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	Agency / Division / Section								
	Pointe Coupee Parish School Board								
Item Number	**Records Series Title**	**Retention Period**			Security	Archival	State Records Center	Vital	**Remarks**
		In Office	**In Storage**	**Total Retention**					
1	FINANCIAL								
1A	School Budgets	Active + 4 FY		Active + 4 FY	P	S	N	1	Active = Until audit
1B	Supporting Documentation for Deposits	Active + 4 FY		Active + 3 FY	P	S	N	1	Active = Until audit
1C	Receipt Books	Active + 3 FY		Active + 3 FY	P	S	N	1	Active = Until audit
1D	Litigation Files	Active + 3 CY		Active + 3 CY	C	S	N	1	Active = Until case closed
1E	Checks & Backups	Active + 4 FY		Active + 4 FY	C	S	N	V	Active = Until audit
1F	Loss Work Time for Worker's Comp.	Active + 4 FY		Active + 4 FY	M	S	N	1	Active = Current fiscal year
1G	Property Insurance Policies	Active + 4 CY		Active + 4 CY	P	S	N	V	Active = Until policy expires
1H	Department of Ed Files Correspondence	5 AY		5 AY	P	S	N	1	

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.louisiana.gov

Indicate Use of Form
_X__ORIGINAL SUBMISSION
___RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Section
	Pointe Coupee Parish School Board

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1I	Fixed Assets Valuation Records	5 FY		5 FY	P	S	N	V	
1J	Tax Assessment	5 CY		5CY	P	S	N	V	
IK	Budgets	Active + 3 CY		Active + 3 CY	P	S	N	I	Active = Until end of the CY in which agency ceases to operate
1L	CAFR's	Active + 3 CY		Active + 3 CY	P	S	N	I	Active = Until end of the CY in which agency ceases to operate
1M	Bond Coupons	Active + 3 CY		Active + 3 CY	P	S	N	V	Active = Until end of the CY in which bonds are paid off
1N	MFP Information	Active + 3 CY		Active + 3 CY	P	S	N	I	Active = Until end of the CY in which agency ceases to operate
1O	Formal Bid Documentation	Active + 3 CY		Active + 3 CY	P	S	N	I	Active = Until bid awarded
1P	Investment Notices	Active + 3 CY		Active + 3 CY	P	S	N	I	Active = Until audit
1Q	Depreciation Schedules- Fixed Assets	Active + 5 CY		Active + 5 CY	P	S	N	I	Active = 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

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	Agency / Division / Section								
	Pointe Coupee Parish School Board								
Item Number	**Records Series Title**	**Retention Period**			Security	Archival	State Records Center	Vital	**Remarks**
		In Office	**In Storage**	**Total Retention**					
2	PAYROLL RECORDS								
2A	Wage Verification	1 CY		1 CY	C	S	N	U	
2B	Payroll Listings (Computer Printouts)	3 CY		3 CY	C	S	N	I	
2C	Garnishments	Active + 4 CY		Active + 4 CY	C	S	N	I	Active = Until paid in full
2D	Quarterly Unemployment Reports	5 CY		5 CY	C	S	N	I	
2E	1099's	5 CY		5 CY	C	S	N	I	
2F	Payroll Notes/Annual Contract Data (With Calculations)	Active + 3 CY		Active + 3 CY	C	S	N	I	Active = Until end of the CY in which agency ceases to operate
2G	W-2's	Active + 3 CY		Active + 3 CY	C	S	N	I	Active = Until end of the CY in which agency ceases to operate
2H	941 Quarterly Federal Tax Return	5 CY		5 CY	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

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	Agency / Division / Section								
	Pointe Coupee Parish School Board								
Item Number	**Records Series Title**	**Retention Period**			Security	Archival	State Records Center	Vital	**Remarks**
		In Office	**In Storage**	**Total Retention**					
2I	Electronic Federal Tax Payment	10 CY		10 CY	P	S	N	I	
2J	General Correspondence Files	10 CY		10 CY	M	S	N	I	
2K	Electronic Sales Tax Payment Information	10 CY		10 CY	P	S	N	I	
2L	Salary Schedules	Permanent		Permanent	P	R	N	U	
2M	Retirement Checklists	Permanent		Permanent	C	R	N	U	
2N	L-4's, W-4's, W-5's	Active + 6 CY		Active + 6 CY	C	S	N	I	Active = Termination of Authorization
2O	Deduction Authorizations (Credit Union, LFT), etc.	Active + 5 CY		Active + 5 CY	C	S	N	I	Active = Until superseded/separated from employment
2P	Direct Deposit Detail (PR Listings)	Active + 3 CY		Active + 3 CY	C	S	N	I	Active = Until end of CY in which deposit was made

