## Records Retention Schedule

**Agency No**: LA BOARD OF PARDONS AND PAROLE  
**Department Regulation No**: A-01-009 - Schedule E

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Security</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>In Office</td>
<td>In Storage</td>
</tr>
<tr>
<td>1</td>
<td>General administrative office files</td>
<td>ACT</td>
<td>2FY</td>
</tr>
<tr>
<td>2</td>
<td>Policies, procedures, regulations</td>
<td>ACT</td>
<td>PERM</td>
</tr>
<tr>
<td>3</td>
<td>Legal records</td>
<td>ACT</td>
<td>3FY</td>
</tr>
<tr>
<td>4</td>
<td>Property Control</td>
<td>ACT</td>
<td>3FY</td>
</tr>
<tr>
<td>5</td>
<td>Human Resources-Board member records</td>
<td>PERM</td>
<td>PERM</td>
</tr>
</tbody>
</table>

**Remarks**
- **1**: Reports, memoranda, correspondence, directives, meeting notes. ACT=end of FY in which record was created or received.
- **2**: History of changes in rules, policies, procedures. ACT=end of FY in which record was created or received.
- **3**: Appeals, grievances, lawsuits, public records requests. ACT=until end of FY in which matter is resolved.
- **4**: Property certification records. ACT=until end of FY in which record was created or received.
- **5**: Board member appointment letters, travel expense forms, records of training received. Must be kept permanently.

### 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 DY - Day(s)
- PERM - Permanent

### 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)

### Vital Record Identification Code
- V = Vital
- I = Important
- U = Useful

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**Agency Approval**: 8/15/13  
**Date Signed**: 8/15/13  
**Secretary of State, State Archives & Records Services**: 8/26/13  
**Date Approved**: 8/26/13
# Records Retention Schedule

**Agency No:** Louisiana Secretary of State, Division of Archives, Records Management and History  
**Post Office Box:** 94125, Baton Rouge, LA 70804

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Security</th>
<th>Archival</th>
<th>State Records Center</th>
<th>Vital</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Human Resources-Personnel Records-Board staff</td>
<td>ACT</td>
<td>ACT</td>
<td>ACT</td>
<td>M S N</td>
<td>U</td>
<td>Personnel records - Performance Planning, job description, and other employee-specific info. ACT=until end of CY in which employee was employed at the Board. At the expiration of ACT status, the record will be sent to DPS&amp;C HQ Human Resources office for retention in accordance with their retention schedule.</td>
</tr>
<tr>
<td>7</td>
<td>Board Meetings/Hearings</td>
<td>PERM</td>
<td>PERM</td>
<td>PERM</td>
<td>P A N</td>
<td>V</td>
<td>Board schedules, written minutes of meetings/hearings, transfer to Archives after 20 CY</td>
</tr>
<tr>
<td>8</td>
<td>Offender Records</td>
<td>ACT</td>
<td>ACT</td>
<td>ACT</td>
<td>M S N</td>
<td>I</td>
<td>Offender records created in advance of pardon or parole proceedings. ACT=until end of the offender's proceedings before the Board. At the expiration of ACT status, the record will be sent to DPS&amp;C Probation &amp; Parole for retention in accordance with their retention schedule.</td>
</tr>
</tbody>
</table>

### Permitted Retention Period Abbreviations
- **ACT** - Active Period (when used define term in remarks column)
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  - **WK** - Week  
  - **DY** - Day(s)
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### Security Status Codes
- **P** - Public Record
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- **C** - Confidential Information
- **Archival Processing Codes**
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- **O** - Other (Specify in Remarks)

### State Records Center Use
- **Y** - Yes
- **N** - No

### Archival Processing Codes
- **V** - Vital Identification Code
- **I** - Important
- **U** - Useful

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**Agency Approval:**  
**Date Signed:**  
**Secretary of State, State Archives & Records Services:**  
**Date Approved:**
# Records Retention Schedule

