

## Instructions for completing Records Storage Survey as required by 2006 SCR 14

**Purpose:** The purpose of this survey is to develop a Geographical Information System database of where state agencies store their records for the purpose of helping agencies to safeguard their records in general and in the event of a disaster. The data collected in this survey can help protect agency records that otherwise may go unsecured in the event of a regional disaster. It will allow the State Archives to assist agencies and first responders to prioritize recovery efforts and secure agency records.

Thank you for your cooperation in completing this important survey. The survey consists of an Agency Location Summary Sheet and as many Location Survey Response Sheets (Parts A & B) as needed to address each location in which your agency stores or maintains agency records. This includes not only agency facilities, but also storage vendors, contractors, board members (and their offices, if applicable), employee homes and other locations in which your agency has its records maintained.

In the Excel workbook we have developed, we have provided a Sample Location Survey Response Sheet, an Agency Location Summary Sheet, a partially completed Location Survey Response sheet for the State Archives and Records Center (for you to complete if your agency stores records at the State Archives) and three Location Survey Response Sheets for your convenience. It is very likely you will need more than three sheets to complete your agency's submission. We encourage you to make additional copies of the Location Survey Response sheet in the workbook before you begin to complete the survey. You can then delete unused sheets before you submit the completed workbook.

### **Definition of a Record**

For the Purposes of this survey, the definition of a record is found in R.S. 44:402: *"Records" means all documents, papers, letters, books, drawings, maps, plats, photographs, magnetic or optical media, microfilm, microphotograph, motion picture film, or other document or any other material, regardless of physical form or characteristic, generated or received under law or in connection with the transaction of official business, or preserved by an agency or political subdivision because of other informational or legal value. This term shall not be construed to include library and museum material developed or acquired and preserved solely for reference or exhibition purposes, extra copies maintained for convenience in reference or stocks of standard publications, or processed documents."*

### **Submission Process:**

We encourage you to submit your survey electronically either via e-mail to [recmgt@sos.louisiana.gov](mailto:recmgt@sos.louisiana.gov) or via CD mailed (see address listed below) or dropped off to our office at 3851 Essen Lane, Baton Rouge, LA 70809 before March 1, 2007.

If you do not have the ability to submit the survey electronically, we ask that you print out each page and send it to us before March 1, 2007. The mailing address is: Records Management, Attn: SCR14, P.O. Box 94125, Baton Rouge, LA 70804.

**Questions:** If your agency has any questions about the survey, how to complete it or what to include/exclude, e-mail [recmgt@sos.louisiana.gov](mailto:recmgt@sos.louisiana.gov).

### Instructions for Agency Location Summary Sheet

The numbering of the responses requested follows the numbering on each form. Please consult the appropriate form while reviewing these instructions.

#### **A1. Agency Name:**

Enter the formal name of your agency. Do not use abbreviations or acronyms.

#### **A2. Total Number of Locations Submitted:**

Enter the total number of Location Survey Responses being submitted (there should be one worksheet for each location).

#### **A3. Date Submitted to State Archives:**

Enter the date the forms were completed and returned to State Archives.

#### **A4a. - A6f. Contact Person(s) Completing Survey:**

We have provided space for up to three contacts per submission. For each person you are asked to provide the following:

- a. **Name:** Person's First and Last Name
- b. **Title:** Person's title listed in space (A4a.)
- c. **Phone Number:** Person's phone number including area code and extension (if necessary) listed in space (A4a).
- d. **Fax Number:** Person's fax number including area code listed in space (A4a). If special instructions are required to access the person's fax machine (such as call first), make a note of that in the space **A7. Notes/Comments**.
- e. **E-mail:** Person's e-mail address (if available) listed in space (A4a).
- f. **Location:** List the location numbers (from each location survey response tab) that person completed.

**Note:** If additional contacts are required, include an additional sheet with the individual's name, title, phone and fax numbers (including area codes), e-mail address if available and what location number(s) that person completed for the survey. Also make a note in space **A7. Notes/Comments** on this page that additional names are being provided.

#### **A7. Notes/Comments:**

As mentioned above, use this space to note:

- special contact instructions for faxing;
- if additional names are being provided on a separate page;
- if submission is not complete (explain what is still outstanding) or if submission is an amendment to an earlier submission;
- any other information about the agency's submission that needs to be conveyed.

Note: If more space is required you can extend the notes field (make sure you reset the printing parameters so that all of the notes can be viewed/printed).

