

RECORDS MANAGEMENT TRAINING RECORDS MANAGEMENT 1

Presented by the
Louisiana Secretary of State
Division of Archives, Records Management
and History

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Overview of Training Session

- What is Records Management?
- What is a record?
- What is a non-record?
- Gain a better understanding of what agencies are required to do under LRS 44:411.
- Review of the Administrative Rules governing Records Management LAC 4:XVII Chapters 1-15

Introduction to Records Management

- Records management is: The systematic application of management techniques (planning, organizing, command, coordination and control) to the creation, utilization, maintenance, retention, preservation, and disposal of records.
- Whether your records act as an asset or liability in your agency depends largely on how they are managed.

What does Records Management Include?

- Records Creation
- Mail Management
- Forms Management
- Reports Management
- Document Control
- Vital Records
- Micrographics
- Archives Management
- Electronic Records Management
- Correspondence Management
- Retention Scheduling
- Filing Systems
- Reprographics Management
- Legal Compliance
- Imaging
- E-mail Management
- Disaster Planning

Information Systems vs. Recordkeeping Systems

- Information processing systems are NOT necessarily recordkeeping systems.
- Document Management Systems are NOT the same thing as Records Management Systems.
- Backups are not the same as records retention.

What is a Record?

- 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.

What is a Non-Record?

- 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.
- In other words, newspapers, library books, museum collections, copies of records, blank forms (after the first one).

Quiz 1 – Record versus non-Record

Turn to the page marked Quiz #1 in your handout. Review each item listed and in the space provided, indicate if the item is a record, maybe a record or is not a record. Mark Y for Record, No for not a record, or M for maybe a record.

“Public Records” and Records Management

- Records that are “exempt” from public viewing (L.R.S. Title 44, Chapter 1) are not necessarily exempt from the “records management” provisions found in L.R.S. Title 44, Chapter 5.

Records Management Laws

- Louisiana Revised Statute Title 44 contain laws outlining public records and records management in Louisiana- it has several chapters.
- Chapter 1 – Public Records laws
- Chapter 5 – Records Management/Archives laws.

- Administrative Rules LAC 4:XVII, Chapters 1-15 can also help with understanding the processes.

- Anywhere in the law or rules that gives direction about the retention/disposition of records.

THE 411 on LRS 44:411 – What you need to Know

- Requires agencies to:
 - Develop and submit a Retention Schedule to the State Archives;
 - Get approval from State Archives prior to the disposal of agency records;
 - Prior to the departure of the head of the agency, make arrangements with State Archives to review the agency head's records to determine what should be transferred to the State Archives.

LRS 44:411 – What you need to Know

- Requires agencies to:
 - Contact the State Archives to arrange for the transfer of the agencies records to the State Archives in the event the agency is eliminated or terminated;
 - Contact the State Archives in the event that their records are damaged or under a threat of being damaged;
 - designate a records officer to act as liaison between the division and the agency on all matters relating to records management.

Is It Just Us?

Who Do These Laws and Rules Apply to?

“any state, parish and municipal office, department, division, board, bureau, commission, authority, or other separate unit of state, parish or municipal government created or established by the constitution, law, resolution, proclamation, or ordinance”.

LA. R.S. 44:402

Common Questions We Get

- Do these laws and rules apply to our agency if we don't store records/transfer records to the State Archives?
- Do these laws and rules apply if we never throw anything away?
- Do these laws and rules apply if we have no office and only part-time employees?
- Do these laws and rules apply if we have no records?

Outline of the Administrative Rule

- Chapter 1 – Records Management Liaison
- Chapter 3 – Retention Schedule Development
- Chapter 5 – Storage of Records in State Records Center
- Chapter 7 – Transferring Records for Inclusion in Archives Collection
- Chapter 9 – Destruction of Public Records
- Chapter 13- Electronic Records
 - Subchapter A – Agency Responsibilities
 - Subchapter B – State Archives Imaging Policy
 - Subchapter C – E-mail Guidelines
- Chapter 15 – Microfilm Policy

LAC 4:XVII Chapter 1 – Agency Records Management Officer Designation

• What you need to know:

- Officer Designee forms need to be signed by chief executive officer/agency head.
- Forms can be faxed to (225) 922-1220 Attn: Records Management. (Note: If sending by fax, you don't have to send in original too).
- There should be only one Officer at a time.
- Designation is for one year. Form is due each July 1.

Records Management Officer (RMO) Selection

The agency's RMO should:

- Be able to communicate effectively with others.
- Know how their agency is organized and how it operates.
- Be able to work with agency's computer section/consultant on records management issues related to agency's electronic records;
- Have the authority to oversee the agency's records management program including:
 - Development/revision of agency retention schedule;
 - Compliance with Archives and legal requirements for agency records;
 - Temporary storage of records at State Records Center or transfer of records to State Archives;
 - Processing of disposal requests and destruction of agency records as necessary.

Points to Remember

- The agency can change their designee at any time. (See section 107).
- The designee can/should build a team or committee (depending on size of agency) to assist them with their responsibilities.
- You do not need to know everything about your agency but you need to be willing to learn more about it.

Other Designations

- Although not in the Administrative Rule yet, there are several other designations that an agency can make to the State Archives (and its programs). Use for SSARC 941 to communicate these positions:
- Records Center Coordinator – person who will be sending records from a section to the State Records Center.
- Records Coordinator – person appointed from a unit who assists the Agency Records Officer with carrying out the records management duties in the unit (schedule, transmittals, disposals).
- Legal Contact – the Legal Counsel for the agency.
- IT Contact – the IT leader for the agency.

Chapter 3 – Retention Schedule Development

- **What you need to know:**
 - Provides definitions, records inventory and retention schedule development process.
 - The addition of a renewal process.
- **Note:** An approved retention schedule is good for five years. If no changes have occurred within five years, three months (90 days) prior to the expiration of the fifth year, the agency should submit their schedule for renewal.

What's a Records Retention Schedule?

- As defined in state law, a retention and disposition schedule is defined to mean "a set of disposition instructions prescribing how long, in what location, under what conditions, and in what form records series shall be kept". (LA R.S. 44:402)

Chapters 5 & 7 – Sending Records to the Records Center and State Archives

- **What you need to know:**
- Chapters review the process in detail for transferring records to the Records Center and State Archives.
- Records Center is for statewide agencies only.
- For agencies not using the records center, you may want to review the rules in Chapters 5 & 7 and consider designating storage space within your agency's location and develop procedures along similar lines to store records more efficiently.

**Chapter 9
– Destruction of Public Records**

- **What you need to know:**
- Chapter provides process for disposing of scheduled and unscheduled records;
- Acceptable methods of destruction for various types of records;
- Agency Legal hold policy requirement;
- Certifying destruction of records.

Chapter 13- Electronic Records

- Chapter outlines agency responsibilities relative to electronic records including:
 - General requirements
 - Electronic Imaging of Records
 - Includes Electronic Imaging survey reporting requirement
 - Electronic Mail (E-mail)

Chapter 15 – Microfilm Policy

- Chapter provides guidance and direction for agency's who create and maintain their records on microfilm.
- Includes procedures, standards and best practices for production and maintenance of microfilm.
- Includes microfilm production report.

What Portion of the Rules Apply to Local Governments?

Local governments should focus on:

- Chapter 1 (Liaison)
- Chapter 3 (Retention Schedule)
- Chapter 9 (Disposal of Records)
- Chapter 13 (Electronic Records)
- Chapter 15 (Microfilm)

And to a lesser extent

- Chapter 7 (Transfer to Archives)

What's Next?

- Begin development/revision of your agency's records retention schedule.
- Other classes available from State Archives:
 - RM 2 – Records Retention Development and Revision
 - Imaging and Imaging Exception Application
 - State Records Center Storage and Transfers to State Archives
- Schedule a meeting with Records Management Section to discuss your agency's records management issues.

Questions?

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RULE

Department of State Office of the Secretary of State Division of Archives

Records Management Policies and Practices (LAC 4:XVII.Chapters 1-15)

The Department of State, Division of Archives, Records Management and History, in accordance with R.S. 44:405, and with the Administrative Procedure Act R.S. 49:950 et seq., has adopted LAC Title 4, Part XVII Records Management Policies and Practices. This text is being inserted to provide official guidance for state agencies in establishing and maintaining an active records management program as required by R.S. 44:410 et seq.

Title 4

ADMINISTRATION

Part XVII. Records Management Policies and Practices

Chapter 1. Agency Records Management Officer Designation•

§101. Designation

A. In compliance with R.S. 44:411, on or before July 1 of each state fiscal year, the chief executive officer of each agency, as defined by R.S. 44:402 shall designate a records management officer to act as liaison between the division and the agency on all matters related to records management for the term of one year.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:951 (June 2003).

