

TITLE: RECORDS RETENTION

EFFECTIVE DATE: July 1, 2003

LAST REVISION: October 26, 2007

Policy No. 6.015.1

Policy Statement

Sowela Technical Community College has established policy to ensure that all records housed be maintained, preserved, and/or destroyed in a way that adequately meets local, state, and/or federal requirements for record retention.

SCOPE

This policy is in accordance with State of Louisiana Legislative Acts RS/44.36 Preservation of Records, R.S. 44:411 Selective Retention of Records and Actions of Recovery of Records, and follows the procedures outlined in *The Louisiana State Archives Records Management Handbook*.

GENERAL ACCOUNTING/FISCAL RESPONSIBILITY

General accounting, federal and state fiscal records shall be maintained in the business office of STCC.

Inactive files shall be maintained according to the following:

All **public records** shall be preserved and maintained for a period of at least three years from the date on which the public record was made unless otherwise mandated.

Records pertaining to **federal programs** including federal grants shall be held for a minimum of three years from the date on which the records were made unless otherwise mandated by the operative federal agency. These records shall not be destroyed in any case where litigation with reference thereto is pending, or until the appropriate state or federal audits have been conducted. All general accounting/fiscal records shall be accessible for audit or for investigative purposes by authorized parties upon request.

Department of Revenue records shall be preserved for a minimum of five years. Records may be destroyed after five years from the thirty-first day of December of the year in which the tax to which the records pertain become due. Provided, however, that these records shall not be destroyed in any case where there is a contest relative to the payment of taxes or where a claim has been made for a refund or where litigation with reference thereto is pending.

All **payroll** and **personnel files** are maintained in a locked fireproof file located in the Department of Human Resources. Access is limited to authorized personnel only.

ARCHIVAL RECORDS

Records management shall be established according to the State of Louisiana Secretary of State Division of Archives, Records Management and History in agreement with the mandates of RS 44.411 of the Louisiana legislature. Procedure for creation, distribution and use, storage and maintenance, retention and disposition, and archival preservation of records is outlined in the Louisiana State Archives Records Management Handbook. A records committee composed of the Registrar, Director of Human Resources, and Director of Finance provides the necessary notifications that must be submitted to the LCTCS central office and to act as the point of contact for records disposal notification.

Policy Reference: Louisiana Legislative Acts RS/44.36, Preservation of Records, R.S. 44:411

Source of Policy: HR

Related Policy: Louisiana Department of Administration R.S. 44:411 LCTCS Policy Reference: 4.010

LCTCS Guideline Reference: Record Retention

Approved by: _____
Chancellor

Date: _____