

Storage of Records at the State Records Center and Donating Records to State Archives

Rev. 10/2018

Purpose of the State Records Center

- Created by statute to provide state agencies a way to save money by using off-site storage for semi-active records.
- Records still belong to the agency storing the records and they control who has access to the records.

Records Center Services

- Includes:
 - pulling requested records when needed,
 - the notification of records that have met their retention schedules and are eligible for disposal;
 - and the disposal of agency records after approval has been given by the agency

Who can store their records at the State Records Center?

State Agencies that meet the following criteria can store records in the State Records Center:

- Records are Scheduled on an Approved Records Retention Schedule;
- Office of the State Executive or Legislative branches of Louisiana Government;
- Records are considered inactive (not from currently operational year).

Boxing Records – The Box

- Records should be boxed in an approved Records Center Box (15" x 12" x 10");
 - Need to fit Records Center shelving
 - For FY2019, Agencies can purchase bundles of 25 boxes from Records Center for \$26.75.
- Box weight should not exceed 35 lbs;
- Do not use packing tape on tops of boxes.

Boxing Records -In the Box

- Each box should have the same disposal date;
- If possible they should contain the same records series;
- Records should be packed in same order as filed with agency;
- One inch of space should be left in each box to facilitate retrieval;
- Do not place records on top of records in box;
- Place records in box facing the long side of the box.

Boxing Records -In the Box

- Do not use hanging files, three ring binders or binder clips in box;
- When boxes contain media other than paper it should be noted on transmittal;
- Boxes should not contain mixed media (i.e., microfiche with paper records).

Labeling the Boxes

- Each agency must assign unique agency box number to each box;
- Agency number should be either affixed or written boldly on the upper right hand of the box;
- Include a description of records (i.e., FY 2012, A-F, #1001 – 2500 etc.);
- Box number and descriptor **MUST** correspond to information on the corresponding transmittal form.

Choosing the Appropriate Disposal Date

- Select the July Cycle for series with Fiscal Year retention periods or records that meet their retention between January 1 and June 30;
- Select the January Cycle for series with Calendar Year retention periods or records that meet their retention between July 1 and December 31.

Paperwork

- Each shipment of records must be accompanied by a completed Records Transmittal and Receipt Form (SSARC 103);
- Separate transmittal form is needed for each disposal date;
- **Use Record Series Names before additional description of records.**

Paperwork (Cont.)

- Transmittal must include for each box:
 - Agency Box Number;
 - Beginning and ending dates for records in Box;
 - Brief description of contents of box (i.e., Employees A-E, Batch 123-154);
 - Indication of media if not paper;
 - Notation of records that are confidential.

Arranging Transfer/Delivery of Records

- Mail or fax transmittals to State Records Center giving minimum two weeks lead time;
- Form can be faxed to Records Center at (225) 922-2513.
- Records Center will contact to finalize delivery date;
- Dates are set on first-come, first-served basis;
- Records Center reserves right to postpone or rearrange delivery dates.

Ownership and Access of Stored Records

- Records remain property of agency depositing them in Records Center
- Agency's designated employee will be provided access;
- Non-authorized parties must have written approval from depositing agency to access records.

Requesting Stored Records

- Agency must contact Records Center by mail, fax or email requesting access;
- Must include Records Center Box Number requested;
- Requests are processed on first-come, first-serve basis;
- Center will contact agency when records are ready;
- Agency representative must show identification;
- When an agency checks out records, the agency is responsible for the maintenance and disposal of the record.

When are Records Disposed?

- Twice a year the State Records Center generates disposal requests;
- Agencies have forty-five days to respond to requests;
- Agency Record Officers must review request;
- State Archives will review each disposal request for possible archival material.
- **The State Records Center reserves the right to return records to any agency who does not return their disposal requests within forty-five days.**

Most Common Problems Agencies Have

- Incorrectly numbered boxes;
- Transmittals don't match what is sent;
- Transmittals are filled out incorrectly;
- Department Sections/Agency names are misidentified;
- Section contact names are not updated regularly;
- Say they are Archiving records when they are sending records to State Records Center.

Questions & Answers

- Can you pick up our records?
- Can you store stuff for 10 + years?
- Can you deliver records to our office?
- Who do we contact in an emergency?

