6FY		ACT+ 6FY	P	S	N	V	ACT + = Until Audit
85.	FISCAL -30 Accounts Payable	ACT + 3FY		ACT+ 3FY	P	S	N	V	ACT + = Until Audit
86.	FISCAL -31 Annual Fiscal Reports	PERM		PERM	P	S	N	V	
87.	FISCAL -32 Appropriations Changes (BA-7's) (EB's)	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
88.	FISCAL -33 Quarterly Performance Progress Report for LAPas	ACT + 3FY		ACT+ 3FY	P	S	N	V	ACT + = Until Audit
89.	FISCAL -34 Title XIX Cost Reports	ACT+ 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
90.	FISCAL -35 Signature Authorizations	ACT + 3FY		ACT + 3FY	M	S	N	V	ACT + = Until Audit
91.	FISCAL -36 Purchase orders, requisition orders, change orders, etc	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
92.	FISCAL -37 Monthly reports from bundle in Integrated System Information Services	ACT + 3FY		ACT+ 3FY	P	S	N	V	ACT + = Until Audit

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Pinecrest Supports and Services Center / DHH/OCDD								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
93.	FISCAL -38 Audit Reports	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
94.	FISCAL -39 Capital Outlay Budget Requests	ACT + 3FY		ACT+ 3FY	P	S	N	V	ACT + = Until Audit
95.	FISCAL -40 Billing documents	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
96.	FISCAL -41 Bank reconciliations, cancelled checks, bank statements	ACT + 3FY		ACT + 3FY	P	RS	N	V	ACT + = Until Audit
97.	FISCAL -42 Chart of Accounts	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
98.	FISCAL -43 Professional Contracts	ACT + 3FY		ACT + 3FY	P	S	N	V	ACT + = Until Audit
99.	HEALTH SERVICES -CONSENTS-1 Dental Hygiene Surgical Informed Consents (copies)	1CY		1CY	C	S	N	V	
100.	HEALTH SERVICES -CONSENTS-2 Dental Procedural Sedation Informed Consents (copies)	1CY		1CY	C	S	N	U	
101.	HEALTH SERVICES -CONSENTS-3 Podiatry Procedural Sedation Informed Consent (copies)	1CY		1CY	C	S	N	U	
102.	HEALTH SERVICES -CONSENTS-4 Medical/Surgical Informed Consents (copies)	1CY		1CY	C	S	N	U	Therapy Services

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
103.	HEALTH SERVICES -DIRECTOR-5 Medical Equipment Logs	3CY		3CY	P	S	N	U	
104.	HEALTH SERVICES -DIRECTOR-6 Health Services Safety Meeting Minutes	1CY		1CY	M	S	N	U	
105.	HEALTH SERVICES -DIRECTOR-7 Approved Travel Authorizations (copies)	1CY		1CY	C	S	N	U	Contains travel guide booklet
106.	HEALTH SERVICES -DIRECTOR-8 Department Personnel Files	ACT	1CY	ACT+1CY	P	S	N	U	ACT + = While employed. Include PAR's, PPR's, license (if applicable), CME's.
107.	HEALTH SERVICES -DIRECTOR-9 Consultant Folders (Contracted Services)	ACT	1CY	ACT + 1CY	C	S	N	U	Contains contracts, payments, invoices, copy of license
108.	HEALTH SERVICES -DIRECTOR-10 Employees Monthly Connections Training	1CY		1CY	C	S	N	U	ACT = While employed.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
109.	HEALTH SERVICES –DIRECTOR-11 Medical Staff Files	ACT	6CY	ACT + 6CY	C	S	N	I	includes certification, credentials, complaints & continuing medical education
110.	HEALTH SERVICES -DIRDIRECTOR-12 Certificates of Insurance (copies)	1CY		1CY	C	S	N	I	Commercial general liability, personal injury liability, medical malpractice liability.
111.	HEALTH SERVICES -DIRECTOR-13 Quarterly Drug Alerts	3CY		3CY	C	S	N	U	Contains adverse drug reactions event for people we support at PSSC.
112.	HEALTH SERVICES -DIRECTOR-14 Quarterly Random Drug Screening Memos	2CY		2CY	C	S	N	I	Memos from Employment Administration for random employee drug screening
113.	HEALTH SERVICES -DIRECTOR-15 DHH Emergency Preparedness Policy	PERM		PERM	P	R	N	U	
114.	HEALTH SERVICES -DIRECTOR-16 Emergency Recall List	ACT	1CY	ACT + 1CY	P	S	N	U	ACT + = Duration of employment.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
115.	HEALTH SERVICES -DIRECTOR-17 Foster Grandparent Annual Physical Schedule	1CY		1CY	C	S	N	U	Schedules for staff physicians to do foster grandparents' physical.
116.	HEALTH SERVICES -DIRECTOR-18 Medical Staff Memos	2CY		2CY	C	S	N	I	
117.	HEALTH SERVICES -DIRECTOR-19 Medical Director Correspondence	2CY		2CY	M	S	N	U	
118.	HEALTH SERVICES -DIRECTOR20 Medication Cart Inspection Summary	1CY		1CY	C	S	N	U	
119.	HEALTH SERVICES -DIRECTOR21 Mortality Review Report (copies)	1 CY		1CY	C	S	N	U	
120.	HEALTH SERVICES -DIRECTOR-22 Monthly Mortality Review Progress Report	2CY		2CY	C	S	N	U	Mortality review log with recommendations (received / closed)
121.	HEALTH SERVICES -DIRECTOR-23	1CY		1CY	C	S	N	U	Correspondence to/from Omega

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Omega Diagnostics Correspondence								
122.	HEALTH SERVICES -DIRECTOR-24 Pagers / Recorders Inventory	ACT	1CY	ACT+1CY	M	S	N	U	Information on physicians' pagers / recorders. ACT+ = Until obsolete or superseded.
123.	HEALTH SERVICES -DIRECTOR-25 Requests For Maintenance	1CY		1CY	M	S	N	U	
124.	HEALTH SERVICES -DIRECTOR-26 Supervisor's Accident/Incident Forms	4CY		4CY	C	S	N	U	
125.	HEALTH SERVICES -DIRECTOR-27 Title XIX Survey Requests	1CY		1CY	M	S	N	I	Items faxed to Quality Maragement Improvement Intermediate Care Facility – Mental Retardation-audit i.e., physicians on staff & license numbers.
126.	HEALTH SERVICES -DIRECTOR-28 Transition Folder (copies)	1CY		1CY	M	S	N	U	Contains copies of 90-L's.
127.	HEALTH SERVICES -DIRECTOR-29 Medical Support (budget for equipment &	5CY		5CY	M	S	N	U	Copies of requisitions & allocation sheets

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	supplies)								
128.	HEALTH SERVICES -DIRECTOR-30 Dental Supply & Equipment Budget	3CY		3CY	M	S	N	U	
129.	HEALTH SERVICES-DIRECTOR-31 Physicians Safety Meetings	1CY		1CY	C	S	N	U	
130.	HEALTH SERVICES -DIR-ECTOR32 Property Control Action Requests	2CY		2CY	M	S	N	U	
131.	HEALTH SERVICES -DIRECTOR33 Property Receipts	1CY		1CY	M	S	N	U	Includes records of inventories, supplies & equipment ordered, maintained & usec by individual departments
132.	HEALTH SERVICES - ELECTROENCEPHALOGRAM/ELECTROCARDIOGRAM-34 ELECTROENCEPHALOGRAM Tracings	ACT	10 CY	ACT + 10CY	C	S	N	I	RS40:2144: RS40:1299.96 Includes actual strips generated by ELECTROENCEPHALOGRAM monitors & testing devices where a report or interpretation has been recorded in the patient medical record. ACT+ = Until death or discharge.
133.	HEALTH SERVICES -	1CY		1CY	C	S	N	I	Recording of monthly ELECTROENCEPHALOGRAMs

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	ELECTROENCEPHALOGRAM/ELECTROCARDIOGRAM-35 ELECTROENCEPHALOGRAM Encounter Book								performed. Includes name, home, date, physician, & # of disc test is on
134.	HEALTH SERVICES - ELECTROENCEPHALOGRAM/ELECTROCARDIOGRAM-36 ELECTROCARDIOGRAM Encounter Book	1CY		1CY	C	S	N	I	Recording of monthly ELECTROENCEPHALOGRAMs performed. Includes ID#, name, home, date sent to cardiologist & date received from cardiologist
135.	HEALTH SERVICES –Health Information Department-37 Human Rights Committee Minutes (copies)	1CY	2CY	3CY	C	S	N	I	
136.	HEALTH SERVICES –Health Information Department-38 Infection Control Committee Minutes (copies)	1CY	2CY	3CY	C	S	N	U	
137.	HEALTH SERVICES –Health Information Department-39	1CY	4CY	5CY	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Pharmacy & Therapeutic Committee Minutes (originals)								
138.	HEALTH SERVICES –Health Information Department-40 Safety Committee Minutes (copies)	1CY	2CY	3CY	C	S	N	U	
139.	HEALTH SERVICES –Health Information Department-41 Employee Personnel File	ACT	1CY	ACT + 1CY	P	S	N	U	ACT + = Duration of employment.
140.	HEALTH SERVICES –Health Information Department-42 Emergency Recall List	ACT		ACT	C	S	N	U	ACT = Until obsolete or superseded. Contain staff home & cell phone numbers.
141.	HEALTH SERVICES –Health Information Department-43	1 CY		1CY	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Memorandums								
142.	HEALTH SERVICES –Health Information Department-44 HID Staff Meeting Monthly Reports	1CY		1CY	P	S	N	U	
143.	HEALTH SERVICES –Health Information Department-45 Disclosure Records	ACT	10CY	ACT + 10CY	C	S	N	V	ACT + = Until death/discharge.
144.	HEALTH SERVICES –Health Information Department-46 Living Wills	ACT	10CY	ACT + 10CY	C	S	N	V	ACT + = Until death/discharge.
145.	HEALTH SERVICES –Health Information Department-47 Correspondence – General	1CY		1CY	P	S	N	U	Contains responses to request for information of individuals who never livec here.
146.	HEALTH SERVICES –Health Information Department-48	1CY	4CY	5CY	M	R	N	I	May contain evidence, statements & pictures of incidents/accidents that were investigated by

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Incident/Accident Reports								department supervisor.
147.	HEALTH SERVICES -HID-49 Inventory List – Deaths/Discharge Records	PERM		PERM	C	S	N	U	Location of client death/discharge records.
148.	HEALTH SERVICES –Health Information Department-50 Transfer of an Individual Record(s)	1CY		1CY	C	S	N	U	
149.	HEALTH SERVICES –Health Information Department-51 Individual's Overflow Records	ACT	10CY	ACT + 10CY	M	S	N	V	Overflow records for individuals residing at PSSC. ACT + = Until death/discharge.
150.	HEALTH SERVICES –Health Information Department-52 PSSC Connections	1CY		1CY	P	S	N	U	
151.	HEALTH SERVICES –Health Information Department-53	ACT	1CY	ACT + 1CY	P	S	N	U	ACT + = Until property is removed from departmental inventory.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Property Control Location Inventory								
152.	HEALTH SERVICES –Health Information Department-54 Fire Drill Log	1CY	1CY	2CY	P	S	N	U	
153.	HEALTH SERVICES –Health Information Department-55 Departmental Safety Meeting Reports	1CY		1CY	P	S	N	U	
154.	HEALTH SERVICES –Health Information Department-56 Monthly HID Staff Meeting Minutes	1CY		1CY	P	S	N	U	
155.	HEALTH SERVICES –Health Information Department-57 24-Hour Nursing Reports (copy)	1CY		1CY	C	S	N	U	
156.	HEALTH SERVICES –Health Information Department-58	1CY		1CY	C	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Hospital Admissions & Discharges Report								
157.	HEALTH SERVICES –Health Information Department-59 Physician Network Patient Information	ACT		ACT	C	S	N	U	Contains electronic versions of patient annual medical physical examinations, consultation reports, labs, x-ray reports and quarterly health profile reports. ACT = Until obsolete or superseded.
158.	HEALTH SERVICES –Health Information Department-60 Health Information Department Databases	ACT		ACT	C	S	N	U	ACT = Until obsolete or superseded.
159.	HEALTH SERVICES -Laboratory 61 Patient Laboratory Results	2CY	3CY	5CY	C	S	N	U	42 CFR 493.1105
160.	HEALTH SERVICES -Laboratory-62 Laboratory Test Log	1CY	1CY	2CY	C	S	N	I	Log of tests performed, date & initials of person who received specimen.
161.	HEALTH SERVICES -Laboratory-63 Laboratory Requisitions	2CY		2CY	C	S	N	I	Designated years for current oral, written electronic test requests. 42 CFR 493.1105