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.louisiana.gov

Indicate Use of Form
X__ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division /								
	Pointe Coupee Parish School Board								
Item Number	**Records Series Title**	**Retention Period**			Security	Archival	State Records Center	Vital	**Remarks**
		In Office	**In Storage**	**Total Retention**					
3	HUMAN RESOURCE								
3A	Professional Applications	2 AY		2 AY	C	S	N	U	
3B	Personnel Files	Active + 70 CY		Active + 70 CY	C	S	N	V	Active = Until end of the CY in which employee separates employment
3C	Time Cards	Active + 70 CY		Active + 70 CY	C	S	N	I	Active = Until end of the CY in which employee separates employment
3D	Annual School Reports	Active + 3 CY		Active + 3 CY	P	S	N	U	Active = Until end of the CY in which agency ceases to operate
3E	Personnel Evaluation Report	Active + 70 CY		Active + 3 CY	C	S	N	I	Active = Until end of the CY in which employee seperates employment
3F	PEP Summary Report	Active + 5 CY		Active + 5 CY	C	S	N	I	Active = Until end of the CY in which employee separates employment
3G	COMPASS/TAP Records	Active + 5 CY		Active + 5 CY	C	S	N	I	Active = Until end of the CY in which employee separates 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

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	Agency / Division /								
	Pointe Coupee Parish School Board								
Item Number	**Records Series Title**	**Retention Period**			Security	Archival	State Records Center	Vital	**Remarks**
		In Office	**In Storage**	**Total Retention**					
4	INFORMATION TECHNOLOGY								
4A	AS400	Active + 2 FY		Active + 2 FY	M	S	N	V	Active = Life of System
	ERATE	Active + all							
5	SPECIAL EDUCATION								
5A	Child Search Screening Records Packet	5 FY		5 FY	C	S	N	I	
5B	IEP Records	5 FY		5 FY	C	S	N	I	Ad in local journal prior to destroying
6	FEDERAL PROGRAMS								
6A	Student Records	5 AY		5 AY	C	S	N	V	
6B	Title I Documentation	5 FY		5 FY	M	S	N	I	Located at school sites
6C	Program Records	5 FY		5 FY	M	S	N	I	
6D	Consolidated Application	5 FY		5 FY	P	A	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 (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	Agency / Division /								
	Pointe Coupee Parish School Board								
Item Number	**Records Series Title**	**Retention Period**			Security	Archival	State Records Center	Vital	**Remarks**
		In Office	**In Storage**	**Total Retention**					
6E	Inventory of Equipment	Active + 4 FY		Active + 4 CY	P	S	N	I	Active = Until end of the CY in which agency ceases to operate
7	SCHOOL RECORDS								
7A	Student Excuses (Doctor's/Parent Notes)	1 AY		1 AY	C	S	N	U	
7B	Withdrawal Forms	1 AY		1 AY	C	S	N	I	
7C	Lesson Plans and Grade Books	Active + 1 AY		Active + 1 AY	M	S	N	V	Active = Until end of the CY in which records created
7D	Dropped Student's Portfolios	1 AY		1 AY	C	S	N	U	
7E	Student's (Cumulative Folders)	PERM		PERM	C	S	N	I	Active = Until end of the CY in which agency ceases to operate
7F	Graduate Transcripts	1 AY		1 AY	C	S	N	V	
7G	Tardy/Sign-in & Out Forms	1 AY		1 AY	C	S	N	U	
7H	Graduate Test Scores	Active + 70 CY		5 AY	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