§103. Process

A. Each agency shall communicate their records management officer designation by completing form SS ARC 940 Records Management Officer Designation Form, (including signature of the chief executive officer and the date the designation was signed) and submitting the completed form to the state archivist.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:951 (June 2003).

§105. Responsibilities of an Agency Records Management Officer

A. Each agency should select a records management officer who:

1. can communicate effectively with agency personnel and with the division's personnel;
2. has adequate knowledge of how your agency is organized and its operations;
3. has the ability to work with the agency's information services section on records management issues related to electronic records created and maintained by the agency;
4. has the authority to oversee the records management program of the agency, including:
 - a. the development and implementation of an agency retention schedule;
 - b. the compliance with Division and legal requirements for agency records;
 - c. the temporary storage of records at the State Records Center (if necessary) or the transfer of records for permanent storage with the State Archives (if required or requested);
 - d. and the processing of disposal requests and destruction of agency records as necessary.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:951 (June 2003).

§107. Changes in Records Management Officer Designees

A. Agencies wishing to change their agency's designee before their designation period has expired, must notify the State Archivist within 30 days of such a change by completing form SS ARC 940 and noting "AMENDMENT" on top of the page.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:952 (June 2003).

Chapter 3. Retention Schedule Development

§301. Definitions

A. Unless otherwise defined in this Chapter, the definitions for key terms in this chapter are provided in R.S. 44:402.

Approved Retention Schedule• a retention schedule which has been approved by the state archivist or his designee.

Records Series• a group of related or similar records, regardless of medium, that may be filed together as a unit, used in a similar manner, and typically are evaluated as a unit for determining retention periods.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:952 (June 2003).

§303. Records Inventory

A. To facilitate the development of agency retention schedules in compliance with R.S. 44:411, each agency shall:

1. review the functions and activities of their agency;
2. develop a list of records produced, received and maintained by the agency;
3. identify the inclusive dates, the medium and volume of records maintained for each record series held by the agency. This provision may be facilitated by agencies completing a records Management Inventory Form (SS ARC 960) for each record series to document their decision process.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:952 (June 2003).

§305. Writing the Retention Schedule

A. Each agency shall submit a draft retention schedule to the State Archives for review and approval. In developing the draft, each agency will:

1. conduct adequate research to determine the length of time each record series needs to be maintained based on their administrative, legal, fiscal, and any historical/informational value. Legal citations should be included if statutes or rules exist, on either the state or federal level, the retention of certain records series;
2. develop specific retention and disposition instructions for each records series, including transference of inactive records to an appropriate records storage facility, the maintenance of long-term or permanent records within the agency, and/or transfer of custody of permanent records to the State Archives control.
3. develop a draft retention schedule, using form number SS ARC 932, providing a brief description of the records series, suggested retention periods for each records series, recommended disposition instructions for non-permanent records, a notation for any records series that contains confidential information at the time of its creation in the remarks section and any citations used to formulate the retention value, if applicable. In the event that a subset of records are "declared" confidential due to pending investigation or similar event, a list of the records series involved should be transmitted to the State Archives within 30 days of the declaration.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:952 (June 2003).

§307. Retention Schedule Maintenance

A. Each agency shall review its retention schedule annually to identify any record series requiring an addition, amendment or deletion to the agency's approved schedule. Each agency shall submit an amended SS ARC 932 noting any changes to its existing retention schedule.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:952 (June 2003).

§309. Retention Schedule Renewal

A. An agency schedule, once approved by the State Archives will be valid for five years from the date of approval. Ninety days prior to the five year anniversary of a schedule's approval, each agency shall submit their schedule for renewal.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:952 (June 2003).

Chapter 5. Storage of Records in State Records Center

§501. Definitions

A. For the purpose of this Chapter the following definitions apply.

Approved Records Center Box• a box that is 1.2 cubic feet in size, with dimensions of 15"x12"x10" and having no lids (fan fold tops only).

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:952 (June 2003).

§503. Eligibility

A. In accordance with R.S. 44:408, the State Records Center may accept records from state agencies when they meet the following criteria.

1. The records are scheduled on an approved Records Retention Schedule.
2. The records belong to an office of the State Executive or Legislative branches of Louisiana government.
3. The records are considered inactive (not from current operational year).

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:953 (June 2003).

§505. Packing Instructions

- A. Each box containing eligible records (as listed above) must comply with the following requirements.
1. The records are boxed in an approved records center box.
 2. The records in each box are from the same records series with the same retention value.
 3. The records should be packed in the same order as they are filed in the agency.
 4. Boxes should not contain mixed media (i.e., microfiche with paper records).
 5. Approximately 1 inch of space should be left in each box to facilitate retrieval.
 6. Records should not be placed on top of other records in the box.
 7. The approximate weight of each box should not exceed 35 pounds.
 8. Packing tape is discouraged. If utilized, it may only be used to reinforce the bottom of the box.
 9. To further protect the records in case of fire, agencies are strongly encouraged to pack their boxes with the records facing the long (15 inch) side of the box. If records being packed are letter-sized (8 1/2" x 11") the remaining space in the back of the box, may include additional records with the records facing the short side (12 inch) end of the box.
 10. Boxes should not contain hanging file folders, three ring binders or binder clips.
 11. If boxes contain records in a media other than paper (i.e., microfilm, audio/video tapes), the media type should be noted on the transmittal within the description of contents section.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:953 (June 2003).

§507. Labeling Instructions

- A. Each agency must assign a unique agency box number to each box to be transferred by affixing the number to the upper right hand corner of the narrow end of the box (the end of the box) and may include a brief descriptor for the records (i.e., 1997, FY2002, A-F, #1001-2500, etc.) to the left of the agency box number. This box number (and descriptor) must correspond to an entry made on the agency's transmittal forms submitted for the box.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:953 (June 2003).

§509. Disposal Date Cycles

- A. Records stored in the State Records Center must be assigned one of two disposal cycles. Assignment should be made based on the following criteria:

1. July Cycle. Records that are retained based on fiscal year retention periods or meet their retention period between January 1 and June 30 during a given year.
2. January Cycle. Records that are retained based on calendar year retention periods or meet their retention period between July 1 and December 31 during a given year.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:953 (June 2003).

§511. Records Transmittal

- A. Prior to the delivery of records to the State Records Center for storage, an agency must provide the Records Center with completed Records Transmittal and Receipt forms (SS ARC 103), which will serve as an inventory sufficiently detailed to enable the Records Center to retrieve any record needed by the agency for reference.

1. A separate transmittal form (SS ARC 103) should be completed for each disposal date (i.e., January or July of a given year).
2. For each box, the agency should include the minimum information on their transmittal forms:
 - a. agency box number;
 - b. beginning and ending dates for the records in the box;
 - c. a brief meaningful description of the contents of the box (i.e., Employees A -E, Batch 151 -210);
 - d. a notation if the records are on a media other than paper;
 - e. a notation if any of the records contain confidential information.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:953 (June 2003).

§513. Arranging Transfer

- A. After completing the transmittal forms for the boxes to be stored at the State Records Center, the agency shall mail or fax the transmittals to the State Records Center at least two weeks prior to the date of transfer the agency is requesting. The State Records Center will contact the agency's records officer to finalize the delivery date.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:953 (June 2003).

§515. Delivery of Records

A. In general, delivery dates will be set on a first-come, first-serve basis. The State Records Center reserves the right to postpone or rearrange delivery dates or accept records of an agency in special circumstances or emergency situations, if the State Records Center staff or the Records Management Officer Statewide determine such an action is necessary.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:953 (June 2003).

§517. Ownership and Access

A. Records stored at the State Records Center remain property of the agency depositing them at the State Records Center. Only the depositing agency's designated employees and to a limited extent, State Records Center personnel will be provided access to records stored in the State Records Center. Any requests to see an agency's records from non-authorized parties will be forwarded to the agency for written approval. A written approval must include the name of the person, the Records Center box number for the records being requested and the signature of the agency's records officer.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:954 (June 2003).

§519. Requesting Stored Records

A. An agency may request access to or check out their agency's records by following the following procedures.

1. The agency must contact the State Records Center by either mail, fax, phone or e-mail requesting access to or checking out a file(s) or box(es) by listing the Records Center box number for the boxes being requested and providing the file name(s) if particular files are being requested.

2. Requests will be processed on a first-come, first-serve basis. In the event that an agency has a true emergency, the State Records Center will try to accommodate a request for expedited service.

3. The State Records Center will contact the agency's Records Officer when the records in question are ready for review or pick-up. Upon arrival to the State Records Center, agency personnel will be required to show proper identification before access to the records will be granted.

4. Records being checked out from the State Records Center require a signed check out invoice by the employee checking out the records.

5. Once the agency checks out a record, the responsibility to return the record to the State Records Center belongs to the agency.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:954 (June 2003).

