

Records Retention Schedule

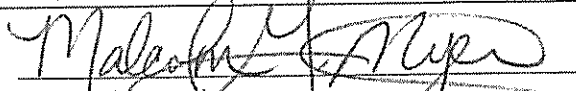
SSARC-932 (09/20)

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

recmgmt@sos.la.gov

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| Agency No | Agency / Division / Section | | | | Security | Archival | State Records Center | Vital | Indicate Use of Form <input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE | |
|---|--|---|------------|-----------------|---|----------|----------------------|---|---|--|
| 080.000 | Louisiana Board of Pardons and Parole / Department Regulation Number A-01-009 – Schedule E | | | | | | | | Remarks | |
| 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 | 2 FY | ACT + 2 FY | M | S | N | V | ACT = Until end of FY created or received Reports, memoranda, correspondence, directives, meeting notes | |
| 2 | Policies, Procedures, Regulations includes Administrative Correspondence | ACT | PERM | PERM | M | R | N | V | ACT = Until end of FY created or received History of changes in rules, policies, procedures | |
| 3 | Legal Records | ACT | 3 FY | ACT + 3 FY | M | S | N | V | ACT = Until end of FY matter is resolved Appeals, grievances, lawsuits, public records requests | |
| 4 | Human Resources-Board Member Records | PERM | PERM | PERM | M | R | N | I | Must be kept permanently Board member appointment letters, travel expense forms, records of training received | |
| 5 | Human Resources-Personnel Records-Board Staff | ACT | ACT | ACT | M | S | N | V | ACT = Until end of CY employee employed at the Board Personnel records, Performance Planning, job descriptions, and other employee-specific information At expiration of ACT status, the record will be sent to DPS&C HQ Human Resources office for retention in accordance with their 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 (Mon-Sun) DY – Day(s) PERM – Permanent (Life of State) LOA – Life of Agency NOTE: Please put an asterisk (*) in the Remarks section for any record series that contains born-digital or imaged records. Include brief description of the technology (Ex. Scanned to OnBase). | | Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information | | | State Records Center Use Y – Yes N – No | | | Agency Abbreviations DPS&C = Department of Public Safety & Corrections HQ = Headquarters | | |
| | | Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks) | | | Vital Record Identification Code V = Vital I = Important U = Useful | | | | | |


 Agency Approval

01/07/22
 Date Signed


 Secretary of State, State Archives & Records Services

1/12/2022
 Date Approved

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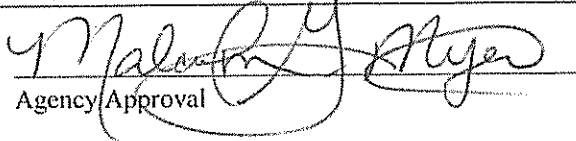
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| 080.000 | Louisiana Board of Pardons and Parole / Department Regulation Number A-01-009 – Schedule E | | | | | | | | |
| Item Number | Records Series Title | In Office | In Storage | Total Retention | Security | Archival | State Records Center | Vital | Remarks |
| 6 | Board Meetings/Hearings | PERM | PERM | PERM | P | A | N | V | Board schedules, written minutes of meetings/hearings, transfer to Archives after 20 CY |
| 7 | Offender Records | ACT | ACT | ACT | M | S | N | I | ACT = Until end of CY offender's proceedings conclude before the Board Offender records created in advance of pardon or parole proceedings At the expiration of ACT status, the record will be sent to DPS&C Probation & Parole for retention in accordance with their retention schedule |
| 8 | Clemency Applications-No Hearing | ACT | 2 FY | ACT + 2 FY | M | S | N | I | ACT = Until end of FY application was reviewed and voted upon Applications for clemency to be reviewed by the Board to determine if case will be heard Only those the Board has voted NOT to have a hearing fall into this category |
| 9 | Board Meeting Audio Recordings | ACT | 2 FY | ACT + 2 FY | P | R | N | I | ACT = Until end of FY audio record was created Audio recordings of pardon and parole board meetings/hearings |

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| 10 | Clemency Records-UNFAVORABLE (Non-Lifer) | ACT | 4 FY | ACT + 4 FY | M | S | N | I | ACT = Until end of FY clemency proceeding was held Records created in advance of pardon proceedings; these cases did not result in favorable recommendation for clemency |
| 11 | Clemency Records-UNFAVORABLE (Lifer) | ACT | 15 FY | ACT + 15 FY | M | S | N | I | ACT = Until end of FY clemency proceeding was held Records created in advance of pardon proceedings; these cases did not result in favorable recommendation for clemency |
| 12 | Clemency Records-UNFAVORABLE (Capital Cases) | ACT | 0 | PERM | M | A | N | V | ACT = Until end of FY of offender's death Records created in advance of pardon proceedings for offenders on Death Row which did not result in favorable recommendation for clemency Transfer to Archives at the end of FY they become inactive |
| 13 | Clemency Records-FAVORABLE | ACT | 0 | PERM | M | A | N | V | ACT = Until end of FY Governor takes action Records created in advance of pardon proceedings; these cases resulted in favorable recommendation for clemency Transfer to Archives at the end of FY they become inactive |
| | END OF SCHEDULE | | | | | | | | |

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