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
162.	HEALTH SERVICES -Laboratory-64 Nothing By Mouth (NPO) List	1CY		1CY	C	S	N	U	Fasting list of homes (list daily)
163.	HEALTH SERVICES -Laboratory-65 Death & Discharge Results	2CY	3CY	5CY	C	S	N	V	Lab oratory results for death or discharge clients
164.	HEALTH SERVICES -Laboratory66 Incident/Accident Reports	1CY	5CY	6CY	C	S	N	U	Reports of unusual inciden: or accidents, potential hazards
165.	HEALTH SERVICES -Laboratory-67 Equipment Repair Requisitions	2CY	3CY	5CY	P	S	N	U	
166.	HEALTH SERVICES -Laboratory-68 Human Immunodeficiency Virus (HIV) Consents	2CY		2CY	C	S	N	I	Anonymous testing of human Immunodeficiency Virus (HIV)
167.	HEALTH SERVICES -Laboratory-69 Reference Laboratories Send-Outs	2CY		2CY	C	S	N	I	Tulane, Mayo, Athena regulations
168.	HEALTH SERVICES -Laboratory-70	2CY		2CY	C	S	N	I	Records of tests discontinued with dates and initials.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Cancelled Tests								
169.	HEALTH SERVICES -NURSING-71 Medication Variance	3CY		3CY	C	S	N	U	
170.	HEALTH SERVICES -NURSING-72 24 hour Nursing Reports	1CY	2CY	3CY	C	S	N	I	
171.	HEALTH SERVICES -NURSING-73 Notification of Major Injury	1CY	2CY	3CY	C	S	N	I	
172.	HEALTH SERVICES -NURSING-74 Nursing Policies and Procedures	1CY	5CY	6CY	P	S	N	I	
173.	HEALTH SERVICES -NURSING-75 Licensing Survey (copies)	5CY		5CY	P	S	N	I	
174.	HEALTH SERVICES -NURSING-76	ACT	5CY	ACT+ 5CY	P	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Department Personnel Files (copies)								
175.	HEALTH SERVICES -PHARMACY-77 Procedures Manual	PERM		PERM	P	R	N	I	Contains detailed information concerning daily pharmacy operations; maintained and updated according to agency standards.
176.	HEALTH SERVICES -PHARMACY-78 Prescriptions	ACT	3CY	ACT + 3CY	C	S	N	I	Orders for medication as prescribed by the physician of record; maintained in accordance with La. Board of Pharmacy Standards +1CY. Includes medical diagnoses and/or miscellaneous medical orders.
177.	HEALTH SERVICES -PHARMACY-79 MEDICATION PROFILES	PERM		PERM	C	R	N	I	An electronic listing of each individual's medication history while living and PSSC. Files are maintained on a continuous basis in the pharmacy computer system.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
178.	HEALTH SERVICES -PHARMACY-80 Reports	ACT	2CY	ACT + 2CY	C	S	N	U	Specialized reports required by various disciplines and/or committees of the agency and/or OCDD. ACT = Current Month/Year.
179.	HEALTH SERVICES -PHARMACY-81 Electronic Reports/Records	ACT	2CY	ACT + 2CY	C	S	N	I	Specialized reports and data maintained and provided for various disciplines and/or committees of the agency. ACT = Current Month/Year.
180.	HEALTH SERVICES -PHARMACY-82 Reference Books	ACT		ACT	P	S	N	U	
181.	HEALTH SERVICES -PHARMACY-83 Supervisor Personnel Files (copies)	ACT	1CY	ACT + 1CY	C	S	N	U	ACT = While employed
182.	HEALTH SERVICES -PHARMACY-84	ACT	2CY	ACT + 2CY	C	S	N	U	ACT = While employed

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	In-Service Training Records								
183.	HEALTH SERVICES -PHARMACY-85 General Correspondence/Memos	ACT	2CY	ACT + 2CY	M	S	N	U	ACT + 2CY
184.	HEALTH SERVICES -PHARMACY-86 General Files (non-correspondence/memos)	ACT	2CY	ACT + 2CY	M	S	N	U	ACT + 2CY
185.	HEALTH SERVICES -PHARMACY-87 Procedures Manual	PERM		PERM	P	R	N	I	Contains detailed information concerning daily pharmacy operations; maintained and updated according to agency standards
186.	HEALTH SERVICES -Radiology-88 Radiographs	10CY		10CY	C	S	N	I	Previous 10CY x-rays are kept in patient folder. Others are sent to Baton Rouge for storage.
187.	HEALTH SERVICES -Radiology-89 Death/Discharge Radiographs	5CY		5CY	C	S	N	I	After death or discharge of person radiographs are kept in death/discharge file in office until 5CY...then sent to Baton Rouge for storage. X-ray reports are used if needed.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
188.	HEALTH SERVICES -Radiology-90 Employee Dosimetry Reports	PERM		PERM	C	R	N	V	Must be maintained indefinitely or until the office of Environmental Compliance terminates the license environmental regulatory radiation protection code Part XV
189.	HEALTH SERVICES -Radiology-91 Department of Environmental Quality Inspection Reports	ACT		PERM	P	R	N	I	ACT = Life of machine
190.	HEALTH SERVICES -Radiology-92 Calibrations of X-Ray Machine	ACT		PERM	P	R	N	I	ACT = Life of machine
191.	HEALTH SERVICES -Radiology-93 E-mails and memos from administration	1CY		1CY	C	S	N	U	Memos with directives from administration
192.	HEALTH SERVICES -Radiology-94	ACT + 1CY		ACT +1 CY	P	S	N	U	ACT = While employed

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Supervisor Employee Recall List								
193.	HEALTH SERVICES -Radiology-95 Radiology Logbook	5CY		5CY	C	S	N	V	
194.	HEALTH SERVICES -Radiology-96 Employee Credential License	ACT + 6CY		ACT + 6CY	C	S	N	V	LAC 46: LXVI.1213
195.	HEALTH SERVICES -Receptionist-97 Travel Authorizations (copies)	1CY		1CY	C	S	N	U	
196.	HEALTH SERVICES -Receptionist-98 Travel Expense	1CY		1CY	C	S	N	U	Maintained until reimbursement received
197.	HEALTH SERVICES -Receptionist-99 Genetics Face Sheet	1CY		1CY	C	S	N	U	Patient demographics faxed to genetics consultant for billing purposes
198.	HEALTH SERVICES -Receptionist-100	1CY		1CY	C	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Pinecrest Supports and Services Center / DHH/OCDD								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
	Medical Consents (copies)								
199.	HEALTH SERVICES -Receptionist-101 Paging System Log	PERM	PERM	PERM	C	R	N	V	
200.	HEALTH SERVICES -Receptionist-102 Louisiana Nursing Supply Disclosure Log	ACT	10CY	ACT + 10CY	C	S	N	V	
201.	HEALTH SERVICES -Receptionist-103 Physicians On-Call Schedule	5CY		5CY	C	S	N	U	List of physicians on call for duty. 42 USC 1395cc; 42 CFR 489.20 (r)
202.	HEALTH SERVICES -Receptionist-104 Parking Lot Assignment Log	1CY	PERM	PERM	C	R	N	U	Revised when changes are made.
203.	HEALTH SERVICES -Respiratory-105 Policy and Procedures	PERM		PERM	P	R	N	V	
204.	HEALTH SERVICES - Respiratory-106	ACT	10CY	ACT + 10CY	C	S	N	I	ACT = While employed.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Personnel Files								
205.	HEALTH SERVICES - Respiratory-107 In-Service Training	ACT	10CY	ACT +1 0CY	M	S	N	I	ACT = While employed.
206.	HEALTH SERVICES -Timekeeper-108 Timekeeping Records	1CY	6CY	7CY	P	S	N	I	Time Sheets, leave/overtime slips, dr. statements, travel authorizations and documentation, FEDERAL MEDICAL LEAVE ACT, etc. Includes all corresponding attachments from 6/15/88 – present.
207.	HEALTH SERVICES -Timekeeper-109 Fixed Time Entries	1CY	6CY	7CY	P	S	N	I	
208.	HEALTH SERVICES -Timkeeper-110 Absence Data Reports	1CY	6CY	7CY	P	S	N	I	To document time entered
209.	Health Information Portability and Accountability Act (HIPAA) -1 Accounting of Disclosures of Protected Health Information	6FY		6FY	C	S	N	I	45 CFR Parts 160 & 164

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
210.	Health Information Portability and Accountability Act (HIPAA) - 2 Acknowledgement of Receipt of Notice of Privacy Practices (HIPAA 7515-03)	6FY		6FY	C	S	N	I	45 CFR Parts 160 & 164
211.	Health Information Portability and Accountability Act (HIPAA) - 3 Authorization for Release of Protected Health Information ((HIPAA 7501)	6FY		6FY	C	S	N	I	45 CFR Parts 160 & 164
212.	Health Information Portability and Accountability Act (HIPAA) - 4 Authorization for Use and Disclosure of Protected Health Information for Marketing Purposes (HIPAA7517-03)	6FY		6FY	C	S	N	I	45 CFR Parts 160 & 164
213.	Health Information Portability and Accountability Act (HIPAA) - 5 Business Associate Agreements (7510-03)	ACT + 6FY		ACT+ 6FY	C	S	N	I	45 CFR Parts 160 & 164, ACT = Until contract expires.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
214.	Health Information Portability and Accountability Act- (HIPAA) - 6 Limited Data Set Request & Data Use Agreement (HIPAA7509-03)	6FY		6FY	C	S	N	I	45 CFR Parts of 160 & 164
215.	Health Information Portability and Accountability Act (HIPAA) - 7 Permission to Use & Disclose Protected Health Information (7505-03)	6FY		6FY	C	S	N	I	45 CFR Parts 160 & 164
216.	Health Information Portability and Accountability Act (HIPAA) - 8 Request for Access to Protected Health Information (HIPAA4503-03)	6FY		6FY	C	S	N	I	45 CFR Parts 160 & 164
217.	Health Information Portability and Accountability Act (HIPAA) - 9 Request for Amendment to Protected Health								

