

## Instructions for Completing Vital Records Damage Assessment Worksheet (SS ARC980)

1. Please write clearly.
2. Information to provide:
  - a. Prepared By: Provide the name(s) of the person(s) who physically inspected the records or provided information in completing the worksheet.
  - b. Date: Date the records were inspected.
  - c. State or Local Entity: Name of the agency being inspected.
  - d. Parish: The parish where the inspection took place.
  - e. Location: The physical address, building, floor, and/or room where the records were inspected.
  - f. Type of Damage: Select all types of damage that apply. Most are self explanatory.
    - i. Note the difference between Clean Water and Dirty Water. The difference between the two is that Clean Water comes from cleaner sources (Fire suppression systems, rain through windows/roofs) than Dirty Water that comes from flooding, sewage back up, etc. This is important because of the additional hazards they can present.
    - ii. Debris/Torn: Select this type if the records have residue from debris such as ceiling tile on them or if they were ripped, torn, dented, scratched in the incident.
    - iii. If the building in which the records were found has had no power and had some sort of water/building damage, select heat/humidity in addition to any other types selected.
  - g. Types of Materials Damaged: Select all types that are found and damaged. Most are self explanatory. If in doubt, select other and describe the material damaged.
  - h. Replacement/Back Up Salvage:
    - i. Materials over 50 years old: Select yes if the damaged materials are over 50 years old. If you are certain the records are less than 50 years old, then select no. For microfilm/microfiche, select this if the images on the film are over 50 years old (not the film stock itself). If unsure, indicate that in the space provided after Explain.
    - ii. Are materials Replaceable: do backups, other copies or other sources for the materials exist? If so, then select yes. If unsure indicate that in the space provided after Explain.
    - iii. Can backup copies be used and Originals destroyed: Select yes, if the backup copy has been located and is determined to be acceptable as a replacement. If not, select no.
      1. Salvage done in house: Answer yes, if the agency feels they can recover the records on their own. If not, select no.
      2. Outside Help needed? Answer yes if records may have been contaminated, or the volume of records impacted require outside assistance.

- i. Comments: Use this space to note any special details about the records that may impact an assessment of the records such as:
  - i. The records series impacted,
  - ii. The retention value of the record series impacted (if known).
  - iii. If the records contain confidential information
  - iv. If not yet scheduled, any law the agency knows of that may impact the assessment of the record (requirements to maintain record or that record has met its retention requirement).
  - v. Level of damage etc.
3. Once the worksheet is completed, maintain a copy of this form with your agency's retention schedules and disposal authorizations as documentation of what has happened. This worksheet should also be sent to the State Archives – Records Management Division Attn: Disaster Response, at: P.O. Box 94125, Baton Rouge, LA 70804 when it is possible to do so.
  - a. If your agency is unable to send copies immediately, agencies are strongly encouraged to contact the State Archives at (225) 922-1200 during normal business hours to report the disaster.