Print Form

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

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS
SSARC 930 (R 11/10)

FOR ARCHIVES USE ONLY
Yor Disposal Authority Request has been:
[ ] Approved _____ Received: _____
Processed:_____
[ ] Rejected _____ Returned: _____
Reason:
_____
[ ] YES [ ] NO Archives _____
[ ] YES [ ] NO Rec Mgt _____
Method: [ ] DUMP [ ] SHRED [ ] RECYCLE [ ] BURN [ ]DELETE
[ ] DeGAUSSE/ERASE [ ] CRUSH

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

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. [X] The records have ceased to have sufficent value to warrant further retention.

B. [X] The records will cease to have sufficent value to retain them after the date or event indicated.
[X] These records have been converted to [X] Microfilm ; [X] Digital Images.

_____ _____ _____
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.