

Records Damage Assessment Worksheet

Prepared by		Date
State or Local Entity	Parish	
Point of Contact	Contact Email and Phone Number	
Location (Street Address /Building/Floor/Room) of Damage/Area		
Type of Damage	<input type="checkbox"/> Fire <input type="checkbox"/> Smoke <input type="checkbox"/> Soot <input type="checkbox"/> Mold/Mildew <input type="checkbox"/> Other _____	<input type="checkbox"/> Clean Water (Fire Suppression/Roof Leak) <input type="checkbox"/> Dirty Water (Sewer/Flood) <input type="checkbox"/> Heat/Humidity <input type="checkbox"/> Debris/Torn
Types of Materials Damaged		
	<input type="checkbox"/> Storage Boxes <input type="checkbox"/> Microfilm <input type="checkbox"/> Microfiche <input type="checkbox"/> Aperture Cards <input type="checkbox"/> X-rays <input type="checkbox"/> Bound Volumes <input type="checkbox"/> Other _____	<input type="checkbox"/> Photographs <input type="checkbox"/> Magnetic Tapes (audio/data/video) <input type="checkbox"/> Magnetic Hard Disks <input type="checkbox"/> Magnetic Floppy Disks <input type="checkbox"/> File Folders/Loose Papers <input type="checkbox"/> Film Negatives (Color or Black and White)
Replacement/Backup/Salvage (Use additional pages if necessary for explanations)		
Are Damaged Materials older than 50 years?		<input type="checkbox"/> Yes <input type="checkbox"/> No Explain _____
Are Damaged Materials Replaceable?		<input type="checkbox"/> Yes <input type="checkbox"/> No Explain _____
Can Backup Copy be Used and Original Discarded?		<input type="checkbox"/> Yes <input type="checkbox"/> No Explain _____
Salvage Done In-House?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Outside Help Required?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments		

The original should be maintained with the agency's retention schedules and disposal authorizations and a copy sent to the Louisiana State Archives via email to disasters@sos.la.gov or postal mail at Louisiana State Archives, Attn: Disaster Response, P.O. Box 94125, Baton Rouge, LA 70804. Agencies should contact the State Archives at (225) 922-1218 or disasters@sos.la.gov immediately to report any disaster affecting their records.