§521. Disposal of Records

A. Twice a year the State Records Center will generate disposal requests for agency records that have met their retention periods. Such disposal requests will be forwarded to the agency records officer for agency disposal approval. The agency will have 45 days to respond to the request. The State Records Center reserves the right to return to the agency any records listed on the disposal request after the allotted 45 days has lapsed.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:954 (June 2003).

§523. Agency Disposal Approval

A. Once the agency receives the disposal request, the agency records officer must ascertain if any of the records listed on the request require further retention or are required for pending or on-going litigation. The records officer should consult with the agency's legal counsel if there are any legal holds that require the records being retained for a longer duration.

1. If the records are not needed for any legal or administrative need, the agency records management officer shall sign the statement indicating that in consultation with the agency's legal counsel the records are no longer needed by the agency and may be destroyed.

2. If any record is still required by the agency, they may designate the records to be retained by noting the new disposal date requested and the reason for the extended retention. The agency may request the records be transferred back to their custody if they do not wish the records to remain in the State Records Center.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:954 (June 2003).

§525. Archival Review

A. Prior to the destruction of any records in the State Records Center, the State Archives will review each disposal request for possible archival records. In the event that the State Archives wishes to retain some records for archival review, the State Archives will notify the agency which agency records they are transferring to the Archives acquisition section for processing. Once transferred to the State Archives the ownership of the record will transfer from the agency to the State Archives.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:954 (June 2003).

Chapter 7. Transferring Records for Inclusion in Archives Collection

§701. General

A. In accordance with R.S. 44:411, agency shall secure written approval from the state archivist (or his designee) prior to the disposing of any records of the agency.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:954 (June 2003).

§703. Eligibility

A. In accordance with R.S. 44:401, the State Archives may accept records from state agencies according to the following criteria:

1. the records are scheduled on an approved Records Retention Schedule;
2. the records have been determined to be of historical value or mandated by law to be kept as permanent records.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:954 (June 2003).

§705. Packing Instructions

A. For records that easily fit into archive box, each box containing eligible records as listed in §703 must comply with the following requirements.

1. The records are boxed in an approved archival box.
2. The records in each box are from the same records series with the same retention value.
3. The records should be packed in the same order as they are filed in the agency.
4. Boxes should not contain mixed media (i.e., microfiche with paper records).
5. The approximate weight of each box should not exceed 35 pounds.
6. Taping of printed descriptions to the box and use of packing tape is prohibited.
7. To further protect the records in case of fire, agencies are strongly encouraged to pack their boxes with the records facing the long (15 inch) side of the box. If records being packed are letter-sized (8 1/2" x 11") the remaining space in the back of the box, may include additional records with the records facing the short side (12 inch) end of the box.
8. Boxes should not contain hanging file folders, three ring binders or binder clips;
9. If boxes contain records in a media other than paper (i.e., microfilm, audio/video tapes), the media type should be noted on the transmittal within the description of contents section.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:955 (June 2003).

§707. Non-Standard Sized Packing Instructions

A. Prior to sending records that exceed 8 1/2" x 14", the submitting agency should contact the Archives Acquisitions Section for further instructions on how to pack such records.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:955 (June 2003).

§709. Labeling Instructions

A. For boxes donated or sent to the State Archives for permanent storage:

1. the agency must assign a unique agency number to each box to be transferred by affixing the number on one of the long sides of the box;
2. a brief descriptor for the records (i.e., Dept of State, Correspondence 6/1/00• 12/31/00; Bd of Ethics• Campaign Finance Reports #98-04 through #98-100) under the box number.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:955 (June 2003).

§711. Archives Transmittal Form Required

A. Prior to the delivery to the State Archives, the submitting agency must provide completed Archives Transmittal Forms, which will serve as an inventory, sufficiently detailed, to enable Archives staff to retrieve records as they are needed.

1. On each transmittal form, the agency shall include:
 - a. name and address of agency;
 - b. the records officer name and official title within the agency;
 - c. contact information (phone and e-mail address) for the records officer;
 - d. any restrictions that exist for the records included on the particular form;
 - e. the total number of boxes/items to be transferred;
 - f. signature of transmitting records officer and date signed by officer;
 - g. page number and total number of pages of transmittal (i.e., Page 1 of 5).
2. For each box or item, agency shall include on the transmittal:
 - a. title of records series as it appears on the agency's approved retention schedule;
 - b. more than one box may be listed on an Archival Transmittal Form.

3. Submission and the acceptance of an Archives Transmittal Form from an agency or donor by the State Archives constitutes an Act of Donation to the State Archives by the agency or donor, and transfers all rights and ownership of the records to the State Archives.

4. The State Archives will return a signed copy of the Archival Transmittal form signed by the receiving archivist after the transmittal has been processed.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:955 (June 2003).

§713. Arranging Transfer

A. After completing the Archival Transmittal forms for the items to be transferred to the State Archives, the agency or donor shall transmit the forms at least one week prior to the date of transfer requested by the agency or donor. The State Archives, after reviewing the forms, will contact the agency's or donor's contact listed on the transmittal to finalize the delivery date.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:955 (June 2003).

§715. Delivery of Records

A. In general, delivery dates will be set on a first-come, first-served basis. The State Archives reserves the right to postpone or rearrange delivery dates or accept records of an agency in special circumstances or emergency situations, if the Archives staff or Records Management Officer Statewide determine such an action is necessary.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:955 (June 2003).

§717. Long Term Records Storage

A. Records transferred to the State Archives for permanent or long-term storage remain property of the agency depositing them with the State Archives. Only the depositing agency's designated employees and to a limited extent, Archives staff, will be provided access to records stored with the State Archives. Any requests to see an agency's records from non-authorized parties (including public records requests) will be forwarded to the owner agency for written approval. Written approval must include the name of the person authorizing the access, the person access is being granted and the archives storage box number(s) in which the record(s) is located.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:955 (June 2003).

§719. Requesting Stored Records

A. An agency may request access to or check out their agency's records by following the following procedures.

1. The agency must contact the State Archives by either mail, fax, phone or e-mail requesting access to or checking out a file(s) or box(es) by listing the agency box number for the boxes being requested and providing the file name(s) if particular files are being requested.

2. Requests will be processed on a first-come, first-served basis. In the event that an agency has a true emergency, the State Archives will try to accommodate a request for expedited service.

3. The State Archives will contact the agency's records officer when the records in question are ready for review or pick-up. Upon arrival to the State Archives, agency personnel will be required to show proper identification before access to the records will be granted.

4. Records being checked out from the State Records Center require a signed check out invoice by the employee checking out the records.

5. Once the agency checks out a record, the responsibility to return the record to the State Archives belongs to the agency.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:956 (June 2003).

Chapter 9. Destruction of Public Records

§901. General

A. In accordance with R.S. 44:411, agency shall secure written approval from the State Archivist (or his designee) prior to the disposing of any records of the agency.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:956 (June 2003).

§903. Scheduled Records

A. Agencies wishing to dispose of records listed on their agency's approved retention schedule shall submit to the State Archivist or his designee, Form SS ARC 930 (Request for Authority to Dispose of Records). Form SS ARC 930 must have the signature of either the agency's:

1. records officer as designated in LAC 4:XVII, Chapter 1; or
2. the chief executive officer; or
3. the general counsel for the agency.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:956 (June 2003).

§905. Non-Scheduled Records

A. Agencies wishing to dispose of records not listed on their agency's approved retention schedule shall submit to the State Archivist or his designee, Form SS ARC 930 (Request for Authority to Dispose of Records) and a completed Records Management Inventory Form for each non-scheduled series listed on the disposal request. Form SS ARC 930 must have the signature of either the agency's:

1. records officer as designated in LAC 4:XVII, Chapter 1; or
2. the chief executive officer; or
3. the general counsel for the agency

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:956 (June 2003).

§907. Destruction Authorization

A. Once a disposal request has been received by the State Archivist (or his designee), the agency will be notified within 30 days of receipt that:

1. their disposal request has been approved;
2. their disposal request has been denied along with an explanation why approval was not granted;
3. their disposal request contains records that should be transferred to the State Archives for possible inclusion in the State Archives; or
4. their disposal request requires more research and requires an additional 30 days to issue a response to the request.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:956 (June 2003).

§909. Legal Hold Policy

A. Each agency is required to develop and implement an internal process for placing legal holds on records that are involved in state or federal investigations and/or litigation. Agencies should submit their policy within 30 days of creation to the State Archives. The policy should address:

1. the agency's internal disposal approval process;
2. which employees are notified of a legal hold, when they are told and how they are told;
3. who is responsible for contacting possible third party vendors who may house records or data covered under a legal hold;
4. what steps should be taken by notified employees to safeguard records or data covered under a legal hold;
5. the agency's legal hold forms (including file level notice sheets) and instructions for any legal hold form/re lease forms created by the agency to implement the plan;
6. who within the agency has legal authority to lift the legal hold once the litigation or investigation has concluded.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:956 (June 2003).

