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Louisiana State Documents Depository Program  
Administered by the State Library of Louisiana

# **Louisiana State Documents Depository Manual**

A Handbook for Participants in the  
Louisiana State Documents Depository Program

Revised and edited by  
Ferol Foos and Alison Foster  
Recorder of Documents Office  
State Library of Louisiana  
Originally compiled by Grace Moore

**2002**

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# **Louisiana State Documents Depository Program**

## **INTRODUCTION**

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The Louisiana State Documents Depository Manual is intended for use in Louisiana state documents depository libraries. It is a collection of information to help explain state publications, their use and management. The depository program is administered by the State Library of Louisiana.

The essential elements of the Louisiana Public Documents Depository System are the designated depositories, the state agencies, and the Recorder of Documents. The cooperation and understanding of all three are needed in order to provide Louisiana citizens with access to information about our state government. The cooperation of the depositories and the state agencies is essential and a valued component of the program.

The Manual presents the law, the rules and regulations, and the guidelines developed to implement them. It provides guidance for the administration of a state documents depository, explains designation, the geographic location of depositories, and discusses the claiming process, the shipping schedule, the Louisiana Documents Classification Schedule, and the retention policy. A brief historical background of the establishment of the State Documents Depository Program in Louisiana is included.

The Manual is being issued in loose-leaf format to allow the Recorder of Documents to update and expand the information as the program continues to evolve.

## **Louisiana State Documents Depository Program**

### **ADMINISTRATION**

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The Louisiana State Documents Depository Program is established in the Office of the State Library, Louisiana Department of Culture, Recreation and Tourism. The program is administered by the Recorder of Documents under the direction of the State Librarian as a section in the User Services Division.

The librarian who administers the State Documents Depository Program is Ferol Foos, Recorder of Documents, assisted by Beryl Hawkins. The office is located in the State Library of Louisiana building, 701 North 4<sup>th</sup> Street, 70802-5232. Correspondence should be addressed to:

Recorder of Documents  
State Library of Louisiana  
P.O. Box 131  
Baton Rouge, LA 70821-0131

PHONE: (225) 342-4929  
FAX: (225) 219-4725  
E-MAIL: docs@pelican.state.lib.la.us

# **LOUISIANA STATE DOCUMENTS DEPOSITORY PROGRAM**

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The Recorder of Documents administers the Louisiana Public Documents Depository System at the State Library of Louisiana under the direction of the State Librarian. Act 493 established the State Documents Depository Program in the Office of the Secretary of State in 1948. In 1977, the functions of the program were transferred to the Office of the State Library within the Department of Culture, Recreation and Tourism.

PURPOSE The primary purpose of the Depository Program is to provide the people of Louisiana with access to state publications. Access to public documents is considered to be a basic right of citizenship in Louisiana. To ensure maximum access, depository libraries are strategically located around the state. No citizen of Louisiana is more than a one-hour drive from a state documents depository library.

The secondary purpose of the Depository Program is to create and preserve a complete, centralized, and organized historical record of Louisiana via its state documents. This removes the burden of perpetual storage of documents from individual agencies while ensuring that the historical record will be preserved. The organization of documents and the reference assistance provided by depository library staffs facilitate access and allow historical researchers and other library users to go to a central location rather than approach each agency they are interested in individually.

RECORDER OF DOCUMENTS The Recorder of Documents is responsible for receiving state agency publications, classifying them, listing them in the monthly, semiannual, and five-year lists, and distributing them to the designated depositories. Additionally, the Recorder of Documents assists depository librarians in the management of their depository collections and performs periodic depository inspections.

DEPOSITORY LIBRARIES There are 41 designated depositories for Louisiana state documents. Lists of the depository libraries, in various arrangements, are on page 8 and Appendixes K-N. Most of the depositories are in college or university libraries or large public libraries in the major metropolitan areas of Louisiana. The State Library of Louisiana in Baton Rouge and the Louisiana and Lower Mississippi Valley Collection in Hill Memorial Library at Louisiana State University in Baton Rouge are the two statutory depositories, usually referred to as Historical Collection Depositories. They receive and permanently retain copies of all state documents received by the Recorder of Documents Office. Of the ten complete depositories, seven are in academic libraries, one is in a public library, plus the State Library and the Library of Congress. The thirty selective depositories include fourteen academic, nine

public, and seven special libraries. Five of these, two academic and three public libraries, are limited to only the core collection titles. The David R. Poynter Legislative Research Library has a Special Depository status.

The depositories are responsible for making Louisiana documents accessible to the public and for providing free service in their use. State documents are maintained and housed in the depository libraries' collections following rules, regulations, and guidelines provided by the Louisiana statutes and the Administrative Code.

AGENCIES Twice a year the Recorder sends a letter to the 200+ state agencies and sub agencies reminding them of their legal responsibility to provide copies of their publications for distribution to the depository libraries. Each state agency is required to designate a liaison officer to facilitate the process of submitting a list of the agency's publications and ensuring the delivery of the documents to the Recorder.

The Recorder of Documents consults with the liaison officers to interpret the regulations and to assure agency compliance with the rules. The State Librarian is authorized to resolve disputes and to secure the compliance of state agencies with the rules and regulations of the program.

ADVISORY COUNCIL The Louisiana Advisory Council for the State Documents Depository Program is established to recommend policies for the efficient operation of the program and to provide a forum for the exchange of ideas and information leading to improvements in the program. The thirteen-member council, appointed by the State Librarian, meets twice a year.

LEGISLATION The Louisiana statute that provides the legal basis for the program (Appendix A) is interpreted in the rules and regulations (Appendix B) promulgated by the State Librarian in 1982. These rules govern the operation of the State Documents Depository Program and coordinate the responsibilities of the Recorder of Documents, the designated state documents depositories, the state agencies, and the Advisory Council. The cooperation of the elements of the program promotes the efficient and effective operation of the system.

**Louisiana State Documents Depository Program**  
**DEPOSITORY LIBRARIES CHRONOLOGICAL LIST 2002**

Note: Lists of depository libraries by rank, type and location and an alphabetical list can be found in the Appendixes.

\* = Complete depository                      \*\* = Historical (statutory) depository  
 For an explanation of depository types, see "TYPE OF DEPOSITORIES" on page 16, rev. 7/02

- |      |  |        |  |
|------|--|--------|--|
| 1951 | Avoyelles Parish Library<br>101 North Washington Street<br>Marksville, LA 71351-2496<br>Theresa Thevenote                | 1997   | Jefferson Parish Library<br>West Bank Regional Library<br>2751 Manhattan Boulevard<br>Harvey, Louisiana 70058<br>Hallie Hankel                           |
| 1948 | Centenary College<br>Magale Memorial Library<br>P.O. Box 41188<br>Shreveport, LA 71134-1188<br>Nancy Middleton           | 1987   | Law Library of Louisiana<br>100 Supreme Court Building<br>301 Loyola Avenue<br>New Orleans, LA 70112<br>Georgia Chadwick                                 |
| 1968 | Delgado Community College<br>Moss Memorial Library<br>615 City Park Avenue<br>New Orleans, LA 70119<br>Carol Craft       | 1971   | Louisiana College<br>Richard W. Norton Memorial Library<br>1140 College Drive<br>Pineville, LA 71359<br>Margaret Davis                                   |
| 1948 | Dillard University<br>Will W. Alexander Library<br>2601 Gentilly Boulevard<br>New Orleans, LA 70122-3097<br>Annie Payton | 1976   | Louisiana House of Representatives<br>David R. Poynter Legislative<br>Research Library<br>P.O. Box 94012<br>Baton Rouge, LA 70804-4012<br>Frances Thomas |
| 1953 | East Baton Rouge Parish Library<br>7711 Goodwood Boulevard<br>Baton Rouge, LA 70806-7625<br>Becky Andrews                | 1948** | Louisiana State University<br>Hill Memorial Library<br>Baton Rouge, LA 70803<br>Faye Phillips  |
| 1950 | Grambling State University<br>A.C. Lewis Memorial Library<br>P.O. Box 3<br>Grambling, LA 71245<br>Claudine Ashton        | 1952   | Paul M. Hebert Law Center<br>Louisiana State University<br>Law Library- East Campus Drive<br>Baton Rouge, LA 70803<br>Charlene Cain                      |
| 1950 | Jefferson Parish Library<br>East Bank Regional Library<br>P.O. Box 7490<br>Metairie, LA 70010<br>Hallie Hankel           |        |  |



