

Records Damage Assessment Worksheet

Key Points:

- Each State Agency (see La. R.S. 44:402 for definition) is required by La. R.S. 44:411 to notify the State Archives in the event their records are damaged or under the threat of being damaged.
- Notifications are made using the Records Damage Assessment Worksheet form (SSARC -980) 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 Records Management area of the Secretary of State's website also has a page for [Disaster Preparation and Recovery Information](#) that including information on various aspects of recovering damaged records in various formats.
- It is important that your agency document your damage to prove the need for recovery services (worksheet combined with pictures and records retention schedule with Vital or Important Status can provide FEMA administrative need to recover records) or to request permission to destroy records that cannot be recovered or have met their retention and need to be discarded.
- This form works in conjunction with the Request for Authorization to Dispose of Records (SSARC-930) which may be required if records are to be destroyed with or without being converted to another format.
- Once the form has been completed, agencies should send a copy as soon as possible to the State Archives Records Management Program (see *Method of Submission* below).
- Agencies should also maintain a copy with your agency's records retention schedules and disposal authorizations as documentation of what has happened.

Completing the Form:

- Read and/or review the Louisiana State Archives | Records Management Program | Procedures document for the Records Damage Assessment Form (SSARC-980P).
- 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.

Method of Submission:

- Completed worksheet forms can be submitted to the Records Management program via email to recmgt@sos.la.gov (Disaster Response in the Subject line); by fax to (225) 922-1220 Attn: Records Management or via U.S. mail to: Records Management (ATTN: Disaster Response), 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 damaged records, disaster preparation or recovery should be sent via email to recmgt@sos.la.gov or faxed to (225) 922-1220. If you need to speak to someone, please call (225) 922-1218.