§911. Disposal Methods

A. Once approval for disposal has been granted, an agency should dispose of the agency records in a manner acceptable to the level of confidentiality the record requires.

1. If a records series contains no information considered confidential in nature, an agency may use any acceptable disposal method including:

- a. landfill;
- b. recycling;
- c. shredding;
- d. incineration;
- e. maceration;
- f. pulverization.

2. If a records series contains information considered confidential in nature, an agency may use any of the following disposal methods:

- a. shredding;
- b. incineration;
- c. maceration;
- d. pulverization.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:957 (June 2003).

§913. Certificate of Destruction

A. Agencies shall document the destruction of their records by maintaining a Certificate of Destruction for all records requiring destruction approval from the State Archives. Such Destruction Certificate shall consist of either:

1. the current State Archives Certificate of Destruction form (SS ARC 933) along with the approved destruction request from the State Archives; or

2. an equivalent document that records the date the records were destroyed, the method of destruction, the approved Authority to Dispose of Records Form and the signature of at least one witness to the destruction or removal of the records. In the event that a recycling company is used for destruction, the date the records are transferred to the recycler for destruction will constitute the destruction date.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:957 (June 2003).

Chapter 13. Electronic Records

Subchapter A. Agency Responsibilities

§1301. Definitions

A. For the purpose of this Chapter the following definitions apply.

Agency Record• a record as defined by R.S. 44:402.

Electronic Mail (E-mail)• a system that enables an agency to compose, transmit, receive and manage text and/or graphic electronic messages and images across networks and through gateways connecting other local area networks.

Long-Term Record• a record with a total retention requirement of over 10 years but less than permanent.

Permanent• a record with a total retention of life of the agency and/or the state and intended to be maintained in perpetuity.

Short-Term Record• a record with a total retention requirement of 10 years or less.

Transitory• transitory records are records that have limited or no administrative value to the agency and are not essential to the fulfillment of statutory obligations or to the documentation of agency functions.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:957 (June 2003).

§1303. General

A. The head of each agency must ensure:

1. that a program is established for the management of state records created, received, retained, used, transmitted, or disposed of on electronic media;

2. that the management of electronic state records are integrated with other records and information management records management programs of the agency;

3. that electronic records management objectives, responsibilities and authorities are incorporated into pertinent agency directives and policies;

4. that procedures are established for addressing records management requirements, including, retention, access and disposition requirements;

5. that training is provided for users of electronic records systems, in the operation, care, and handling of the information, equipment, software and media used in the systems;
6. that documentation is developed and maintained about all electronic state records in a manner adequate for retaining, reading, or processing the records and ensuring their timely, authorized disposition; and
7. that a security program for electronic state records is established.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:957 (June 2003).

Subchapter B. State Archives Imaging Policy

§1305. Imaging System Survey; Compliance

A. In accordance with R.S. 44:413, each agency shall complete a State Archives Imaging System Survey and provide any amendments to their survey in a timely manner when original information provided is no longer accurate.

1. Survey Information. Each agency shall provide the following information to the State Archives:
 - a. a listing of all records series maintained/managed by the system being surveyed;
 - b. the hardware and software being used (including model and version numbers) including total storage capacity;
 - c. the type and density of media being used by the system (magnetic, WORM, etc.);
 - d. the type and resolution of images being produced (TIFF class 3 or 4, and dpi);
 - e. the agency's quality control procedures for image production and maintenance;
 - f. the agency's back up procedures for the system and where (on-site, off-site) and how many sets of images exist;
 - g. the agency's migration plan for purging images from the system that have met their retention period.
2. Initial Survey Implementation. Any agency with an imaging system in operation before June 1, 2003 shall submit their survey response to the State Archives by no later than July 31, 2003.
3. New Systems. In addition to completing the Imaging System Survey, any agency implementing an imaging system on or after June 1, 2003, must contact the State Archives prior to implementation to ensure that a retention schedule, approved by the State Archives, is in place and that the system can comply with their schedule's requirements.
4. Amending Imaging Survey Response. In the event that any changes in the initial information providing on an agency's Imaging Survey response, the agency shall submit an amendment to their survey response within 90 days of the change occurring.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:957 (June 2003).

§1307. Acceptable Means of Records Preservation

A. In accordance with R.S. 44:410, electronic digitizing (imaging) is an acceptable means for records preservation for the maintenance of short-term agency records, as defined in LAC 4:XVII.1301.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:958 (June 2003).

§1309. Short-Term Records

A. Agencies utilizing imaging for the creation and maintenance of short term records, may use imaging without maintaining the original or a microfilm copy of the original provided that:

1. the records series has been included on the agency's retention schedule submitted to and approved by the State Archivist or his designee;
2. a quality control inspection of the images is conducted prior to the destruction of the original source documents to ensure the visibility and accessibility;
3. the proper approval has been secured from the State Archives prior to the destruction of the original source documents;
4. the records series maintained on imaging systems are stored in such a manner as to comply with the retention requirements (i.e., like retentions on the same optical disk or subdirectory).

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Office of the Secretary of State, Division of Archives, LR 29:958 (June 2003).

§1311. Long-Term and Permanent Records

A. In accordance with R.S. 44:410, agencies utilizing imaging for the creation and maintenance of long term and/or archival records, may use imaging for administrative purposes provided that for preservation purposes the agency either:

1. maintain the original source documents for the retention period listed on the agency's retention schedule; or
2. produce a microfilm back up of the records and store the microfilm with the State Archives.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Office of the Secretary of State, Division of Archives, LR 29:958 (June 2003).

Subchapter C. Electronic Mail (E-mail) Guidelines

§1321. Series Retention of E-mail

A. E-mail should be retained based on content not on media type or storage limitations. Agencies should not encourage employees to unilaterally discard E-mail because of artificial limits on E-mail box capacities.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Office of the Secretary of State, Division of Archives, LR 29:958 (June 2003).

§1323. E-Mail is Not a Records Series

A. E-mail should not be treated as a single record series for retention scheduling purposes. E-mail should be incorporated into existing records series maintained by an agency.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Office of the Secretary of State, Division of Archives, LR 29:958 (June 2003).

§1325. Types of E-Mail

A. There are two broad categories of E-mail: record and non-record, based on their administrative and retention requirements.

1. Transitory. Transitory records are records that have limited or no administrative value to the agency and are not essential to the fulfillment of statutory obligations or to the documentation of agency functions.

a. Examples. Transitory information can include the following: unsolicited and junk e-mails not related to agency work, listserv and other e-mail broadcast lists that require subscription (including newspapers), reminders for meetings and events (i.e. cake in the conference room, staff meeting moved from 2 p.m. to 3 p.m.), personal non-work related e-mails received by employees.

b. Retention. There is no retention requirement for transitory messages. Public officials and employees receiving such communications may delete them immediately without obtaining approval from the State Archives.

2. Record. Electronic mail records are records that have administrative value to the agency or are required to be maintained under state or federal law for a specified amount of time.

a. Retention. The retention requirement for e-mail records must follow suit with records with similar content found in other media (i.e., paper, film, electronic image). In the event that the content of the message does not fit into an existing record series on an approved retention schedule, the e-mail should be maintained in a manner consistent with R.S. 44:36 and should be added to the agency's approved retention schedule if the series is expected to remain active.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Office of the Secretary of State, Division of Archives, LR 29:958 (June 2003).

§1327. Maintenance of Electronic Mail

A. Records created using an email system may be saved for their approved retention period by one of the following.

1. Print message and file in appropriate hard copy file.
2. Place in folders and save on personal network drive or C: drive.
3. Save to removable disk (including CD-ROM). 3.5" disks are not recommended for retention periods of more than one year due to the instability of this medium.
4. Transfer to an automated records management software application.
5. Managed at the server by an automated classification system.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:959 (June 2003).

§1329. User Responsibilities

A. It is the responsibility of the user of the e-mail system, to manage e-mail messages according to their agency's retention schedule.

1. It is the responsibility of the sender of e-mail messages within the agency's e-mail system and recipients of messages from outside the agency to retain the messages for the approved retention period.

2. Names of sender, recipient, date/time of the message, as well as any attachments must be retained with the message. Except for listserv mailing services, distribution lists must be able to identify the sender and recipient of the message.

3. User responsibilities may be mitigated by the use of a server level automated classification system.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:959 (June 2003).

§1331. Agency Responsibilities

A. Each agency should adopt and disseminate to their employees an agency Electronic Mail (E-mail) Proper Use Policy. The policy should include:

1. defining official use and set limits on personal use of electronic messaging (similar to limitations that exist for telephone, fax, and personal mail);
2. prohibiting the use of electronic messaging system to promote the discrimination (on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability or sexual preference), promotion of sexual harassment, or to promote personal, political, or religious business or beliefs;
3. prohibiting employees from sending electronic messages under another employee's name without authorization;
4. prohibiting the altering of electronic messages, including any attachments;
5. agency process for storing and maintaining electronic messages for the duration of the message's retention period;
6. notice that users of an agency's electronic messaging system should not expect a right of privacy and that electronic messages may be monitored for compliance and abuse.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:959 (June 2003).

