

# Records Retention Schedule

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

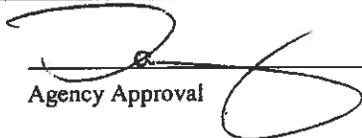
SSARC-932 (09/20)

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 ADDENDUM PAGE

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
Item Number	Records Series Title	In Office	In Storage	Total Retention						
		59007001.000	Washington Parish School Board-General							
1	Correspondence-General	ACT + 5 CY	0	ACT + 5 CY	P	S	N	U	ACT=Until end of CY in which created or received	
2	Correspondence-Legal	ACT + 10 FY	0	ACT + 10 FY	M	S	N	I	ACT=Until end of AY in which case is settled or dismissed.	
3	Correspondence - Administrative	PERM	0	PERM	M	R	N	V		
4	Time Sheets	ACT + 5 FY	0	ACT + 5 FY	M	S	N	V	ACT= Until end of CY reflected on time sheet	
5	Federal Grants	ACT + 5 CY	0	ACT + 5 CY	P	S	N	I	ACT=Until end of FY in which grant is closed out.	
6	State Grants	ACT + 5 CY	0	ACT + 5 CY	P	S	N	I	ACT=Until end of FY in which grant is closed out.	
7	Local Grants	ACT + 5 FY	0	ACT + 5 FY	P	S	N	I	ACT=Until end of FY in which grant is closed out.	
8	FEMA/GOHSEP	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT=Until end of FY in which grant is closed out for entire state or final grant report is issued by State to FEMA.	
<b>Permitted Retention Period Abbreviations</b> 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).		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information			<b>State Records Center Use</b> Y – Yes N - No			<b>Agency Abbreviations</b> FEMA – Federal Emergency Management Agency GOHSEP – Governor’s Office of Homeland Security and Emergency Preparedness		
		<b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			<b>Vital Record Identification Code</b> V= Vital I = Important U= Useful					

  
 Agency Approval

6/18/24  
 Date Signed

  
 Secretary of State, State Archives & Records Services

JUN 20 2024  
 Date Approved

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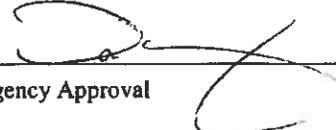
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
59007001.000	Washington Parish School Board-Administration								
9	Agendas-Board	PERM	0	PERM	P	R	N	V	
10	Agendas-General	ACT + 5 FY	0	ACT + 5 FY	P	S	N	U	ACT=Until end of AY in which created or received
11	Appointments: Committee, Advisory, Group	ACT + 5 FY	0	ACT + 5 FY	P	S	N	V	ACT=Until end of FY in which created or received
12	Board Tape Recordings	ACT + 6 MO	0	ACT + 6 MO	P	S	S	U	ACT=Until end of CY in which recording was made
13	Litigation-Segregation	PERM	0	PERM	M	R	N	V	
14	Minutes-Board	PERM	0	PERM	P	R	N	V	
15	Minutes-Committee of the Whole	PERM	0	PERM	P	R	N	V	
16	Reapportionment	PERM	0	PERM	P	R	N	V	
17	Collective Bargaining Agreements	PERM	0	PERM	M	R	N	V	
18	Public Records Request	ACT + 5 FY		ACT + 5 FY	P	R	N	U	ACT=Until end of FY in which created or received AC
<b>Permitted Retention Period Abbreviations</b> 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).		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information  <b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			<b>State Records Center Use</b> Y – Yes N - No  <b>Vital Record Identification Code</b> V= Vital I = Important U= Useful		<b>Agency Abbreviations</b>		

  
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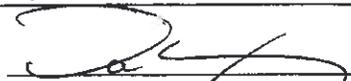
RENEWAL

