STATE OF LOUISIANA

SECRETARY OF STATE

DIVISION OF ARCHIVES, RECORDS MANAGEMENT AND HISTORY

Print Form

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

SSARC 930 (R 1/12)

FOR ARCHIVES USE ONLY
Your Disposal Authority Request has been:
[ ] Approved _____ Received: _____
Processed: _____
[ ] Rejected _____ Returned: _____
Reason:
_____

[ ] YES [ ] NO Archives _____

[ ] YES [ ] NO Rec Mgt _____

Method: [ ] DUMP [ ] SHRED [ ] RECYCLE [ ] BURN [ ]DELETE
[ ] DeGAUSSE/ERASE [ ] CRUSH

TO: RECORDS MANAGEMENT SECTION
DIVISION OF ARCHIVES, RECORDS MANAGEMENT AND HISTORY
POST OFFICE BOX 94125
BATON ROUGE, LA 70804-9125

FROM:

_____
1. AGENCY NAME

_____
2. ADDRESS

_____
3. NAME OF PERSON WITH WHOM TO CONFER 4. TELEPHONE NUMBER WITH AREA CODE 4A. E-MAIL ADDRESS

5. CERTIFICATE OF AGENCY REPRESENTATIVE:
I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records and that the records described in this List or Schedule are proposed for disposal for the reason indicated:

A. ☐ The records have ceased to have sufficient value to warrant further retention.

B. ☐ The records will cease to have sufficient value to retain them after the date or event indicated.
☐ These records have been converted to ☐ Microfilm ; ☐ Digital Images.

DATE SIGNED	SIGNATURE OF REPRESENTATIVE	TITLE

6. Inclusive Dates	7. Description of Records (List Records Series Title if Records Appear on Agency Retention Schedule)