

Records Retention Schedule

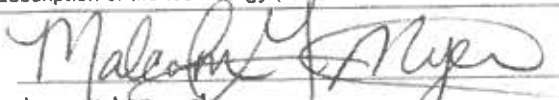
SSARC-932 (09/20)

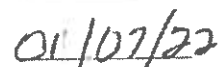
Louisiana State Archives—Records Management
Louisiana Secretary of State
Post Office Box 94125, Baton Rouge, LA 70804

recmgt@sos.la.gov

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Agency No	Agency / Division / Section								Security	Archival	State Records Center	Vital	Remarks
080.000	Louisiana Board of Pardons and Parole / Department Regulation Number 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	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 - Active Period (when used define term in remarks column) - 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


Date Signed


Secretary of State, State Archives & Records Services


Date Approved

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RENEWAL

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Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Remarks			
Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
080.000	Louisiana Board of Pardons and Parole / Department Regulation Number A-01-009 – Schedule E								
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	B	N	I	ACT = Until end of FY audio record was created Audio recordings of pardon and parole board meetings/hearings
Permitted Retention Period Abbreviations ○ – 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			
		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					


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01/07/22
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Item Number	Records Series Title	In Office	In Storage	Total Retention					
080.000	Louisiana Board of Pardons and Parole / Department Regulation Number A-01-009 – Schedule E								
10	Clemency Records-UNFAVORABLE (Non-Lifer)	ACT	4 FY	ACT + 4 FY	M	S	N	I	
11	Clemency Records-UNFAVORABLE (Lifer)	ACT	15 FY	ACT + 15 FY	M	S	N	I	
12	Clemency Records-UNFAVORABLE (Capital Cases)	ACT	0	PERM	M	A	N	V	
13	Clemency Records-FAVORABLE	ACT	0	PERM	M	A	N	V	
	END OF SCHEDULE								

<p>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).</p>	<p>Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information</p> <p>Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)</p>	<p>State Records Center Use Y – Yes N – No</p> <p>Vital Record Identification Code V = Vital I = Important U = Useful</p>	<p>Agency Abbreviations Non-Lifer = An offender who has not been sentenced to a lifetime term of imprisonment Lifer = An offender who was sentenced to a lifetime term of imprisonment</p>
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01/07/22
 Date Signed


 Secretary of State, State Archives & Records Services Date Approved