- 1966 Louisiana State University at Eunice  
LeDoux Library  
P.O. Box 1129  
Eunice, LA 70535  
Cinderella Hayes
- 1966 Louisiana State University in  
Shreveport  
Noel Memorial Library  
One University Place  
Shreveport, LA 71115  
Rachael Green
- 1949 Louisiana State University  
Health Sciences Center Library  
433 Bolivar  
New Orleans, LA 70112  
Pauline Fulda
- 1948\* Louisiana Tech University  
Prescott Memorial Library  
P.O. Box 10408  
Ruston, LA 71272  
Donna Vavrek
- 1951 Loyola University Law Library  
7164 St. Charles Avenue  
New Orleans, LA 70118  
Michelle Pope
- 1948\* McNeese State University  
Lether E. Frazar Memorial Library  
P.O. Box 91445  
Lake Charles, LA 70609  
Brantley Cagle
- 1948\* New Orleans Public Library  
219 Loyola Avenue  
New Orleans, LA 70140  
Rodney Smith
- 1960 Nicholls State University  
Allen J. Ellender Memorial Library  
P.O. Box 2028  
Thibodaux, LA 70301  
Amy Duncan
- 1948\* Northwestern State University  
Eugene P. Watson Memorial Library  
College Avenue  
Natchitoches, LA 71497  
Dale Sauter
- 1993 Nunez Community College  
3700 LaFontaine Street  
Chalmette, LA 70043  
Barbara Vaughn
- 1948 Ouachita Parish Library  
1800 Stubbs Avenue  
Monroe, LA 71301  
Julie Crump
- 1948 Rapides Parish Library  
411 Washington Street  
Alexandria, LA 71301  
Linda Green
- 1964 St. Bernard Parish Library  
1125 East St. Bernard Highway  
Chalmette, LA 70043  
Ethel Llamas
- 1997 St. Tammany Parish Library  
555 Robert Boulevard  
Slidell, Louisiana 70458  
Rebecca Taylor
- 1949 Shreve Memorial Library  
424 Texas Street  
Shreveport, LA 71101  
Patricia Ferguson
- 1962 Southeastern Louisiana University  
Linus A. Sims Memorial Library  
SLU Box 896  
Hammond, LA 70402  
Lori Smith
- 1948 Southern University and A. & M.  
College  
John B. Cade Library  
Southern Branch Post Office  
Baton Rouge, LA 70813  
Shelia Floyd
- 1979 Southern University Law Library  
P.O. Box 9294  
Baton Rouge, LA 70813  
Rose Hebert

1976 Southern University at New Orleans  
Leonard S. Washington Memorial  
Library  
6400 Press Drive  
New Orleans, LA 70126  
Rolanda L. Ridley

Other Depository Libraries

1949\* Library of Congress  
Washington, DC 20540

1948\*\*State Library of Louisiana  
701 North Fourth Street  
Baton Rouge, LA 70802  
Judy Smith

1948 Tulane University  
Libraries—Special Collections  
Joseph Merrick Jones Hall  
New Orleans, LA 70118-5682  
Kenneth Owen

1955 Tulane University  
School of Law Library  
6329 Freret Street  
New Orleans, LA 70118  
Katherine Nachod

1948\* University of Louisiana at Lafayette  
Edith Garland Dupre Library  
302 East St. Mary Boulevard  
Lafayette, LA 70504  
Jean Kiesel

1948\* University of Louisiana at Monroe  
Sandel Library  
Monroe, LA 71209-0720  
Martha Wooden

1959\* University of New Orleans  
Earl K. Long Library  
Lakefront  
New Orleans, LA 70148  
Sybil Boudreaux

1997 Vernon Parish Library  
1401 Nolan Trace  
Leesville, LA 71446-4331  
Howard Coy

1976 Xavier University of New Orleans  
Library  
7325 Palmetto Street  
New Orleans, LA 70125  
Paula Singleton

## Louisiana State Documents Depository Program

### **PUBLICATIONS ISSUED BY THE LOUISIANA RECORDER OF DOCUMENTS**

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The publications issued by the Recorder of Documents Office provide access to the official documents of Louisiana. The bibliographies are issued under three titles: *Monthly Shipping List*; *Public Documents*, (semiannual); and *State of Louisiana Official Publications: List of Public Documents of Louisiana*, (quinquennial).

The *Monthly Shipping List* is issued near the end of each month and serves as a shipping list for depositories. The monthly list is arranged alphabetically by document title. It is the only source for the number of copies distributed. Monthly shipping lists may be discarded when the semiannual publication, *Public Documents*, is issued. The *Monthly Shipping List* is available on the State Library's website, <http://www.state.lib.la.us/Publications/docs/index.htm>

*Public Documents* is the semiannual cumulation of the monthly lists that it supersedes. Beginning with 2001, *Public Documents* is arranged alphabetically by document title, with an index. These may be discarded when *Official Publications* is issued every five years.

*Official Publications: List of Public Documents of Louisiana* is the five year, or quinquennial, cumulation of *Public Documents*. The nine volumes in the series provide bibliographic coverage of Louisiana state documents from 1935-1995. *Official Publications* is arranged by the Louisiana Documents Classification Schedule under the issuing agency and has a comprehensive index. It is the permanent record of Louisiana state documents and supersedes *Public Documents*.

The first bibliography of Louisiana documents was compiled by Lucy B. Foote, former head cataloger at the Louisiana State University library. Her major publication, *Official Publications of the State of Louisiana 1803-1934*, is known to librarians as "big Foote." A supplement covering the years 1935-1948 was published by the Secretary of State and is Volume I of *Official Publications of Louisiana*.

The series of bibliographies was continued in the Secretary of State's office by Margaret T. Lane, Recorder of Documents from 1948-1975. She compiled four volumes of *Official Publications of Louisiana, 1948-1972*, volumes II-V.

The State Library has continued to publish the official bibliographies of state documents. Current publications of the Recorder of Documents Office are now also available on the State Library's website.

**Louisiana State Documents Depository Program**  
**BIBLIOGRAPHIES OF LOUISIANA STATE DOCUMENTS**

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- 1803-1934      *Bibliography of the Official Publications of Louisiana, 1803-1934*, compiled by Lucy B. Foote. New York, Periodicals Service Company, 1972. 579 p. (Historical Records Survey Monograph: No. 19)  
ISBN 0-527-01916-X)
- 1935-1948      *Bibliography of the Official Publications of Louisiana*, compiled by Lucy B. Foote. Issued by Wade O. Martin, Jr., Secretary of State. Baton Rouge, 1954. 298 p.  
(*Official Publications*, v. I)
- 1948-1953      *List of the Public Documents of Louisiana, 1948-1953*, compiled by Margaret T. Lane. Issued by Wade O. Martin, Jr., Secretary of State. Baton Rouge, 1954. 298 p.  
(*Official Publications*, v. II)  
Cumulation of the *Semi-Annual List of Public Documents*, nos. 1-11.
- 1954-1960      *List of the Public Documents of Louisiana, 1954-1960*, compiled by Margaret T. Lane. Issued by Wade O. Martin, Jr., Secretary of State. Baton Rouge, 1961. 223 p.  
(*Official Publications*, v. III)  
Cumulation of *Public Documents*, nos 12-25.
- 1961-1966      *List of the Public Documents of Louisiana, 1961-1966*, compiled by Margaret T. Lane. Issued by Wade O. Martin, Jr., Secretary of State. Baton Rouge, 1967. 257 p.  
(*Official Publications*, v. IV)  
Cumulation of *Public Documents*, nos. 26-37.
- 1967-1972      *List of the Public Documents of Louisiana, 1967-1972*, compiled by Margaret T. Lane. Issued by Wade O. Martin, Jr., Secretary of State. Baton Rouge, 1973. 316 p.  
(*Official Publications*, v. V)  
Cumulation of *Public Documents*, nos. 38-49.  
Out of print.
- 1973-1979      *List of the Public Documents of Louisiana, 1973-1979*, compiled by Grace G. Moore. Issued by Thomas F. Jaques, State Librarian, Louisiana State Library, Department of Culture, Recreation and Tourism. Baton Rouge, 1982. 376 p.  
(*Official Publications*, v. VI)  
Cumulation of *Public Documents*, nos. 50-62.

- 1980-1984 *List of the Public Documents of Louisiana, 1980-1984*, compiled by Grace G. Moore. Issued by Thomas F. Jaques, State Librarian, Louisiana State Library, Department of Culture, Recreation and Tourism. Baton Rouge, 1986. 288 p.  
(*Official Publications*, v. VII)  
Cumulation of *Public Documents*, nos. 63-71.
- 1985-1989 *List of the Public Documents of Louisiana, 1985-1989*, compiled by Grace G. Moore. Issued by Thomas F. Jaques, State Librarian, Louisiana State Library, Department of Culture, Recreation and Tourism. Baton Rouge, 1990. 282 p.  
(*Official Publications*, v. VIII)  
Cumulation of *Public Documents*, nos. 72-80, and shipping lists July-December 1989. *Public Documents* no. 81 not issued.
- 1990-1995 *List of the Public Documents of Louisiana, 1990-1995*, compiled by Grace G. Moore. Issued by Thomas F. Jaques, State Librarian, State Library of Louisiana, Department of Culture, Recreation and Tourism. Baton Rouge, 1996. 307 p.  
(*Official Publications*, v. IX)  
Cumulation of *Public Documents*, nos. 82-90, and shipping lists July 1994-December 1995. *Public Documents* nos. 91 and 92 not issued.
- Jan.-June 1996 *Public Documents*, no. 93, January-June 1996. Compiled by Grace G. Moore. Issued by Thomas F. Jaques, State Librarian, State Library of Louisiana, Department of Culture, Recreation and Tourism. Baton Rouge, 1996. 54 p.
- July-Dec. 1996 *Public Documents*, no. 94, July-December 1996. Compiled by Daniel Gillane and Alison Foster. Issued by Thomas F. Jaques, State Librarian, State Library of Louisiana, Department of Culture, Recreation and Tourism. Baton Rouge, 1997. 54 p.
- Jan.-June 1997 *Public Documents*, no. 95, January-June 1997. Compiled by Daniel Gillane and Alison Foster. Issued by Thomas F. Jaques, State Librarian, State Library of Louisiana, Department of Culture, Recreation and Tourism. Baton Rouge, 1997. 98 p.
- July-Dec. 1997 *Public Documents*, no. 96, July-December 1997. Compiled by Daniel Gillane and Alison Foster. Issued by Thomas F. Jaques, State Librarian, State Library of Louisiana, Department of Culture, Recreation and Tourism. Baton Rouge, 1997. 110 p.
- Jan.-June 1998 *Public Documents*, no. 97, January-June 1998. Compiled by Daniel Gillane, Stacey Hathaway-Bell and Alison Foster. Issued by Thomas F. Jaques, State Librarian, State Library of Louisiana, Department of Culture, Recreation and Tourism. Baton Rouge, 1998. 101 p.
- July-Dec. 1998 *Public Documents*, no. 98, July-December 1998. Compiled by Stacey Hathaway-Bell and Alison Foster. Issued by Thomas F. Jaques, State Librarian, State Library of Louisiana, Department of Culture, Recreation and Tourism. Baton Rouge, 1998. 119 p.