## Instructions Location Survey Response Part A: Location Details

The numbering of the responses requested follows the numbering on each form. Please consult the appropriate form while reviewing these instructions.

### **1. Agency Name:**

Enter the formal name of your agency. Do not use abbreviations or acronyms. (This should be the same name entered on line A1 on the Agency Location Summary Sheet).

### **2. Location Number:**

This is the number you assign to each of your facilities for the purpose of this survey. We recommend that you start at one and continue adding numbers as you add location survey response sheets. Make sure you note the location number on the tab of each location survey response sheet. Please use numbers only (entering the word location in this space is not necessary).

### **3. Location Name (known as):**

Enter the name by which the facility is commonly known, such as Old Courthouse, Claiborne Building and State Archives Building. If there are additional names by which it has been known, please enter the most current name used and note the older names in the space provided following Part B (**35. Notes and Comments on Location Address**).

### **4. Location Main Phone Number:**

Enter the phone number including area code (and extension, if necessary) for the main phone number for this facility. This number should be the main number for the offices in that building, not the security desk for the building.

### **5. Facility Manager:**

Enter the name of this location's facility manager. This person may or may not work for your agency. This person should be the manager for the entire facility, even if you only occupy a portion of the building.

### **6. Facility Manager Phone Number:**

Enter the phone number including area code (and extension, if necessary) for the person listed in space 5 above. This should be their desk number. If a pager or cell number exists include that information in the space provided following Part B (**35. Notes and Comments on Location Address**).

**7a-f. Physical Address:**

Enter the actual physical address of the facility (using the E911 address) you are reporting. If no physical address exists for the location, enter the closest address to the facility and note that the address is not the actual address in the space provided following Part B (**35. Notes and Comments on Location Address**). Enter the address as follows:

**7a. Physical Address:**

Enter the actual physical address of the facility (using the E911 address) you are reporting. If your street address was **123 Elm Street**, you would enter **123** in this space.

**Street Directionals:**

If the address you are reporting includes a directional prefix or suffix to the street name, enter the one or two letter abbreviation for the directional prefix on this line in all capital letters and without punctuation.

**Street Prefix Directions:** (with their standardized abbreviations)

<b>North = N</b>	<b>South = S</b>	<b>East = E</b>	<b>West = W</b>
<b>Northeast = NE</b>	<b>Southeast = SE</b>	<b>Northwest = NW</b>	<b>Southwest = SW</b>

Source: United States Postal Service, Publication 28, November 2000.

**Street Type:**

Using the example **123 Elm Street**, you would enter **ST** for **street**. Please reference the street type names with their standardized abbreviations in the boxes on the next three pages.

**Street Types (with Standardized Abbreviations)**

Alley = ALY	Annex = ANX	Arcade = ARC
Avenue = AVE	Bayou = BYU	Beach = BCH
Bend = BND	Bluff = BLF	Bluffs = BLFS
Bottom = BTM	Boulevard = BLVD	Branch = BR
Bridge = BRG	Brook = BRK	Brooks = BRKS
Burg = BG	Burgs = BGS	Bypass = BYP
Camp = CP	Canyon = CYN	Cape = CPE
Causeway = CSWY	Center = CTR	Centers = CTRS
Circle = CIR	Circles = CIRS	Cliff = CLF
Club = CLB	Common = CMN	Commons = CMNS
Corner = COR	Corners = CORS	Course = CRSE
Court = CT	Courts = CTS	Cove = CV
Coves = CVS	Creek = CRK	Crescent = CRES
Crest = CRST	Crossing = XING	Crossroad = XRD
Crossroads = XRDS	Curve = CURV	Dale = DL
Dam = DM	Divide = DV	Drive = DR
Drives = DRS	Estate = EST	Estates = ESTS
Expressway = EXPY	Extension = EXT	Extensions = EXTS
Fall = FALL	Falls = FLS	Ferry = FRY
Field = FLD	Fields = FLDS	Flat = FLT
Flats = FLTS	Ford = FRD	Fords = FRDS
Forest = FRST	Forge = FRG	Forges = FRGS
Fork = FRK	Forks = FRKS	Fort = FT
Freeway = FWY	Garden = GDN	Gardens = GDNS
Gateway = GTWY	Glen = GLN	Glens = GLNS
Green = GRN	Greens = GRNS	Grove = GRV
Groves = GRVS	Harbor = HBR	Harbors = HBRS
Haven = HVN	Heights = HTS	Highway = HWY
Hill = HL	Hills = HLS	Hollow = HOLW
Inlet = INLT	Island = IS	Islands = ISS
Isle = ISLE	Junction = JCT	Junctions = JCTS
Key = KY	Keys = KYS	Knoll = KNL