REPLACEMENT PAGE

ADDENDUM PAGE

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Item Number	Records Series Title	In Office	In Storage	Total Retention					
59007001.000	Washington Parish School Board-Administration (Cont.)								
19	School Property Titles	PERM	0	PERM	P	R	N	V	
20	Central Office Property Titles	PERM	0	PERM	P	R	N	V	
21	Student Transcript Request	ACT +5 CY	0	ACT + 5 CY	M	S	N	U	
22	Tax Renewal Propositions	PERM	0	PERM	P	R	N	V	
23	Bond Renewal Authorizations	PERM	0	PERM	P	R	N	V	
24	Student Expulsion Hearings	ACT + 6 AY	0	ACT + 6 AY	C	S	N	I	
25	Sexual Harassment Investigation	PERM	0	PERM	M	R	N	V	
26	Hazardous Waste Information	PERM	0	PERM	P	R	N	V	
27	Policies & Procedures	PERM	0	PERM	P	R	N	V	

<p><b>Permitted Retention Period Abbreviations</b></p> <p>ACT – Active Period (when used define term in remarks column)</p> <p>FY- Fiscal Year (July 1- June 30)</p> <p>CY – Calendar Year (Jan 1 – Dec 31)</p> <p>AY – Academic Year (Aug 1 – July 31)</p> <p>FFY – Federal Fiscal Year (Oct 1 – Sept 30)</p> <p>MO – Months WK – Week (Mon-Sun) DY - Day(s)</p> <p>PERM – Permanent (Life of State)      LOA – Life of Agency</p> <p>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><b>Security Status Codes</b></p> <p>P – Public Record</p> <p>M – May Contain Confidential Information</p> <p>C – Confidential Information</p> <p><b>Archival Processing Codes</b></p> <p>A – Transfer to State Archives</p> <p>R – Retain in Agency Archives</p> <p>S – Review by State Archives</p> <p>O – Other (Specify in Remarks)</p>	<p><b>State Records Center Use</b></p> <p>Y – Yes</p> <p>N - No</p> <p><b>Vital Record Identification Code</b></p> <p>V= Vital</p> <p>I = Important</p> <p>U= Useful</p>	<p><b>Agency Abbreviations</b></p>
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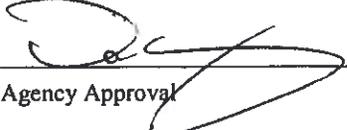
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Remarks	