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Information & Related Correspondence: Notification of Approval, Notification of Delay in Decision, Notification of Denial, Notification to Other Entities (HIPAA 7508-03)	6FY		6FY	C	S	N	I	45 CFR Parts 160 & 164
218.	Health Information Portability and Accountability Act (HIPAA) - 10 Request for De-identified Information (I HIPAA 7511-03)	6FY		6FY	C	S	N	I	45 CFR Parts 160 & 164
219.	Health Information Portability and Accountability Act (HIPAA) -11 Request to Receive Confidential Information by Alternative Means or at Alternative Location (HIPAA 7506-03 & 7521-03)	6FY		6FY	C	S	N	I	45 CFR Parts 160 & 164
220.	Health Information Portability and Accountability Act (HIPAA) - 12 Restricting Uses and Disclosures of Protected	6FY		6FY	C	S	N	I	45 CFR Parts 160 & 164

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Health Information: Patient Request, Facility Response & Revoking or Terminating Restriction (HIPAA7504-03)								
221.	Health Information Portability and Accountability Act (HIPAA) - 13 Tracking Form for Disclosure of Protected Health Information (HIPAA7507-03 & 7525-03)	6FY		6FY	C	S	N	I	45 CFR Parts 160 & 164
222.	Health Information Portability and Accountability Act (HIPAA) - 14 Verification of Treatment Relationship by Health Care Provider-Individual or Entity (211408-1)	6FY		6FY	C	S	N	I	45 CFR Parts 160 & 164
223.	Maintenance -1 Preventive Maintenance Work Orders	ACT		ACT	P	R	N	V	ACT = Life of Equipment.
224.	Maintenance-2 C Work Orders	1CY	4CY	5CY	P	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
225.	Maintenance-3 T Work Orders	3CY	2CY	5CY	P	S	N	U	
226.	Maintenance-4 Payroll/Time Sheets	1CY	3FY	4FY	C	S	N	V	
227.	Maintenance-5 Blue Prints	PERM	PER M	PERM	P	R	N	V	
228.	Maintenance-6 Generator Reports	1CY	3CY	4CY	P	S	N	I	
229.	Maintenance-7 Maintenance Logs	3CY	1CY	4CY	P	S	N	U	
230.	Maintenance-8 High Pressure Boiler Logs	3CY	1CY	4CY	P	S	N	I	
231.	Maintenance -9 Building Files	PERM	PER M	PERM	M	R	N	V	

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
232.	Maintenance-10 Fire Extinguisher Inspections	5CY		5CY	P	S	N	V	
233.	Maintenance-11 Asbestos Files	PERM	PERM	PERM	P	R	N	V	
234.	Maintenance -12 Annual Leak Survey	PERM	PERM	PERM	P	R	N	U	
235.	Maintenance-13 Gas System Patrol Report	PERM	PERM	PERM	P	R	N	U	
236.	Maintenance -14 Key Valve Maintenance	PERM	PERM	PERM	P	R	N	U	
237.	Maintenance-15 Corrosion Control Rectifier	PERM	PERM	PERM	P	R	N	U	
238.	Maintenance -16 Odorization Reports	PERM	PERM	PERM	P	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Pinecrest Supports and Services Center / DHH/OCDD								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
239..	Maintenance -17 Vehicle Preventive Maintenance/Repair Records	ACT		ACT	P	S	N	U	ACT= Retained for the life of the equipment.
240.	Maintenance -18 Mechanic Shop Equipment Files	ACT		ACT	P	S	N	U	ACT = Retained for the life of the equipment.
241.	Maintenance -19 Heavy Equipment Files	ACT		ACT	P	S	N	U	ACT = Retained for the life of the equipment.
242.	Maintenance-20 Generator Maintenance/Repair Records	ACT		ACT	P	S	N	U	ACT = Retained for the life of the equipment.
243.	Maintenance-21 Chain Custody For Lab Tests	3CY		3CY	P	S	N	U	
244.	Maintenance-22 PH Tests	3CY		3CY	P	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
245.	Maintenance-23 Total Suspended Solids Results	3CY		3CY	P	S	N	I	
246.	Maintenance-24 Fecal Test Results	3CY		3CY	P	S	N	I	
247.	Maintenance-25 Calibration Certificates of Chart Recorders	3CY		3CY	P	S	N	I	
248.	Maintenance-26 Certification of Back Flow Preventer	3CY		3CY	P	S	N	I	
249.	Maintenance-27 Chlorine Test	3CY		3CY	P	S	N	I	
250.	Maintenance-28 Biological Oxygen Demand Test Results	3CY		3CY	P	S	N	I	
251.	Maintenance -29 Graph Charts for the Influent and Effluent	3CY		3CY	P	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
252.	Maintenance-30 Graph Charts for the Recycled Activated Sludge	3CY		3CY	P	S	N	U	
253.	Maintenance-31 Water Treatment Report for Closed Loop System and Cooling Towers	3CY		3CY	P	S	N	U	
254.	Maintenance-32 Hood Cleaning and Exhaust Duct Work	3CY		3CY	P	S	N	U	
255.	Maintenance-33 Fire Suppression System in Hoods	3CY		3CY	P	S	N	U	
256.	Maintenance -34 Annual Chiller Inspections	3CY		3CY	P	S	N	U	
257.	Maintenance-35 Walk-in Freezer and Cooler Temp. Reports	3CY		3CY	P	S	N	U	
258.	Maintenance-36	3CY		3CY	P	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Salvaged Equip. Reports								
259.	Maintenance-37 Fire Drill Reports	3CY		3CY	P	S	N	U	
260.	Maintenance-38 Air Handler Inspections	3CY		3CY	P	S	N	I	
261.	Maintenance-39 A/C Unit Inspections	3CY		3CY	P	S	N	I	
262.	Maintenance-40 Pumps and Motors Report	3CY		3CY	P	S	N	I	
263.	Maintenance-41 Central A/C Units Inspection	3CY		3CY	P	S	N	I	
264.	Maintenance-42 Unoccupied Building Inspections	3CY		3CY	P	S	N	I	
265.	Maintenance-43	3CY		3CY	P	S	N	V	

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Safety Meeting Reports								
266.	Maintenance 44 Credit Card Invoices	3FY		3FY	C	S	N	I	
267.	Maintenance-45 Asbestos Inspection	PERM		PERM	P	R	N	V	
268.	Maintenance-46 Accident and Incident Reports	PERM		PERM	C	R	N	I	
269.	Maintenance -47 Performance Planning Reviews'	PERM		PERM	C	R	N	I	
270.	Maintenance-48 Termite Renewals and Inspections	2CY		2CY	P	S	N	I	
271.	Nutritional Services -1 Production Sheets	6CM		6CM	M	S	N	U	
272.	Nutritional Services -2	1CY		1CY	C	S	N	I	Department Policy

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Food Service Supervisor Mealtime Observations								
273.	Nutritional Services -3 Dietitian Mealtime Observations	1CY		1CY	C	S	N	I	Department Policy
274.	Nutritional Services -4 Diet Manual	PERM		PERM	P	R	N	V	
275.	Nutritional Services -5 Home Food Temperature Logs	3CY		3CY	P	S	N	U	Department Policy
276.	Nutritional Services -6 Recipe Manual	PERM		PERM	P	R	N	V	
277.	Nutritional Services -7 Milk Count Report	6CM		6CM	P	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
278.	Nutritional Services -8 Supplement Reports	2CM		2CM	P	S	N	U	
279.	Nutritional Services -9 Grocery Purchase Orders	1CY		1CY	P	S	N	I	
280.	Police 1 Departmental In-service Training	ACT	1CY	ACT + ICY	M	S	N	U	ACT = While employed.
281.	Police 2 Personnel Files	ACT	1CY	ACT + 1 CY	C	S	N	I	ACT + = While employed.
282.	Police 3 Incidents	1CY	2CY	3CY	C	S	N	V	

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
283.	Police 4 Vehicle Accident Reports	1CY	4CY	3CY	C	S	N	V	
284.	Police 5 Safe driving File	ACT	5CY	ACT + 5CY	C	S	N	V	ACT + = While employed.
285.	Police 6 Fingerprint Cards	ACT	3CY	ACT + 3CY	C	S	N	I	ACT + = While employed
286.	Property Control -1 Facility Form - Requisition for Supplies in Stores	ACT + 3MO		ACT+ 3MO	P	S	N	U	ACT + = Until Order Compete (Original sent to Inventory Control / Copy retained in files).
287.	Property Control -2 Facility Form - All Property Receipt Forms	ACT+ 5CY	PERM	PERM	P	R	N	U	ACT+ = Original sent to Accounting / Copy retained in files
288.	Property Control -3	ACT+ 3MO		ACT+ 3MO	P	S	N	U	ACT+ = Original sent to Inventory Control/Copy retrained in files.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Facility Form - Warehouse Receipt Forms								
289.	Property Control -4 Facility Form – PDC Property Control Action Request Form	ACT	PER M	PERM	P	R	N	U	ACT = Stored in Property Control Warehouse.
290.	Property Control -5 Facility Form - Inventory Report for PSS Property	ACT+ 3CY	PER M	PERM	P	R	Y	U	ACT + = Stored in Property Control Warehouse.
291.	Property Control -6 Facility Form - Req. and Allocation	ACT + 1CY		ACT + 1CY	P	S	N	I	ACT + = Current Payroll.
292.	Property Control -7 Department - Personnel Files	ACT	1CY	ACT + 1CY	M	R	N	U	ACT + =- While Employed
293.	Property Control -8 Department - Time Sheets & related documents	ACT + 3CY	4CY	ACT + 7CY	M	S	N	U	ACT + = Current Payroll Period. Includes Approved Leave slips, Overtime Slips Physicians Slips

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
294.	Property Control -9 Safety - Emergency Recall List	ACT		ACT	C	S	N	V	ACT = Until obsoletes or superseded. Stored in locked closet in Safety & in a filing cabinet at Dispatch.
295.	Property Control -10 State Form - Daily Vehicle Log Sheet	ACT+ 3CY	PERM	PERM	P	R	N	U	ACT + = Life of Vehicle and While Data Stored in Property Control Warehouse.
296.	Property Control -11 Department - Vehicle Log Checklist	ACT+3CY	PERM	PERM	P	R	N	U	ACT + = Life of Vehicle and While Data Stored in Property Control Warehouse.
297.	Property Control -12 Department - Daily Vehicle Log Report & Fuelman / Chevron Gas Report	ACT+ 3CY	PERM	PERM	P	R	N	U	ACT + = Life of Vehicle and While Data Stored in Property Control Warehouse.
298.	Property Control -13 Copies of Fuelman Bill and Chevron Bill	ACT+ 3CY	PERM	PERM	P	R	N	U	ACT + = While Data Stored in Property Control Warehouse.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
299.	Property Control -14 Copies of Invoices from Vendors for Repairs	ACT+ CY	PER M	PERM	P	R	N	U	ACT + = While Data Stored in Property Control Warehouse.
300.	Property Control -15 Copies of Maintenance Work Order from Mechanic Shop	ACT+ CY	PER M	PERM	P	R	N	U	ACT + = While Data Stored in Property Control Warehouse.
301.	Property Control -16 Sign Out Sheet for Exxon & Chevron Gas Credit Cards	ACT	1CY	ACT+ 1CY	P	S	N	U	ACT + = While Data Stored in Property Control Warehouse.
302.	Property Control -17 Vehicle Master File (Title & Registration & Original Purchase Papers)	ACT		ACT	P	S	N	I	
303.	Property Control -18	ACT+ 1CY	1 CY	ACT+ 2CY	P	S	N	U	ACT + = While Data Stored in Property Control

