

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 (01/1/12) **R2013-137**

Agency No		Agency / Division / Section		Department of Children and Family Services/Executive Division/Bureau of Audit and Compliance Services		Indicate Use of Form		
028.000		Department of Children and Family Services/Executive Division/Bureau of Audit and Compliance Services		Department of Children and Family Services/Executive Division/Bureau of Audit and Compliance Services		___ ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL ___ REPLACEMENT PAGE ___ ADDENDUM PAGE		
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital
		In Office	In Storage	Total Retention				
1	Administrative Files	ACT+ 5CY	0	ACT+ 5CY	M	S	N	V
2	Audits	ACT+7 FY	0	ACT+7 FY	C	S	N	V
3	Assessments	ACT+7 FY	0	ACT+7 FY	C	S	N	V
4	Investigations	ACT+7 FY	0	ACT+7 FY	C	S	N	V
5	Reviews	ACT+7 FY	0	ACT+7 FY	C	S	N	V
6	Special Projects	ACT+7 FY	0	ACT+7 FY	C	S	N	V
7	Contract Reviews	ACT+7 FY	0	ACT+7 FY	C	S	N	V
8	Requests to Archives for approval to destroy records.	ACT+ 3 FY	0	ACT + 3 FY	P	S	N	V
ACT= until the end of the CY record created or received. BACS payroll and non-payroll expenditure documentation and support. Including travel, safety, budget, and inventory files. IA Audits, Active = until end of FY in which audit completed. IA & EAI Assessments, Active = until end of FY in which assessment completed. EAI Investigations, Active = until end of FY in which investigation completion. EAI Reviews, Active = until end of FY in which review completed. IA, EAI, & CS Special Projects, Active = until end of FY in which special project completed. CS Contract Reviews, Active = until end of FY in which contract review completed. ACT= until end of FY in which agency ceases to operate. Obtain approval from State Archives prior to destroying any records.								
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 BACS = Bureau of Audit & Compliance Services IA = Internal Audit EAI = External Audit & Investigations CS = Compliance Services		

 Agency Approval
 Secretary of State, State Archives & Records Services
 Date Signed 1/31/14 Date Approved 1/14/14