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
59007001.000	Washington Parish School Board-Accounting								
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
30	Accounts Payable	ACT + 10 FY	0	ACT + 10 FY	P	S	N	V	ACT=Until end of FY in which audited.
31	Journal Entries	ACT + 10 FY	0	ACT + 10 FY	P	S	N	V	ACT=Until end of FY in which created or received
32	Payroll Entries	ACT + 10 FY	0	ACT + 10 FY	M	S	N	I	ACT=Until end of CY in which created or received
33	Deposits/Receipts/Transfers	ACT + 10 FY	0	ACT + 10 FY	P	S	N	V	ACT=Until end of FY in which audit is complete
34	Bank Statements/Reconciliations	ACT + 10 FY	0	ACT + 10 FY	M	S	N	V	ACT=Until end of FY in which audit is complete
35	Wire Payments	ACT + 10 FY	0	ACT + 10 FY	M	S	N	V	ACT=Until end of FY in which audit is complete
36	Credit Cards Statements/Support	ACT + 10 FY	0	ACT + 10 FY	M	S	N	V	ACT=Until end of FY in which audit is complete
37	Voided Checks	ACT + 5 FY	0	ACT + 5 FY	M	S	N	V	ACT=Until end of FY in which audit is complete
38	Canceled checks	ACT + 10 FY	0	ACT + 10 FY	M	S	N	V	ACT=Until end of FY in which audit is complete
39	Reimbursement Request	ACT + 10 FY	0	ACT + 10 FY	P	S	N	V	ACT=Until end of FY in which audit is complete
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
Item Number	Records Series Title	In Office	In Storage	Total Retention						
59007001.000	Washington Parish School Board-Payroll									
48	Payroll Deduction Authorizations	ACT + 10 CY	0	ACT + 10 CY	M	S	N	V	ACT=Until end of CY in which date tax is paid or due; whichever is later	
49	Direct Deposit Forms	ACT + 10 CY	0	ACT + 10 CY	M	S	N	V	ACT=Until end of CY in which created or received	
50	Garnishment Orders and Calculations	ACT + 10 CY	0	ACT + 10 CY	M	S	N	V	ACT=Until end of CY in which paid full/garnishment lifted	
51	Paycheck/Advice Images	ACT + 10 CY	0	ACT + 10 CY	M	S	N	V	ACT=Until end of CY in which created or received	
52	Payroll Run Requests/Supporting Documents	ACT + 10 CY	0	ACT + 10 CY	M	S	N	V	ACT=Until end of CY in which created or received	
53	Retirement File Submissions	ACT + 10 FY	0	ACT + 10 CY	C	S	N	V	ACT= Until end of FY in which created or received	
54	Salary Calculations	ACT + 10 CY	0	ACT + 10 CY	C	S	N	V	ACT=Until end of CY in which created or received	
55	Salary Schedules	PERM		PERM	P	R	N	V		
56	Leave Accrual Roll Documents	ACT + 10 CY	0	ACT + 10 CY	M	S	N	I	ACT=Until end of CY in which created or received	
57	Withholding Tax Election Forms	ACT + 10 FY	0	ACT + 10 FY	M	S	N	I	ACT= Until end of FY in which tax is paid or due, whichever is later	
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
59007001.000	Washington Parish School Board-Health Insurance/Retirement								
62	Cafeteria Plan Forms/Insurance Forms	ACT + 10 CY	0	ACT + 10 CY	M	S	N	V	ACT=Until end of CY in which date tax paid or due, whichever is later.
63	COBRA Records	ACT + 10 CY	0	ACT + 10 CY	M	S	N	V	ACT=Until end of the CY in which policy expires or terminates and all.
64	Employee Life Insurance Rate Updates	PERM	0	PERM	P	R	N	V	
65	Reports-Deductions, Check Register, Insurance Reports	ACT + 10 CY	0	ACT + 10 CY	M	S	N	V	ACT=Until end of CY in which report is issued
66	Disability Insurance Claims/Life Ins. Claims	PERM	0	PERM	M	R	N	V	ACT=Until end of the CY in which case is settled or dismissed.
67	Life Insurance Beneficiary Information	ACT + 70 CY	0	ACT + 70 CY	M	S	N	V	ACT=Until end of the CY in which employee separates from agency.
68	Insurance rates (Health and Life)	PERM	0	PERM	P	R	N	V	
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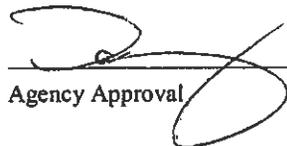
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Remarks

Agency No	Agency / Division / Section	Security	Archival	State Records Center	Vital	Retention Period			Remarks
Item Number	Records Series Title					In Office	In Storage	Total Retention	
59007001.000	Washington Parish School Board-Risk Management								
69	Liability Insurance Policies	P	S	N	V	ACT + 5 FY	0	ACT + 5 FY	ACT=Until end of FY in which policy expires or terminates and all claims have been closed out
70	Property Insurance Policies	P	S	N	V	ACT + 5 FY	0	ACT + 5 FY	ACT=Until end of FY in which policy expires or terminates and all claims have been closed out
71	Student Accident Insurance Policies	P	S	N	V	ACT + 5 FY	0	ACT + 5 FY	ACT=Until end of FY in which policy expires or terminates and all claims have been closed out
72	Excess Worker's Comp Policies	P	S	N	V	ACT + 5 FY	0	ACT + 5 FY	ACT=Until end of FY in which policy expires or terminates and all claims have been closed out
73	W/C Third Party Administrator Contract	P	S	N	V	ACT + 10 FY	0	ACT + 10 FY	ACT=Until end of FY in which contract expires
74	Electronic Data Processing Insurance Policy	P	S	N	V	ACT + 5 FY	0	ACT + 5 FY	ACT=Until end of FY in which policy expires or terminates and all claims have been closed out
75	Worker's Compensation Claims	M	S	N	V	ACT + 10 FY	0	ACT + 10 FY	ACT=Until end of FY in which settlement is made
76	Employee Accident Reports	M	R	N	V	ACT + 10 FY	0	ACT + 10FY	ACT=Until end of FY in which final settlement was made
77	Student Accident Reports	M	R	N	V	ACT + 10 FY	0	ACT + 10FY	ACT=Until end of FY in which final settlement was made
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59007001.000	Washington Parish School Board-Purchasing							
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital
82	Formal Bid Records	ACT + 10 FY	0	ACT + 10 FY	P	S	N	V
83	Purchasing Records	ACT + 10 FY	0	ACT + 10 FY	P	S	N	V