**Street Types (with Standardized Abbreviations) Continued**

Knolls = KNLS	Lake = LK	Lakes = LKS
Land = LAND	Landing = LNDG	Lane = LN
Light = LGTS	Loaf = LF	Lock = LCK
Locks = LCKS	Lodge = LDG	Loop = LOOP
Mall = MALL	Manor = MNR	Manors = MNRS
Meadow = MDW	Meadows = MDWS	Mews = MEWS
Mill = ML	Mills = MLS	Mission = MSN
Motorway = MTWY	Mount = MT	Mountain = MTN
Mountains = MTNS	Neck = NCK	Orchard = ORCH
Oval = OVAL	Overpass = OPAS	Park = PARK
Parks = PARK	Parkway = PKWY	Parkways = PKWY
Pass = PASS	Passage = PSGE	Path = PATH
Pike = PIKE	Pine = PNE	Pines = PNES
Place = PL	Plain = PLN	Plains = PLNS
Plaza = PLZ	Point = PT	Points = PTS
Port = PRT	Ports = PRTS	Prairie = PR
Radial = RADL	Ramp = RAMP	Ranch = RNCH
Rapid = RPD	Rapids = RPDS	Rest = RST
Ridge = RDG	Ridges = RDGS	River = RIV
Road = RD	Roads = RDS	Route = RTE
Row = ROW	Rue = RUE	Run = RUN
Shoal = SHL	Shoals = SHLS	Shore = SHR
Shores = SHRS	Skyway = SKWY	Spring = SPG
Springs = SPGS	Spur = SPUR	Spurs = SPUR
Square = SQ	Squares = SQS	Station = STA
Stravenue = STRA	Stream = STRM	Street = ST
Streets = STS	Summit = SMT	Terrace = TER
Throughway = TRWY	Trace = TRCE	Track = TRAK
Trafficway = TRFY	Trail = TRL	Trailer = TRLR
Tunnel = TUNL	Turnpike = TPKE	Underpass = UPAS
Union = UN	Unions = UNS	Valley = VLY
Valleys = VLYS	Viaduct = VIA	View = VW

**Street Types (with Standardized Abbreviations) Continued**

Views = VWS	Village = VLG	Villages = VLGS
Ville = VL	Vista = VIS	Walk = WALK
Walks = WALK	Wall = WALL	Way = WAY
Ways = WAYS	Well = WL	Wells = WLS

Source: United States Postal Service, Publication 28, November 2000.

**7b. City:**

Enter the city where the street address you are reporting is located. Spell out the entire city name. Do not use abbreviations.

**7c. State:**

Enter the standard two letter postal abbreviation for the state where the physical address is located.

**7d. +4 Postal Codes:**

Enter the Postal Code (Zip Code) for the physical address you are reporting. Please provide the Zip + 4 numbers, if available.

**7e. Country:**

Enter the standard postal country abbreviation for the physical address you are reporting.

For the **United States** enter **USA**. Consult the US Postal Service for the abbreviations for other countries.

**7f. nearest Intersection to Location:**

Provide the nearest intersection to the physical address you are reporting. Example: The State Archives (3851 Essen LN) is located near the intersection of **Essen LN @ Archives AVE**.

**8. Is Location Owned or Leased by Agency?**

Enter either Owned or Leased. If you neither own nor lease the location, leave this space blank.

**9. Is this location a Vendor?**

Enter Y for Yes if the location is a vendor storing records for your agency. Otherwise, enter N for No.

**10. If Yes to Vendor, Name of Vendor.**

If you entered Y in space #9, enter the name of the vendor who owns the location. Otherwise, leave the space blank.

**11. Is this a Private Residence?**

If this is a private Residence, enter Y for Yes. Otherwise, enter N for No. **Note:** It is possible that you could have a vendor operating from a private residence.

**12. Site Code (SLABS database) if known:**

Enter the number for this location if you find it in the SLABS database on the Office of Facility Planning's Web site for your agency. This database can be accessed at [www.gcr1.com/fpc/](http://www.gcr1.com/fpc/).

**13. State ID (SLABS database) if known:**

Enter the state identification number for this facility if you find it in the SLABS database on the Office of Facility Planning's Web site for your agency. This database can be accessed at [www.gcr1.com/fpc/](http://www.gcr1.com/fpc/).