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Approval Numbers for Warehouse #1 Orders Sheets								Warehouse.
304.	Property Control -19 PSS Safety Meeting Report / Sign In Sheet	ACT		ACT	P	S	N	U	ACT = Until Obsolete or Superseded.
305.	Property Control -20 PSS Connections Self-Directed Study	ACT+ 1CY		ACT+ 1CY	P	S	N	U	ACT + = Until Obsolete or Superseded.
306.	Property Control -21 Copies of Pro Card Statement	ACT+ 1CY		ACT+ 1CY	P	S	N	U	ACT + = Until Obsolete or Superseded.
307.	Property Control -22 Vendor Receipt Forms	ACT+ 3MO		ACT+ 3MO	P	S	N	U	ACT + = Until balanced with Inventory Control.
308.	Property Control -23 Access Inventory Reports	ACT+ 7CY		ACT+ 7CY	P	S	Y	V	ACT + = Until Obsolete or Superseded.
309.	Property Control -24	ACT+ 7CY		ACT+ 7CY	P	S	Y	V	ACT +=Until Obsolete or Superseded.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Inventory of Property Folders								
310.	Property Control -25 BF 11 Forms / Reports	ACT+ 7CY		ACT+ 7CY	P	S	Y	V	ACT = Until Obsolete or Superseded.
311.	Pshcyiatry-1 Department – Personnel Files	ACT	1CY	ACT + 1CY	P	S	N	U	ACT = While employed, includes correspondence.
312.	Pshcyiatry-2 Department Time Sheets and Related Documents	1CY	6CY	7CY	P	S	N	U	Includes Approved Leave Slips, Overtime Slips, Physician Slips.
313.	Psychology -1 Department – Personnel Files	ACT	1CY	ACT + 1CY	P	S	N	U	ACT + = While employed, includes correspondence.
314.	Psychology 2 Department Time Sheets and Related Documents	1CY	6CY	7CY	P	S	N	U	Includes Approved Leave Slips, Overtime Slips, Physician Slips.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
315.	Quality Management Inprovment-1 Active Treatment Program Database	ACT		ACT	M	S	N	U	ACT = Until obsolete or superseded.
316.	Quality Management Improvemnt-2 Administrative Officer's Guidebook	ACT	5CY	ACT+ 5CY	P	S	N	V	ACT+ = Until Obsolete or Suspended.
317.	Quality Management Improvement-3 Census Database	ACT		ACT	C	S	N	V	ACT = Until Obsolete or Superseded.
318.	Quality Management Improvement-4 Department - Computer Back-up Logs	1CY	1CY	2CY	P	S	N	U	
319.	Quality Management Improvement-5 Department - Personnel Files	ACT	1CY	ACT + 1CY	P	S	N	U	ACT + = While employed, includes correspondence.
320.	Quality Management Improvment-6 Department- Federal Medical Leave Act Paperwork	ACT	3CY	ACT + 3CY	C	S	N	U	ACT + = While employed.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
321.	Quality Management Leave Act-7 Department -Key List	ACT		ACT	P	S	N	I	Updated with every exchange of keys.
322.	Quality Management Improvement-8 Department Time Sheets and related Documents	1CY	6CY	7CY	P	S	N	U	Includes Approved Leave slips, Overtime Slips, Physician Slips.
323.	Quality Management Improvement-9 Facility Forms- Obsolesced Forms	1CY	4CY	5CY	P	S	N	U	Obsolesced Forms Includes Original paper forms, instructions sheets, form certification, and directorial correspondence & Computer Original forms).
324.	Quality Management Improvement-10 Facility Forms Form Tracker – Data Base	ACT		ACT	P	S	N	I	ACT = Until Obsolete or Superseded. Maintained on Management Analyst 2 Computer.
325.	Quality Management Improvment-11 Facility Forms Issuance/Revisions/Obsoletes Memos , & Forms Index	1CY	2CY	3CY	P	S	N	I	ACT = Until Obsolete or Superseded Includes comprehensive Forms Release Tracking listing.
326.	Quality Management Improvement-12 Facility Forms- original forms	ACT		ACT	P	S	N	V	ACT= Until Obsolete or Superseded (Includes Original paper forms, instructions sheets, form certification, and

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Pinecrest Supports and Services Center / DHH/OCDD								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
									directorial correspondence & Computer Original forms).
327.	Quality Management Improvement-13 Facility Policies and Procedures	ACT	5CY	ACT+ 5CY	P	S	N	V	ACT+ = Until Obsolete or Suspended (Includes Original paper forms and directorial correspondence).
328.	Quality Management Improvement-14 Facility/Departmental Policies and Procedures – Computer Original	ACT	5CY	ACT+ 5CY	P	S	N	V	ACT+ = Until Obsolete or Suspended.
329.	Quality Management Improvement-15 Facility Policy and Procedure Verification of Receipt	1 CY	2CY	3CY	P	S	N	U	
330.	Quality Management Improvement-16 Incident of Unknown Origin Form	1CY	2CY	3CY	C	S	N	U	
331.	Quality Management Imrpovement-17	1CY	2CY	3CY	C	S	N	U	Includes minutes and all attachments; Individual checklists; graphs.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Individual Supports Review (ISR)								
332.	Quality Management Improvement-18 Individual Supports Review (ISR) spreadsheet	ACT		ACT	C	S	N	U	ACT - Until Obsoletes or superseded.
333.	Quality Management Improvement-19 Infection Control Database	ACT		ACT	C	S	N	V	ACT - Until Obsoletes or superseded.
334.	Quality Management Improvement -20 Infection Control HIV Labs	PERM		PERM	C	R	N	U	
335.	Quality Management Improvement-21 Infection Control -Infection Control Committee Minutes	1CY	2CY	3CY	M	S	N	I	Includes attachments and infection Summary Report.
336.	Quality Management Improvement-22 Infection Control Manual	ACT	5CY	ACY+ 5CY	P	S	N	V	ACT= Until Obsolete or Superseded.
337.	Quality Management Improvement-23	1CY	2CY	3CY	C	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Infection Control -Report of Infection/Antimicrobial Use								
338.	Quality Management Improvement-24 Internal Audits- Internal Reports	3CY		3CY	M	S	N	U	
339.	Quality Management Improvement-25 Internal Client Specific/Facility Audits	3CY		3CY	M	S	N	U	
340.	Quality Management Improvement-26 Integrated Record Guidelines	ACT	3CY	ACT + 3CY	P	S	N	I	ACT = Until Obsolete or Superseded .
341.	Quality Management Improvement-27 Licensing Provider Numbers	Act	3CY	Act + 3CY	P	S	N	V	ACT= While in-service.
342.	Quality Management Improvement-28 Licensing Surveys	5CY		5CY	P	S	N	I	
343.	Quality Management Improvement-29 Meaningful Activity Observation Forms	3CY		3CY	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Group Leisure Edition								
344.	Quality Management Improvement-30 Medical Risk Factor Database	ACT		ACT	C	S	N	U	ACT = Until Obsolete or Superseded.
345.	Quality Management Improvement-31 Medication Variance Database	ACT		ACT	C	S	N	I	ACT= Until Obsoletes or superseded.
346.	Quality Management Improvement-32 Medication Variance Database-Community Homes	ACT		ACT	C	S	N	I	ACT= Until Obsoletes or superseded.
347.	Quality Management Improvement-33 Meeting Attendance Database	ACT	ACT	ACT	M	S	N	U	ACT = Until obsolete or superseded.
348.	Quality Management Improvement-34 Mortality Review File – Hard Copy Original	ACT	10CY	ACT+ 10CY	C	S	N	I	ACT = Case files remain active until the file is closed by the Mortality Review Committee. (Includes Committee Minutes, Death Certificates, Autopsy Reports, Facility Reports/Memo's and Computer Originals).

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
349.	Quality Management Improvement-35 Mortality Review Database	ACT	10CY	ACT+1 0 CY	C	S	N	I	ACT = Case files remain active until the file is closed by the Mortality Review Committee. (Includes Mortality Chart and Mortality Review Log).
350.	Quality Management Improvement-36 Mortality Review Monthly Report	1CY	9 CY	10CY	C	S	N	I	
351.	Quality Management Improvment-37 OCDD Accident/Incident Report Data Form	1CY	3CY	4CY	C	S	N	U	
352.	Quality Management Improvement-38 OCDD Accident/Incident Report Database	ACT	ACT	ACT	C	S	N	U	ACT = Until obsolete or superseded, Includes Database and Backup Disk.
353.	Quality Management Improvement-39 Office of Risk Management, Unit of Risk Analysis and Loss Prevention, Visitor/client Accident Reporting Form – DA-3000	1CY	4CY	5CY	C	S	N	V	Includes Client Specific DA- 3000 only
354.	Quality Management Improvement-40	3CY		3CY	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Q A – Director Correspondence – General								
355.	Quality Management Improvement-41 Quality Management Improvement Computers Database	Act		Act	P	S	N	U	ACT= Until Obsolete or Superseded.
356.	Quality Management Improvement-42 Quality Improvement Committee Minutes	3CY		3CY	P	S	N	I	Includes minutes and all attachments.
357.	Quality Management Improvement-43 Safety - Asbestos Lawsuit Records	3CY	27CY	30CY	M	S	N	I	Keep records until law suit was settled.
358.	Quality Management Imrpovement44 Safety Committee Minutes	2CY	3CY	5CY	P	S	N	I	Includes sign in sheets.
359.	Quality Management Improvement-45 Safety -Cooperative evacuation agreements	ACT		ACT	P	S	N	V	ACT = Until obsoletes or superseded. Inter-agency agreements to house during disasters, includes agreements for transportation.
360.	Quality Management Improvement-46	2CY	3CY	5CY	P	S	N	I	Encompasses Annual Evacuation and Sleep drills: Documents include evaluators check sheets, analysis

