STATECIVILSERVICE

# JOB AIDS AND RESOURCES
## Retention Schedule

All state agencies are required under Louisiana Revised Statute 44:411 to develop and submit a records retention schedule (a listing of their agency's records with the retention requirements to meet their administrative, legal and financial needs) for review and approval by the State Archives, a division of the Louisiana Secretary of State's Office.

Once an agency's records retention schedule has been approved, the agency may begin the process to dispose of the records that have met the retention requirements indicated on their schedule. Agencies are required to get authorization to dispose of any and all records (scheduled or unscheduled) from the State Archives before they actually dispose of the records.