§1333. Use of Records Management Application (RMA) Software

A. Agencies may use records management application (RMA) software to manage records in digital form. RMA software categorizes and locates records and identifies records that are due for disposition. RMA software also stores, retrieves, and disposes of the electronic records that are stored in its repository. Agencies should use RMA software that complies with DoD 5015.2-STD, "Design Criteria Standard for Electronic Records Management Software Applications," as issued by the U.S. Department of Defense.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:959 (June 2003).

Chapter 15. Microfilm Policy

§1501. General

A. This policy applies to the microfilming of any agency record that is to be maintained solely in microfilm format and to all microfilm which is created or maintained for the full retention period of the record as a security copy of an agency record. This policy does not apply to convenience film.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:959 (June 2003).

§1503. Definitions

A. The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise. Terms not defined in these sections have the meanings defined in the R.S. 44:402.

Aperture Card• card with a rectangular opening(s) into which 16mm/35mm microfilm frames can be inserted, mounted, or pre-mounted.

Batch• a quantity of chemicals or film which has been prepared at one time, and which has been identified through labeling or through other means by the manufacturer as a batch or lot.

CAD (Computer Assisted Design)• a method of creating microimages by computer-driven laser.

Convenience Film• microfilm copies of records created only for convenience of use and considered non records under R.S. 44:1.

Declaration by the Camera Operator• A target photographed on film following the filmed records that provides identification of beginning and ending records on the film; signature of the camera operator; date the declaration was filmed; and reduction range, if more than one ratio has been used.

Diazo• a photographic film containing one or more photosensitive layers composed of diazonium salts in a polymeric material which react with coupler(s) to form an azo dye image after film processing.

Duplicate Microfilm• a microfilm copy made from the original or master negative. Can be silver, diazo or vesicular film.

Essential Record• any agency record necessary to resume or continue an agency's business; to recreate its legal and financial status; and to preserve the rights of the agency, its employees, and its clients.

Microfilm• roll microfilm, microfiche, computer output microfilm (COM), and all other formats produced by any method of microphotography or other means of miniaturization on film.

Microfilm Container• generic term for any enclosure in close or direct contact with film such as a reel, can, bag, folder, sleeve (sheath), jacket, envelope, window mount or mat, slide mount, carton, cartridge, cassette, and aperture card.

Microfilming• the methods, procedures, and processes used to produce microfilm.

Original Microfilm• first generation of film produced when records are filmed.

Silver Original• first generation silver-gelatin film or other archival quality film.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:959 (June 2003).

§1505. Access to Referenced Standards and Practices

A. The copyrighted standards and recommended practices issued by the American National Standards Institute (ANSI) and/or the Association for Information and Image Management (AIIM) listed in this chapter are considered best practice and each agency should strive to meet their minimum requirements for all microfilming of state records. A copy of each of the standards mentioned in this rule will be on file upon adoption of this rule and available for public inspection by appointment, during regular working hours at the Louisiana State Archives Building, 3851 Essen Lane, Baton Rouge, LA 70809. The standards are distributed by and available from the Association for Information and Image Management (AIIM), Suite 1100, 1100 Wayne Avenue, Silver Spring, MD 20910-5699.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:960 (June 2003).

§1507. Retention Schedule Compliance

A. Microfilming of records must be in compliance with an approved agency retention schedule except, if an agency does not have an approved retention schedule, a microfilming needs assessment must be completed by the State Archives to determine if filming is justified.

1. For microfilm maintained as roll film, no more than one record series is permitted on each roll of microfilm.

2. Original records that have been microfilmed may be destroyed or source documents that have been filmed prior to the expiration of their retention periods if the microfilm complies with this policy and in accordance with R.S. 44:36 and R.S. 44:39.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:960 (June 2003).

§1509. Use of Original Microfilm

A. After the completion of production tests and quality inspection, original microfilm must not be unwound and used for any purpose except:

1. to produce duplicate copies of the film;
2. to carry out periodic inspection of stored original film;
3. to expunge records required by law;
4. to destroy records when retention period has been met.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:960 (June 2003).

§1511. Annual Report Requirement

A. All agency microfilm produced in house by an agency or by an outside vendor shall make an annual report to the State Archives in the form of letter or report and shall include:

1. equipment used by agency or vendor;
2. records series annually filmed by agency;
3. total number of:
 - a. 100' 16 mm reels;
 - b. 215' 16 mm, reels;
 - c. 35 mm reels;
 - d. microfiche;
 - e. jackets;
 - f. aperture cards;
 - g. images filmed;
 - h. duplicate reels produced.
4. the method(s) and/or vendor used to process agency microfilm;
5. the location of the original film produced.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:960 (June 2003).

§1513. State Centralized Microfilm Unit

A. In accordance with R.S. 44:415, all agencies shall contract with the State Archives for microfilming services. If the State Archives is unable to meet the agency's needs, the State Archives can grant permission for the agency to contract with a private vendor.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:960 (June 2003).

§1515. Film Requirement

A. Film with a polyester base must be used for records having a retention period of 10 years or more. Any film type may be used for records having a retention period of less than 10 years, provided the microfilmed record will last for the required retention period.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:960 (June 2003).

§1517. Film Production

A. The records to be filmed must be arranged, identified, and indexed for filming so an individual document or series of documents can be located on the film. In instances where records are not self-indexing (i.e. not in a readily identifiable numeric or alphabetic sequence) an index must be maintained.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:961 (June 2003).

§1519. Image Marking

A. Any use of image marking should comply with standard ANSI/AIIM MS8.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:961 (June 2003).

§1521. Targets

A. Whenever possible, targets must all face the same direction as the records being microfilmed.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:961 (June 2003).

§1523. Image Sequence

A. Image sequence on roll microfilm must be at a minimum:

1. leaders with a minimum of 3 feet (36 inches) of blank film;
2. density target and resolution target;
3. title page (including agency of record);
4. records series identification page;
5. records on film;
6. declaration by camera operator;
7. density target and resolution target;
8. trailer with a minimum of 3 feet (36 inches) of blank film.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:961 (June 2003).

§1525. Retake Sequence

A. Filming sequence for retakes and additions on all microfilm must be:

1. title target identifying the retake or addition records;
2. the retake or addition records; and
3. declaration of the camera operator.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:961 (June 2003).

§1527. Splices

A. Retakes and additions can be spliced either before the density and resolution targets at the beginning of the film or after the density and resolution targets at the end of the film. Retakes and additions can be on another roll of film if cross-indexed to the original roll on the title target and the container label of the retake.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:961 (June 2003).

§1529. Inspection

A. Original processed microfilm must be visually inspected according to the following procedures.

1. A visual inspection of microfilm within two weeks of creation must be completed to verify legibility.

2. Film of essential records or records having a retention period of 10 years or more must be inspected image by image.

3. Film of non-essential records having a retention period of less than 10 years must be inspected at least every 10 feet of each roll or every third microfiche.

4. Images of documents must be uniformly placed on the film and must be free of any defects in the filming area that would interfere with the documents being read.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:961 (June 2003).

§1531. Cameras and Ancillary Equipment

A. It is recommended that camera equipment be calibrated, tested, or otherwise inspected and adjusted at least twice annually or more often if required to comply with manufacturer's specifications or recommended operating and maintenance procedures.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:961 (June 2003).

§1533. Storage of Original Microfilm

A. Original film should be stored in a separate building from where duplicate copies or the original record are housed. In addition, films of different generic types, such as silver-gelatin, diazo, and vesicular films, should not be stored in the same storage room/vault or in rooms sharing common ventilation.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:961 (June 2003).

§1535. Storage of Original Microfilm at State Archives

A. Original film of original records at the State Archives must be placed in an Archives vault on a different floor or than the original records or duplicate film. Films of different generic types, should not be stored in the same vault.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:961 (June 2003).

§1537. Storage Environment

A. Original microfilm must be stored in a storage room or vault that:

1. offers protection from fire, water, steam, structural collapse, unauthorized access, and other potential hazards;

2. is equipped with a fire alarm and fire suppression system;

3. has adequate temperature and humidity controls:

a. for original film of records with a retention of 10 years or more, temperature must not exceed 72 degrees Fahrenheit, and a constant relative humidity of 45 percent must be maintained with a maximum variation of plus/minus 5.0 percent relative humidity in a 24-hour period;

b. for original film of records with a retention period of 10 years or less, the maximum temperature must not exceed 77 degrees Fahrenheit, and a relative humidity range between 20 percent and 60 percent must be maintained with a maximum variation of plus/minus 5.0 percent relative humidity in a 24-hour period.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:961 (June 2003).

