

## Office of Information Technology Policy

**General Policy - Retention of Imaged Records**

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**Purpose:**

The purpose of this policy is to establish retention schedules for records stored and managed by imaging systems.

**Policy:**

A retention schedule approved by the State Archives must be in place for the records series contained in any imaging system.

**Scope:**

Any state agency requesting IT funds for maintenance, migration or establishment of an existing or new imaging application, requiring OIT approval, under the authority of the Office of Information Technology pursuant to the provisions of R.S. 39:15.1, et seq., must have a retention schedule approved by the State Archives in place for the records series contained in the existing application or intended to be placed in a new imaging system. Any system request without a retention schedule approved by the State Archives will not be considered for approval.

**Responsibilities:**

The agency shall contact the State Archives' Records Management Section to ensure that the records contained in their current or proposed system are included on their agency's retention schedule approved by the State Archives.

Additional information may be found on the State Archive's Records Management web page at: <http://www.sec.state.la.us/archives/records/recmgt-index.htm>.

**Effective Date:**

Issued: November, 2002

Reissued May 1, 2003 (revised scope statement)