

DEPARTMENT OF NATURAL RESOURCES

ADMINISTRATIVE POLICY NO.: 8

EFFECTIVE DATE: APRIL 16, 2018

SUBJECT: RECORDS RETENTION

AUTHORIZATION: THOMAS F. HARRIS, SECRETARY

I. POLICY

It is the policy of the Department of Natural Resources (DNR) that records generated in furtherance of the department's mission and goals be maintained in compliance with La. R.S. 44:36. The Appointing Authority for each Office within DNR is responsible for maintaining a Records Retention Schedule and ensuring compliance therewith for all documents used in performing the business affairs of the Department.

II. PURPOSE

This policy assures compliance with La. R.S. 44:36 and that each Office has identified, organized and developed a process for ensuring retention and disposal of public records and documents.

III. APPLICABILITY

This policy applies to all DNR Offices.

IV. DEFINITIONS

- A. DNR Records Officer** – The individual designated by the DNR Secretary to serve as a liaison between DNR and the State Archives Office in accordance with La. R.S. 44:411.
- B. Records Coordinator(s)** – The individual(s) designated to assist the Records Officer in coordinating the records retention process on behalf of his/her Office/Division.
- C. Records Retention Schedule** – A comprehensive listing of records of continuing value and the length of time the records warrant retention for administrative, legal or fiscal purposes after it has been created or received by the Office/Division.

V. PROCEDURES

A. DESIGNATION OF DNR RECORDS OFFICER

To designate the DNR Records Officer, the DNR Secretary must complete, sign, and submit Form SS ARC-940 to the State Archives' Records Management Section. By Administrative Rule, this designation is due annually by July 1 of each year, and should be amended at any point in the state fiscal year (July 1 – June 30) in which the Records Officer changes.

B. DESIGNATION OF RECORDS COORDINATOR(S)

To designate a Records Coordinator, the Appointing Authority shall notify the DNR Records Officer of the selected individual. Accordingly, the DNR Records Coordinator must complete, sign, and submit Form SS ARC-941 to the State Archives' Records Management Section. Once designated, the State Archives' Records Management Section should be notified within 30 days of separation or position change by the Records Coordinator.

C. RECORD RETENTION SCHEDULES


1. Prior to September 1, of every odd year, it is the responsibility of the DNR Records Officer to initiate the review of existing retention schedules by the respective Records Coordinators.
2. Upon review, if the Records Coordinator determines no revisions are required to the record retention schedule, he/she shall notify the DNR Records Officer in writing accordingly.
3. If revisions are warranted, the revised record retention schedule(s) will be forwarded to the DNR Records Officer who will submit them to the State Archives' Records Management Section for review and approval.
4. Upon completion of the "In Office" retention period specified in the records retention schedule, the DNR Records Officer must secure approval by the State Archives' Records Management Section via the appropriate form for further disposition of the applicable records:
 - a. Records Disposal (if there is no "In Storage" retention period) – Form SS ARC-930; Only after approval of the form by State Archives may the Records Coordinator proceed with the secure disposal of identified documents; or,
 - b. Transmittal to and Temporary Storage of Records at the State Archives Records Center – Form SS ARC-103; or,
 - c. Transmittal to and Permanent Storage of Records at the State Archives Records Center – Form FAS-4.

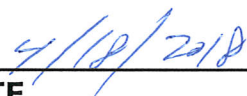
VI. FORMS

All referenced forms may be accessed on the Secretary of State's web site at www.sos.la.gov/HistoricalResources/ManagingRecords/GetForms/Pages/default.aspx.

VII. QUESTIONS

Questions regarding this policy may be directed to the Undersecretary.



THOMAS F. HARRIS, SECRETARY


DATE

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