

## **Louisiana State Documents Depository Program 2006 Disaster Discard Plan**

The Recorder of Documents, upon the advice of the Louisiana Advisory Council for the State Documents Depository Program, has made the following temporary changes to the *LSDDP Manual* Retention and Weeding Policy. The changes went into effect on May 12, 2006 and will be in effect until January 1, 2007. The changes are intended to allow those depository libraries damaged by hurricanes in 2005 the time needed to assess their collections and reach a state of readiness to request materials that are being weeded by other depositories. The following instructions are in place until further notice. If the situation changes the policy may be revised.

**\*All libraries may dispose of superseded items without approval or offering them to other libraries.**

### UNDAMAGED STATE DEPOSITORY LIBRARIES

**1. All undamaged libraries should suspend weeding and withdrawal, except superseded items, until January 2007.**

2. Items pulled for withdrawal and/or offered prior to the hurricanes should be held and offered again when the normal Retention and Weeding Policy is reinstated in January 2007. If storage of these items is a problem, please contact the Recorder for suggestions.

3. If libraries must continue weeding during 2006, they may send Discard lists to the Recorder for approval. The Recorder will forward the lists to the three Historical Depositories for review. Historicals can request and receive items. All other items on the Discard lists must be retained until January 2007.

**4. Libraries will not offer Discard lists on BayouDoc or other forums until January 2007.**

5. Beginning now, libraries should review any postings of Needs lists from damaged libraries. If needed items are available, libraries should get Recorder approval to transfer the items to the damaged libraries.

\*Prior to January 2007, some exchanges of large sets/long runs or critical materials between depositories may be approved by the Recorder on a case-by-case basis, based on damaged libraries' posted Needs lists.

Example: If depository A sees on a Needs list that damaged depository B needs some big set, and if A has a set they'd like to get rid of, then the Recorder would check to make sure none of the historical depositories or other damaged depositories wants the set, then give A permission to send the set to B.

Once the damaged libraries identify their needs, the Recorder may establish a priority order to be used after January 2007 when filling requests from Discard lists. This priority order would be announced in December 2006.

### DAMAGED STATE DEPOSITORY LIBRARIES

A. Any damaged library that must change its state depository status will work with the Recorder of Documents on an individual plan to meet the current situation.

**B. Libraries with damaged state government documents collections should identify their needs as soon as possible.** The Recorder of Documents can consult in this effort. Damaged libraries will post their Needs lists, when created, on Bayoudoc (bayoudoc@latech.edu) and the GPO Needs/Offers in the Disaster Recovery section of the webpage ([http://www.access.gpo.gov/su\\_docs/fdlp/tools/needs\\_of/index.html](http://www.access.gpo.gov/su_docs/fdlp/tools/needs_of/index.html)).

**C. Damaged libraries may continue to withdraw and discard damaged materials as necessary without obtaining permission to discard and without offering the documents to other depositories.** Every effort should be made to keep appropriate withdrawal statistics and to reflect discards in shelflists and/or online catalogs.

D. Beginning in January 2007, damaged depositories are expected to begin reviewing Discard lists and requesting needed materials as usual.

6/5/2006 Ferol Foos, Recorder of Documents (225/342-4929, ffoos@state.lib.la.us)  
and Louisiana Advisory Council for the State Documents Depository Program