**Agency**

*LA DEPT OF PUBLIC SAFETY & CORRECTIONS*

**Agency Division / Section**

*LA BOARD OF PARDONS & PAROLE*

**Dept Regulation No.**

*A-01-009 - Schedule E*

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<th>State Records Center</th>
<th>Vital</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Clemency Applications</td>
<td>ACT 2FY</td>
<td>M</td>
<td>S</td>
<td>N</td>
<td>U</td>
<td>Applications for clemency to be reviewed by Board to determine if case will be heard. ACT= until the end of the FY in which application was reviewed and voted upon. Only those that the Board has voted NOT to have a hearing fall into this category.</td>
</tr>
<tr>
<td>10</td>
<td>Board Meeting Audio Recordings</td>
<td>ACT 2FY</td>
<td>P</td>
<td>R</td>
<td>N</td>
<td>U</td>
<td>Audio recordings of pardon and parole board meetings/hearings. ACT=end of FY in which audio record was created.</td>
</tr>
<tr>
<td>11</td>
<td>Clemency Records - UNFAVORABLE (Non-Lifer)</td>
<td>ACT 4FY</td>
<td>M</td>
<td>S</td>
<td>I</td>
<td></td>
<td>Records created in advance of pardon proceedings; these cases did not result in favorable recommendation for clemency. ACT=until the end of FY in which clemency proceeding was held.</td>
</tr>
</tbody>
</table>

**SEE NEXT PAGE**

**Permitted Retention Period Abbreviations**

- **ACT** - Active Period (when used define term in remarks column)
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**Security Status Codes**

- **P** - Public Record
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**Archival Processing Codes**

- **A** - Transfer to State Archives
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**State Records Center Use**

- **Y** - Yes
- **N** - No

**Vital Record Identification Code**

- **V** - Vital
- **I** - Important
- **U** - Useful

**Agency Abbreviations**

- **DPS&C** - Department of Public Safety & Corrections
- **Non-Life** - An offender who has not been sentenced to a lifetime term of imprisonment.

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**Agency Approval**

*Eugenie C. Brewer* 8/15/13

**Date Signed**

*Carrie J. Cambry* 8/26/13

**Secretary of State, State Archives & Records Services**

**Date Approved**

*Amended*
# Records Retention Schedule

Louisiana Secretary of State, Division of Archives, Records Management and History  
Post Office Box 94125, Baton Rouge, LA 70804  
Http://www.sos.la.gov

<table>
<thead>
<tr>
<th>Agency No</th>
<th>Agency / Division / Section</th>
<th>Records Series Title</th>
<th>Retention Period</th>
<th>Total Retention</th>
<th>Security Status</th>
<th>Archival Processing</th>
<th>Vital Record</th>
<th>Remarks</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>LA DEPT OF PUBLIC SAFETY &amp; CORRECTIONS</td>
<td>LA BOARD OF PARDONS &amp; PAROLE</td>
<td>Dept Regulation No. A-01-009 - Schedule E</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Clemency Records - UNFAVORABLE (Lifer)</td>
<td>ACT 15FY ACT+15FY M S N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Records created in advance of pardon proceedings; these cases did not result in favorable recommendation for clemency. ACT=until the end of FY in which clemency proceeding was held.</td>
</tr>
<tr>
<td>13</td>
<td>Clemency Records - UNFAVORABLE (CAPITAL CASES)</td>
<td>ACT 0 PERM M A N V</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Records created in advance of pardon proceedings for offenders on Death Row, which did not result in favorable recommendation for clemency. ACT=until death of offender. Transfer to Archives at the end of the FY they become inactive.</td>
</tr>
<tr>
<td>14</td>
<td>Clemency Records - FAVORABLE</td>
<td>ACT 0 PERM M A N V</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Records created in advance of pardon proceedings; these cases resulted in favorable recommendation for clemency. ACT=until action is taken by the Governor. Transfer to Archives at the end of the FY they become inactive.</td>
</tr>
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</table>

## END OF SCHEDULE

Permitted Retention Period Abbreviations  
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State Records Center Use  
Y – Yes  
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Vital Record Identification Code  
V = Vital  
I = Important  
U = Useful

Agency Abbreviations  
DPS&C=Department of Public Safety & Corrections  
Lifer=an offender who was sentenced to a lifetime term of imprisonment

Agency Approval  
[Signature] 8/15/13

Date Signed  
[Signature] 8/16/13

Secretary of State, State Archives & Records Services  
[Signature] 8/16/13

Date Approved  
8/16/13  
Amended