



# LOUISIANA

## Addictive Disorder Regulatory Authority

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**Policy Name:** Records Maintenance Policy

**Approval Authority:** This ADRA Board is responsible for final approval of a new or revised policies and procedures. The ADRA office will be responsible to ensure that necessary policies, procedures and guidelines are current and available on the appropriate departmental web site and implemented accordingly.

**Revisions:** January 16, 2013

**Errors or changes?** Send email to [admin@la-adra.org](mailto:admin@la-adra.org)

1. **Policy Statement**

ADRA records maintenance plays an essential role in the conduct of our business and is required by The Public Records Act (La. Revised Statutes 44:411).

2. **Reason for Policy**

The purpose of this policy is to accurately maintain all records acquired by the ADRA as mandated by the Public Records Act (La. Revised Statutes 44:411) and ensure proper availability of all records via State Archives in the timeframe outlined.

3. **Who Should Read This Policy**

The following individuals should observe this policy and follow its procedures and understand this policy in order to perform job duties.

- All members of the ADRA community including but not limited to:
  - ADRA Staff
  - ADRA Board Members
  - All individuals regulated by the ADRA
  - All individuals applying to be credentialed by the ADRA
  - Public

4. **Related Documents**

Public Records Act (La. Revised Statutes, Title 44)  
The Louisiana State Archives Records management Handbook

5. **Contacts**

ADRA Office  
4919 Jamestown Avenue, Suite 203  
Baton Rouge, Louisiana 70808  
225-361-0698 (phone)  
[admin@la-adra.org](mailto:admin@la-adra.org) (email)



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### 6. **The Policy**

In an effort to accurately maintain all records acquired by the ADRA as mandated by the Public Records Act (La. Revised Statutes 44:411) and ensure proper availability of all records via State Archives in the timeframe outlined the ADRA handles records as follows:

#### Short-Term Records

- ALL incomplete applications (testing and renewal) are discarded 10 days after the request for missing information is sent by the ADRA office
- ALL completed testing applications are discarded 1 year from the date the application was processed

#### Long-Term records

- Under Development

General Information regarding the ADRA can be found on the ADRA website at [www.la-adra.org](http://www.la-adra.org). The most current copy of this policy is also maintained on our website for your reference.

### 7. **Compliance with this Policy**

Failure to comply with this policy will result in non-compliance with the Public Records Act. If there is anything in this policy that you do not understand, please contact the ADRA office using the information provided.

Please note that the procedures and policies outlined in this policy, and in any related policy, may be reviewed or changed at any time. You will be alerted to important changes [and updates will be published on our website].



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### Long-Term

- ALL expired counselor files greater than 1 year old – discard if more than 3 years old from date of application, if not discard at 3 year mark
- ALL expired counselor files less than 1 year old - store on site for 3 years from the date of application; discard at 1 year mark
- ALL current counselor files – scan, store electronically, discard hard-copy
- ALL Financial Files – store on site for 6 years, after 6 years store permanently at State Archives
- ALL Board Meeting Files - store on site for 10 years, after 10 years store permanently at State Archives
- All Ethics Files – store hard copies on site for 10 years, after 10 years store permanently at State Archives