

Disposal of Records Procedure

Updated 8/03/2020

The Request for Destruction of Documents process is as follows:

Once the department determines that records are past their retention period, the department records custodian liaison must request approval from the Records Officer and State Archives for permission to destroy the records in accordance with the [Louisiana State Archives Records Management Handbook](#).

In order to determine records are past their retention period, the records custodian liaison should use the current LSUHSC-NO's approved Document Retention Schedule [LSUHSC-NO's approved Document Retention Schedule](#) . If you do not see a category for the records you wish to destroy or have any questions through the process, please contact the Records Officer (504-568-8448) for assistance.

Please follow the below process to request destruction of records:

1. Complete Form SSARC 930. If you have a small number of line items (five or fewer), you can list them directly on the form.
 - #6 Inclusive Dates; The range of dates associated with the record or record group listed on the request.
 - #7 Description of Records: Utilize the Record Series Title from the LSUHSC Record Retention Schedule. Additional information can be added if desired. (One Record Series per line.)
 - For requests that include 6 or more individual Record Series Titles, you may list the documents to be destroyed on the SSARC 930 Addendum (Option 1) spreadsheet. Instructions are provided on the 2nd tab of the spreadsheet.
 - **Optional:** Some departments may wish to record additional details about the records that they wish to dispose of. If so, consider utilizing the SSARC 930 Addendum (Option 2) spreadsheet. Instructions are provided on the 2nd tab of the spreadsheet.
 - **Note:** Please ensure that only those records listed on the request are eligible for disposal in accordance with the University's Records Retention Schedule.
2. Send a scanned copy of the completed form along with a spreadsheet listing the documents to be destroyed (if applicable) to the University Records Designee, Monique Smith (mismi56@lsuhsc.edu), for submission to State Archives. Note: The University Records Officer is required to sign and date the form as the University's designated Representative.
3. The University Records Officer will notify you when State Archives has approved the request for destruction of the records. You may not destroy any records until this approval is received. It will include the approved process(es) for destruction.
4. Complete the Certificate of Destruction form (SS ARC 933) to document the date of destruction. In the event that a shredding company is used for destruction, the date the records are transferred to the shredding company for destruction will constitute the destruction date.
5. To document the destruction of the records maintain the Certificate of Destruction form (SSARC 933) along with the approved destruction request received back from the State Archives (SSARC 930).