Who to Call

- | | |
|-------------------------------------|----------------------------------|
| Records Retention Issues | Records Center Questions |
| ■ Zach Tomkins 225-922-0104 | ■ Errol Allen 225-925-6576 |
| ■ Angelle Hayes 225-362-5182 | ■ Darlene Gordon 225-922-1224 |
| ■ Courtney Chambers 225-925-7695 | Records Policy Questions |
| ■ Teresa Hardy 225-362-5181 | ■ Carrie Martin 225-925-7552 |

Transferring Records to State Archives

Paperwork

- Each shipment of records must be accompanied by a completed Louisiana State Archives Records Transmittal (AS-4).
- **Use Record Series Names before additional description of records.**
- Include inclusive dates so that future researchers can find what they need.
- Forms are available on the Secretary of State Website at: <http://www.sos.la.gov/records>

Paperwork (Cont.)

- Transmittal must include for each box:
 - Agency Box Number;
 - Inclusive dates for Records in Box;
 - Brief Description of Contents of Box (i.e., Employees A-E, Batch 123-154);
 - Indication of media if not paper;
 - Notation of Records that are confidential and any restrictions that should be placed on the collection.
 - Signature from agency Records Officer/Representative.

Arranging Transfer/Delivery of Records

- Fax transmittals to State Archives at least two days (a week preferable) including estimated delivery dated and time before delivering records;
- Form can be faxed to Archives at (225) 922-0989 or emailed to archivesrequest@sos.la.gov;
- Contact archivesrequest@sos.la.gov to confirm delivery date or call Melanie Montanro at (225) 922-1218;
- The State Archives reserves right to postpone or rearrange delivery dates.

Ownership and Access of Stored Records

- Records become property of the Louisiana State Archives.
- The public and agencies will be provided access unless restricted.
- Non-authorized parties must have written approval from depositing agency to access records with restrictions.

Requesting Stored Records

- Records may be accessed through the Louisiana State Archives' Research Room.
- Records, unless under special circumstances, must remain at the State Archives and cannot be "checked out".

Who to Call

- | | |
|---------------------------------|-------------------------------------|
| Microfilm Issues | Archival Transfer Questions |
| ■ Zach Tompkins 225-922-0104 | ■ Melanie Montanaro 225-922-1812 |
| ■ Microfilm 225-922-1214 | ■ Blake Relle 225-362-5189 |
| Retention Issues | |
| ■ Carrie Martin 225-925-7552 | |

Questions?

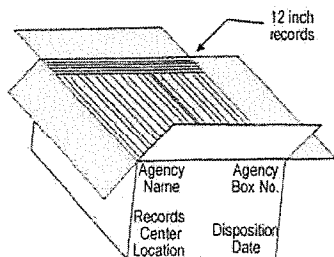
- | | |
|--|---|
| Records Management Louisiana State Archives PO BOX 94125 Baton Rouge, LA 70809 http://www.sos.la.gov/records Fax (225) 922-1220 recmgt@sos.la.gov | ■ Angelle Hayes Archives Specialist Phone: (225) 362-5182 E-mail: angelle.hayes@sos.la.gov |
| ■ Zach Tompkins, MLIS Records Management Supervisor Phone: (225) 922-0104 E-mail: zach.tompkins@sos.la.gov | ■ Courtney Chambers Archives Specialist Phone: (225) 925-7695 E-mail: courtney.chambers@sos.la.gov |
| ■ Carrie Martin, CRM, CA Records Policy Planner Phone: (225) 925-7552 E-mail: carrie.martin@sos.la.gov | ■ Teresa Hardy Archives Specialist Phone: (225) 362 5181 E-mail: teresa.hardy@sos.la.gov |

Packing a Records Center Storage Box

Key Points:

- The following guidance should be used to ensure that agency records are packed properly in standard storage boxes that are accepted by the State Records Center (1.2 cubic feet boxes 15"x 12" x 10").
- Boxes can be purchased from the State Records Center in bundles of 25. Contact the Records Center at (225) 922-1224 to verify the current price per bundle.
- The weight of each box should not exceed 35 pounds.
- Records should be packed in the same order they are filed in the agency.
- All of the Records in each box should have the same disposal date. If possible, they should only contain one record series.
- If you have several series with the same disposal dates, but they won't complete a box on their own, you can place them in the same box. You will need to note each series on the transmittal for that box.
- Place records in the box facing the long side (15" side) of the box. If boxing letter sized files, after you place the files facing the long side, you can take a small set of files and place them in the back of the box (parallel to the front of the box) to keep files from sliding.
- Leave approximately 1" of space in each box to facilitate retrieval.
- DO NOT USE packing tape on the TOPS of the boxes. It will hamper retrievals.
- DO NOT place files on top of records already in the box. It will damage the folders and the boxes will not fit the shelving properly.
- The Records Center can only destroy paper records. Do not mix record media (i.e. microfiche with paper records; or cassette tapes with paper files).
- Remove hanging file folders, three ring binders and binder clips from records before closing each box. Use rubber bands, file pockets or paperclips to segment the records. The recycling and shredding vendors will not take boxes with binder clips, binders or hanging file folders in them. They can also be reused (saving your agency money).
- If you are transferring records in a media other than paper (i.e. audio/video tapes, magnetic media, microfiche), note the media type on the transmittal within the description of the contents for that box. When the retention has been met the Records Center reserves the right to return the records to the agency for disposal if the disposal vendor cannot destroy the record appropriately.