Instructions for completing Location Survey - Part B: Storage Details

- 14. Agency Name: Same Name listed on Part A 1.
- 15. Location Number: Same Number listed on Part A 2.

16a. - 34i. Storage Details by Floor.

**a. Floor Occupied:**

Enter the floor number occupied by the agency one floor per line. Remember to include basements, sub-basements and attics.

**b. Suite or Room Number(s) on Floor:**

Enter the suite(s) or room number(s) occupied by the agency on the floor listed in (a.). If your agency occupies the entire floor, leave this space blank.

**c.-i. For each item below enter Y for Yes, N for No or U for Unsure if it applies to what is stored or maintained on the floor you are describing.**

**c. Vital Records:**

Enter Y for Yes if your agency stores or maintains records that are needed for the continuity of your agency or are needed by your agency to support recovery efforts for other agencies in the event of a disaster.

**d. Permanent Records:**

Enter Y for Yes if your agency stores or maintains records that have been designated to be held permanently or for the life of the agency on an approved records retention schedule. If your agency does not yet have an approved records retention schedule, but your agency feels certain that the records are permanent in nature, then enter Yes.

**e. Records over 50 Years Old:**

Enter Y for Yes if your agency stores or maintains records that are over 50 years old on this floor. These records may be permanent or non-permanent.

**f. Non-permanent Records:**

Enter Y for Yes if your agency stores or maintains records that are not designated as permanent or for the life of agency on an approved records retention schedule. Note: Most records fall into this category.

**g. Central Storage or File Room:**

Enter Y for Yes if your agency stores or maintains records in an area on this floor designated as a central storage or file room.

**h. Data Center/Central Computer System Room:**

Enter Y for Yes if your agency's data center or central computer system is housed on this floor.

**i. Agency Computer Back Up Storage:**

Enter Y for Yes if your agency stores or maintains its computer back up disks, tapes or servers on this floor.

Instructions for completing Location Survey - Part B: Storage Details (Continued)

**35. Notes and Comments on Location Address:**

Enter any additional information about location address, if storage is not climate controlled or other issues or information about problems with storage areas or access to storage areas.

## Special Instructions for agencies who have records stored in the State Records Center or State Archives (including microfilm storage)

You will notice that we have created a location worksheet named **Archives** in the Excel workbook you are being asked to use. We have provided the information about the location of the State Archives. For Part B, use the following information to complete the lines indicated on the **Archives** location form for your agency. Spaces with question marks (?) indicate fields that you will have to determine if it applies to your agency's records located at the State Archives Records Center.

- If your agency stores temporary records in the State Records Center:

Part B.

	(a) Floor Occupied	(b) Suite or Room Numbers on Floor	(c) Vital Records	(d) Permanent Records	(e) Records over 50 Years old	(f) Non-Permanent Records	(g) Central Storage or File Room	(h) Data Center or Central Computer System Location	(i) Agency Computer Back ups
16.	1	Records Center	?	N	N	Y	Y	N	?

- If your agency stores its microfilm or has had the Archives microfilm records for your agency and the Archives is still holding the original silver master microfilm reels:

Part B.

	(a) Floor Occupied	(b) Suite or Room Numbers on Floor	(c) Vital Records	(d) Permanent Records	(e) Records over 50 Years old	(f) Non-Permanent Records	(g) Central Storage or File Room	(h) Data Center or Central Computer System Location	(i) Agency Computer Back ups
16.	1	Vault	?	?	?	?	Y	N	N

- If your agency has back up tapes stored with the State Archives:

Part B.

	(a) Floor Occupied	(b) Suite or Room Numbers on Floor	(c) Vital Records	(d) Permanent Records	(e) Records over 50 Years old	(f) Non-Permanent Records	(g) Central Storage or File Room	(h) Data Center or Central Computer System Location	(i) Agency Computer Back ups
17.	3	Stacks	Y	M	M	Y	Y	N	Y

- If your agency has long-term storage records stored with the State Archives

Part B.

	(a) Floor Occupied	(b) Suite or Room Numbers on Floor	(c) Vital Records	(d) Permanent Records	(e) Records over 50 Years old	(f) Non-Permanent Records	(g) Central Storage or File Room	(h) Data Center or Central Computer System Location	(i) Agency Computer Back ups
17.	3	Stacks	?	?	?	?	Y	N	N