

## Disposal of Records Procedure

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. If you do not see a category for the records you wish to destroy or have any questions through the process, please contact the Office of Compliance Programs (504-568-2961) for assistance.
- Please follow the below process to request destruction of records:
  1. Complete Form SS ARC 930. You can list the documents to be destroyed on a separate spreadsheet (see Tab 1 & Tab 2 for examples) for items #6 and #7 on the form. If you have a small number of line items, you can list them directly on the form. **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 Office of Compliance Programs, Lori Ferro, [lferro@lsuhsc.edu](mailto:lferro@lsuhsc.edu), for review. Once the documents are ready, the Office of Compliance Programs will forward the documents to the University Records Designee, Wendy Simoneaux ([wsimo1@lsuhsc.edu](mailto:wsimo1@lsuhsc.edu)), for submission to State Archives. **Note:** The Associate Vice Chancellor for Administration and Finance is required to sign and date the form as the University's designated Representative.
  3. The Associate Vice Chancellor for Administration and Finance 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 (SS ARC 933) along with the approved destruction request received back from the State Archives (SS ARC 930).