



Louisiana State Archives – Records Management  
Louisiana Secretary of State  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
[disposals@sos.la.gov](mailto:disposals@sos.la.gov)

SSARC-930 (12/2021)

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

Archives Use Only	
Disposal Request: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected	Received:
Reason Rejected:	Processed:
	Returned to Agency:
Archives: <input type="checkbox"/> Yes <input type="checkbox"/> No Initials:	Records Management: <input type="checkbox"/> Yes <input type="checkbox"/> No Initials:
<b>Disposal Method:</b> Records that contain information considered <b>confidential</b> in nature, such as records that contain personally identifiable information, payment card information or protected health information should be destroyed by <b>shredding or incineration</b> . These records should be marked as either a “C” or “M” under the security code of the agency’s retention schedule.	
Agency Contact Information	
Agency Name / Department	
Address:	
Name of Records Officer:	
Phone:	Email:

**Please note you may not dispose of any records that are subject to legal holds, election challenges, or audit, even if the records have met their retention requirements.**

### 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 are proposed for disposal for the reason indicated:

- A.  The records have ceased to have sufficient value to warrant further retention.  
B.  The records have ceased to have sufficient value to retain them after they were converted to:  
 Microfilm  Digital Images

**Signature of Agency Records Officer**

**Date Signed**

Description of Records as They Appear on Records Retention Schedule (Attach spreadsheet if more space is needed)			
Inclusive Dates	Page No.	Item No.	Records Series Title