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	Agency / Division /								
	Pointe Coupee Parish School Board-SCHOOL RECORDS								
Item Number	**Records Series Title**	**Retention Period**			Security	Archival	State Records Center	Vital	**Remarks**
		In Office	**In Storage**	**Total Retention**					
7I	Graduate Records	Active + 70 CY		Active + 10 CY	C	S	N	I	Active = Until end of the CY in which agency ceases to operate
7J	Student Information (data base)	Active + 70 CY		Active + 10 CY	M	S	N	V	Active = Until end of the CY in which student separates
7K	Student Investigations	5 AY		3 AY	C	S	N	V	
8	ADMINISTRATIVE RECORDS								
8A	Official School Board Minutes	Permanent		Permanent	P	R	N	V	
8B	Legal Documents/contracts/Lease/Deeds	Active +10 CY		Active + 10 CY	P	S	N	I	Active = Until end of the CY in which agency ceases to operate
8C	General Correspondence Files	3 FY		3 FY	M	S	N	I	
8D	Construction Documentation	Active + 5 CY		Active + 5 CY	P	S	N	I	Active = Until end of the CY in which agency ceases to operate

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.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division /
	Pointe Coupee Parish School Board-INSURANCE

Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
9	INSURANCE								
9A	Insurance Enrollment Forms	Active + 5 CY		Active + 5 CY	M	S	N	V	Active = While Insured
9B	Tax Free Election Forms	5 Cy		5 CY	M	S	N	V	
9C	Correspondence with Insurance Company	5 CY		5 CY	M	S	N	I	
9D	Insurance Plans	Active + 5 CY		Active + 5CY	P	S	N	U	Active = Until brochure is updated
9E	Worker's Compensation Claims	Active + 7 CY		Active + 7 CY	P	S	N	V	Active = While employed
9F	COBRA Records	7 CY		7 CY	M	S	N	V	
9G	Insurance Deduction Register	1 CY		1 CY	M	S	N	V	
9H	Beneficiary Information	Active + 6 CY		Active + 6 CY	C	S	N	V	Active = Until superseded/expired
9I	Copy of Medicare Card	Active + 6 CY		Active + 6 CY	C	S	N	V	Active = While insured

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.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Pointe Coupee Parish School Board								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
9J	Disability Claims	Active + 6 CY		Active + 6 CY	M	S	N	I	Active = Until claims settled or dismissed
10	SALES TAX								
10A	Registration Applications	Active + 3 CY		Active + 3 CY	M	S	N	I	Active = While in business
10B	Tax Returns	Active + 3 CY		Active + 3 CY	M	S	N	I	Active = While in business
10C	Exemption Certificates	Active + 3 CY		Active + 3 CY	M	S	N	V	Active = While in business
10D	Audit Files	Active + 3 CY		Active + 3 CY	M	S	N	I	Active + Until audit is finalized
10E	Video/Alcohol Clearances	2 CY		2 CY	M	S	N	I	
10F	Liens	Active + 2 CY		Active + 2 CY	C	S	N	I	Active + Until lien release is granted
10G	Suits	Active +10 CY		Active + 10 CY	M	S	N	V	Active + Until case settled or dismissed

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.louisiana.gov

Indicate Use of Form
_X_ORIGINAL SUBMISSION
__RENEWAL
__REPLACEMENT PAGE
__ADDENDUM PAGE

Agency No	Agency / Division / Pointe Coupee Parish School Board								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
11	TRANSPORTATION								
11A	Bus Inspection Reports	Active + 1 FY		Active + 1 FY	P	S	N	I	Active + until end of FY inspection occurs
11B	Accident Reports	Active + 1 FY		Active + 1 FY	P	S	N	I	Active = until end of FY accident occurs
11C	Driver Files	Active + 1 FY		Active + 1 FY	P	S	N	I	Active = until end of FY separation occurs
11D	Field Trip/Extra Trip Reports	Active + 1 FY		Active + 1 FY	P	S	N	I	Active = until end of FY trip occurs
11E	Gasoline Usage Reports	Active + 1 FY		Active + 1 FY	P	S	N	U	Active = until end of FY report generated
11F	Student/Bus & Other Accidents – Litigation Pending	Active + 1 FY		Active + FY	M	S	N	I	Active = until pending litigation 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 _____