§1539. Containers and Storage Housing

A. Storage housing materials must be noncombustible and non-corrosive. Microfilm containers for original microfilm must:

1. be used for processed microfilm to protect the film and facilitate identification and handling.

2. be chemically stable materials such as non-corrodible metals (anodized aluminum or stainless steel), peroxide-free plastics, and acid-free paper to ensure no degradation is caused to the images.

3. stored in a closed housing or may be stored on open shelves or racks if the film is in closed containers.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:962 (June 2003).

§1341. Container Labels

A. Labels must include:

1. whether the film is original microfilm or a duplicate, including generation number if known;

2. identification number;

3. name of agency;

4. records series title;

5. inclusive dates of records;

6. the beginning and ending records; and
7. retakes/additions, if applicable.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:962 (June 2003).

§1541. Inspection of Stored Original Microfilm

A. Inspection of stored original microfilm may be conducted in accordance with the following standards:

1. ANSI IT9.11;
2. ANSI/AIIM MS45; and
3. ANSI/NAPM IT9.1.

B. When inspection is done, the sample of microfilm to be inspected for each storage room or vault, if more than one, must be 1/1000th of the total volume of stored microfilm or at least 100 microforms (rolls, jackets, microfiche, aperture cards, COM, etc.), whichever is greater. Sampling procedures must be established that will assure that all parts of the group of microfilm are represented.

C. Inspection must be conducted every five years. Microfilm that has been stored under temperature and/or humidity conditions other than those specified in this policy must be inspected every two years.

D. Containers used to store the film must be inspected for evidence of rust, corrosion, or other deterioration and replaced, if needed.

E. Original microfilm must be inspected on a light box with rewinds or comparable equipment which will not scratch the film.

F. If deterioration is found, a more extensive inspection must be conducted to locate all deteriorating film.

G. Any deteriorating film must immediately be removed from the storage area and the problem corrected before returning the film to storage.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:962 (June 2003).

§1543. Computer Output Microfilm (COM)

A. All policies for COM are the same as other microfilm formats, except:

1. The COM original must be wet processed silver-gelatin film for essential records and records with a retention of 10 years or more.

2. The following standards for production, testing, and inspection of COM are recommended:

- a. ANSI/AIIM MS1;
- b. ANSI/AIIM MS5;
- c. ANSI/AIIM MS28;
- d. ANSI/AIIM MS39;
- e. ANSI/AIIM MS43; and
- f. ANSI/NAPM IT9.17.

B. If bar coding is used, the procedures in technical report AIIM TR12 should be followed.

C. The COM original must be visually inspected every 10 feet.

D. Eye-legible titling information must include the following:

1. name of agency;
2. records series title;
3. date(s) of records; and
4. starting and/or ending indexing information.

E. A reduction ratio not exceeding 48:1 must be used.

F. Adherence image sequence for filming, mentioned in this policy is not required.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:962 (June 2003).

§1545. Jacketing

A. All policies for jacketed microfilm are the same as other microfilm formats, except:

1. original microfilm may be placed in a jacket, if there is a security copy stored in the same fashion as original microfilm;

2. jacket header information should include a record identifier (name, number). If no security copy exists, the following must be included in the jacket header information:

- a. name of agency;
- b. records series title;
- c. date(s) of records; and
- d. starting and/or ending indexing information.

B. Header information must be created with a black carbon-type ribbon or ink that will not bleed, spread, or transfer.

C. Microfilm jackets should comply with ANSI/AIIM MS11.

D. The procedures in AIIM TR11 are recommended for the jacketing of film.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:962 (June 2003).

§1547. Aperture Card/CAD Systems

A. Film produced by aperture card/CAD systems are the same as other microfilm formats, except:

1. original microfilm and enclosure should pass the photographic activity test criteria outlined in the standard ANSI IT9.2;

2. a density test and a resolution test must be conducted on a sample of original microfilm at a minimum of once every 250 cards or every 1,000 images, whichever is greater;

3. aperture cards must have the following information on label headings:

- a. name of agency;
- b. records series title;
- c. date(s) of records; and
- d. unique identifier.

B. Adherence image sequence for filming, mentioned in this policy is not required.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:963 (June 2003).

§1549. Expungements

A. Such action must comply with statutory law.

1. If roll film is spliced, the following information must be inserted in place of the expunged record(s):

- a. a start of expungement target;
- b. replacement documents for documents that were expunged (if necessary);
- c. an expungement certificate containing the following information:
- d. the number of the district court ordering the expungement;
- e. the signature, printed name, and title of the custodian of expunged records;
- f. the date of expungement.

B. Images on film must not be expunged by punching holes through film, by using opaque, by blotting images with ink-type pen, or by using chemical means such as potassium dichromate (bleach) on film emulsion.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:963 (June 2003).

§1551. Destruction of Microfilmed Records

A. Microfilmed records must be destroyed only in accordance with R.S. 44:411(A)(2). Microfilmed records scheduled for destruction must be disposed of in a manner that ensures protection for any sensitive or confidential information. Destruction of records on a roll of microfilm containing multiple records series must be done by destroying the whole roll of film at the time the records on the film that have the longest retention period are eligible for destruction or, if filmed prior to the effective date of these standards, by deleting the section of the film containing records eligible for destruction and splicing the film. If the film is spliced, a destruction notice containing the following information must be inserted in place of the deleted records:

1. the records series title and the inclusive dates of the records;
2. the signature and printed name of the agency records management officer (RMO) approving deletion of the records;
3. the date of the deletion.

AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.

HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:963 (June 2003).

§1553. Documentation and Record Keeping

A. Microfilm Production

1. Agency records management officer (RMO) must require documentation to be maintained that identifies titles of records filmed, dates records filmed, disposition of records after filming, dates film processed, disposition of film, reduction ratio used, records series contained on each microfilm, and equipment on which each microfilm was filmed and processed. The documentation must be retained until final disposition of all microfilm documented in the log or equivalent.

B.1. The following information must be recorded for each inspection of stored microfilm:

- a. the quantity and identification of microfilm inspected;
- b. the condition of the microfilm, including description of any deterioration;

- c. any corrective action required;
 - d. the date(s) of inspection and signed certification of inspector; and
 - e. the date any corrective action was completed.
2. The inspection log of stored microfilm must be maintained by year and within each year numerically according to microfilm identifier or number.
- C. Agency microfilm programs must be reviewed yearly by the agency records management officer (RMO) for compliance with R.S. 44, Chapter 5, and this policy.
- AUTHORITY NOTE: Promulgated in accordance with R.S. 44:405.
- HISTORICAL NOTE: Promulgated by the Department of State, Office of the Secretary of State, Division of Archives, LR 29:963 (June 2003).

W. Fox McKeithen
Secretary of State

0306#022



STATE OF LOUISIANA
SECRETARY OF STATE
DIVISION OF ARCHIVES, RECORDS MANAGEMENT, AND HISTORY
BATON ROUGE, LOUISIANA

<p><u>For Archives Use Only</u> Date Received: _____ Updated: _____ Updated by: _____</p>

TO: Records Management Section
Division of Archives Records Management and History
P.O. Box 94125, Capitol Station
Baton Rouge, LA 70804-9125
FAX (225) 922-1220

Instructions: In compliance with LAS-R.S. 44:411, on or before July 1 of each state fiscal year, the chief executive officer of each agency shall designate a records officer to act as liaison between the Division of Archives, Records Management and History and the agency on all matters related to records management and communicate that designation by completing this form, in its entirety and submit it to the State Archives. **Please complete and return by fax or mail to the address or fax number listed above.**

PLEASE PRINT CLEARLY ALL INFORMATION REQUESTED BELOW.

1. Agency: _____
2. Agency Mailing Address: _____
3. Agency Chief Executive: _____
4. Executive's Title: _____
5. Executive's E-mail Address: _____@_____
6. Exec Phone Number: (____) _____ - _____ 7. Exec Fax Number: (____) _____ - _____
8. Date Executive Appointed or Elected to current position: _____
9. Date Executive's current term ends: _____ (date of next election or N/A if not applicable).
10. Agency Records Designee: _____
11. Designee's Title: _____
12. Designee's E-mail Address: _____@_____
13. Des Phone Number: (____) _____ - _____ 14. Des Fax Number: (____) _____ - _____

As Chief Executive Officer of the agency listed above, I hereby designate the person listed above for the State Fiscal Year beginning July 1, 20__ and ending June 30, 20__. If returned after January 1st in a year where a designation has not been made, the designation will cover the balance of the remaining fiscal year and the upcoming fiscal year the form for which the form being submitted. In the event that our designee changes during the year indicated above, we will notify your office of the change and our new designee within thirty days of any such change.