- Jan.-June 1999      *Public Documents*, no. 99, January-June 1999. Compiled by Stacey Hathaway-Bell and Alison Foster. Issued by Thomas F. Jaques, State Librarian, State Library of Louisiana, Department of Culture, Recreation and Tourism. Baton Rouge, 1999. 32 p.
- July-Dec. 1999      *Public Documents*, no.100, July-December 1999. Compiled by Stacey Hathaway-Bell and Alison Foster. Issued by Thomas F. Jaques, State Librarian, State Library of Louisiana, Department of Culture, Recreation and Tourism. Baton Rouge, 1999. 118 p.
- Jan.-June 2000      *Public Documents*, no. 101, January-June 2000. Compiled by Stacey Hathaway-Bell and Alison Foster. Issued by Thomas F. Jaques, State Librarian, State Library of Louisiana, Department of Culture, Recreation and Tourism. Baton Rouge, 2000. 89 p.
- July-Dec. 2000      *Public Documents*, no. 102, July-December 2000. Compiled by Stacey Hathaway-Bell, Ferol Foos and Alison Foster. Issued by Thomas F. Jaques, State Librarian, State Library of Louisiana, Department of Culture, Recreation and Tourism. Baton Rouge, 2002. 143 p.
- Jan.-June 2001      *Public Documents*, no. 103, January-June 2001. Compiled by Ferol Foos and Alison Foster. Issued by Thomas F. Jaques, State Librarian, State Library of Louisiana, Department of Culture, Recreation and Tourism. Baton Rouge, 2002. 107 p.  
Index. 42 p.

# Louisiana State Documents Depository Program

## TYPES OF LOUISIANA STATE DEPOSITORY LIBRARIES

Revised July 2002

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The types of depository libraries are described in the rules and regulations of the Public Documents Depository System, which are published in the Louisiana Administrative Code (Appendix B). The four kinds are statutory/historical, complete, selective and special.

1. **Statutory/Historical Depositories** are the legally designated complete depository libraries. The Louisiana State Library and the Louisiana State University Louisiana and Lower Mississippi Valley Collection in Hill Memorial Library in Baton Rouge are designated complete, historical depository libraries. They receive two copies of all public documents received by the Recorder for distribution and permanently retain one copy.
2. **Complete Depositories** are the libraries designated by the State Librarian to receive one copy of all public documents received by the Recorder for distribution and to retain them for a minimum of six years.
3. **Selective Depositories** are the libraries designated by the State Librarian to receive one copy of the core collection titles and all public documents received by the Recorder for distribution in the predetermined categories they select, and to retain them for a minimum of six years.
4. **Special Depository** status is limited to the David R. Poynter Legislative Research Library, Louisiana House of Representatives. The special depository operates under slightly different rules pertaining to public access and document retention.



## **Louisiana State Documents Depository Program**

### **DEPOSITORY DESIGNATION**

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A library that wishes to become a depository is required to make Louisiana documents accessible to the public, to provide free service in their use, and to abide by the rules and regulations promulgated by the State Librarian (Appendix B). The library director must make a request in writing to the State Librarian, specifying the kind of depository status desired. If the library meets the requirements, the State Librarian sends a contract and the Recorder of Documents sends a Selection List (See page 27). The requesting library submits both completed forms indicating compliance with the program. The State Librarian then designates the library as a Louisiana state documents depository.

#### **Termination of Depository Contract**

A library wishing to discontinue its depository status must submit a written request six months in advance of the proposed termination date. This request should be sent to both the State Librarian and the Recorder of Documents. Extended or extreme noncompliance with the provisions of the depository contract may result in termination of the contract, also upon six months written notice.

## Louisiana State Documents Depository Program

### TYPES OF PUBLICATIONS DISTRIBUTED

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The documents distributed in the depository library program are defined in the law as "informational matter, for public distribution, regardless of format, method of reproduction, source, or copyright, originating in or produced with the imprint of, by the authority of, or at the total or partial, expense of, any state agency." This broad definition was developed to provide for technological changes as they affect the method and format by which state agencies provide government information.

**To determine if a publication is a state document** and if a state agency should submit the publication for distribution to the depositories, the following standards are used. If the publication meets any of these criteria, it is considered a state document.

1. Publication is authorized by, paid for, or partially paid for with state funds.
2. Publication is available upon request (free or for sale).
3. Publication is intended for public use, or sent to the media and libraries.
4. Publication is similar to ones submitted by a similar agency.

**To determine if an entity is functioning as a part of state government**, the following standards are used. If the entity meets any of these criteria, it is considered a state agency.

1. The agency was created by an Act or Resolution of the Louisiana Legislature, or by an Executive Order issued by the Governor.
2. The Louisiana Attorney General has issued a ruling or opinion affirming the agency's status.
3. The agency is in the *Roster of Louisiana Officials*.
4. The agency receives state funds in the Appropriation Act.

## **Louisiana State Documents Depository Program**

### **CORE COLLECTION: Basic Louisiana Documents Collection**

All depositories, regardless of depository status, receive the Core Collection of Louisiana state documents. This Core Collection is a list of the most essential and basic state documents necessary to support the information requirements of depository library patrons. The Recorder of Documents with the advice of the Louisiana Advisory Council for the State Documents Depository Program determines the titles included in the Core Collection.

All depositories receive the Core Collection as the titles are issued by state agencies and distributed by the Recorder's Office. Selective depositories are permitted to select "Core Collection only" thereby receiving only those titles.

This page revised 11/6/03

## Louisiana State Documents Depository Program

### CORE COLLECTION LIST 2002

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#### **ANNUAL FINANCIAL AND STATISTICAL REPORT** (Bulletin 1472)

E 1.1: date  
Department of Education  
P.O. Box 94064  
Baton Rouge, LA 70804-9064  
225-342-3602  
Internet address: <http://www.doe.state.la.us/DOE/asps/home.asp>

**ANNUAL REPORT.** [Formerly titled Report of the State Banks, Savings and Loan Associations, Credit Unions, Consumer Credit and Sale of Checks in the State of Louisiana. 2/01: Probably now Louisiana Banks and Thrifts Financial Report (quarterly), and Consolidated Balance sheet for Banks (annual), Consolidated Balance Sheet for Thrifts, Credit Unions (annual)]

B 30.1: date/#  
Office of Financial Institutions  
Department of Economic Development  
P.O. Box 94095  
Baton Rouge, LA 70804-9095  
225-925-4660  
Internet address: <http://www.ofi.state.la.us>

#### **ATTORNEY GENERAL'S OPINIONS.** [Formerly titled Opinions of the Attorney General]

J 1.8op: date  
Frequency: Irregular  
Attorney General  
Department of Justice  
P.O. Box 94005  
Baton Rouge, LA 70804-9005  
225-342-7013  
Internet address: <http://www.ag.state.la.us/opinions.shtml>

#### **CLEAR PURPOSE - COMPLETE COMMITMENT: A LONG RANGE LIBRARY PROGRAM TO PROVIDE LOUISIANIANS WITH LIBRARY AND INFORMATION SERVICES ADEQUATE TO THEIR NEEDS** [Title varies: Long range plan for the State Library.]

