

Records Management Policy

Policy Statement

Louisiana Revised Statute (LRS 44-410) requires a Records Management Program to ensure vital records are identified and maintained. [The Office of the Secretary of State, Division of Archives](#) has established policies and practices to assist State agencies in establishing and maintaining their Records Management Programs (LAC 4:XVII, Chapters 1-15).

Purpose of Policy

The purpose of this policy is to establish a systematic process that will effectively maintain Southeastern Louisiana University records. Louisiana Revised Statute 44:1 and 44:36 are included below.

[Louisiana Revised Statute 44:1](#) (General definitions):

All books, records, writings, accounts, letters and letter books, maps, drawings, photographs, cards, tapes, recordings, memoranda, and papers, and all copies, duplicates, photographs, including microfilm, or other reproductions thereof, or any other documentary materials, regardless of physical form or characteristics, **including information contained in electronic data processing equipment**, having been used, being in use, or prepared, possessed, or retained for use in the conduct, transaction, or performance of any business, transaction, work, duty, or function which was conducted,

All records created by Southeastern Louisiana University officers or employees in the course of their duties are retained for as long as they are required to meet the legal, administrative and operational requirements, after which time they are either destroyed or transferred to the Southeastern Louisiana University Archives and Special Collections, Sims Memorial Library. The final disposition (either destruction or transfer to the Records Center) of records is carried out according to approved records schedules and policies by the Records Officer. Records Officer Designation Form, SS ARC 940 must be signed by the Agency Chief Executive by and submitted to the Office of the Secretary of State by July 1 of each state fiscal year.

Applicability

Records Retention Schedule

The State Retention Schedule, Form [SS ARC 932](#), a standardized form created by State Archives, provides a format for each State agency to identify and classify its records by type. State Archives defines record types as "records series." As a University is a very diverse agency, records series will differ greatly from one department to another. Each department is responsible for using the resources available through the Louisiana Secretary of State's Records Division to identify records series and prepare a Records Retention Schedule.

Department/unit heads are responsible for submitting their complete and accurate schedules to the Southeastern Records Officer who will accumulate the SS ARC 932 forms for submission to State Archives for approval. The Records Officer will provide copies of the approved schedules to department/unit heads for their records. Department/unit schedules should be reviewed by the department/unit on an annual basis. Schedules are subject to the State Archives approval process every five years.

Disposal of Records

State Records Management Policies and Practices, LAC 4: XVII, Chapter 9, contains specific provisions relating to record disposal. Departments/units are advised to review these provisions prior to disposing records. Departments/units should be aware that, even though a record might not be listed on their current Record Retention Schedule, Chapter 9 of the Records Management Policies and Practices still applies. Also, if a record is considered to be either confidential or sensitive, the record should be disposed of in a manner that will maintain confidentiality.

General Procedures for completing [SS ARC 930](#):

1. Complete university/departmental/unit information on the SS ARC 930 form as required.
2. Select the series to be disposed from the Records Retention Schedule, [SS ARC 932](#) and transcribe the relevant information to SS ARC 930, including series titles, item numbers, inclusive dates, etc.
3. Forward the completed SS ARC 930 form to the Records Officer who will then forward the document to State Archives for approval. Once the approved SS ARC 930 is received by the Records Retention Officer, a copy will be sent to the department/unit for its records and its use.
4. Once a department/unit head receives an approved SS ARC 930 from the Records Retention Officer, the department/unit may dispose of the record by shredding or by an alternate method described in the State Records Management Policies and Practices, LAC 4: XVII, Chapter 9, Section 913.

Certificate of Destruction

1. Departments/units must complete a Certificate of Destruction, [SS ARC 933](#), for the records they dispose.
2. After disposal of records send a signed copy of the Certificate of Destruction, SS ARC 933, to the Records Retention Officer.

The Southeastern Louisiana University in Hammond, LA does not maintain a Records Center. Department/units are expected to maintain their records for the full duration of retention periods indicated

[End of Policy]