How the box should look:



Who to contact regarding boxing records:

- Agencies that have a question regarding boxing records to send to the State Records Center should be sent via email to records.center@sos.la.gov or faxed to (225) 922-2513. If you need to speak to someone, please contact the Records Center at (225) 922-1224.

STATE OF LOUISIANA
 SECRETARY OF STATE
 ARCHIVES AND RECORDS SERVICE

NOTICE OF INTENT TO DISPOSE OF RECORDS

NOTICE TO CHIEF RECORDS OFFICER - AGENCY CODE: 004 028
 AGENCY NAME: ARCHIVES/RECORDS MANAGEMENT

DATE OF NOTICE: 11
 BATCH NUMBER: 00

FROM: SECRETARY OF STATE
 ARCHIVES AND RECORDS SERVICE
 P.O. BOX 94125, CAPITOL STATION
 BATON ROUGE, LOUISIANA 70804
 (225) 922-1224

TO: Department Records Officer: Secretary of State, Office of the
 Carrie Fager
 P. O. Box 94125, Capitol Station
 Baton Rouge, LA 70804
 225/922-7552

Agency Contact: ARCHIVES/RECORDS MANAGEMENT
 CARRIE FAGER, CRM
 P.O. BOX 94125
 BATON ROUGE, LA 70809
 225-925-7352

ACCORDING TO THE RETENTION SCHEDULE, THE RECORDS LISTED BELOW HAVE EXPIRED AND ARE SET FOR DISPOSAL.

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:

PLEASE DESTROY ALL OF THE RECORDS LISTED BELOW.

PLEASE CHANGE THE DISPOSAL DATE FOR THE RECORDS AS INDICATED BELOW AND DISPOSE OF ALL REMAINING RECORDS LISTED BELOW.

- * AN EXTENSION OF THE RECORDS NOTED BELOW IS NEEDED DUE TO:
- FEDERAL FUNDING/REGULATIONS
- NEEDS TO BE MICROFILMED
- FEDERAL AUDIT PENDING
- OTHER: Retention Schedule Change

BE SURE TO UPDATE YOUR RECORDS (ESPECIALLY TRANSMITTAL FORMS) TO REFLECT ALL DISPOSALS AND/OR CHANGES IN DISPOSAL DATES.
 PLEASE SIGN ALL PAGES AND RETURN THIS NOTICE TO OUR OFFICE WITHIN 30 DAYS. IF YOU HAVE ANY QUESTIONS ABOUT THIS NOTICE,
 PLEASE CONTACT OUR RECORDS CENTER AT THE NUMBER LISTED ABOVE. THANK YOU!

12/7/06
 DATE
 Carrie Fager
 SIGNATURE OF AGENCY REPRESENTATIVE

Records Mgt Officer
 TITLE

| TRANSFER DATE | RCBN | BOX NUMBER | AGENCY'S FIRST LAST MONTH | DESCRIPTION | SUMMARY OF CONTENTS | DISPOSAL DATE | NEW DISPOSAL DATE | REASON FOR CHANGE IN DISPOSAL DATE |
|---------------|------|------------|---------------------------|-------------|--|---------------|-------------------|------------------------------------|
| 5/18/05 | B1 | 11013 | DS3 | 7/99- 6/00 | PROCESSED REQUESTS-AUTHORITY TO DISPOSE | 7/05 | | |
| 3/05/03 | B1 | 16615 | RM1 | 7/96- 6/00 | PROCESSED AGENCY DISPOSAL REQUESTS | 7/05 | | |
| 5/15/03 | B1 | 16608 | DS-1 | 1/02- 6/02 | AGENCY REQUESTS FOR AUTHORITY TO DISPOSE | 7/06 | | |

7/07 | Retention Change