12/01: Long range plan not on website]

Li 1.2: Pa/date  
Frequency: Annual  
Office of the State Library  
Department of Culture Recreation and Tourism  
P.O. Box 131  
Baton Rouge, LA 70821  
225-342-4922  
Internet address: <http://www.state.lib.la.us>

**LOUISIANA EMPLOYMENT AND WAGES**

L 30.7/3a: date  
Frequency: Quarterly  
Office of Employment Security  
Department of Labor  
1001 North 23<sup>rd</sup> Street  
Baton Rouge, LA 70804-9094  
225-342-3147  
Internet address: <http://www.LaWorks.LMI.asp>

**ELECTION RETURNS** [Includes general and primary election returns]

S 1.6/3: date  
Frequency: Quadrennial  
Department of State  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
225-342-4970  
Internet address: <http://sec.state.la.us/cgibin/?rqstyp=ELCINQ&rqsdt=star>

**LaGIN: DIRECTORY OF STATE AGENCY INFORMATION RESOURCES**

Li 1.9/1: A/date  
No longer published.  
Internet address: <http://leap.nlu.edu/lagin/lagin.htm>

**LOUISIANA ADMINISTRATIVE CODE**

Go 50.5: title/part/date  
Frequency: As amended  
Office of the State Register  
Office of the Governor  
P.O. Box 94095  
Baton Rouge, LA 70804-9095  
225-342-5015  
Internet address: <http://www.state.la.us/osr/lac/books.htm>

**LOUISIANA CONSERVATIONIST** [Not available online]

CoW 1.7: v/#/date  
Frequency: Bi-monthly  
Department of Wildlife and Fisheries  
P.O. Box 98000  
Baton Rouge, LA 70898  
225-765-2918  
Internet address: <http://wlf.state.la.us>

**LOUISIANA CONSTITUTION**

Y 5.1: date  
Frequency: As amended  
Louisiana House of Representatives  
P.O. Box 94062  
Baton Rouge, LA 70804  
225-342-7259  
Internet address: <http://senate.legis.state.la.us/Documents/Constitution>

**LOUISIANA ENERGY FACTS ANNUAL**

NR 1.7/4a: date  
Department of Natural Resources  
P.O. Box 94396  
Baton Rouge, LA 70804-9396  
225-342-4500  
Internet address:  
[http://www.dnr.state.la.us/sec/execdiv/tehasmt/data/annual\\_reports/index.html](http://www.dnr.state.la.us/sec/execdiv/tehasmt/data/annual_reports/index.html)

**LOUISIANA ENVIRONMENTAL REGULATORY CODE**

NR 200.5: date  
Frequency: As amended  
Department of Environmental Quality  
P.O. Box 82263  
Baton Rouge, LA 70884  
225-765-0741  
Internet address: <http://deq.state.la.us/planning/regs/title33/index.htm>

**LOUISIANA LIBRARY DIRECTORY**

Li 1.9/3: date  
Frequency: Annual  
Office of the State Library  
Department of Culture Recreation and Tourism  
P.O. Box 131  
Baton Rouge, LA 70821  
225-342-4922  
Internet address: <http://www.state.lib.la.us/Publications/Directories/index.htm>

**LOUISIANA OFFICIAL HIGHWAY MAP** [Not available online; print copy free from Secretary of State Office]

PW 1.8m: date  
Frequency: Irregular  
Department of Transportation and Development  
P.O. Box 94245, Capitol Station  
Baton Rouge, LA 70804-9245  
225-379-1100  
Internet address: <http://www.dotd.state.la.us/> or  
<http://www.louisianatravel.com/cfm/travelkit.cfm>

**LOUISIANA REGISTER**

Go 50.7: v/#/date  
Frequency: Monthly  
Office of the State Register  
Office of the Governor  
P.O. Box 94095  
Baton Rouge, LA 70804-9095  
225-342-5015  
Internet address: <http://www.state.la.us/osr/reg/register.htm>

**LOUISIANA ROSTER OF OFFICIALS** [Not available online]

S 1.9: date  
Frequency: Irregular  
Department of State  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
225-922-0415  
Internet address: <http://www.sec.state.la.us/notary-pub/pub-idx.htm>

**LOUISIANA SCHOOL DIRECTORY** (Bulletin 1462) [Not available online]

E 1.3: 1462/date  
Frequency: Annual  
Department of Education  
P.O. Box 94064  
Baton Rouge, LA 70804-9064  
225-342-3602  
Internet address: <http://www.doe.state.la.us/DOE/asps/home.asp>

**LOUISIANA STATE GOVERNMENT TELEPHONE DIRECTORY**

Go 100.9/2: date  
Frequency: Annual  
Division of Administration  
Office of Telecommunications Management  
P.O. Box 94280  
Baton Rouge, LA 70804-9280  
225-342-7723  
Internet address: <http://www.doa.state.la.us/otm/listings/telephone.htm>

**LOUISIANA SUMMARY: AGRICULTURE AND NATURAL RESOURCES**

Ag 30.1/1: date  
Frequency: Annual  
LSU Agricultural Center and Louisiana Cooperative Extension Service  
Baton Rouge, LA 70803  
225-578-6598  
Internet address: [agctr.lsu.edu/Communications/agsum/2000agsum.htm](http://agctr.lsu.edu/Communications/agsum/2000agsum.htm)

**LOUISIANA TAX GUIDE** (Not available online)

R 1.5: date  
Frequency: Annual  
Department of Revenue and Taxation  
P.O. Box 201  
Baton Rouge, LA 70821  
225-925-7537  
Internet address: <http://www.rev.state.la.us/>

**LOUISIANA TOXIC RELEASE INVENTORY**

NR 200.2: To/date  
Frequency: Annual  
Department of Environmental Quality  
P.O. Box 82263  
Baton Rouge, LA 70884-2263  
225-765-0741  
Internet address: <http://www.deq.state.la.us/evaluation/tri/index.htm>

**LOUISIANA TRAVEL GUIDE**

Go 103.5: date  
Frequency: Annual  
Office of Tourism  
Department of Culture Recreation and Tourism  
P.O. Box 94291  
Baton Rouge, LA 70804-9291  
225-342-8125  
Internet address: <http://www.crt.state.la.us/crt/tourism.htm>

**OFFICIAL PUBLICATIONS: LIST OF PUBLIC DOCUMENTS OF LOUISIANA**

Li 1.10: OP/date  
Frequency: Every five years  
Recorder of Documents  
State Library of Louisiana  
Department of Culture Recreation and Tourism  
P.O. Box 131  
Baton Rouge, LA 70821  
225-342-4929  
Internet address: <http://www.state.lib.la.us/Dept/UserServices/recorder.htm>

**PUBLIC DOCUMENTS**

Li 1.10: PD/date  
Frequency: Semiannual  
Recorder of Documents  
State Library of Louisiana  
Department of Culture Recreation and Tourism  
P.O. Box 131  
Baton Rouge, LA 70821  
225-342-4929  
Internet address: <http://www.state.lib.la.us/Publications/docs/index.htm>

**PUBLIC LIBRARIES IN LOUISIANA: STATISTICAL REPORT**

Li 1.1/2: date  
Frequency: Annual  
State Library of Louisiana  
Department of Culture Recreation and Tourism  
P.O. Box 131  
Baton Rouge, LA 70821  
225-342-4922  
Internet address: <http://www.state.lib.la.us/Publications/LD/stats99.htm>



### **RESUME OF ACTS, RESOLUTIONS, STUDY REQUESTS AND VETOED BILLS**

["... coming online soon, but not available yet" as a PDF or single document 9/02; Most of the information contained in the Resume is on the Internet under 'Session Information.'" Search by bill to find the individual digest. <http://www.legis.state.la.us/sessioninfo.htm>]

LL 1.8a: date/sess

Frequency: Each session

Legislature

House Docket

P.O. Box 94012

Baton Rouge, LA 70804

225-342-2431

Internet address: <http://house.legis.state.la.us/99rsInfo/wraptarget.htm>

### **STATE OF THE STATE**

SR 100.1/3: date

No longer published.

**STATEWIDE REPORT OF REGISTERED VOTERS** [Includes Parish, Congressional District, Senatorial District, Representative District, Supreme Court District, Appeals Court District, District Court District, Public Service Commission District, BESE Board District]

SR 1.7: date

Frequency: Quarterly

Department of Elections and Registration

P.O. Box 14179

Baton Rouge, LA 70898-4179

225-925-7885

Internet address: <http://www.elections.state.la.us/>

### **STATISTICAL ABSTRACT OF LOUISIANA**

EL 500.2: SH/date

No longer published; 1997 edition online <http://leap.nlu.edu/STAAB.HTM>

### **VITAL STATISTICS OF LOUISIANA**

H 1.7/2a: date

Frequency: Annual

Department of Health and Hospitals

Office of Public Health

State Center for Health Statistics

325 Loyola Ave, Suite 106

New Orleans, LA 70112

504-568-5337

Internet address: <http://www.dhh.state.la.us/OPH/PUB.HTM>

**WATERMARKS** [Published by Louisiana Coastal Wetlands Conservation and Restoration Task Force]

NR 9.7: date

Frequency: Quarterly

Office of the Governor

625 N. 4<sup>th</sup> Street

Ste. 1127

Baton Rouge, LA 70802

225-342-3968

Internet address: <http://www.lacoast.gov/watermarks>

## **Louisiana State Documents Depository Program**

# **PUBLICATION SELECTION BY LOUISIANA STATE DEPOSITORY LIBRARIES**

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### **Publication Categories**

The depository library designates in advance the categories from which it needs publications. The Selection List is based on the organization of the state government. Selections are made from categories of similar agencies and by the type of publication, not by individual title.

### **Depository Selection List File**

Each depository should retain a copy of its Selection List. A file of each depository's Selection List is maintained in the office of the Recorder of Documents. A copy of the Selection List is available upon request.

