



Department of Archives & History

INSTRUCTIONS FOR COMPLETING: REPORT ON RECORDS DAMAGED BY DISASTER (ARM-20)

This form should be used to notify the Archives of **the damage or premature destruction of records as a result of a natural or incidental disaster**. You must complete one form per record series. This form should be accompanied by a Report on Records Destroyed form (ARM-11) that lists all of the relevant records. A representative from the South Carolina Department of Archives and History must sign and acknowledge receipt of this form.

Record Group Number: Enter your Record Group Number in this block, if you know it. If you don't, leave the block blank and it will be completed by a SCDAH Records Analyst upon receipt of this form.

Part I:

1. **Agency Name:** Enter the name of the state or local government agency, board, etc. that creates/maintains the records being described.
2. **Name of Contact:** Enter the name of the person responsible for completing the form.
3. **Contact Position:** Enter the position of the person responsible for completing the form.
4. **Telephone Number:** Enter the telephone number of the person responsible for completing the form.
5. **Contact Email:** Enter the contact email address of the person responsible for completing the form.
6. **Contact Signature:** Enter the signature of the person responsible for completing this form.
7. **Date of form completion:** Enter the date that this form was completed.

Part II:

8. **Date of Disaster:** Enter the date on which the disaster took place.
9. **Location in office affected:** Enter the location in the office or program area that was affected by the disaster.
 - a. If there were multiple affected locations or the entire building was affected, enter the location that housed the damaged or destroyed records.
10. **Record Series Number:** Enter the appropriate record series/schedule number as it appears in the general or specific retention schedule related to the affected records.
11. **Record Series Title:** Enter the record series title related to the affected records.

Part II (cont.):

- 12. Retention Period:** Enter the full retention of the records as listed on the general or specific retention schedule.
- 13. Inclusive Dates Damaged or Destroyed:** Enter the earliest and latest dates covered by the records damaged or destroyed (i.e. 10/1998-9/2000; or 1997-1998).
- 14. Records Value:** Check the box(es) that best describe(s) the value(s) of the records.
- Administrative:** Primarily needed to conduct program business only.
 - Fiscal:** Document the receipt, management, and expenditure of public funds and are usually subject to audit.
 - Legal:** Contain information on the legal rights and obligations of government or its citizens, created or maintained to defend those rights or obligations in litigation.
 - Historical:** Used by program or other staff or citizens to conduct research into particular topics.
 - Other:** Records which are created for special purposes such as proclamations and certificates of achievement.
- 15. Are these vital records?** Vital records are records essential to the continuing operation of an organization. These records are necessary for an organization to resume its operations after a major disaster.
- 16. Are these records active or inactive?** Records are considered inactive if they are referred to less than once a month.
- 17. Record Format(s):** Select the applicable format(s) for the affected records.
- 18. Total Volume Damaged:** Enter the total volume of records damaged or destroyed.
- For physical records, use cubic feet. For Electronic records, use Megabytes.
- 19. Records Condition:** Select the condition of the affected records.
- 20. Description of damage and/or disaster:** Enter a brief description of the disaster that caused the damage or destruction of records. Be sure to list any efforts to salvage records, if any.

Attach completed ARM-11 to the back of the form before submitting both documents to your State Archives representative.

Your SCDAH records analyst will return the signed form to you via email, this indicates the Archives' acknowledgement of the records' damage/destruction outside of the established retention period.

- Ensure that you keep a copy of the form for your records.