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Safety Drills								correspondence and corrective action.
361.	Quality Management Improvement-47 Safety -Emergency Recall List	ACT		ACT	C	S	N	V	ACT = Until obsoletes or superseded. Stored in locked closet in Safety Office and in a filing cabinet at Dispatch.
362.	Quality Management Improvement-48 Safety -Employee Incident/Accident database	ACT		ACT	P	S	N	I	ACT = Until obsoletes or superseded.
363.	Quality Management Improvement-49 Safety -Fire Marshal Surveys	5CY		5 CY	P	S	N	I	
364.	Quality Management Improvement-50 Safety -Hazardous Waste Manifests	10CY	20CY	30CY	P	S	N	I	Manifests for Medical, Chemical and Silver Sludge waste.
365.	Quality Management Improvement-51 Safety -Health Department Surveys	5CY		5CY	P	S	N	I	
366.	Quality Management Imrprovement-52 Safety -Material Safety Data Sheets (MSDS)	ACT		ACT	P	S	N	I	ACT= until obsoletes or superseded Includes hardcopies and database.
367.	Quality Management Improvement-53	1CY	4CY	5CY	P	S	N	I	Includes the original cards and work orders for repairs.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Safety -NOTICE OF HAZARD CARDS								
368.	Quality Management Improvement-54 Safety -Office of Risk Management Audit	1CY	4CY	5CY	P	S	N	I	Includes original computer document.
369.	Quality Management Improvement-55 Safety -Tier Two Reports	1CY	4CY	5CY	P	S	N	I	Includes original computer document.
370.	Recreation -1 Payroll Records	3CY	4CY	7CY	P	S	N	I	In Integrated systems Information Services Back-up System.
371.	Recreation -2 ISP / Assessments	1CY	1CY	2CY	M	S	N	U	
372.	Recreation -3 Profile of Supports	1CY	1CY	2CY	P	S	N	U	
373.	Recreation 4 Activity Flyers	1CY	1CY	2CY	P	R	N	U	
374.	Residential - 1	3CY		3CY	P	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	AOD Reports								
375.	Residential -2 Budget/ Petty Cash/Purchase Orders Receipts	1CY		1CY	C	S	N	I	
376.	Residential -3 Census	3CY		3CY	C	S	N	I	
377.	Residential -4 Client Archive	PERM		PERM	C	S	N	I	
378.	Residential -5 Connections	1CY		1CY	P	S	N	I	
379.	Residential -6 Daily Home Reports	3CY		3CY	C	S	N	I	
380.	Residential -7 Dietary Supplement Log	1CY		1CY	C	S	N	I	
381.	Residential -8	3CY		3CY	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Pinecrest Supports and Services Center / DHH/OCDD								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
	Dining Supervisor Logs								
382.	Residential -9 Dr.'s Statements	3CY		3CY	C	S	N	I	
383.	Residential -10 Employees Folder	ACT		ACT	C	S	N	I	ACT = While employed.
384.	Residential -11 Equipment Check-list –copy	3CY		3CY	P	S	N	I	
385.	Residential -12 Fire Drills	1CY		1CY	M	S	N	I	
386.	Residential -13 Federal Medical Leave Act paper work	3CY		3CY	C	S	N	I	
387.	Residential -14 Forms Manual (copies)	ACT		ACT	P	S	N	I	ACT = Until obsolete or superseded.
388.	Residential -15 Freezer Refrigerator Logs	1CY		1CY	P	S	N	I	
389.	Residential -16	1CY		1CY	M	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	General Correspondence Calendar								
390.	Residential -17 Home Log Books	3CY		3CY	C	S	N	I	
391.	Residential -18 Incident Meeting Minutes	3CY		3CY	C	S	N	I	
392.	Residential -19 Individual Personal Belongings Log	3CY		3CY	C	S	N	I	
393.	Residential -20 Integrated Record (Individual's Active Record)	ACT		ACT	C	S	N	I	ACT = Current information maintained in Integrated Record Binder until purged to HID overflow) Purged according to the Integrated Record Guidelines –See # QUALITY MANAGEMENT IMPROVEMENT-15.
394.	Residential -21 In-Service/ Training on Staff	ACT		ACT	M	S	N	I	ACT =- While employed.
395.	Residential -22 Inventory Logs: Durable and Non-Durable	3CY		3CY	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT FAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
396.	Residential -23 Leave Calendar/Personal Calendar	1CY		1CY	C	S	N	I	
397.	Residential -24 Leave Register	1CY		1CY	C	S	N	I	
398.	Residential -25 Maintenance Requests	3CY		3CY	P	S	N	I	
399.	Residential -26 Meaningful Activities	1CY		1CY	C	S	N	I	
400.	Residential -27 MEMOS	ACT		ACT	P	S	N	I	ACT = Until obsolete or superseded.
401.	Residential Monthly Checklists	1CY		1CY	P	S	N	I	
402.	Residential -28 MSDS	ACT		ACT	P	S	N	I	ACT = Until obsolete or superseded.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
403.	Residential -29 One To One Staffing Reports	6MO		6 MO	P	S	N	I	
404.	Residential -30 Original Mealtime Observation	3CY		3CY	C	S	N	I	
405.	Residential -31 Original Oral Hygiene	3CY		3CY	C	S	N	I	
406.	Residential -32 Original Physical Support	3CY		3CY	P	S	N	I	
407.	Residential -33 Original Signature Sheets	3CY		3CY	C	S	N	I	
408.	Residential -34 Payroll Books/ Adjustments	3CY		3CY	C	S	N	I	
409.	Residential -35 Performance Probes	1CY		1CY	C	S	N	I	
410.	Residential -36 Personnel Folders	3CY		3CY	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT FAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
411.	Residential-37 Placement Charts	3CY		3CY	M	S	N	I	
412.	Residential -38 Placement Protocols	1CY		1CY	P	S	N	I	
413.	Residential-39 Policy & Procedures -Red Rules	ACT		ACT	P	S	N	I	ACT = Until obsolete or superseded.
414.	Residential-40 PPRs	3CY		3CY	C	S	N	I	
415.	Residential -41 Pro Card Logs	1CY		1CY	C	S	N	I	
416.	Residential -42 Property Control	3CY		3CY	C	S	N	I	
417.	Residential -43 Purchase Orders	1CY		1CY	C	S	N	I	
418.	Residential -44	3CY		3CY	M	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Quality Management Improvement Checklist								
419.	Residential -45 Recall List	ACT		ACT	C	S	N	I	ACT = Until obsolete or superseded.
420.	Residential -46 Record Committee Minutes-copy	1MO		1MO	P	S	N	I	
421.	Residential -47 Safety Reports	3CY		3CY	M	S	N	I	
422.	Residential -48 Seasonal Clothing Reviews/ Clothing Book	3CY		3CY	C	S	N	I	
423.	Residential -49 Sleep Logs	1CY		1CY	C	S	N	I	
424.	Residential -50 Staff Productivity File	3CY		3CY	C	S	N	I	
425.	Residential -51 Time Sheets for PPRs	3CY		3CY	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
426.	Residential -52 Training Sheets	3CY		3CY	P	S	N	I	
427.	Residential -53 Travel Authorization	1CY		1CY	C	S	N	I	
428.	Residential -54 Trip Sheets	1CY		1CY	C	S	N	I	
429.	Residential -55 Van Mileage	3CY		3CY	P	S	N	I	
430.	Resource Center 001 [Central Louisiana Behavioral/Health Resource Center on Developmental Disabilities (CLBHRC)] BUSINESS OPERATIONS	PERM		PERM	C	R	N	V	Files pertaining to the business operations of the Resource Center.
431.	Resource Center – 002 [Central Louisiana Behavior/Health Resource Center on Developmental Disabilities (CLBHRC)]	PERM		PERM	M	R	N	V	Files pertaining to all education and or training events presented by Resource Center

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	EDUCATION - TRAINING								
432.	Resource Center – 003 [Central Louisiana Behavioral /Health Resource Center on Developmental Disabilities (CLBHRC)] GENERAL CORRESPONDENCE & NOTES	ACT	10 CY	ACT+10CY	C	S	N	V	ACT + = Temporary file containing information to be shared with Resource Center staff.
433.	Resource Center – 004 [Central Louisiana Behavioral/Health Resource Center on Developmental Disabilities (CLBHRC)] PERSONNEL FILES	PERM		PERM	C	R	N	V	Personnel files of Resource Center staff members' personal performance reviews.
434.	Resource Center – 005 [Central Louisiana Behavioral/Health Resource Center on Developmental Disabilities (CLBHRC)] PHOTOGRAPIC DOCUMENTATION	PERM		PERM	M	R	N	V	Files containing photographs of activities and materials to be used for Resource Center presentations.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
435.	Resource Center – 006 [Central Louisiana Behavioral/Health Resource Center on Developmental Disabilities (CLBHRC)] POLICY – PROCEDURES	ACT	6CY	ACT + 6CY	M	S	Y	V	ACT + = Until obsolete or superseded.
436.	Resource Center -007 [Central Louisiana Behavioral/Health Resource Center on Developmental Disabilities (CLBHRC)] SPECIAL PROGRAMS	ACT	7CY	ACT + 7CY	C	S	N	V	ACT + = Files containing special programs the Resource Center has been involved in.
437.	Resource Center – 008 [Central Louisiana Behavioral/Health Resource Center on Developmental Disabilities (CLBHRC)] ELECTRONIC CORRESPONDENCE	ACT	PERM	PERM	C	R	N	V	ACT = Email correspondence sent and received concerning business of the Resource Center.
438.	Social Services Department - I	3CY		3CY	M	S	N	I	L.A.R.S. 44:36.C

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Social Services Staff Meetings								
439.	Social Services Department -2 General Correspondence/Memorandums	PERM		PERM	M	R	N	U	Admission Notification, Succession Form Letters, Succession Response Letters.
440.	Social Services Department -3 Sign-In Sheets	PERM	PER M	PERM	C	R	N	I	Timesheets, Overtime Slips, Leave Slips, Absence Quota Reports, FEDERAL MEDICAL LEAVE ACT Documents.
441.	Staff Training ~ Accreditation-1 Training Curriculum	ACT	7CY	ACT+ 7CY	C	S	N	I	ACT+ = Until revised or discontinued.
442.	Staff Training ~ Accreditation-2 Class Rosters and Sign In Sheets	3 CY	4CY	7CY	C	S	N	I	
443.	Staff Training ~ Accreditation-3 Competency Exams	3 CY	4CY	7CY	C	S	N	I	
444.	Staff Training ~ Accreditation-4	ACT	3 CY	ACT + 3 CY	C	S	N	I	ACT + = Until the Accreditation has expired.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Accreditation Surveys and Reports								
445.	Staff Training ~ Accreditation--5 Documentation of Outside Training	1CY		1CY	M	S	N	I	
446.	Staff Training ~ Accreditation--6 Training Data Base	ACT+ 30 years		ACT+ 30 years	M	S	N	I	ACT += While employed.
447.	**Supported Independent Living (SIL-1** Department Daily Time Sheets	1CY	3CY	4CY	P	S	N	U	Includes approved leave Slips, Overtime Slips and Doctor Slips.
448.	**Supported Independent Living (SIL)-2** Department – Personnel Files	1CY	4CY	ACT + 5CY	P	S	N	U	ACT + = While employed + 1 CY, Includes Correspondence.
449.	**Supported Independent Living (SIL)-3** Department- Personnel Files / Inactive	2CY	3CY	5 CY	M	S	N	V	
450.	**Supported Independent Living (SIL)-4** Print Shop Requisitions	1CY		1CY	P	S	N	I	
451.	**Supported Independent Living (SIL)-5**	1CY		1CY	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
	Fax Activity Report								
452.	**Supported Independent Living (SIL)-6** Monthly Meeting Sign-in-Sheet	CY	1CY	2CY	M	S	N	U	
453.	**Supported Independent Living (SIL)-7** Policy & Procedures	ACT	1CY	ACT + 1CY	M	S	N	U	ACT + = Until Deleted or Superseded.
454.	**Supported Independent Living (SIL)-8** Travel Expenditure	1CY		1CY	M	S	N	U	Accounting Department.
455.	**Supported Independent Living (SIL)-9** First Aid Checklist	1CY		1CY	M	S	N	U	
456.	**Supported Independent Living (SIL)-10** Client's Personal Information	1CY		1CY	M	S	N	U	
457.	**Supported Independent Living (SIL)-11** Memo- Interoffice	1CY		1CY	M	S	N	U	
458.	**Supported Independent Living (SIL)-12** Billing Sheets	3CY	10 CY	13CY	M	S	Y	V	Per State Regulations.