### **Selection Changes**

The depository may make changes to the library's selections at any time. To make selection changes, the depository librarian may send a letter or email with a list of changes requested to the Recorder of Documents, or may use the Selection List change form on the State Library's website (<http://www.state.lib.la.us/Publications/docs/Selectionlist.htm>). The distribution records are changed in the Recorder's file and changes occur within three months of the request. Publications are not supplied retroactively.

### **New State Agency Publications**

Publications received from a new state agency or new publications received from existing state agencies are assigned to one of the established categories on the Selection List by the Recorder of Documents then distributed according to the current distribution pattern. The provenance of new publications is determined by the Recorder through research in the *Roster of Officials* and the statutes.

### **New Selection Lists**

Selective depositories must complete a Selection List each year. All types of depositories were required to confirm depository status in 1982 by signing new contracts with the State Librarian and by filing a new Selection List.

**Louisiana State Documents Depository Program**

**SELECTION LIST**

Revised April 2002; Format revised August 2002

**Depository Library:** \_\_\_\_\_

**Depository Librarian:** \_\_\_\_\_

**Date submitted:** \_\_\_\_\_ **Date received by Recorder:** \_\_\_\_\_

**Place a check next to the agencies/departments/institutions whose publications you wish to receive.**

\_\_\_\_\_ **NO CHANGE from previous Selection List**

\_\_\_\_\_ **CORE PUBLICATIONS ONLY**

(list at <http://www.state.lib.la.us/Dept/UserServ/recorder.htm>)

\_\_\_\_\_ **Agricultural Research Stations**

\_\_\_\_\_ **Agriculture and Forestry, Department of**

Includes:

Office of Agricultural and Environmental Sciences

Office of Agro-Consumer Services

Office of Animal Health Services

Office of Forestry

Office of Marketing

\_\_\_\_\_ **Baton Rouge Community College**

\_\_\_\_\_ **Bossier Parish Community College**

\_\_\_\_\_ **Cooperative Extension Service** (agricultural, affiliated with universities)

\_\_\_\_\_ **Culture, Recreation and Tourism, Department of**

Includes:

Office of Cultural Development

Office of Film and Video

Office of the State Library

Office of the State Museum

Office of State Parks

Office of Tourism

\_\_\_\_\_ **Delgado Community College**

\_\_\_\_\_ **Economic Development, Department of**

Includes:

Office of Commerce and Industry

Office of Financial Institutions

Office of International Trade and Development

Real Estate Commission

\_\_\_\_\_ **Education, Department of**

Includes:

- Educational Television Authority
- State Board of Elementary and Secondary Education
- Other educational agencies
- Special education schools

\_\_\_\_\_ **Elaine P. Nunez Community College**

\_\_\_\_\_ **Elections and Registration, Department of**

\_\_\_\_\_ **Environmental Quality, Department of**

Includes:

- Office of Air Quality
- Office of Solid and Hazardous Waste
- Office of Water Resources

\_\_\_\_\_ **Governor, Office of**

Includes:

- Department of Veteran's Affairs
- Division of Administration
- Independent boards and commissions such as levee districts, port, harbor and pilot commissions, etc.
- Louisiana Commission on Law Enforcement & Administration of Criminal Justice
- Military Department
- Office of Elderly Affairs
- Office of Emergency Preparedness
- Office of the State Register

\_\_\_\_\_ **Grambling State University**

\_\_\_\_\_ **Health and Hospitals, Department of**

Includes:

- Bureau for Women
- Office of Public Health
- Boards and commissions relating to health

\_\_\_\_\_ **Insurance, Department of**

\_\_\_\_\_ **Justice, Department of**

\_\_\_\_\_ **Labor, Department of**

Includes:

- Office of Employment Security
- Office of Labor

\_\_\_\_\_ **Legislature**

\_\_\_\_\_ **Louisiana Delta Community College**

\_\_\_\_\_ **Louisiana Geological Survey**

\_\_\_\_\_ **Louisiana State University Agricultural Center**

- \_\_\_\_\_ **Louisiana State University at Alexandria**
- \_\_\_\_\_ **Louisiana State University**
  - Includes:
    - Louisiana State University System
    - Board of Supervisors
- \_\_\_\_\_ **Louisiana State University in Eunice**
- \_\_\_\_\_ **Louisiana State University in Shreveport**
- \_\_\_\_\_ **Louisiana State University Health Sciences Center**
  - Includes:
    - New Orleans
    - Shreveport
    - Pennington Biomedical Research Center
    - Medical centers and health sciences centers of other universities
- \_\_\_\_\_ **Louisiana Supreme Court**
- \_\_\_\_\_ **Louisiana Tech University**
- \_\_\_\_\_ **Louisiana Universities Marine Consortium (LUMCON)**
- \_\_\_\_\_ **McNeese State University**
- \_\_\_\_\_ **Natural Resources, Department of**
  - Includes:
    - Office of Conservation
    - Office of Mineral Resources
- \_\_\_\_\_ **Nicholls State University**
- \_\_\_\_\_ **Northwestern State University**
- \_\_\_\_\_ **Paul M. Hebert Law Center (at LSU-BR)**
- \_\_\_\_\_ **Port commissions and harbor and terminal districts**
- \_\_\_\_\_ **Public Safety and Corrections, Department of**
  - Includes:
    - Office of Adult Services
    - Office of Alcoholic Beverage Control
    - Office of Corrections
    - Office of Juvenile Services
    - Office of Motor Vehicles
    - Office of State Fire Marshal
    - Correctional Facilities Corporation and individual institutions
- \_\_\_\_\_ **Public Service Commission**
- \_\_\_\_\_ **Retirement Systems**
- \_\_\_\_\_ **Revenue and Taxation, Department of**
- \_\_\_\_\_ **River Parishes Community College**

- \_\_\_\_\_ **Social Services, Department of**  
Includes:  
Office of Community Services  
Office of Eligibility Determination  
Office of Human Services
- \_\_\_\_\_ **South Louisiana Community College**
- \_\_\_\_\_ **Southeastern Louisiana University**
- \_\_\_\_\_ **Southern University Baton Rouge Campus**
- \_\_\_\_\_ **Southern University New Orleans Campus**
- \_\_\_\_\_ **Southern University Shreveport Campus**
- \_\_\_\_\_ **Southern University Law Center**
- \_\_\_\_\_ **State, Department of**  
Includes:  
Archives Division
- \_\_\_\_\_ **State Civil Service, Department of**
- \_\_\_\_\_ **Technical College, Acadian Campus**
- \_\_\_\_\_ **Technical College, Alexandria Campus**
- \_\_\_\_\_ **Technical College, Ascension Campus**
- \_\_\_\_\_ **Technical College, Avoyelles Campus**
- \_\_\_\_\_ **Technical College, Bastrop Campus**
- \_\_\_\_\_ **Technical College, Baton Rouge Campus**
- \_\_\_\_\_ **Technical College, Charles B. Coreil Campus**
- \_\_\_\_\_ **Technical College, Delta Ouachita Campus**
- \_\_\_\_\_ **Technical College, Evangeline Campus**
- \_\_\_\_\_ **Technical College, Florida Parishes Campus**
- \_\_\_\_\_ **Technical College, Folkes Campus**
- \_\_\_\_\_ **Technical College, Gulf Area Campus**
- \_\_\_\_\_ **Technical College, Hammond Campus**
- \_\_\_\_\_ **Technical College, Huey P. Long Campus**
- \_\_\_\_\_ **Technical College, Jefferson Campus**
- \_\_\_\_\_ **Technical College, Jumonville Campus**
- \_\_\_\_\_ **Technical College, L. E. Fletcher Campus**
- \_\_\_\_\_ **Technical College, Lafayette Campus**
- \_\_\_\_\_ **Technical College, Lafourche Campus**

- \_\_\_\_\_ **Technical College, Lamar Salter Campus**
- \_\_\_\_\_ **Technical College, Mansfield Campus**
- \_\_\_\_\_ **Technical College, Morgan Smith Campus**
- \_\_\_\_\_ **Technical College, Natchitoches Campus**
- \_\_\_\_\_ **Technical College, North Central Campus**
- \_\_\_\_\_ **Technical College, Northeast Louisiana Campus**
- \_\_\_\_\_ **Technical College, Northwest Louisiana Campus**
- \_\_\_\_\_ **Technical College, Oakdale Campus**
- \_\_\_\_\_ **Technical College, River Parishes Campus**
- \_\_\_\_\_ **Technical College, Ruston Campus**
- \_\_\_\_\_ **Technical College, Sabine Valley Campus**
- \_\_\_\_\_ **Technical College, Shelby M. Jackson Campus**
- \_\_\_\_\_ **Technical College, Shreveport-Bossier Campus**
- \_\_\_\_\_ **Technical College, Sidney N. Collier Campus**
- \_\_\_\_\_ **Technical College, Sowela Campus**
- \_\_\_\_\_ **Technical College, Sullivan Campus**
- \_\_\_\_\_ **Technical College, T. H. Harris Campus**
- \_\_\_\_\_ **Technical College, Tallulah Campus**
- \_\_\_\_\_ **Technical College, Teche Area Campus**
- \_\_\_\_\_ **Technical College, West Jefferson Campus**
- \_\_\_\_\_ **Technical College, Westside Campus**
- \_\_\_\_\_ **Technical College, Young Memorial Campus**
- \_\_\_\_\_ **Transportation and Development, Department of**
- \_\_\_\_\_ **Treasury, Department of**
- \_\_\_\_\_ **University of Louisiana at Lafayette**
- \_\_\_\_\_ **University of Louisiana at Monroe**
- \_\_\_\_\_ **University of New Orleans**
- \_\_\_\_\_ **Wildlife and Fisheries, Department of**

**Selection List Exclusions by Publication Type**

**Circle "Exclude" or "Receive" for each type of publication.**

\* indicates a new exclusion option for 2002.