Executive Signature: _____

Executive Title: _____ Date: _____

Records Officer Designation (Liaison)

Key Points:

- Each State Agency (see La. R.S. 44:402 for definition) is required by La. R.S. 44:411 to designate a person to serve as a liaison between the agency and the State Archives.
- Designations are made using the Records Officer Designation form (SSARC-940) that can be found on our [Get Forms](#) section for the Records Management area of the Secretary of State's website (www.sos.la.gov/records).
- The liaison is also commonly referred to the **Agency Records Management Officer**.
- La. R.S. 44:411 requires the designation to come from the Chief Executive of the agency (not their delegated appointee) and must be SIGNED by the Chief Executive of the agency.
- For agencies that are boards, commissions, authorities, etc. that have programmatic support from another agency (e.g. a board that has a program manager from a state department), the Chief Executive would be the Board Chairman, not the Program Manager or Executive Director of the office.
- By Administrative Rule, this designation is **due annually by July 1**, and should be amended at any point in the state fiscal year (July 1- June 30) in which the records liaison changes.
- It is NOT necessary to submit an amended form if the Chief Executive changes during the year, unless that Executive wishes to change the agency liaison at that time.
- Complete submissions received between January 1 and June 30 of any given year will be counted for the upcoming state fiscal year in addition to the current state fiscal year in which the form was received.

Completing the Form:

- Read and/or review the Louisiana State Archives | Records Management Program | Procedures document for the Records Officer Designation Liaison Form (SSARC-940).
- Procedures for completing forms can be found on the [Get Forms](#) section of the Records Management area of the Louisiana Secretary of State's website. Visit <http://www.sos.la.gov/records> to access this information.
- Forms that are submitted with missing signatures or designation information or have been executed by someone other than the chief executive of the agency (Executive director instead of Board President, CAO instead of Parish President) will be returned for resubmission.

Method of Submission:

- Signed designation forms can be submitted to the Records Management program via email to recmgt@sos.la.gov; by fax to (225) 922-1220 Attn: Records Management or via U.S. mail to: Records Management -(940), Louisiana Secretary of State, P.O. Box 94125, Baton Rouge, LA 70804.
- If submitting by email or fax, it is NOT necessary to mail the original.

Who to contact regarding Designations:

- Agencies that have a question regarding their designation including: past designees of agency, current designee status of agency, how to complete the form, questions about how to proceed when agency Chief Executive is vacant should be sent via email to recmgt@sos.la.gov or faxed to (225) 922-1220. If you need to speak to someone, please contact one of our Records Analysts at either (225) 362-5181, (225) 362-5182 or (225)925-7695.

Records Officer Designation (Liaison)

About the Form:

- Designations are made using the Records Officer Designation form (SSARC-940) that can be found on the [Get Forms](#) page for the Records Management area of the Louisiana Secretary of State's website.
- Guidance about what agencies need to know about the form and how to submit it can be found on the [View Resources](#) page. Visit <http://www.sos.la.gov/records> to access the Records Management area.
- Please remember to **type or print the information you provide** on the Records Officer Designation form.

Completing the Form:

1. **Agency:** Enter the name of the Agency. For statewide agencies enter the name of your agency, board, commission, etc. For parish agencies, be sure to include your parish name if you are a local agency and a Ward or District number if there is more than one type of agency in your parish.
2. **Agency Mailing Address:** Please include the mailing address, including City, state and zip code for your entity. (While most entities are based in Louisiana, some have a mailing address across state lines).
3. **Agency Chief Executive:** List the Chief Executive for your agency. If your agency is run by an elected official put the Elected Official's Name. If your agency is tied to a board or commission, the Chief Executive is the Chairman of the Board not the Executive Director. Do not put someone who has delegated authority. R.S. 44:411 requires that the appointment be from the Chief Executive.
4. **Executive's Title:** Title of the Chief Executive (e.g. Mayor, Chairman of the Board, Sheriff, etc.)
5. **Executive's Email address:** email address of the person named on line 3. Needed in the event of a disaster or significant records related issue.
6. **Exec. Phone number:** phone number of person named on line 3. Needed in the event of a disaster or records related issue.
7. **Exec. Fax number:** fax number for person named on line 3. Needed in the event of a disaster or significant records related issue.
8. **Date Executive Appointed or Elected to current position:** Beginning date of election/appointment (without break in service) to current position listed on line 4.
9. **Date Executive's current Term ends:** Enter ending date of term if elected (next election swearing in) or N/A if appointed.
10. **Agency Records Designee:** Name of person being appointed as Records Officer Designee.
11. **Designee's Title:** Title for the person named on line 10 (regular job title)
12. **Designee's Email address:** Email address for the person named on line 10.
13. **Des Phone Number:** Office number for person named on line 10.
14. **Des Fax Number:** Office Fax number for person named on line 10.

Signing the Submission:

- In the paragraph above the signature line, there are two blanks used to complete the beginning and ending year of the designation appointment.
- The designation can be turned in at any time. However, Agencies who turn their applications in no more than 6 months prior to the July 1 deadline will have their form count for the current fiscal year and the subsequent fiscal year. (Eg. Form received on March 3, 2018, would count for FY2018 and FY2019. So the first blank would have 17 entered and 19 entered for the ending date).
- Make sure that the signature matches the name listed on Line 3 and the title matches line 4.



STATE OF LOUISIANA
SECRETARY OF STATE
 DIVISION OF ARCHIVES, RECORDS MANAGEMENT, AND HISTORY
 BATON ROUGE, LOUISIANA

ROLE DESIGNATION FORM
 SS ARC 941 (R 5/18)

TO: Records Management Section
 Division of Archives Records Management and History
 P.O. Box 94125, Capitol Station
 Baton Rouge, LA 70804-9125
 FAX (225) 922-1220

<p><u>For Archives Use Only</u> Date Received: _____ Updated: _____ Updated by: _____</p>

Instructions: This form is to be used to designate records coordinators (people who assist the agency records officer) and records center coordinators with the State Archives Records Management Program. It can also be used to designate legal and IT representatives for records management related topics. Unlike the Records Officer Designation Form, this form does not need to be signed by the Chief Executive Officer. DO NOT USE this form to designate your agency's Records Officer (use form SS ARC 940 to do so). **Please complete and return by fax or mail to the address or fax number listed above.**

PLEASE PRINT CLEARLY ALL INFORMATION REQUESTED BELOW.

1. Agency: _____
2. Agency Mailing Address: _____
3. Designee's Role (Check all that apply):

<input type="checkbox"/> Records Center Coordinator	<input type="checkbox"/> Legal Contact
<input type="checkbox"/> Records Coordinator	<input type="checkbox"/> IT Contact
4. Designee Section/Office Representing: _____
5. Designee Name: _____
6. Designee's Title: _____
7. Designee's E-mail Address: _____@_____
8. Des Phone Number: (____) _____ - _____ 9. Des Fax Number: (____) _____ - _____

The person listed above is appointed as the coordinator/contact for the section indicated until we notify your office or update the information via renewal process through your office. In the event that our coordinator/contact changes, we will notify your office of the change and our new designee within thirty days of any such change.

Submitter's Signature: _____

Submitters Title: _____ Date: _____

Records Management Role Designation

Key Points:

- Each State Agency (see La. R.S. 44:402 for definition) is required by La. R.S. 44:411 and Title 44 to complete a number of different activities related to records management.
- The Role Designation form (SSARC-941) is used to designate records coordinators (people who assist the Agency Records Officer (liaison) and records center coordinators with the State Archives Records Management Program.
- The form can also be used to designate legal and IT representatives for records management related topics (such as imaging exceptions or legal holds).
- There is no deadline for these designations. However, once made, the Archives' Records Management Program should be notified within 30 days if a person leaves or position changes.
- It is **NOT** necessary for the Chief Executive to sign any of these designations.
- It is recommended that the Agency Records Officer (Liaison) should sign the forms.
- These forms must be submitted by the Agency Records Officer (Liaison).

Completing the Form:

- Read and/or review the Louisiana State Archives | Records Management Program | Procedures document for the Records Management Role Designation Form (SSARC-941).
- Procedures for completing forms can be found on the [Get Forms](#) section of the Records Management area of the Louisiana Secretary of State's website. Visit <http://www.sos.la.gov/records> to access the Records Management area.

Method of Submission:

- Signed designation forms can be submitted to the Records Management program via email to recmgt@sos.la.gov; by fax to (225) 922-1220 Attn: Records Management or via U.S. mail to: Records Management -(941), Louisiana Secretary of State, P.O. Box 94125, Baton Rouge, LA 70804.
- If submitting by email or fax, it is **NOT** necessary to mail the original.

Who to contact regarding Designations:

- Agencies that have a question regarding their designation including: past designees of agency, current designee status of agency, how to complete the form, questions about how to proceed should be sent via email to recmgt@sos.la.gov or faxed to (225) 922-1220. If you need to speak to someone, please contact one of our Records Analysts at either (225) 362-5181, (225) 362-5182 or (225) 925-7695.

