Tom Schedler, Louisiana Secretary of State

Division of Archives, Records Management and History

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Secretary of State, State Archives & Records Services

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MO - Months WK - Week DY - Day(s) PERM - Permanent FFY - Federal Fiscal Year (Oct 1 - Sept 30) AY - Academic Year (Aug 1 - July 31) CY - Calendar Year (Jan 1 - Dec 31) FY- Fiscal Year (July 1- June 30) ACT - Active Period (when used define term in remarks column) Permitted Retention Period Abbreviations 003.007 Agency No Post Office Box 94125, Baton Rouge, LA 70804 Louisiana Secretary of State, Division of Archives, Records Management and History Item Number w N Office of Risk Management/Division of Administration/Contracts Unit Requests for Proposals "1524" Payment Forms Outside Agency Contract Approvals Agency / Division / Section Attorney/Adjuster/Expert Contracts Records Series Title O – Other (Specify in Remarks) S - Review by State Archives R - Retain in Agency Archives A - Transfer to State Archives Archival Processing Codes C - Confidential Information M - May Contain Confidential Information P - Public Record Security Status Codes ACT+ 3 FY ACT+ 1 FY ACT+ 1 FY ACT+ 3 FY In Office Retention Period Storage 2 FY 2 FY 2 FY 4 FY ACT+ 5 FY ACT+ 3 FY ACT+ 5 FY ACT+ 5 FY Retention Total Http://www.sos.louisiana.gov V= Vital N- No Y - Yes U≃ Useful Vital Record Identification Code State Records Center I = Important 3 ס ⋜ V Security S S S Ø Archival ~ < ~ State Records Center < Vital SS ARC 932 (07/07) Agency Abbreviations ACT= until end of FY in which proposals are accepted. Active = until end of FY in which until contract expires Page ACT= until end of FY in which payment is made ACT= until end of FY in which approval is given. X RENEWAL ADDENDUM PAGE REPLACEMENT PAGE ORIGINAL SUBMISSION ___ 약 Indicate Use of Form Remarks R2016-439 S

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Agency Approval

Date Signed

Secretary of State, State Archives & Records Services

Date Approved

5-6-2014

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Louisiana Se Post Office E	Louisiana Secretary of State, Division of Archives, Records Management and History Post Office Box 94125, Baton Rouge, LA 70804	agement and His	tory		Http://	¥w¥	Http://www.sos.la.gov	Ş	Page 2 of 2
Agency No	Agency / Division / Section			:	i.				Indicate Use of Form
	Division of Administration/ Risk Management / Accounting Unit	Accounting Un					72.14	turig	X_RENEWAL
item Number	Records Series Title	R	Retention Period	riod	ty		Records		REPLACEMENT PAGEADDENDUM PAGE
		In Office	In Storage	Total Retention	Securi	Archiv	State F	Vital	Remarks
11	Cancelled Checks	ACT+ 20 FY	0	ACT+ 20FY	ס	ဟ	z	<	ACT= until the end of the FY in which the record is created or received.
12	Financial Reports	ACT+ 10FY	0	ACT+ 10FY	ס	S	Z	<	ACT= until the end of the FY in which the record is created or received.
13	1099's	ACT+ 5FY	0	ACT+ 5FY	D	w	z	<	ACT= until the end of the FY in which the record is created or received.
					-				
Permitted Ret	Permitted Retention Period Abbreviations	Security Status Codes	Codes	State	te Re	cords	State Records Center		Agency Abbreviations
ACT - ACTIVE	ACT - Active Fellow (when used define term in remains column)	P - Public Record	۵		: '				
FY- Fiscal Yea	FY- Fiscal Year (July 1- June 30)	M - May Contain Confidential Information	Confidential Ir		Y - Yes				
O - Carcina	CT - Candidat Feat (Sait 1 - Dec ST)	C - Confidential Information	nomation	:	i				
AY - Academi	AY – Academic Year (Aug 1 – July 31)	Archival Processing Codes	sing Codes	· ·	Vital Record	ord			
MO ~ Months	PT - Federal Fiscal Year (Oct 1 - Sept 30) MO ~ Months WK - Week DY - Dav(s)	A - Transfer to State Archives	tate Archives	< in	V= Vital	HODE	ode		
PERM Permanent	anent	S - Review by State Archives	ate Archives	-	l = Important	rtant			
		O - Other (Specify in Remarks)	fy in Remarks)	U=	U= Useful	_			
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Agency Approval

5-6-2014 Date Signed

Secretary of State, State Archives & Records Services