

Paul M. Hebert Law Center Records Retention Policy

The Paul M. Hebert Law Center is physically located on the campus of Louisiana State University in Baton Rouge, and it uses the services of many of LSU's administrative offices, including Accounting Services and Student Aid and Scholarships. Those offices are responsible for establishing and following their own records retention policies. The Law Center's policy is to defer to the records retention policies of those offices. The following schedule lists the LSU offices that keep Law Center records, and provides the retention schedule for records maintained by offices in the Law Center itself. The permanent copies of all Law Center records belong to the office of origin. Records should be retained in accordance with the following guidelines.

Accounting and Fiscal:

- MASTER COPY: LSU Office of Accounting Services
 - Invoices, receipts, checks, vouchers, contribution letters, projections, estimates, membership dues records.
 - Audit work papers, bank deposits and statements, budgets, earnings registers, gratuities, expense reports, labor cost records, ledgers, logs, petty cash records, travel expense vouchers and requests for authorization to travel.

Administrative:

- MASTER COPY: Law Center Office of Chancellor
 - Correspondence by Chancellor
 - Transitory correspondence and working papers: as needed for completion of task.
 - External correspondence, policy statements and records of final decisions not maintained in personnel or other files: permanent.
 - Minutes of faculty meetings: permanent

Contract Administration:

- MASTER COPY: LSU Office of Accounting Services, Sponsored Program Accounting
 - Contract and agreements not pertaining to employment or purchasing.

Supplies and Services:

- MASTER COPY: Law Center Business Office
 - Inventories retention: 1 year

- MASTER COPY: LSU Office of Environmental Safety
 - Inspection reports.

Personnel:

- MASTER COPY: LSU Office of Accounting Services/Payroll
 - Personnel action forms, tax withholding certificates, benefits elections documents.
- MASTER COPY: Law Center Office of Human Resource Management
 - Promotion/tenure forms (if applicable), I9 Forms, E2 Forms, Loyalty Oath, Correspondence filed in employee personnel files, supporting records of applicants and advertisements, leave and attendance records: 5 years minimum after employee separation or until final disposition.
 - Applicant records: 5 years minimum.
 - Job descriptions: retain while position is active.

Purchasing:

- MASTER COPY: LSU Office of Procurement Services
 - Bids, contracts, purchase orders, requests for services, requisitions, internal transactions retention.
 - Acknowledgements and quotations.

Student:

- MASTER COPY: Law Center Office of Admissions and Student Records
 - Documents for Applicants Who Enroll: includes application, official college and university transcripts, LSDAS reports, residency information, admission committee notes, acceptance letters, relevant correspondence, military documents, readmission forms, copies of international documents, degree petition approvals, retention: 5 years after graduation or term of last attendance.
 - Documents for Applicants Who Do Not Enroll: includes application, official college and university transcripts, LSDAS reports, residency information, admission committee notes, correspondence, retention: 1 year after term.
 - Academic action letters, application for graduation, name change forms, petition to award credit, resignation/cancellation forms, SSN changes, enrollment lists, degree award files, course schedules, resignations/cancellation forms, retention: 3 years. If any of these records are kept in the student files, the longer retention period applies.

- Academic ledgers (hardcopy: 1929-1994), grade sheets, graduation lists, grade change forms, retention: permanent.
- MASTER COPY: LSU Office of Computing Services
 - Online academic records (1995- present).

Student Financial Assistance:

- MASTER COPY: LSU Office of Student Aid and Scholarships
 - Student loans and scholarships file.

RECORDS OFFICER DESIGNATION FORM – RENEWAL

Records Management Section
Division of Archives, Records Management, and History
Louisiana Secretary of State
P.O. Box 94125
Baton Rouge, LA 70809

For Archives Use Only

Date Received: _____
Updated: _____
Updated by: _____

In compliance with LAC XVII and L.R.S. 44:411, on or before July 1 of each fiscal year, the chief executive officer of each agency shall designate a records officer to act as liaison between the Division of Archives, Records Management and History and the agency on all matters related to records management and communicate that designation to the State Archives.

Instructions: In the left hand column below is the information our office last received from your agency. We have tried to update the Executive where possible. Please review the information. If there are no changes, please mark the No Changes Required box found at the top of the Right hand column below. If your agency needs to update the information we have on file for your agency, please note the changes in the appropriate line in the right hand column. To ensure we are able to accurately update your agency's information, we ask you to print the information. You may affix a business card or label in the right hand column to update your agency's information. Once you have reviewed the information, please have the agency's Chief Executive Officer sign, date and print out their name at the bottom of the form and return it to us. Your cooperation is appreciated.

Last Information Submitted by Agency

Agency: **LSU Law Center**
Executive: **Jack M. Weiss**
Mailing Address: **1 East Campus Drive
Baton Rouge, LA 70803**

Designee: **Charlene Cain**
Title of Designee: **Head of Access Services**
Email : **charlene.cain@law.lsu.edu**
Phone: **(225)578-4957**
Fax: **(225)578-5773**

NO CHANGE REQUIRED []

Please make any changes below and please print.

Agency:
Executive:
Mailing Address:

Designee: **Melanie Sims**
Title of Designee: **Government Information Librarian**
Email : **melanie.sims@law.lsu.edu**
Phone: **(225)578-8815**
Fax: **(225)578-5773**

As Chief Executive Officer of the agency listed above, I hereby designate the person listed above for the State Fiscal year beginning July 1, 2009 and ending June 30, 2010. In the event that our designee changes during the year indicated above, we will notify your office of the change and name our new designee within thirty days of any such change.

Signed: *Jack M. Weiss*
Title: *Chancellor*

Print Name: *JACK M. WEISS*
Date: *6/9/09*

Please complete this form and either Mail to the address listed above or Fax to (225) 922-1220. It is not necessary to mail forms that have been faxed. Questions regarding this request can be directed to the Carrie Fager (225) 925-7552 or Sandra Hotard (225) 925-7695 in the Records Management Section.