<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></td>
<td></td>
<td>In Office</td>
<td></td>
<td>In Storage</td>
<td>Total Retention</td>
<td></td>
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<tr>
<td></td>
<td>Disability Documentation</td>
<td>ACT+7</td>
<td>C</td>
<td>S</td>
<td>N</td>
<td>V</td>
<td>Documentation shredded in-house 7 years after last semester enrolled</td>
</tr>
<tr>
<td></td>
<td>Student Accommodation Agreements</td>
<td>ACT+ 7</td>
<td>c</td>
<td>S</td>
<td>N</td>
<td>V</td>
<td>Shred in-house after 7 years</td>
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<tr>
<td></td>
<td>Accommodative Testing Forms</td>
<td>ACT +</td>
<td>C</td>
<td>S</td>
<td>N</td>
<td>V</td>
<td>Shred in-house after 7 years</td>
</tr>
</tbody>
</table>

**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)

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

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

**Agency Abbreviations**
- University of New Orleans
- Office of Disability Services

**Data Steward:** Janice Lyn

**Agency Approval**

**Date Signed**

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

**Date Approved**