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Pinecrest Supports and Services Center / DHH/OCDD								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
459.	**Supported Independent Living (SIL)-13** Home Log Books	3CY	10 CY	13CY	P	S	N	I	
460.	**Supported Independent Living (SIL)-14** Recall List	ACT	1MO	ACT + 1MO	P	S	N	I	ACT + = Up-date monthly then discard.
461.	**Supported Independent Living (SIL)-15** Fax Activity Report	1CY		1CY	M	S	N	U	
462.	Therapy Services - 1 Mealtime Support Drill MED-075	3CY		3CY	M	S	N	U	
463.	Therapy Services –2 Physical Support Drill MED-142	3CY		3CY	M	S	N	U	
464.	Therapy Services –3 Communication and Environmental Control Drill MED-031	3CY		3CY	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
465.	Therapy Services –4 Mealtime Observation MED-033	3CY		3CY	M	S	N	U	
466.	Therapy Services –5 Physical Support Observation MED-074	3CY		3CY	M	S	N	U	
467.	Therapy Services –6 Equipment Utilization Observation MED-067	3CY		3CY	M	S	N	U	
468.	Therapy Services –7 Nutritional and Physical Support Review HRM 860	3CY		3CY	M	S	N	U	
469.	Transition Services -1 ISP with assessments sent by Team (copies)	ACT	PERM	PERM	C	R	N	U	ACT= for individual planning year. PERM= upon transition/discharge.
470.	Transition Services -2 Comprehensive Plan of Care (CPOC) (copies)	PERM		PERM	C	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
471.	Transition Services -3 Transition Action Plan Database	PERM		PERM	C	R	N	U	Print hard copy after discharge and delete from database. Copy maintained in Transition file.
472.	Transition Services -4 Placement Determination Form (copies)	ACT	PER M	PERM	M	R	N	U	ACT= For individual planning year. PERM = Upon transition/discharge.
473.	Transition Services -5 Consents to Release Information	PERM		PERM	C	R	N	U	
474.	Transition Services -6 Transition Progress Notes	PERM		PERM	M	R	N	U	
475.	Transition Services -7 Correspondence with family/guardian/correspondent of record	PERM		PERM	M	R	N	U	
476.	Transition Services -8 ID Team Referral Forms	PERM		PERM	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

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
477.	Transition Services -9 Vital Records (birth certificates, social security cards, state id's, insurance/burial policies, Medicaid/Medicare/insurance cards) – copies	ACT	PER M	PERM	C	R	N	I	ACT = Originals maintained until transitioned/discharged. PERM = Copies maintained upon transition/discharge. ACT = Until Discharge or Death.
478.	**Vocational Services** TMS-Yr -1 Time Study	2CY	3CY	5CY	C	S	N	V	Per Nichole Howard with Dept. of Labor: there is no specific regulation to how long Time and Motion Studies have to be kept but 5 years is recommended.
479.	**Vocational Services** TMS-Yr -2 Individual Time Sheets/Leave Slips	3CY	4CY	7CY	C	S	N	V	
480.	**Vocational Services** PN-Yr -3 Progress Notes (copies)	2CY	3CY	5CY	C	S	N	V	
481.	**Vocational Services** B&P-Yr -4 Billings & Payments	2CY	3CY	5CY	M	S	N	V	

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:
ACT = Active/Current

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

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804
Http://www.sos.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No: Pinecrest Supports and Services Center / DHH/OCDD

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
482.	**Vocational Services** SR-Yr -5 Individual Bi-Weekly Salary Reports	2CY	3CY	5CY	C	S	N	U	
483.	**Vocational Services** SS-Yr -6 Individual's Check Distributor Signature Sheets	2CY	3CY	5CY	M	S	N	U	
484.	**Vocational Services** SS-Yr -7 Individual's Coupon Distributor Signature Sheets	2CY	3CY	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

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:
ACT = Active/Current

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

Attachment K- Public Health

P.M. NO. 167

DEPARTMENT OF HEALTH AND HOSPITALS
OFFICE OF PUBLIC HEALTH

POLICY MEMORANDUM NO. 167 January 17, 1991

FROM: Joel L. Nitzkin, M.D., M.P.H., D.P.A.
Director, Office of Public Health

SUBJECT: Retention Requirements For All Administrative and Fiscal Records.

EFFECTIVE DATE: January 1, 1991

APPLICABILITY:

This policy applies to all records that pertain to **administrative** and **fiscal** matters only. This does not apply to medical and vital records.

This policy does not apply to records maintained by contractors when the terms of the contract are in conflict. In such a case, the contract terms apply.

INTRODUCTION:

The State record retention requirements as promulgated by R.S. 44:36, amended January 19, 1983, sets the retention period for preserving public records "at least three (3) years from the date on which the public record was made."

The Federal Government, in accordance with OMB Circular 102, effective October 1, 1988, has the same requirement as to the length of the retention period but the starting date is different. The starting date for the Federal Government is based on the funding or fiscal period and generally "starts on the day the grantee or subgrantee submits to the awarding agency its single or last expenditure report for the period."

Departure from the stated retention periods is necessary since OPH has numerous federal grants and contracts with different fiscal years that overlap the State fiscal year.

Additionally, only an original or copy (photocopy, microfilm or similar methods) of a record must be maintained to meet

the above referenced legal requirements.

Since many of the same reports and forms are processed by several different sections of the Agency, the **primary** responsibility for retaining and preserving a record should be assigned to an organizational unit based on its function and the TYPE and/or NATURE of the record processed

TYPE of record refers to:

1. Reports
2. FACS forms
3. Federal Grant Applications
4. State forms (Personnel, Accounting, Budget, Purchasing, Property Control, etc..)

ETC.....

The NATURE of a record is determined by its use which is classified into two categories:

1. TRANSACTIONAL - Records that create and document a specific task and generally require processing in accordance with a formal procedure. These records, in most cases, are the various personnel, fiscal, budget, purchasing, property control, inventory, etc...forms and reports.

2. INFORMATIONAL - Records that provide information that is used to:
   a) facilitate executive or administrative action,
   b) support a transactional record,
   c) update existing data or information.

   Usually, these records include reports, memos, and other correspondence.

POLICY:

RETENTION PERIOD:

The retention period for all administrative and fiscal records is:

FOUR (4) COMPLETE FISCAL YEARS

NOTE: If the Agency implements the collection of

Medicare Funds, all records pertinent to the Medicare Cost Reports must be kept for a period of **SIX (6) YEARS.**

Example of the Four (4) year requirement:

FISCAL YEAR	DESTROY ON OR AFTER
07/01/85 - 06/30/86	07/01/90
07/01/86 - 06/30/87	07/01/91
07/01/87 - 06/30/88	07/01/92
ETC.....	

If the preservation and retention of a specific record has been identified to an organizational unit, which is addressed later in this policy, then other units of the Agency, after processing that record, must maintain a copy for:

ONE (1) COMPLETE FISCAL YEAR

Example:

FISCAL YEAR	DESTROY ON OR BEFORE
07/01/88 - 06/30/89	07/01/90
07/01/89 - 06/30/90	07/01/91
ETC.....	

If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the stated retention periods, the records must be maintained until the completion of the action or until the end of the regular four (4) year period, whichever is later.

RESPONSIBILITY FOR PRESERVATION AND RETENTION OF RECORDS:

As a general rule, for all TRANSACTIONAL records, the unit that is responsible for the final disposition of the record shall have the responsibility of its preservation and retention. Final disposition means the last step in processing the record to effect its purpose.

Since INFORMATIONAL records vary in subject matter,

the assignment of responsibility for maintenance is difficult. However, some general guidelines apply:

1. The originator of a record (correspondence, or report) should maintain the record unless otherwise covered herein or it supports a transactional record **and** is attached to a form upon processing.

2. Correspondence or reports related to a specific function (Fiscal; Budget; Personnel; Purchasing; Legal; Payroll; Property Control; etc..) are the responsibility of the organizational unit to which it is related.

3. Records with historical significance currently being maintained by a unit should not be destroyed. Some examples of these records are:
   a) Correspondence with Parish Officials
   b) Annual Budget Requests
   c) Annual Financial Reports and Audits
   d) Annual Public Health Plans

4. If the record crosses functional areas, it should be maintained by each organizational unit affected.

The following units have the responsibility for maintaining the related listed records (but are not limited to these records) for the four year retention period:

BUDGET AND MANAGEMENT:

1. All Budget related reports, correspondence and forms.
2. All contracts, leases, and other written agreements along with the related correspondence.
3. All consumable supply inventory reports along with the supporting documentation.
4. All documents originating from OPH related to the coordination and monitoring of the purchasing function with DHH and the State

Purchasing Office.

DATA PROCESSING:

1. All User Requests and related follow-up communications.
2. All data entry related documents.
3. All correspondence related to DHH - Computer Center interface.
4. All documentation related to D/P Operations Control Procedures

FISCAL SERVICES:

1. All Receiving Reports (FACS 100, 102 and 100S), Petty Cash Expenditure Summaries (FACS 1003), Petty Cash Receipts (FACS 1002) and all supporting documentation.
2. All invoices, postage request letters, Travel Authorizations, Travel Expense Statements, LHS-39's and Supplemental Receiving Reports along with all supporting documentation.
3. FACS Appropriation, Cost Center, Organizational, Project Expenditure Reports and related transaction reports.
4. All bank statements (except Petty Cash accounts), deposit slips, Deposit Summaries, Transmittal Sheets and Account Authorizations.
5. All Federal Grant Awards (not the applications) and the related fiscal reports along with any supporting workpapers.
6. All financial audit reports and related correspondence.
7. All financial reports prepared by the Fiscal Section along with any supporting workpapers.

HUMAN RESOURCES:

1. All records related to the following:
   a) Personnel Actions
   b) Disciplinary Actions

INFORMATION SYSTEMS:

1. All records related to the following:
   a) Outside computer services
   b) Micro-computer standards and policies
   c) Hardware and software inventory
   d) DHH-OIS interface.

OPERATIONS & SUPPORT:

1. All records related to the following:
   a) Building Maintenance
   b) Hill-Burton Certification
   c) Insurance Coverage
   d) Safety Program
   e) Property Inventory/Control
   f) Coordination of Telecommunications Equipment and Service
   g) Travel Policy
   h) Vehicle Control & Maintenance

PAYROLL (DHH):

1. Time and Attendance Reports (**excludes the Time Allocation Worksheets**)
2. Leave Registers
3. Individual Employee Payroll Files (SF-1's, deductions authorizations, W-2's, W-4's. etc.)

POLICY, PLANNING & EVALUATION:

1. All records related to the following:
   a) Federal grant consultation, coordination and review
   b) Legislative and Rulemaking coordination
   c) Public Health Plan
   d) Policy and Procedure Issuance

PURCHASING (DHH):

1. All records related to the following:
   a) All purchasing documents, except FACS 100-S, for contract orders, Purchase Orders, Release Orders, etc.

PARISH HEALTH UNITS:

1. All records related to revenue collections which include fees, insurance recoveries, and Medicaid billings,

2. All "Dailies" and Time Allocation Worksheets along with the corresponding Variable Time and Attendance forms,

3. All receipt books,

4. All personnel records not forwarded to the Human Resources Section (OPH),

5. Petty Cash Bank Account records, which include the bank statements, canceled checks, deposit slips, debit memos and any related correspondence,

6. PHU Revenue Collection Bank Account records,

7. All inventory records for both movable property and consumable supplies that support information forwarded to the Central Office.

PHARMACY:

1. Prescription files for programs serviced,

2. AC-23 Forms for all items requisitioned from the pharmacy inventory,

3. Computer FACS printouts and all related records for the Drugs and Medical Supplies Inventory,

4. Statistics concerning prescription counts and AC-23 lines filled, by project; including raw data,

5. Computer manifests of UPS shipping activity.

PROGRAM ADMINISTRATORS:

1. All grant applications and supporting documentation
2. All records related to the issuance of permits, licences and certificates
3. All records related to inspections, audits or other review functions related to the requirements of the program.
4. All records related to the testing of samples
5. All programmatic reports generated by or for the program staff

It shall be incumbent of the unit manager to maintain those records that are routinely accessed for a time period that is necessary to promote expediency and prudent processing of any information needed. In addition, if it is in the best interest of the State to maintain a record for more than the retention periods stated herein, then the records should be maintained until such time that the custodian of such record determines it to be useless.

