

### Introduction:

The SSARC 930 form is used to request permission of the Louisiana State Archives to dispose of records that are maintained by LSUHSC-New Orleans. The LSUHSC Record Retention Policy provides information and guidance regarding the record retention requirements and procedures.

If a department determines that records are past their mandatory retention period, the department records custodian liaison should request approval of the LA State Archives to dispose of the records.

### Instructions for Completing the SSARC 930 Form:

1. Review the current LSUHSC Record Retention Schedule and identify which Record Series the records belong to. The records may belong to more than one Record Series.
  - a. If you do not see a category for the records you wish to dispose of or have any questions through the process, please contact the LSUHSC Records Officer at [msmi56@lsuhsc.edu](mailto:msmi56@lsuhsc.edu) or 504-568-8448 for assistance.
2. Examine the Retention Period and determine the Total Retention period that is required for the particular Record Series to which the records belong.
  - a. If the records being considered for disposal are eligible based on the Total Retention period, complete an SSARC 930.
3. The SSARC 930 is a fillable PDF form. Fields 1. through 4. will already be completed with the agency name, the address, name, telephone number and email address of the LSUHSC Records Officer. Enter the following:
  - a. Certificate of Agency Representative.
    - Select A. or B. as appropriate.
  - b. Inclusive Dates: Enter the beginning and ending dates associated with the records that are part of the Record Series Title listed in 7. Description of Records.
  - c. Description of Records. Enter the Record Series Title from the LSUHSC Record Retention Schedule. Additional information can be added if desired.  
Enter only one Record Series per line on the form.
  - d. Do not sign and date the form. It will be signed by the LSUHSC Records Officer before being submitted to the LA State Archives.
4. The SSARC 930 permits up to five (5) separate Record Series Titles to be listed on the form.
  - a. If the department has more than five (5) separate Record Series Titles to include in a request, the department may (at their choice):
    - i. Complete additional SSARC 930 forms, or
    - ii. Complete an SSARC 930 Addendum spreadsheet and attach it to the SSARC 930 form. Note that there are two versions of the SSARC Addendum available for use. The SSARC Addendum Option 2 affords the

department the opportunity to capture and record additional information that is not required by the LA State Archives but may be useful to the department for historical purposes.

5. Save the completed SSARC 930 form (and the SSARC Addendum spreadsheet if utilized) and email them to the LSUHSC Records Officer.
6. The LSUHSC Records Officer will review the form, sign off and forward it to the LA State Archives.
7. When approved by the State Archives, the Records Officer will forward a copy of the approved request to the department and plans for disposal may proceed.