<b>Exclude</b>	<b>Receive</b>	<b>Legislative bills</b>
<b>Exclude</b>	<b>Receive</b>	<b>Course schedules/Degree program brochures</b>
<b>Exclude</b>	<b>Receive</b>	<b>Forms/Applications</b>
<b>Exclude</b>	<b>Receive</b>	<b>Correctional facilities inmate publications</b>
<b>Exclude</b>	<b>Receive</b>	<b>Laws/Statutes</b>
<b>Exclude</b>	<b>Receive</b>	<b>Literary journals</b>
<b>Exclude</b>	<b>Receive</b>	<b>Maps</b>
<b>Exclude</b>	<b>Receive</b>	<b>Playbills/Programs/Event posters</b>
<b>Exclude</b>	<b>Receive</b>	<b>*Opinions</b>
<b>Exclude</b>	<b>Receive</b>	<b>*Military Dept. state vacancy announcements</b>
<b>Exclude</b>	<b>Receive</b>	<b>Student newspapers/Newsletters</b>
<b>Exclude</b>	<b>Receive</b>	<b>Yearbooks/Commencement publications</b>

**NOTE: Core publications received in sufficient quantities will be sent to ALL libraries regardless of their selections.**

Please return the completed Selection List to:

Recorder of Documents  
State Library of Louisiana  
P.O. Box 131  
Baton Rouge, LA 70821-0131

or Recorder of Documents Office  
[docs@pelican.state.lib.la.us](mailto:docs@pelican.state.lib.la.us)



**Louisiana State Documents Depository Program**  
**DOCUMENT DISTRIBUTION**  
**TO LOUISIANA STATE DEPOSITORY LIBRARIES**

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**Distribution and Mailing**

Each depository is assigned a sorting bin in the Recorder's office. Documents, received from the state agencies as they are issued or within six months, are sorted into the bins according to the distribution patterns established by the selection lists.

Each depository receives at least one shipment of documents at the end of each month corresponding to the *Monthly Shipping List*. Some depositories may receive several shipments during a month. The last shipment is labeled on the outside with the month/year and "last." The *Monthly Shipping List* is available online. Depositories may print it from the State Library's website.

**Direct Distribution by State Agencies**

Some state agencies mail their publications directly to the depositories. These documents are listed on the *Monthly Shipping List* as direct mail. Depositories must return mail surveys directly to the agency if they want to continue to receive the publication. Depositories must also make claims directly to these agencies for publications that appeared in a shipping list more than two months earlier.

**Distribution—Insufficient Copies**

If the Recorder of Documents does not receive enough copies for distribution to all selecting depositories, a note of the number of copies received is included on the *Monthly Shipping List*. This note is not repeated in *Public Documents*.

When a state agency is unable to provide sufficient copies of documents for distribution to all of the depositories that have selected the category that includes that agency, distribution is made according to a ranking system developed by a state documents committee (Appendix K). The ranking takes into consideration the number of other depositories in the geographical area, the type of library, the size of the library, and other factors.

## **Distribution of Publications That Are Not State Documents**

Publications that are not state documents are sometimes distributed through the depository system. These publications may be of interest to depository librarians or may contain important Louisiana material. The publications are listed in the notes field of the monthly list and are not listed in *Public Documents*. Depositories do not need to retain this material. Some examples are the following: *2000 Emergency Response Guidebook*; *Prevalence and Health Consequences of Stalking—Louisiana, 1998-1999*.

## **Shipping Lists**

The *Monthly Shipping List* is compiled near the end of the month. It identifies the documents shipped to the depositories each month. The shipping list is posted on the State Library website at <http://www.state.lib.la.us/Publications/docs/index.htm> when the last shipment of the month is mailed. Shipping lists are superseded by *Public Documents* and may be discarded upon receipt of the *Public Documents* covering those months.

## **Louisiana State Documents Depository Program**

### **TECHNICAL PROCESSING**

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Special equipment typically used for processing documents includes: depository stamp, date stamp, shelf list (visible records file or computer), record cards, binders and pamphlet storage boxes.

Suggested procedures for checking in materials are:

1. Print the shipping list from the Recorder's office webpage if it is not in the last box.
2. Stamp the shipping list with the date of receipt. Locate items on the shipping list. Write the LaDocs number on the document's cover or on the first inside page if it is a bound volume or if the cover is a dark color. Stamp the document with the date received and the ownership mark.
3. Place a check mark beside the title on the shipping list to denote receipt.
4. Check in documents on the appropriate record cards in the shelf list file or enter them in a database.
5. Information record cards or a database should include call number, issuing agency, title, frequency, location, routing instructions, binding information, source and any pertinent information unique to the library.
6. Follow shipping list instructions to make corrections to items previously received.
7. If there is no record card or database entry to check in an item, make a new record card or database entry.
8. Claim items missing on the shipping list if they are needed.
9. Keep current shipping lists in chronological order in a binder or folder.

#### **Binding**

To bind Louisiana documents, follow the regular binding routines of the library for other similar material.

## Cataloging and Classification

Depository libraries are encouraged to catalog state documents. Include the LaDocs number in the catalog record. The State Library and Louisiana State University Library staffs catalog selected Louisiana state documents on the OCLC online cataloging system according to the Anglo American Cataloging Rules (AACRII) with Library of Congress subject headings. The Louisiana Tech University Library staff catalogs state documents into the online catalog. The catalogs of all three libraries are available at <http://www.louislibraries.org/louislibraries/>. OCLC numbers are included in the Recorder's bibliographies when they are available. Beginning in 2001, Library of Congress subject headings are included in the *Monthly Shipping List*.

## Author Headings

*Author Headings for Official Publications of the State of Louisiana (1803-1947)*. By Lucy B. Foote. Chicago: American Library Association, 1948. 125 p.

*Suggested Author Headings for the Official Publications of the State of Louisiana: Established in Accordance with the Anglo-American Cataloging Rules*. Compiled by Margaret T. Lane and Francis L. Miksa. In *Public Documents*, no. 55, Part II, January-June 1976. p. A1-A11

*Louisiana State Agency Names, 1948-1980: A Supplement to Author Headings for the Official Publications of the State of Louisiana by Lucy B. Foote*. Compiled by Margaret T. Lane, assisted by Grace G. Moore and Delores B. Owens. In *Public Documents*, no. 67, Part II, January-December 1982. 305 p.

*Louisiana Author Headings for the Official Publications of the State of Louisiana, Supplement, 1981*. In *Public Documents*, no. 66, Part II, July-December 1981. 57-59 p.

## Louisiana State Documents Depository Program

### CLAIMS

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#### When to Claim Documents Not Shipped

An authorized depository staff member should promptly make claims for documents missing from monthly shipments. Use the claims form on the State Library website [www.state.lib.la.us/Publications/docs/claims.htm](http://www.state.lib.la.us/Publications/docs/claims.htm) or a printed form available from the Recorder of Documents' office.

Open shipments as soon as the last box for the month is received. Retrieve the *Monthly Shipping List* then check the documents received against the list. To determine whether to claim a missing item, compare the library's Selection List to see if the proper category for that document was selected. Verify on the shipping list that the Recorder's office got enough copies to distribute it to the library's ranking level.

Claims to the Recorder's office must be made within three (3) months of the shipping list date; even then, the office staff cannot always fulfill claims. The depository library must make some claims directly to the issuing agency.

#### How to Claim

1. Check the shipping list to see if the Recorder of Documents received the full allotment of copies or enough to distribute to the library's ranking level.
2. Go to <http://www.state.lib.la.us/Publications/docs/claims.htm> and fill out the claims form or email the claim to [docs@pelican.state.lib.la.us](mailto:docs@pelican.state.lib.la.us).
3. A. On claims sent directly to the agency, include a reference to the depository program as well as an explanation of why the publication is needed by the depository. Example: need an additional copy or received a defective or a mutilated copy.  
B. Request directly to an agency any missing issues of publications distributed directly from that agency.
4. Be sure to include the library's name and mailing address with the claim.

## **CLASSIFICATION SCHEDULE FOR LOUISIANA DOCUMENTS**

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The Louisiana documents classification system (referred to as LaDocs) uses an alphanumeric arrangement of letters to designate agencies and uses numbers to indicate the type of publication. It was designed to group related agencies together and to make shelving and locating Louisiana documents simpler.

As state government is reorganized and changed, the classification system is expanded and amended by the Recorder of Documents. Numbers within a previously established class may be assigned or cross referenced to a newly created agency.

