

Damaged Records Guidance for Local Agencies

Key Points:

- If your records were damaged as part of a major event in the state, please check our web site for valuable information at: www.sos.la.gov. Look for a banner with TIPS FOR PERSONAL/GOVERNMENT DAMAGED RECORDS.
- You can also visit our Disaster Preparation and Recovery Information page at: <https://www.sos.la.gov/HistoricalResources/ManagingRecords/DisasterPreparationAndRecoveryInformation/Pages/default.aspx>
- If you need to reach the records management or archives staff for salvage questions contact us by email or phone:
- Carrie Fager Martin, Records Policy Planner (Records Management)
 - Carrie.Martin@sos.la.gov
 - (225) 925-7552 wk phone
 - (225) 922-0002 fax
 - (225) 335-3350 cell
- Melanie Montanaro, Archives/Conservation/Preservation (Archives)
 - mmontanaro@sos.la.gov
 - (225) 922-1218 wk phone
 - (225) 922-0989 fax
- You can also reach our sections via section email at recmgt@sos.la.gov or lab@sos.la.gov.
- Please use the following Subject Line for emails: Damaged Records of (agency Name)

Completing the Form:

- Complete a Damage assessment worksheet as soon as possible and submit it the State Archives Records Policy Planning section.
- It will be added to your agency's permanent file and used to follow up with your agency on the progress/status of your situation.

Method of Submission:

- The form can be emailed to recmgt@sos.la.gov or carrie.martin@sos.la.gov. If you want to fax it you can send it to (225) 922-0002 or (225) 922-1220.
- NOTE: WE DO NOT NEED YOU TO MAIL US THE ORIGINAL.

Next Steps:

- Document the damage for FEMA/Insurance with photos before and as you begin recovery efforts to show the need.
- If your agency has an approved records retention schedule on file with our office (and can access it) use it as a preliminary guide to identify the priority of records to salvage based on following order 1) Vital; 2) Important; 3) Useful.
- Vital and Important records should be stabilized (begin treatment or at least get treatment started) where retention is permanent or remaining retention is more than 3 years.

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- Important (with 3 years or less retention remaining) and Useful records: if possible try to salvage records that would be needed for your next financial audit or to protect the rights and obligations of clients, stakeholders, public, and the government. Otherwise, begin to develop lists of series for disposal requests.
 - Pay attention to records that have an M or C in the Security column of your retention schedule because they will need to be destroyed in a confidential manner. Burying in landfill is not sufficient for disposal of these records.
 - You need to complete a disposal request form (write Disaster on the top) and fax or email to us and we will do our best to get you a quick turnaround to document your actions for FEMA/legal response.
- If your agency does not yet have a schedule (or you cannot locate your current schedule) and you need to know how to proceed, contact the records management section above for further details.
- If you do not have a vendor, check with your parish and the state for a list of pre-approved vendors on State Contract for the Fiscal Year that can assist with disaster recovery. Make sure to ask if the vendor is able to handle the recovery of the types (formats) of records with which you need assistance.
- Pay close attention to the security and privacy requirements before having workers move or begin repairs around your records. Privacy and Security regulations still apply in disaster situations and your records can become compromised unintentionally.