



Louisiana State Archives – Records Management
Louisiana Secretary of State
P.O. Box 94125
Baton Rouge, LA 70804-9125
disasters@sos.la.gov

SSARC-980G (11/2023)

Records Damage Assessment Form

Archives Use Only		
Date Received:	Date Entered:	Entered By:
Agency Contact Information		
Agency Name:		
Address:		
Name of Records Officer:		
Phone:	Email:	
Location of Damage		
Location of Damage:		
Street Address:		
Parish:	Date of Event:	
Type of Damage		
<input type="checkbox"/> Hurricane / Tropical Storm / Storm Surge (Include name of event):		
<input type="checkbox"/> Mold / Mildew	<input type="checkbox"/> Clean Water (Fire Suppression / Roof Leak)	<input type="checkbox"/> Dirty Water (Sewer/Flood)
<input type="checkbox"/> Fire	<input type="checkbox"/> Smoke	<input type="checkbox"/> Soot
<input type="checkbox"/> Cyberattack	<input type="checkbox"/> Other (Please describe):	
Types of Material Damaged		
<input type="checkbox"/> Electronic Files	<input type="checkbox"/> File Folders / Loose Papers	<input type="checkbox"/> Bound Volumes
<input type="checkbox"/> Audiovisual Files	<input type="checkbox"/> Photographs	<input type="checkbox"/> Film Negatives
<input type="checkbox"/> X-rays	<input type="checkbox"/> Other (Please describe):	
Can Records Be Scanned, Replaced, or Salvaged?		
<input type="checkbox"/> Records are older than 50 years	<input type="checkbox"/> Records can be replaced by backups or paper copies	<input type="checkbox"/> Records can be salvaged
<input type="checkbox"/> Records can be scanned / photographed	<input type="checkbox"/> Records are a complete loss (Attach SSARC-930 Disposal Request Form)	
Comments:		