Louisiana document numbers are assigned by the Recorder of Documents and have been published for all items distributed since 1961. The classification system is based on one developed by the New Orleans Public Library. It resembles the SUDOCS classification system used for federal documents.

A document number consists of two parts: the stem number that precedes the colon, and the book number which follows it. The stem begins with one or more letters designating the parent agency or type of agency.

A	Department of Agriculture
Ag	Agricultural Experiment Station
CiS	Department of Civil Service
EL	Louisiana State University System
Go	Office of the Governor

Following the letters are numbers that identify the specific branch of the agency responsible for the publication. The number 1 is normally used to designate the agency's primary organization. Generally, larger numbers are used for sub agencies.

EL 1	Louisiana State University (Baton Rouge, La.)
EL 6	Louisiana State University (Baton Rouge, La.) Office of Institutional Research
EL 90	Louisiana State University (Baton Rouge, La.) Department of Zoology
EL 300	McNeese State University, Lake Charles

Note that these designations are historical in nature so they may not reflect the current administrative hierarchy. Thus, although it ceased to be a part of

the Louisiana State University System in 1950, McNeese State University's publications are still classed under EL 300.

The remainder of the stem consists of a form number indicating the type of publication.

Form divisions are:

- .1: Reports
- .2: General Publications
- .3: Bulletins+ #
- .4: Circulars + #
- .5: Rules and Regulations (Manuals, Handbooks and Guides)
- .6: Proceedings, Budgets, Conventions
- .7: Serial Publications (Daily, Weekly, Monthly, or Irregular)
- .8: Miscellaneous (Address)
- .8b: Bills
- .8c: Calendars
- .8d: Dockets
- .8in: Invitations
- .8m: Maps
- .8L: Laws
- .8op: Opinions
- .8p: Programs/Plans/Syllabi
- .8r: Resolutions
- .8s: Studies
- .9: Directories, Rosters, Lists, Statistics
- .10: Bibliographies, Subject lists, Catalogs

The book number following the colon uniquely identifies the individual publication. This designation may consist of a bulletin or report number, volume and issue number, date, etc., for serial or continuing publications. Examples are the Department of Education's *Bulletin No. 1468* is E 1.3:1468 and the monthly *Louisiana Register* is Go 50.7: v/#. Monographs are usually assigned one or more letters, taken from a significant word or words in the title, and the year of publication, e.g. the Department of Education's *Food Fun for Teaching Nutrition* is E 1.2: FF/976.

\* For an abridged list of classes, refer to Appendix Q.

# Louisiana State Documents Depository Program

## RETENTION AND WEEDING POLICY

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The state documents depository libraries must retain Louisiana state documents for a six-year period.

It is not required that state documents be removed from the collection after the six-year period. Material of historical value may be vital to the depository library collection. Each library should evaluate the needs and collection policy of the library before discarding any Louisiana material.

### **Complete Public Document Depositories**

Historical depositories may discard only publications that are superseded by cumulative compilations. These historical depositories, State Library of Louisiana and Louisiana State University Hill Memorial Library, are cautious in discarding any material that might be valuable for research or historical purposes.

### ***Official Publications and Public Documents***

Each depository is required to retain permanently all volumes of *Official Publications* and to keep all issues of *Public Documents* until the *Official Publications* cumulation.

### **Superseded List**

The Recorder of Documents publishes a list of publications that may be discarded when superseded by newer editions periodically. The most recent list is on the State Library website.

### **Guidelines for Weeding**

1. Keep latest edition/issue
  - College catalogs/bulletins/announcements
  - Calendar of events
  - Civil Service exam announcements
  
2. Discard if revised
  - Directories
  - Handbooks
  - Drafts or proposed state plans



3. Keep current year plus previous year
  - Newsletters
  - Press releases
  - Livestock show premium list
4. Loose-leaf
  - Discard pages that are replaced
5. Periodicals/serials that are superseded by cumulative edition
  - Public health statistics
  - Energy facts sheet

Note: The publications listed below must be individually reviewed and may be discarded ONLY when a revised edition has been received.

- General Publications (.2:)
- Handbooks, Manuals, Guides (.5:)
- Regulations, Rules (.5:)
- Bibliographies (.10:)
- Lists of publications (.10:)

### **Weeding Procedure**

1. The Documents Librarian should inspect the state documents collection to determine which publications are to be discarded. Use the retention guidelines in the Manual to select publications for discard.
2. Compile a discard list arranged by the Louisiana Documents Classification Schedule (LaDoc). Each list should include the library name, contact person and date. Include a deadline date that is a minimum of six weeks ahead. Each entry should include the LaDoc classification number, title and date of publication. Note the format if the document is not paper. Indicate if the document is bound. Also note if the material is in poor condition. Libraries are not required to list superseded materials but are encouraged to offer significant materials. Serials should include the series title and holdings (volume, number, year).  
Example: Ag 30.4/4: 2269. Louisiana State University Agricultural Center. Cooperative Extension Service. Soybean Variety Recommendations. 1990.
3. E-mail one copy of the list, with a request for permission to discard, to the Recorder of Documents at docs@state.lib.la.us. The Recorder will make sure the list follows the retention guidelines, responding within three days.

4. After the Recorder has sent notification of permission to discard, post the list to the Louisiana government documents listserv, Bayoudoc@latech.edu. State the deadline date at the top of the list, indicating that no requests will be filled after that date.
5. Withdraw all documents on the discard list from the library's collection and the catalog. Stamp each item withdrawn or discarded. Hold the documents in storage until the deadline date has been reached. Receive and keep on file all requests for documents from the list. Note the order in which requests were received.
6. Any requests made by the historical depositories have first priority. After the deadline date has been reached, fill requests in the following order:
  - A. State Library of Louisiana
  - B. Hill Memorial Library, Louisiana State University, Baton Rouge
  - C. Prescott Memorial Library, Louisiana Tech University
  - D. Requests from the other depositories in the order of receipt
7. Requesting depositories must pay shipping costs. As a courtesy, requesting depositories should provide self-addressed mailing labels for their requests. Libraries that participate in the statewide courier service may want to utilize that service for delivering requested documents to other participating libraries.
8. After shipping the requested documents to the appropriate libraries, discard the remaining documents.

Page revised 11/25/03

## **Louisiana State Documents Depository Program**

### **DEPOSITORY LIBRARY INSPECTIONS**

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The Recorder of Documents provides assistance to depository libraries in fulfilling their responsibilities of making state documents accessible to their patrons and in interpreting the rules and regulations of the Louisiana State Documents Depository System. To be familiar with the operations and needs of the depository libraries, the Recorder of Documents makes periodic visits to the depository libraries. The purpose of the on-site inspection visit will be to consult with and advise the depository library on efficient and effective methods of operation.

The criteria for evaluating the depository library are based on the rules and regulations and guidelines for the program. An evaluation of the depository is sent to the depository librarian as well as the library administrator within thirty days of the visit. (Appendix I).

# **APPENDIXES**

## APPENDIX A

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### **Louisiana Revised Statutes Title 25 Public Documents Depository System**

#### §121. Policy

Freedom of Access to public documents is a basic right of citizenship. Therefore, it is the policy of the state of Louisiana that public documents shall be made available to the public. In order to obtain maximum efficient distribution and maximum availability of these documents, a depository system is hereby established.

#### §121.1 Definitions

As used in this Chapter, the following terms shall have the following meanings unless the context clearly indicates otherwise:

- (1) "Public document" means any informational matter, for public distribution regardless of format, method of reproduction, source, or copyright, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, any state agency. Correspondence and inter-office or intra-office memoranda and records of an archival nature are excluded.
- (2) "State agency" means an office, department, board, bureau, commission, council, institution, college or university, division, officer, or other person or group authorized to exercise or that exercises any of the functions of the government of the state of Louisiana.
- (3) "Depository" means an institution which contracts with the State Librarian to participate in the Public Document Depository System.

§122. Establishment of depositories; administration of depository system; documents; rules and regulations.

- A. The State Librarian shall be responsible for establishing a system of depositories for state public documents, and for the deposit and distribution of state public documents to the depositories.
- B. The State Librarian shall adopt and promulgate rules and regulations, and enter into agreements with depositories, as necessary to implement the provisions of this Chapter.

§123. Recorder of Documents; duties.

A. The provisions of this Chapter shall be implemented and administered under the supervision of the State Librarian, by the Recorder of Documents, who shall be a graduate of an accredited school of library science.

B. Duties of the Recorder of Documents include:

- (1) Preparation and distribution of the official bibliography of state documents.
- (2) Prompt transmission of public documents received from state agencies to the depositories.
- (3) Provision of bibliographical and practical assistance to the depositories in maintaining, developing, classifying, and utilizing their collections.

In addition, the Recorder of Documents may send copies of state documents to the office of state archives and to select national and foreign libraries, including the Library of Congress.

§124. Public documents of state agencies.

- A. Each state agency shall furnish to the Recorder of Documents, upon release, copies of public documents to meet the needs of the depository system.
- B. Each state agency shall designate a liaison officer and shall notify the Recorder of Documents of the appointment.
- C. The liaison officer shall submit semi-annually to the Recorder of Documents a complete list of his agency's public documents.

§124.1 Depositories.

