



**Title:** Fiscal and HR Records Retention

**Effective Date:** May 15, 2007

**Date of Last Revision:** May 15, 2007

**Review Date:**

**Cancellation:**

**Office:** Financial Services (FS 200)

### *Fiscal and HR Records Retention*

Louisiana Technical College (LTC) has established policy to insure that all records housed at the LTC and campuses be maintained, preserved, and/or destroyed in a way that adequately meets local, state, and/or federal requirements for record retention.

*Policy Reference:* Louisiana Legislative Acts RS/44.36  
Preservation of Records, R.S. 44:411  
LCTCS Policy #4.010 Records Retention and Disposal

*Review Process:*

X	Reviewing Council/Entity	Review Date	Effective Date
X	LTC Executive Council	06/10/04	
X	Vice President for Career & Technical Education	06/01/07	06/01/07

*Distribution:* Distributed Electronically via College's Intranet  
Hard Copy Distribution to Regional Directors

James R. Sawtelle III  
Vice President for Career and Technical Education



*Fiscal & HR Records Retention*

**Procedures & Specific Information**

**252.1 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*.

**252.2 GENERAL ACCOUNTING/FISCAL RESPONSIBILITY**

General accounting, federal and state fiscal records shall be maintained in the campus business office. Inactive files shall be maintained according to the following:

**252.2.1** 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.

**252.2.2** 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.

**252.2.3** *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.

**252.2.4** *Payroll* records shall be preserved in perpetuity.

**252.2.5** *Personnel Files* of currently employed personnel shall be housed in a locked fireproof file located in the Administration Building of the college campus. Access is limited to authorize personnel only.

**252.3 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.

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

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