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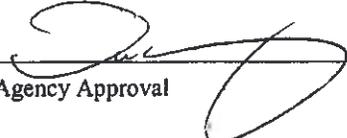
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59007001.000	Washington Parish School Board-Child Nutrition/School Lunch								
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
84	Free/Reduced Meal Applications	ACT + 3 FY	0	ACT + 3 FY	C	S	N	I	ACT=Until end of FY in which created or received
85	Claim for Reimbursement	ACT + 3 FY	0	ACT + 3 FY	P	S	N	V	ACT=until end of FY in which audited
86	WPSB Agreements/Contracts to Provide Meals	ACT + 10 CY	0	ACT + 10 CY	P	S	N	I	ACT= Until end of CY in which contract (agreement) expires or terminates
87	Cost of Food Used Worksheet	ACT + 3 FY	0	ACT + 3 FY	P	S	N	U	ACT=until end of FY in which created or received
88	Direct Certification Documentation	ACT + 3 FY	0	ACT + 3 FY	C	S	N	I	ACT=until end of FY in which created or received
89	Inventory Records	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT=until end of FY in which created or received
90	Annual Application	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT=until end of FY in which created or received
91	Verification Documentation	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	ACT=until end of FY in which created or received
92	Bank statements	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT = Until end of FY in which audited
93	Deposit Slips	ACT + 3 FY	0	ACT + 3 FY	M	S	N	I	ACT = until end of FY in which created or received
<b>Permitted Retention Period Abbreviations</b> 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).		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information			<b>State Records Center Use</b> Y – Yes N - No		<b>Agency Abbreviations</b> WPSB - Washington Parish School Board		
		<b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			<b>Vital Record Identification Code</b> V= Vital I = Important U= Useful				

  
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 Date Approved

# Records Retention Schedule

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Remarks

Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
59007001.000	Washington Parish School Board-Child Nutrition/School Lunch								
94	Daily Food Production Records	ACT + 3 FY	0	ACT + 3 FY	P	S	N	U	ACT= until end of FY in which created or received
95	Daily Participation Counts	ACT + 3 FY	0	ACT + 3 FY	P	S	N	U	ACT= until end of FY in which created or received

<b>Permitted Retention Period Abbreviations</b> 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).	<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information  <b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)	<b>State Records Center Use</b> Y – Yes N - No  <b>Vital Record Identification Code</b> V= Vital I = Important U= Useful	<b>Agency Abbreviations</b>
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*6/18/2024*  
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*Amy Moran*  
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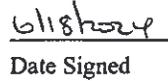
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
59007001.000	Washington Parish School Board-Curriculum and Instruction								
99	Federal Grants	ACT+ 5 FY	0	ACT+ 5 FY	P	S	N	V	ACT=Until end of FY in which grant is closed out
100	State Grants	ACT + 5 FY	0	ACT + 5 FY	P	S	N	V	ACT=Until end of FY in which grant is closed out
101	Local Grants	ACT + 5 FY	0	ACT + 5 FY	P	S	N	V	ACT=Until end of FY in which grant is closed out
102	Textbook Adoption	ACT + 7 FY	0	ACT + 7 FY	P	S	N	U	ACT=Until end of FY in which created or received
103	Test Scores	ACT + 10 FY	0	ACT + 10 FY	C	S	N	V	ACT=Until end of school year in which testing took place
104	School Performance Reports	PERM	0	PERM	P	R	N	V	
105	Testing Documentation	ACT + 3 FY	0	ACT + 3 FY	M	S	N	V	ACT=Until end of school year in which testing took place
106	ACT Summary Reports	ACT + 5 FY	0	ACT + 5 FY	P	S	N	I	ACT=Until end of FY in which created or received
107	Student of the year Records	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT=Until end of FY in which created or received
108	Teacher of the Year Records	ACT + 3 FY	0	ACT + 3 FY	M	S	N	U	ACT=Until end of FY in which created or received
<b>Permitted Retention Period Abbreviations</b> 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).		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information  <b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			<b>State Records Center Use</b> Y – Yes N - No  <b>Vital Record Identification Code</b> V= Vital I = Important U= Useful		<b>Agency Abbreviations</b>  ACT – American College Testing		

