Records Retention Schedule

SSARC-932 (09/20)

CC Page 1 of 3 R2018-063B Louisiana State Archives—Records Management Indicate Use of Form Louisiana Secretary of State recmgt@sos.la.gov Post Office Box 94125, Baton Rouge, LA 70804 **ORIGINAL SUBMISSION** Agency / Division / Section Agency No X RENEWAL Louisiana Board of Pardons and Parole / Department Regulation Number A-01-009 -REPLACEMENT PAGE State Records Center 080,000 Schedule E __ADDENDUM PAGE Archival **Retention Period** Security ltem Records Series Title Remarks Number Total in In Office Storage Retention ACT = Until end of FY created or received 4 Reports, memoranda, correspondence, directives, S N ACT + 2 FY M 2 FY ACT General Administrative Office Files meeting notes ACT = Until end of FY created or received Policies, Procedures, Regulations includes V N 2 M R PERM ACT **PERM** History of changes in rules, policies, procedures Administrative Correspondence ACT = Until end of FY matter is resolved S N V 3 ACT + 3 FY M Appeals, grievances, lawsuits, public records requests 3 FY ACT Legal Records Must be kept permanently 4 Board member appointment letters, travel expense M R Ν **PERM** PERM PERM Human Resources-Board Member Records forms, records of training received ACT = Until end of CY employee employed at the 5 Personnel records, Performance Planning, job descriptions, and other employee-specific information Human Resources-Personnel Records-Board S N At expiration of ACT status, the record will be sent to ACT ACT М ACT Staff DPS&C HQ Human Resources office for retention in accordance with their retention schedule **Agency Abbreviations** State Records Center **Security Status Codes Permitted Retention Period Abbreviations** Use P - Public Record - Active Period (when used define term in remarks column) DPS&C = Department of Public Safety & Y - Yes M - May Contain Confidential Information Fiscal Year (July 1 – June 30) Corrections N - No C - Confidential Information CY - Calendar Year (Jan 1 - Dec 31) HQ = Headquarters Vital Record **Archival Processing Codes** AY - Academic Year (Aug 1 - July 31) Identification Code FFY - Federal Fiscal Year (Oct 1 - Sept 30) A - Transfer to State Archives V = Vital R - Retain in Agency Archives MO - Months WK - Week (Mon-Sun) DY - Day(s) | = Important LOA - Life of Agency S - Review by State Archives PERM - Permanent (Life of State) U = Useful NOTE: Please put an asterisk (*) in the Remarks section for any record O - Other (Specify in Remarks) series that contains born-digital or imaged records. Include brief description of the technology (ExaScanned to OnBase).

Secretary of State, State Archives & Records Services

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Post Office E Agency No	Box 94125, Baton Rouge, LA 70804 Agency / Division / Section						s.la.go		_ORIGINAL SUBMISSION
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item Number	Records Series Title	Retention Period				vai	Rec		
		In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
6	Board Meetings/Hearings	PERM	PERM	PERM	P	Α	N	٧	Board schedules, written minutes of meetings/hearings, transfer to Archives after 20 CY
5 7	Offender Records	ACT	ACT	ACT	M	S	N	1	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 F	r M	s	N	1	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 F	Y P	8	N	ı	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)		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
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).		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				

Date Signed Secretary of State, State Archyes & Records Services Date Approved

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10	Clemency Records-UNFAVORABLE (Non-Lifer)	ACT	4 FY	ACT+4F	ŦΥ	M	s	N	79999	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	М	s	N		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	**************************************	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	Α	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	
0	END OF SCHEDULE						-	The state of the s			
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 Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			Vitalider	State Records Center Use Y — Yes I — No Vital Record dentification Code Y = Vital I = Important I = Useful				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	
Agency App	Loom Algo Of Date	/07/22 Signed	Secret	ary of State,	he State	/// e Arc	hives	Rec	1/2 ords	Services Date Approved	