Microfilming and off-site storage are options that are available to resolve any space problems. These options are only available to the extent that funds are available.

INQUIRIES:

All inquiries may be directed to:

Claude J. Carbo
Deputy Assistant Secretary, Administration
325 Loyola Ave. Rm. 518
P.O. Box 60630
New Orleans, La. 70160
Ph. No. 504-568-5038
LINC. 621-5038
FAX -2609

JLN/pd

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)

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No:
Agency / Division / Section: **DHH / OAAS / Villa Feliciana Medical Complex / Administrator's Office**

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
1	Payroll Files	3CY	7CY	10CY					Shred
2	Contracts	3CY	7CY	10CY					Shred
3	Gate Logs	1CY	6 mos.	1 ½CY					Shred
4	Correspondence Files	1CY	2CY	3CY					Shred
5	Policy and Procedure Manuel	Permanent		Permanent					
6	Long Term Care Surveys	3CY	Permanent	Permanent					
7	Hospital Surveys	3CY	Permanent	Permanent					

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	DHH / OAAS / Villa Feliciana Medical Complex / Administrator's Office

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
8	License Renewal	3CY	Permanent	Permanent					
9	Permits	3CY	Permanent	Permanent					
10	Interagency Agreements	3CY	Permanent	Permanent					

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	DHH / OAAS / Villa Feliciana Medical Complex / Administration

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
11	Supervisory Files	Active	2CY	Active +2CY					
12	Daily Vehicle Logs	1CY		1CY					Shred

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

Agency Approval _____ Date Signed _____ 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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	DHH / OAAS / Villa Feliciana Medical Complex / Quality Management

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
13	Bureau of Protective Service Files / Abuse & Neglect	5CY		5CY					Shred
14	Resident Accident / Incident Report	Active +5CY		Active +5CY					Active+ Until final Judgment or dismissal
15	Departmental Quality Management Reports / Plans / Evaluations	7CY		7CY					Shred
16	Centers for Medicare Services Abstraction Transmission, Validation Files, Warehouse Files	5CY		5CY					Shred

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	DHH / OAAS / Villa Feliciana Medical Complex / Medical Records

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
17	Medical Records	Active +6 months	9½CY	Active +10CY					Active = while resident; Shred
18	Master Patient Index	Permanent		Permanent					
19	Discharged and Death Register	Permanent		Permanent					
20	Admission Registry	Permanent		Permanent					
21	Disease, Procedure and Physician Indices	Permanent		Permanent					
22	Monthly Census	Permanent		Permanent					
23	Daily Census Reports	1CY	9CY	10CY					Shred
24	Admission Referral Log Sheets	7CY		7CY					Shred
25	Disclosure of Protected Health Information Tracking forms	7CY		7CY					Shred
26	Disclosure Log Sheets with Authorization	7CY		7CY					Shred

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section								
	DHH / OAAS / Villa Feliciana Medical Complex / Infection Control								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
27	Employee Health Records	Permanent		Permanent					
28	Tuberculosis Skin Test	30CY		30CY					Shred

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	DHH / OAAS / Villa Feliciana Medical Complex / Training and Education

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
29	Training Schedule	1CY	3CY	4CY					Shred
30	Test Results	1CY	3CY	4CY					Shred
31	Training Report	1CY	3CY	4CY					Shred
32	Employee Training Records	1CY	3CY	4CY					Shred
33	Class Sign-In Sheet	1CY	3CY	4CY					Shred

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	DHH / OAAS / Villa Feliciana Medical Complex / Employee Administration

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
34	Group Benefits Invoices	70CY		70CY	C	R	N	I	
35	Disclosures of Outside Employment	3CY		3CY	M	R	N	U	
36	Vacancy & Promotional Announcements, Certificates of Eligibles, SF-9's, Applications	3CY		3CY	M	R	N	U	
37	FMLA	Active +5CY		Active +5CY	C	R	N	I	Active= Until Closed
38	CS Job Studies	5CY		5CY	P	R	N	U	
39	CS Audit Files	5CY		5CY	P	R	N	U	
40	Job Descriptions	Active +5CY		Active +5CY	P	R	N	U	Active=Until End of the CY it's Abolished
41	Life Insurance by OGB	Active +5CY		Active +5CY	C	R	N	I	Active=Until Separation
42	Life Insurance not covered by OFB	Active +70CY		Active +70CY	C	R	N	I	Active=Until Separation
43	Supervisors File	Active +2CY		Active +2CY	M	R	N	U	Active=Until Supervision Ends

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
OGB = Office of Group Benefits

Agency Approval _____ Date Signed _____ 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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	DHH / OAAS / Villa Feliciana Medical Complex / Safety

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
44	Fire Drills	1CY	3CY	4CY					Shred
45	Safety Meeting Reports	1CY	3CY	4CY					Shred
46	Fire Alarm Checks	1CY	3CY	4CY					Shred
47	Building Inspections	1CY	3CY	4CY					Shred
48	Safety/Education Meeting Reports	1CY	3CY	4CY					Shred
49	Fall Prevention Meeting Reports	1CY	3CY	4CY					Shred
50	Visitor Accident Reports	Active + 1CY	3CY	Active + 4CY					Active = until final judgment or resolution ; shred
51	Investigation Reports	1CY	3CY	4CY					Shred
52	Drivers License Records	1CY	1CY	1CY					Shred
53	Internal Disaster Reports	1CY	3CY	4CY					Shred

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	DHH / OAAS / Villa Feliciana Medical Complex / Safety

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
54	Fire Watch Reports	1CY	3CY	4CY					Shred
55	Office of Risk Management Audits	1CY	3CY	4CY					
56	Fire Alarm inspection Reports	1CY	3CY	4CY					
57	Fire Sprinkler Inspection Reports	1CY	3CY	4CY					
58	Hood Suppression System Inspection	1CY	3CY	4CY					

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Records Retention Schedule

SS ARC 932 (C1/12)

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

Http://www.sos.la.gov

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section								
	DHH / OAAS / Villa Feliciana Medical Complex / Security								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
59	Employee Vehicle Registration	Active + 1CY		Active +1CY					Active= Life of Vehicle
60	Car Key Log	Active + 1CY		7CY					Shred
61	Building Key Log	Active + 1CY		7CY					Shred

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	DHH / OAAS / Villa Feliciana Medical Complex / Social Services

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
62	Social Services Resident Record	Active	10CY	Active +10CY					Active = while resident; Send to Medical Records at Discharge
63	Visitor's Log	2CY	1CY	3CY					Active = while resident; Shred
64	Interdisciplinary Staffing List	2CY	1CY	3CY					Shred
65	Social Services Hours Monthly Report	2CY	1CY	3CY					Shred

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section								
[illegible]	DHH / OAAS / Villa Feliciana Medical Complex / Transportation								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
66	Daily Trip Logs	7CY		7CY					Shred

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	DHH / OAAS / Villa Feliciana Medical Complex / Maintenance

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
67	State Fire Marshall Inspection	Permanent		Permanent					
68	Blue Prints	Permanent		Permanent					
69	Equipment Records	Active	Active	Active +1CY					Active =Life of Equipment
70	Vehicle Maintenance Records	Active	Active	Active +1CY					Active = Life of Vehicle
71	Generator Logs	Active	Active	Active +1CY					Active = Life of Equipment
72	Water Treatment logs	Active	Active	Active +1CY					
73	Water Temperature Logs	Active	Active	Active +1CY					
74	Gas Meter Logs	Active	Active	Active +1CY					
75	Oxidation Log / Monitor	Active	Active	Active +1CY					
76	Maintenance Work Orders	Active	Active	Active +1CY					

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	DHH / OAAS / Villa Feliciana Medical Complex / Nursing Administration

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
77	Schedules	1CY		1CY					Shred
78	Verification of Nursing License	1CY		1CY					Shred
79	Gulf Coast Pharmaceutical Specialty Pharmacists' License	1CY		1CY					Shred
80	Employee Sign-In Sheets	2CY	8CY	10CY					Microfiche Original Materials

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

Agency Approval _____ Date Signed _____ 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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	DHH / OAAS / Villa Feliciana Medical Complex / Employee Administration

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
81	Personnel Records	Active	70CY	Active= 70CY	M	R	N	V	Active = Until Separation
82	Correspondence	2CY	3CY	5CY	M	R	N	U	Shred
83	Delegation of Appt. Authority	Permanent		Permanent	P	R	N	V	
84	Medical Files including Workers Compensation	Active+30CY		Active +30CY	C	R	N	I	Active = Until Separation
85	Payroll records (Time Sheets)	Active+5CY		Active+5CY	M	R	N	U	Active until end of CY in which time is reported
86	Equal Employment Opportunity / Affirmative Action Reports	Active +2CY		Active +2CY	P	R	N	U	
87	Policy Statements	Permanent		Permanent	P	R	N	V	

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

Agency Approval _____ Date Signed _____ 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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	DHH / OAAS / Villa Feliciana Medical Complex / Employee Administration

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
88	Performance Evaluation System (PES)	Active+5CY		Active+5CY	C	R	N	I	Active= Until Separation
89	PES Request for Review	Active+5CY		Active+5CY	C	R	N	I	Active= Until Separation
90	Confidential Files	Active+5CY		Active+5CY	C	R	N	V	Active= Until Separation
91	Reports & Supporting Documentation	Active+5CY		Active+5CY	P	R	N	U	Active=Until end of CY Created or Received
92	Employee Grievances / Complaints / Appeals	Active+5CY		Active+5CY	C	R	N	I	Active=Until Final Decision Rendered
93	EEO / Affirmative Action / Complaints	Active+5CY		Active+5CY	C	R	N	I	Active=Until End of CY Created or Received
94	1-9 Employment Eligibility	Active+3CY		Active+3CY	C	R	N	I	Active= Until Separation
95	Leave Slips / Verification w/Supporting Documentation	Active+5CY		Active+5CY	C	R	N	U	
96	Drug Testing (Forms / Results / Invoices)	Active+3CY		Active+3CY	C	R	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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section								
	DHH / OAAS / Villa Feliciana Medical Complex / Internet Services								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
97	Long Term Care Server Data	1 Week		1 Week					Data Written Over Weekly

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

Agency Approval _____ Date Signed _____ 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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	DHH / OAAS / Villa Feliciana Medical Complex / Accounting – Resident Accounts

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
98	Time Records	2CY	8CY	10CY		R	N	V	Shred
99	General Ledger	4FY	6FY	10FY		R	N	I	Shred
100	Journal Entries	4FY	6FY	10FY		R	N	I	Shred
101	Trial Balances	2FY	8FY	10FY		R	N	I	Shred
102	Financial Statements	3FY	7FY	10FY		R	N	I	Shred

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section								
	DHH / OAAS / Villa Feliciana Medical Complex / Accounting - Billing								
Item Number	**Records Series Title**	**Retention Period**			**Security**	**Archival**	**State Records Center**	**Vital**	**Remarks**
		In Office	**In Storage**	**Total Retention**					
103	Inter Aged Analysis	2FY	8FY	10FY					Shred
104	Billing Journal	2FY	8FY	10FY					Shred
105	Month End Aged Analysis	2FY	8FY	10FY					Shred
106	Daily Census	2FY	8FY	10FY					Shred
107	Medicare in Patient Remittance	2FY	8FY	10FY					Shred
108	Medicaid In-Patient	2FY	8FY	10FY					Shred
109	Patient Filer	2FY	8FY	10FY					Shred
110	Cash Receipts	2FY	8FY	10FY					Shred
111	Entrust Fund	2FY	8Fy	10FY					Shred
112	Long Term Care Remittance	2FY	8FY	10FY					Shred