  
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
Item Number	Records Series Title	In Office	In Storage	Total Retention						
59007001.000	Washington Parish School Board-Maintenance									
109	LDEQ-Water Quality Annual Maintenance Fees	PERM	0	PERM	P	R	N	V		
110	LEDQ-Wastewater Permits	PERM	0	PERM	P	R	N	V		
111	SFM-Boiler inspection & Certificates	PERM	0	PERM	P	R	N	V		
112	LA DNR Gas Leak Surveys & Cathodic Protection Survey	PERM	0	PERM	P	R	N	V		
113	Vehicle Files	ACT + 5 CY	0	ACT + 5 CY	P	S	N	U		
114	Inventory ledger	ACT + 3FY	0	ACT + 3FY	P	R	N	U		
115	Vehicle-Bill of Sales	PERM	0	PERM	P	R	N	V		
116	Asbestos Plans (AHERA)	ACT +10 CY	0	ACT +10 CY	P	S	N	V		
117	Work Orders	ACT + 4 FY	0	ACT + 4 FY	P	S	N	V		
118	Blueprints, Specifications & Shop Drawings	LOA + 3 CY	0	LOA + 3 CY	C	S	N	V		
<b>Permitted Retention Period Abbreviations</b> 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). OnBase).		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information			<b>State Records Center Use</b> Y – Yes N - No			<b>Agency Abbreviations</b> LDEQ – Louisiana Department of Environmental Quality SFM – State Fire Marshal LA DNR – Louisiana Department of Natural Resources AHERA – Asbestos Hazard Emergency Response Act		
		<b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			<b>Vital Record Identification Code</b> V= Vital I = Important U= Useful					

  
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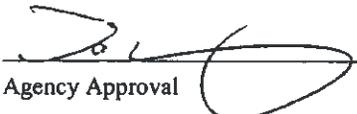
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
59007001.000	Washington Parish School Board-Maintenance								
119	Surveys & Topographic Maps	PERM	0	PERM	P	R	N	V	
120	Portable Building	PERM	0	PERM	P	R	N	V	

<p><b>Permitted Retention Period Abbreviations</b></p> <p>ACT – Active Period (when used define term in remarks column)</p> <p>FY- Fiscal Year (July 1- June 30)</p> <p>CY – Calendar Year (Jan 1 – Dec 31)</p> <p>AY – Academic Year (Aug 1 – July 31)</p> <p>FFY – Federal Fiscal Year (Oct 1 – Sept 30)</p> <p>MO – Months WK – Week (Mon-Sun) DY - Day(s)</p> <p>PERM – Permanent (Life of State)      LOA – Life of Agency</p> <p>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><b>Security Status Codes</b></p> <p>P – Public Record</p> <p>M – May Contain Confidential Information</p> <p>C – Confidential Information</p> <p><b>Archival Processing Codes</b></p> <p>A – Transfer to State Archives</p> <p>R – Retain in Agency Archives</p> <p>S – Review by State Archives</p> <p>O – Other (Specify in Remarks)</p>	<p><b>State Records Center Use</b></p> <p>Y – Yes</p> <p>N - No</p> <p><b>Vital Record Identification Code</b></p> <p>V= Vital</p> <p>I = Important</p> <p>U= Useful</p>	<p><b>Agency Abbreviations</b></p>
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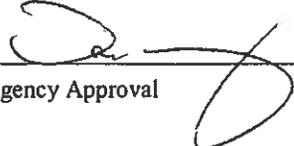
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
59007001.000	Washington Parish School Board-Information Technology								
121	Information Technology RFP's	ACT + 10 FY	0	ACT + 10 FY	M	S	N	V	ACT=Until end of FY in which created or received
122	Software Licenses	ACT + 5 FY	0	ACT + 5 FY	M	S	N	V	ACT=Until end of the FY in which the system is retired
123	E-Rate Documentation	ACT + 10 FY	0	ACT + 10 FY	P	S	N	U	ACT=Until end of FY in which created or received
<b>Permitted Retention Period Abbreviations</b> 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).		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information  <b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			<b>State Records Center Use</b> Y – Yes N – No  <b>Vital Record Identification Code</b> V= Vital I = Important U= Useful		<b>Agency Abbreviations</b> RFP – Request For Proposal		

