

# Louisiana State Archives | Records Management | Handbook

## **Appendix B – Forms List**

### Records Officer Designation

- Records Officer Designation Form: SSARC-940
- Role Designation Form: SSARC-941

### Records Retention Schedule Development

- Records Management Inventory Form: SSARC-960
- Records Retention Schedule: SSARC-932
- Records Retention Schedule Sample: SSARC-932 Sample

### Imaging Exception Application Process

- Imaging Exception Application Form: SSARC-970
- Imaging Exception Application Form Instructions: SSARC-970I
- Imaged Records Series List Form: SSARC-972
- Agencies List Worksheet Form: SSARC-971
- Request for Use of Expedited Disposal Request Process for Converted Documents Form: SSARC-930e

### Records Disposal

- Request for Authority to Dispose of Records Form: SSARC-930
- Request for Authority to Dispose of Records Form Sample: SSARC-930-Sample
- Request for Use of Expedited Disposal Request Process for Converted Documents Form: SSARC-930e
- Certificate of Destruction Form: SSARC-933
- Certificate of Destruction Form Sample: SSARC-933-Sample

### Records Center (Temporary) Storage

- Record Transmittal and Receipt Form (Records Center/Microfilm): SSARC-103
- Record Transmittal and Receipt Form Sample (Records Center/Microfilm): SSARC-103-Sample

### Records Transfer to State Archives (Permanent)

- Louisiana State Archives Records Transmittal Form (Transfer to Archives Acquisitions Section): F-AS4

### Damage Assessment for Records

- Vital Records Damage Assessment Worksheet: SSARC-980
- Vital Records Damage Assessment Worksheet: Instructions-SSARC980