Records Management Role Designation

About the Form:

- Designations are made using the Records Management Role Designation form (SSARC-941) that can be found on the [Get Forms](#) page for the Records Management area of the Louisiana Secretary of State's website.
- Guidance about what agencies need to know about the form and how to submit it can be found on the [View Resources](#) page. Visit <http://www.sos.la.gov/records> to access the Records Management area.
- Please remember to **type or print the information you provide** on the Role Designation form.

Completing the Form:

1. **Agency:** Enter the name of the Agency. For statewide agencies enter the name of your agency, board, commission, etc. For parish agencies, be sure to include your parish name if you are a local agency and a Ward or District number if there are more than one type of agency in your parish.
2. **Agency Mailing Address:** Please include the mailing address, including City, state and zip code for your entity. (While most entities are based in Louisiana, some have a mailing address across state lines).
3. **Designee's Role (Check all that apply):** Listed below are the four designation choices and criteria for selection of that role.
 - a. **Records Center Coordinator:** This person serves as a point of contact for a section of an agency that routinely sends boxes to the State Records Center. They assist the agency Records Management Officer (RMO) with keeping up with what is held for the agency by the State Records Center.
 - b. **Records Coordinator:** This person serves as a point of contact for a section of an agency regarding records management. They assist the agency RMO with various records management activities including: record retention schedule development/revision, disposal request processing, imaging activities, and disaster preparation/recovery. They may also serve on the agency's Records Management Committee.
 - c. **Legal Contact:** This person can be the General Counsel, Executive Counsel, Staff Attorney or Outside Counsel. They are typically included in the contacts section of Imaging Exception Applications and in Legal Hold notifications.
 - d. **IT Contact:** This person can be a member of the agency's IT staff or a consultant working on an IT project. They are typically included in the IT contact section of Imaging Exception Applications and in Legal Hold notifications involving electronic records.
4. **Designee Section/Office Representing:** List the agency section and Office the person named on line 5 represents. If not an agency employee, indicate that they are a contractor for the agency section/office for the agency listed on line 1.
5. **Designee Name:** Name of person being appointed as Designee.
6. **Designee's Title:** Title for the person named on line 5 (regular job title)
7. **Designee's Email address:** Email address for the person named on line 5.
8. **Des Phone Number:** Office number for person named on line 5.
9. **Des Fax Number:** Office Fax number for person named on line 5.

Signing the Submission:

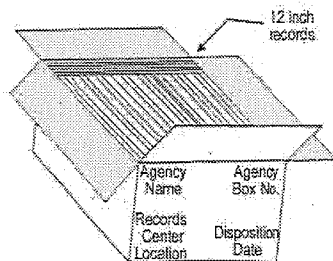
- The designation starts the date the form is received and continues until the designation is changed or removed by the agency in writing to the State Archives Records Management Program.
- The designation can be turned in at any time.
- The form can be signed by the agency's RMO, Chief Executive or the designating section's ranking employee.

Packing a Records Center Storage Box

Key Points:

- The following guidance should be used to ensure that agency records are packed properly in standard storage boxes that are accepted by the State Records Center (1.2 cubic feet boxes 15"x 12" x 10").
- Boxes can be purchased from the State Records Center in bundles of 25. Contact the Records Center at (225) 922-1224 to verify the current price per bundle.
- The weight of each box should not exceed 35 pounds.
- Records should be packed in the same order they are filed in the agency.
- All of the Records in each box should have the same disposal date. If possible, they should only contain one record series.
- If you have several series with the same disposal dates, but they won't complete a box on their own, you can place them in the same box. You will need to note each series on the transmittal for that box.
- Place records in the box facing the long side (15" side) of the box. If boxing letter sized files, after you place the files facing the long side, you can take a small set of files and place them in the back of the box (parallel to the front of the box) to keep files from sliding.
- Leave approximately 1" of space in each box to facilitate retrieval.
- DO NOT USE packing tape on the TOPS of the boxes. It will hamper retrievals.
- DO NOT place files on top of records already in the box. It will damage the folders and the boxes will not fit the shelving properly.
- The Records Center can only destroy paper records. Do not mix record media (i.e. microfiche with paper records; or cassette tapes with paper files).
- Remove hanging file folders, three ring binders and binder clips from records before closing each box. Use rubber bands, file pockets or paperclips to segment the records. The recycling and shredding vendors will not take boxes with binder clips, binders or hanging file folders in them. They can also be reused (saving your agency money).
- If you are transferring records in a media other than paper (i.e. audio/video tapes, magnetic media, microfiche), note the media type on the transmittal within the description of the contents for that box. When the retention has been met the Records Center reserves the right to return the records to the agency for disposal if the disposal vendor cannot destroy the record appropriately.

How the box should look:



Who to contact regarding boxing records:

- Agencies that have a question regarding boxing records to send to the State Records Center should be sent via email to records.center@sos.la.gov or faxed to (225) 922-2513. If you need to speak to someone, please contact the Records Center at (225) 922-1224.



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 11/10)

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

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

YES NO Archives _____
 YES NO Rec Mgt _____

Method: DUMP SHRED RECYCLE BURN DELETE
 DeGAUSSE/ERASE CRUSH

FROM:

Sample Department, Agency and Section (if Applicable)

1. AGENCY NAME

123 Main Street, P.O. Box 1234, Anytown, LA 70804

2. ADDRESS

Agency Records Officer

225-123-4567

name@url.gov

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.

1/10/2013 Sue Smith RMO
 DATE SIGNED SIGNATURE OF REPRESENTATIVE TITLE

6. Inclusive Dates	7. Description of Records (List Records Series Title if Records Appear on Agency Retention Schedule)
1995-2000	General Correspondence Sent and Received
1/2002-12/2002	Invoices (converted to images and reviewed)
1995- 2003	Agency Policies and Procedures (all versions) - Have been microfilmed (request to destroy originals)
1980-2005	Payroll Records (contains confidential information)
1975-2008	Audio Tapes of Committee Meetings for which official minutes have been adopted.



STATE OF LOUISIANA
SECRETARY OF STATE
 DIVISION OF ARCHIVES, RECORDS MANAGEMENT AND HISTORY

**APPLICATION FOR
 EXPEDITED PROCESS FOR
 REQUESTS FOR AUTHORITY
 TO DISPOSE OF RECORDS**
 SS ARC 930e (R 6/2018)

TO: SECRETARY OF STATE
 DIVISION OF ARCHIVES,
 RECORDS MANAGEMENT AND HISTORY
 P.O. BOX 94125, Capitol Station
 Baton Rouge, Louisiana 70804-9125

<p>FOR ARCHIVES USE ONLY Application Received: _____ Imaging Exception Request No. _____ Exception Expiration date: _____ Imaging Survey/Schedule on File: [] Yes [] No Decision: _____ Date Returned to Agency: _____</p>

FROM:

1. STATE OR LOCAL AGENCY

2. ADDRESS

3. NAME OF PERSON WITH WHOM TO CONFER 4. PHONE NUMBER WITH AREA CODE 5. EMAIL ADDRESS

DATE SIGNED	SIGNATURE OF REPRESENTATIVE	TITLE
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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 our agency will be transmitting disposal requests via email in the future for records that have been converted in accordance with our imaging exception policy, imaging survey or document conversion process for archival preservation. The records described in these requests proposed for disposal will be for the reason indicated:

- B1. ___ Records have been converted to Digital Images. B.3 ___ Records have met their retention (< 30 days).
 B2. ___ Records have been converted to Microfilm. B.4 ___ Records have met their retention (< 3 years).

Approved by:

DATE	STATE ARCHIVES RECORDS MANAGEMENT REPRESENTATIVE	TITLE
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Declined by:

DATE	STATE ARCHIVES RECORDS MANAGEMENT REPRESENTATIVE	TITLE
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Comments:

QUIZ #1 Record vs Non Record

Yes, No or Maybe		Answer
	Official Minutes of a Meeting	
	Telephone Message Log/Pad	
	E-mail from DOA about payroll changes	
	E-mail from another agency about a project they are working on	
	Fax from a vendor	
	A DNA sample from a suspect.	
	A soil sample from a site inspection.	
	Your copy of your last expense report	
	Articles from The Advocate about your agency from 2005	
	Your handout with notes you are taking for this training	
	An agency database entry for a clinic in Avoyelles parish	
	2007 editions of the <i>CIO Today magazine</i>	
	Agency Correspondence from 1932	
	A Guide published by your agency	
	E-mail with today's weather report included	
	The 2006 Louisiana Roster of Officials	
	Notice published in newspaper about an upcoming rules hearing	
	Your desk calendar from last year	
	E-mail from your spouse asking you to pick up the kids	
	E-mail from a colleague discussing possible changes to a policy	
	E-mail from your boss discussing another employee	