  
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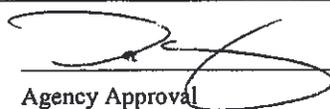
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
59007001.000	Washington Parish School Board-School Sites								
Item Number	Records Series Title	In Office	In Storage	Total Retention	Security	Archival	State Records Center	Vital	Remarks
125	Accounting/Financial	ACT + 10 FY	0	ACT + 10 FY	P	S	N	V	ACT = until the end of the FY created or received
126	Employee Attendance	ACT + 5 FY	0	ACT + 5 FY	M	S	N	V	ACT = until the end of the FY created or received
127	Payroll	ACT + 10 FY	0	ACT + 10 FY	C	S	N	V	ACT = until the end of the FY created or received
128	Discipline	ACT + 5 FY	0	ACT + 5 FY	C	S	N	U	ACT = until end of the FY in which the student is no longer enrolled
129	IEP Records	ACT + 5 FY	0	ACT + 5 FY	C	S	N	U	ACT = until end of the FY in which the student is no longer enrolled
130	Graduate Cumulative Folder	PERM	0	PERM	C	R	N	V	
131	Graduation Record	ACT + 10 CY	0	ACT + 10 CY	C	S	N	V	ACT = until end of the FY in which the student is no longer enrolled
132	Student attendance	ACT + 3 FY	0	ACT + 3 FY	C	S	N	I	ACT = until end of FY in which created or received.
133	School bank Reconciliations	ACT + 10 FY	0	ACT + 10 FY	P	S	N	U	ACT = until the end of the FY created or received
<b>Permitted Retention Period Abbreviations</b> 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).		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information  <b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			<b>State Records Center Use</b> Y – Yes N - No  <b>Vital Record Identification Code</b> V= Vital I = Important U= Useful		<b>Agency Abbreviations</b>  IEP – Individualized Educational Plan		

  
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Agency No	Agency / Division / Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
59007001.000	Washington Parish School Board-Other								
<b>Item Number</b>	<b>Records Series Title</b>	<b>In Office</b>	<b>In Storage</b>	<b>Total Retention</b>					
134	Grade books	ACT + 5 FY	0	ACT + 5 FY	M	S	N	I	ACT = until the end of the FY in which created
135	FINS Documentation	ACT + 3 FY	0	ACT + 3 FY	C	S	N	I	ACT = until the end of the FY in which the last report is submitted to the court, or student is no longer enrolled, whichever is later.
136	10 Day Count Reports	ACT + 1 FY	0	ACT + 1 FY	M	S	N	U	ACT = until the end of the FY created or received
137	Teacher Observation/Evaluations	ACT + 5 FY	0	ACT + 5 FY	C	S	N	I	ACT = until end of the FY in which employee separates from agency or is terminated.
138	Home Language/Residency/Migrant documentation	ACT + 5 FY	0	ACT + 5 FY	C	S	N	V	ACT = until end of the FY in which the student is no longer enrolled
<b>Permitted Retention Period Abbreviations</b> 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).		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information  <b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)			<b>State Records Center Use</b> Y – Yes N - No  <b>Vital Record Identification Code</b> V= Vital I = Important U= Useful		<b>Agency Abbreviations</b>  FINS-Families in Need of Services		

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6/18/2024



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