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

Agency Approval _____ Date Signed _____ 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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REP_ACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	DHH / OAAS / Villa Feliciana Medical Complex / Accounting - Billing

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
113	Medicare/Medicaid Crossover Report	2FY	8FY	10FY					Shred
114	Extended Care Remittance	2FY	8FY	10FY					Shred
115	Medicare Part B Remittance	2FY	8FY	10FY					Shred
116	Statement Register	2FY	8FY	10FY					Shred

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

Agency Approval _____ Date Signed _____ 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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section								
	DHH / OAAS / Villa Feliciana Medical Complex / Accounting								
Item Number	**Records Series Title**	**Retention Period**			**Security**	**Archival**	**State Records Center**	**Vital**	**Remarks**
		In Office	**In Storage**	**Total Retention**					
117	Accounts Payable	3FY	7FY	10FY					Shred
118	General ledger	3FY	7FY	10FY					Shred
119	Journal Entries Integrated Statewide System (ISIS)	5FY	5FY	10FY					Shred
120	Trial Balances (ISIS)	3FY	7FY	10FY					Shred
121	Financial Balances (ISIS)	3FY	7FY	10FY					Shred
122	Financial Statements by Departments (ISIS)	3FY	7FY	10FY					Shred
123	Audit Work Papers	4FY	6FY	10FY					Shred
124	Bank Statements with Records	5FY	5FY	10FY					Shred
125	Budget	3FY	7FY	10FY					Shred
126	Audit Reports	4CY	Permanent	Permanent					

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

Agency Approval _____ Date Signed _____ 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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	DHH / OAAS / Villa Feliciana Medical Complex / Accounting

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
127	Cost Reports	5FY	Permanent	Permanent					
	ISIS = Integrated Statewide Information System								

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

Agency Approval _____ Date Signed _____ 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

Indicate Use of Form
__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	DHH / OAAS / Villa Feliciana Medical Complex / Radiology Department

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
128	Resident & Employee Films	5CY		5CY					Destroyed by Performance Medical Group (In compliance with HIPAA Regulations) In Computer
129	Radiology Report Log for Louisiana War Veterans Home; East Louisiana Mental Health Systems Feliciana Forensic Facility	5CY		5CY					On Computer

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

Agency Approval _____ Date Signed _____ 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

Indicate Use of Form
X **ORIGINAL SUBMISSION**
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	Central La. State Hospital

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
1	Medical Records	ACT	10FY	ACT+10FY	C	R	N	V	ACT = Until the end of the FY in which patient is discharged. Records imaged to CD after 10 FY.
2	Documents required for TJC and CMS certification – including Survey deficiencies and corrective actions	PERM	PERM	PERM	C	R	N	V	
3	Licensing information	PERM	PERM	PERM	C	R	N	V	
4	Sentinel Event /Root Cause Analysis /Near Miss Documentation	PERM	PERM	PERM	C	R	N	V	
5	Employee Evaluation Documents	PERM	PERM	PERM	C	R	N	V	
6	Performance Improvement Documents	PERM	PERM	PERM	C	R	N	V	
7	Performance Improvement Associated data	6FY	6FY	6FY	C	R	N	V	
8	Patient Satisfaction Data	6FY	6FY	6FY	C	R	N	V	
9	Utilization Review Data	6FY	6FY	6FY	C	R	N	V	
10	Policy & Procedures	6FY	6FY	6FY	C	R	N	V	

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Indicate Use of Form
X **ORIGINAL SUBMISSION**
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	Central La. State Hospital

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
11	Policies and Procedures (Human Resources)	ACT	PERM	PERM	M	R	N	V	
12	Payroll Records	5FY	5FY	5FY	P	R	N	I	
13	W-2's	5FY	5FY	5FY	C	R	N	U	
14	Personnel Records (Active and Inactive)	PERM	PERM	PERM	M	R	N	V	
15	Worker's Compensation Files	3FY	3FY	3FY	C	R	N	V	
16	Applications for Employment (EEOC)	2FY	2FY	2FY	M	R	N	I	
17	Promotional Announcements (EEOC)	2FY	2FY	2FY	M	R	N	V	
18	Layoff Records (EEOC)	2FY	2FY	2FY	M	R	N	V	
19	Verification of Employment Authorization – Immigration Reform and Control Act 1986	3FY	3FY	3FY	M	R	N	V	
20	Accounting Records	6FY	6FY	6FY	M	R	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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

Indicate Use of Form
X **ORIGINAL SUBMISSION**
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	Central La. State Hospital

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
21	Contracts	ACT	10FY	ACT+10FY	P	R	N	I	
22	Budget Records	ACT	6FY	ACT+6FY	M	R	N	I	
23	Audit Records	6FY	6FY	ACT+6FY	C	R	N	V	
24	Safety Meetings	ACT	5FY	ACT+5FY	M	R	N	I	
25	Fire Drills	5FY	5FY	5FY	P	R	N	V	
26	Employee/Visitor Accidents	5FY	5FY	5FY	M	R	N	V	
27	Fire Marshal Inspections	PERM	PERM	PERM	P	R	N	I	
28	Office of Risk Management Audits	5FY	5FY	5FY	P	R	N	U	
29	Driving Records	ACT		ACT	M	R	N	I	
30	Property Claims, Vehicle Accidents	10FY	10FY	10FY	M	R	N	V	

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

Agency Approval _____ Date Signed _____ 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

Indicate Use of Form
X **ORIGINAL SUBMISSION**
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	Central La. State Hospital

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
31	Sprinkler Inspections	5FY	5FY	5FY	P	R	N	V	
32	Directives from State Office (Administrative)	6FY	6FY	6FY	P	R	N	V	
33	Licensing Information	6FY	6FY	6FY	P	R	N	V	
34	Memorandums	6FY	6FY	6FY	M	R	N	V	
35	In-Service Training Records	6FY	6FY	6FY	M	R	N	U	
36	Annual Reports	6FY	6FY	6FY	P	R	N	V	
37	Cooperative Agreements	6FY	6FY	6FY	P	R	N	V	
38	Reports on Program Activities	6FY	6FY	6FY	P	R	N	V	
39	Affirmative Action Plans	6FY	6FY	6FY	M	R	N	V	
40	Correspondence	6FY	6FY	6FY	P	R	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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

Agency Approval _____ Date Signed _____ 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

Indicate Use of Form
X **ORIGINAL SUBMISSION**
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	Central La. State Hospital

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
41	Pharmacy Records	ACT	3FY	ACT+3FY	C	R	N	V	

Permitted Retention Period Abbreviations
ACT – Active Period (when used define term in remarks column)
FY- Fiscal Year (July 1- June 30)
CY – Calendar Year (Jan 1 – Dec 31)
AY – Academic Year (Aug 1 – July 31)
FFY – Federal Fiscal Year (Oct 1 – Sept 30)
MO – Months WK – Week DY - Day(s)
PERM – Permanent

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

Archival Processing Codes
A – Transfer to State Archives
R – Retain in Agency Archives
S – Review by State Archives
O – Other (Specify in Remarks)

State Records Center Use
Y – Yes
N - No

Vital Record Identification Code
V= Vital
I = Important
U= Useful

Agency Abbreviations

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

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

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS
SS ARC 930 (R 10/00)

W. FOX McKEITHEN
SECRETARY OF STATE

TO: SECRETARY OF STATE
DIVISION OF ARCHIVES,
RECORDS MANAGEMENT AND HISTORY
P.O. BOX 94125, Capitol Station
Baton Rouge, Louisiana 70804-9125

FOR ARCHIVES USE ONLY
Your Disposal Authority Request has been:
[X] Approved Received: 3/10/04
[ ] Rejected Returned: 3/16/04
Reason:
[X] YES [ ] NO Archives
[X] YES [ ] NO Rec Mgt CAF
Method: [ ] DUMP [X] SHRED [ ] RECYCLE [X] BURN
Volume: _____ [ ] Cubic [ ] Linear Feet

FROM:

Mental Health Area C
1. STATE OR LOCAL AGENCY

Fiscal Office; P.O. Box 5031; Pineville, LA 71361-5031
2. ADDRESS

Tina Darbonne, C.P.A. (318) 484-6343
3. NAME OF PERSON WITH WHOM TO CONFER 4. TELEPHONE NUMBER WITH AREA CODE

5. 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 or Schedule are proposed for disposal for the reason indicated:

A. [✓] The records have ceased to have sufficient value to warrant further retention.
B. [✓] The records will cease to have sufficient value to retain them after the date or event indicated.

3-10-04 — DATE SIGNED
Tina Darbonne — SIGNATURE OF REPRESENTATIVE
Accountant Administrator 3 — TITLE

6. Inclusive Dates	7. Description of Records (List Records Series Title if Records Appear on Agency Retention Schedule)
	See attached schedule.

6. Inclusive Dates	7. Description of Records (List Records Series Title if Records Appear on Agency Retention Schedule)
Prior to 6 FY FY98	**Accounting Records:** Accounting Records including copies of third-party billings to Medicare, Medicaid, and private insurance companies; ineligible patient fee reports; ledger cards on closed-out clients; direct service tickets; travel expense reports; requisitions; purchase orders; invoices; contractor time-sheets; receiving reports; bank statements and reconciliation reports; and journal vouchers. This is not an exclusive listing and may include other forms as appropriate.
~~Inactive +~~ Prior to 10 FY FY94	**Contracts:** Contracts and supporting documentation which includes professional and social service contracts and related correspondence.
Prior to 6 FY FY98	**Budget Records:** Budget requests, including workpapers and backup documentation.
Prior to 6 FY FY98	**Audit Reports:** Reports from internal and external auditors, including DHH Internal Auditors and State Legislative Auditors.
~~Inactive +~~ 10 FY FY94	**Medical Records (Inpatient and Outpatient)**
Prior to 6 FY FY98	**Directives from State Office**
Prior to 6 FY FY98	**Licensing Information**
Prior to 6 FY FY98	**Survey Information**
Prior to 6 FY FY98	**Memorandums**
Prior to 6 FY FY98	**Inservice Training Records**
Prior to 6 FY FY98	**Annual Reports**
Prior to 6 FY FY98	**Cooperative agreements with other agencies**
Prior to 6 FY FY98	**Reports on program activities**
Prior to 6 FY FY98	**Affirmative Action Plans**
Prior to 6 FY FY98	**State Vehicle Information**
Prior to 6 FY FY98	**Admissions Books (including those listings of the patient's name and date of admission)**
Prior to 6 FY FY98	**Correspondence**
Prior to 6 FY FY98	**Other miscellaneous administrative forms**

	Payroll Records:
Prior to 5 FY FY99	Time and attendance records; leave forms; compensatory and overtime approval documents; daily attendance sheets; and adjustment sheets.
Prior to 5 CY CY99	W-2's
Prior to 3 FY FY01	**Workers' Compensation Files**
Prior to 2 FY FY02	**Applications for Employment (EEOC)**
Prior to 2 FY FY02	**Promotional Announcements (EEOC)**
Prior to 2 FY FY02	**Layoff Records (EEOC)**
Prior to 3 FY FY01	**Verification of employment authorization required by Immigration Reform and Control Act of 1986**
	Inactive = When patient is no longer under treatment. FY = Fiscal Years (July to June) CY = Calendar Year (Jan. to Dec.)