Records Retention Schedule

SS ARC 932 (01/12) R2013-053

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

Http://www.sos.la.gov

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Agency No	Agency / Division / Section La. Dept of Public Safety & Corrections-Corrections Services								
	LA BOARD OF PARDONS AND PAROLE Department Regulation No. A-01-009 - Schedule E								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
1	General administrative office files	ACT	2FY	ACT+2FY	M	S	N	V	Reports, memoranda, correspondence, directives, meeting notes. ACT=end of FY in which record was created or received.
2.	Policies, procedures, regulations	ACT	PERM	PERM	M	R	N	V	History of changes in rules, policies, procedures. ACT= end of FY in which record was created or received.
3	Legal records	ACT	3FY	ACT+3FY	M	S	N	V	Appeals, grievances, lawsuits, public records requests. ACT=until end of FY in which matter is resolved.
4	Property Control	ACT	3FY	ACT+3FY	P	S	N	V	Property certification records. ACT=until end of FY in which record was created or received
5	Human Resources-Board member records	PERM	PERM	PERM	M	R	N	I	Board member appointment letters, travel expense forms, records of training received. Must be kept permanently
	SEE NEXT PAGE								

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

Eugenie C Powers — Agency Approval
8/15/13 — Date Signed
Carrie Fagan, CRM — Secretary of State, State Archives & Records Services
8/26/13 — Date Approved

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Agency No	Agency / Division / Section LA DEPT OF PUBLIC SAFETY & CORRECTIONS-CORRECTIONS
	LA BOARD OF PARDONS & PAROLE Dept Regulation No. A-01-009 - Schedule E

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
6	Human Resources-Personnel Records-Board staff	ACT	ACT	ACT	M	S	N	U	Personnel records - Performance Planning, job description, and other employee-specific info. ACT=until end of CY in which employee was employed at the Board. At the expiration of ACT status, the record will be sent to DPS&C HQ Human Resources office for retention in accordanca with their retention schedule.
7	Board Meetings/Hearings	PERM	PERM	PERM	P	A	N	V	Board schedules, written minutes of meetings/hearings, transfer to Archives after 20 CY
8	Offender Records	ACT	ACT	ACT	M	S	N	I	Offender records created in advance of pardon or parole proceedings. ACT=until end of the offender's proceedings before the Board. At the expiration of ACT status, the record will be sent to DPS&C Probation & Parole for retention in accordance with their retention schedule.
	SEE NEXT PAGE								

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Agency Abbreviations
DPS&C=Department of Public Safety & Corrections
HQ=Headquarters

Eugenie C Powers 8/15/13
Agency Approval — Date Signed

Carrie Fagan, CRM 8/26/13
Secretary of State, State Archives & Records Services — Date Approved

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	LA BOARD OF PARDONS & PAROLE Dept Regulation No. A-01-009 - Schedule E

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
9	Clemency Applications	ACT	2FY	ACT+ 2 FY	M	S	N	U	Applications for clemency to be reviewed by Board to determine if case will be heard. ACT= until the end of the FY in which application was reviewed and voted upon. Only those that the Board has voted NOT to have a hearing fall into this category.
10	Board Meeting Audio Recordings	ACT	2FY	ACT+2FY	P	R	N	U	Audio recordings of pardon and parole board meetings/hearings. ACT=end of FY in which audio record was created.
11	Clemency Records - UNFAVORABLE (Non-Lifer)	ACT	4FY	ACT+4 FY	M	S	N	I	Records created in advance of pardon proceedings; these cases did not result in favorable recommendation for clemency. ACT=until the end of FY in which clemency proceeding was held.
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V= Vital
I = Important
U= Useful

Agency Abbreviations
DPS&C=Department of Public Safety & Corrections
Non-Lifer= An offender who has not been sentenced to a lifetime term of imprisonment.

Eugenie C Power 8/15/13 — Agency Approval — Date Signed

Carrie Fagan, CRM 8/26/13 as amended — Secretary of State, State Archives & Records Services — Date Approved

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Agency No: Agency / Division / Section LA DEPT OF PUBLIC SAFETY & CORRECTIONS-CORRECTIONS

LA BOARD OF PARDONS & PAROLE
Dept Regulation No. A-01-009 - Schedule E

Item Number	Records Series Title	Retention Period: In Office	Retention Period: In Storage	Retention Period: Total Retention	Security	Archival	State Records Center	Vital	Remarks
12	Clemency Records - UNFAVORABLE (Lifer)	ACT	15FY	ACT+15FY	M	S	N	I	Records created in advance of pardon proceedings; these cases did not result in favorable recommendation for clemency. ACT=until the end of FY in which clemency proceeding was held.
13	Clemency Records - UNFAVORABLE (CAPITAL CASES)	ACT	0	PERM	M	A	N	V	Records created in advance of pardon proceedings for offenders on Death Row, which did not result in favorable recommendation for clemency. ACT=until death of offender. Transfer to Archives at the end of the FY they become inactive.
14	Clemency Records - FAVORABLE	ACT	0	PERM	M	A	N	V	Records created in advance of pardon proceedings; these cases resulted in favorable recommendation for clemency. ACT = until action is taken by the Governor. Transfer to Archives at the end of the FY they become inactive.
	END OF SCHEDULE								

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Agency Abbreviations
DPS&C=Department of Public Safety & Corrections
Lifer=an offender who was sentenced to a lifetime term of imprisonment

Eugenie C Powers — Agency Approval
8/15/13 — Date Signed
Carrie Tram, CRM — Secretary of State, State Archives & Records Services
8/26/13 as amended — Date Approved