- A. Louisiana State Library and Louisiana State University Library at Baton Rouge are hereby designated complete public document depositories. Other Louisiana libraries may request complete public document depository status.
- B. Libraries, including those in state agencies and other institutions, may contract with the State Librarian to become depositories.
- C. Each depository shall agree to make state documents accessible to the public, to render free service in their use, and to abide by the rules and regulations promulgated by the State Librarian. Extended noncompliance with the contract provisions shall result in the loss of depository status.

## APPENDIX B

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**Louisiana Administrative Code (LAC)**  
**Volume 7**  
**Title 25**  
**Part VII. Louisiana State Library**  
**Subpart 5. Public Document Depository System**  
[Revised July 2002]

### Chapter 41. General Rules

#### §4101. Authority

These rules are promulgated by the State Librarian who serves as the Assistant Secretary of Culture, Recreation and Tourism, Office of the State Library, as authorized by R.S. 25:122B and as required by the Administrative Procedures Act (R.S. 49:953).

#### §4103. Organization

The State Public Documents Depository Program is created as a unit of the State Library under the direction of the state librarian who employs a graduate librarian to head the office.

#### §4105. Purpose

The state librarian has the duty to establish a depository system to facilitate the accessibility and preservation of state documents for the use of the public.

#### §4107. Advisory Council

In pursuing the mission to provide citizens of the state access to state government publications, the recorder of documents will seek the advice of an advisory council. Members will be appointed by the state librarian and will include representatives of state agencies, state depositories, and other interested persons. Functions of the council shall be to advise on the selection, organization, distribution, and bibliographic control of publications; to recommend policy and procedures for the effective and efficient operation of the office of the Recorder of Documents and to provide a forum for the exchange of information and ideas.

## Chapter 43. Deposit of Publications

### §4301. Agency Responsibility

State agencies as defined in R.S. 25:121.1 are required to deposit copies of their public documents with the Recorder of Documents immediately upon publication.

### §4303. Public Documents Required to be Deposited

The public documents required to be deposited are those defined in R.S. 25:121.1. "Public Document" means informational matter, regardless of format, method of reproduction, source, or copyright, originating in or produced with the imprint of, by the authority of, or at the total cost or partial expense of, any state agency, including material published with federal funds or by sub-state planning districts. This definition incorporates publications released by private bodies such as research and consultant firms under a contract with and/or under the supervision of any state agency. Further, this definition specifically includes journals, laws or bills, statutes, codes, rules, regulations; newsletters, bulletins, state plans, brochures, periodicals or magazines; minutes of meetings of boards and commissions, transcripts of public hearings; reports, directories, statistical compendiums, bibliographies, pamphlets, lists, books; charts, maps, surveys; other printed matter; microfilm, microfiche, audiovisuals; electronic documents.

"*Electronic Documents*" denotes any discrete public document published in a static electronic or digital format, i.e., CD-ROM, web document, floppy disk, etc. Whenever possible, paper is the preferred format for deposit with the recorder of documents. Excluded from the definition of public documents are correspondence, interoffice or intra-office memoranda, records of an archival nature; interactive, non-discrete, constantly changing electronic items such as Web sites, databases, ASP (active server pages), or software programs.

### §4305. Public Documents Not Required to be Deposited

- A. Correspondence and inter-office or intra-office memoranda and records of an archival nature are excluded.
- B. Complete Web sites are excluded.

### §4307. Core Collection

- A. Core collection refers to those basic public documents which all depositories shall receive.
- B. The needs of the public will be served best by distributing to all depositories those public documents which are the most useful and essential. Fewer copies of other state agency publications may be needed to meet the needs of the depository system. Therefore, in the



interests of economy and efficiency, the recorder of documents with the aid of the advisory council will identify a core collection to be deposited in all participating libraries.

#### §4309. Number of Copies to be Deposited

The recorder of documents and the advisory council will determine the appropriate number of copies of each public document not included in the core collection which will be required to be deposited to meet the needs of the depository program in accordance with the contract between the depository and the state librarian.

#### §4311. Liaison Officer of Agencies

The head of every state agency shall designate one of its staff members as the liaison officer for the agency and shall notify the recorder of documents on or before the first day of July of the identity of the liaison officer, and shall immediately notify the recorder of documents of any new liaison officer should a change occur. If a liaison officer is not appointed, the head of the agency serves as liaison by default. The liaison officer of each state agency shall have the duty to provide the recorder of documents with the required copies of publications in whatever format they were originally published and to submit the URL's of Internet documents. The liaison officer shall compile and forward to the recorder of documents lists of the public documents of the agency, and to provide other related information as may be requested by the recorder of documents.

#### §4313. Application of Rules

If the liaison officer is in doubt whether a specific publication is required to be deposited as set forth in the above rules, or if the number of copies to be deposited is burdensome because of cost or numbers published, or if the number of copies to be deposited is uncertain, the liaison officer of the agency shall consult with the recorder of documents for assistance in interpreting the regulations. If the agency is not satisfied with the determination of the recorder of documents, a written request should be submitted to the state librarian, who shall make the final ruling.

#### §4315. Noncompliance by Agency

Noncompliance of an agency will result in a written notice of the noncompliance from the state librarian to the chief administrative officer of the agency. This notice shall state the alleged noncompliance, a specific date on which such noncompliance must be remedied, and that further noncompliance will result in a report to the attorney general and the governor.

## §4317. Agency List of Publications

Every state agency shall provide to the recorder of documents a complete list of its public documents upon request of the recorder of documents.

## Chapter 45. Depository Library System

### §4501. Statutory Depositories

Louisiana State Library and Louisiana State University Library at Baton Rouge are legally designated complete depository libraries. They shall be the historical depository libraries, shall receive two copies of all public documents received by the recorder for distribution, and shall retain permanently one copy of each. The State Library of Louisiana is responsible for archiving and providing permanent public access to documents it receives that are issued solely in electronic formats.

### §4503. Other Depositories

Libraries, including those in state agencies and other institutions in Louisiana wishing to receive public documents through the depository system shall submit a written application to the state librarian requesting designation as a complete depository, or a selective depository. Special depository status is limited to the David R. Poynter Legislative Research Library.

1. Complete depositories shall receive one copy of all public documents received by the recorder of documents for distribution and shall retain one copy for a minimum of six years.
2. Selective depositories shall receive one copy of the core collection and all public documents received by the recorder for distribution in the predetermined categories they select and shall retain one copy for a minimum of six years. Those libraries selecting only the core collection shall retain the latest edition of each document received.
3. The special depository shall follow standard selection procedures and shall comply with the contract made with the state librarian.

### §4505. Designation of Depositories and Contracts

- A. The state librarian shall review the applications submitted, and shall grant depository status to applicants, taking into consideration user needs, geographic coverage, and level of service to be provided.
- B. The state librarian and the Administrator of the library/institution receiving depository status shall execute a contract which shall designate the depository status of the library/institution, the date depository status shall become effective, and shall include a statement

of agreement to abide by the depository law, and the rules and regulations promulgated and adopted by the State Librarian.

#### §4507. Termination of Depository Contract

- A. Termination of the contract between the Louisiana State Library and the depository shall be by written notice six months in advance of the proposed date of termination. The state documents received shall be retained by the depository until the normal retention date, unless otherwise advised by the recorder of documents.
- B. Failure of a depository to abide by the depository law, rules and regulations and guidelines shall result in termination of depository contract by the state librarian upon six months written notice.

#### §4509. Guidelines

The recorder of documents shall issue guidelines:

1. to aid state agencies in complying with the Louisiana Public Documents Law and the rules and regulations of the state librarian;
2. for the proper maintenance, housing, and servicing of public documents and which describe other responsibilities of the depositories; and
3. which delineate the functions and responsibilities of the recorder of documents office.

## APPENDIX C

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### **Louisiana State Documents Depository Program GUIDELINES FOR ADVISORY COUNCIL**

#### **Authority**

Under the authority of R. S. 1950, Title 25, 121-124.1, the Public Documents Depository System is created as a unit of the State Library. The authority that governs the program, L.A.C., Title 25: 4107, codifies and empowers the state librarian to appoint an Advisory Council to the Recorder of Documents.

#### **Purpose**

The purpose of the Louisiana Advisory Council for the State Documents Depository Program is to advise the State Librarian and the Recorder of Documents on matters concerning the State Public Documents Depository Program. "Functions of the Council shall be to advise on the selection, organization, distribution, and bibliographic control of publications; to recommend policy and procedures for the effective and efficient operation of the office of Recorder of Documents and to provide a forum for the exchange of information and ideas" (L.A.C., Title 25, 4107).

#### **Membership**

The membership of the Advisory Council shall consist of twelve (12) members appointed by the State Librarian. There shall be two (2) members representing academic libraries, two (2) members representing public libraries, two (2) members representing special libraries, two (2) members representing the historical complete depository libraries and two (2) members representing state agencies and two (2) representing library users.

The Recorder of Documents shall be a non-voting ex-officio member except in the case of a tie vote of the Council. In exceptional circumstances, a former Recorder of Documents may be appointed as Representative Emeritus.

#### **Term of Office**

The members shall serve, without compensation, three years in staggered terms with four members retiring each year. Members may be appointed to additional terms. Terms shall begin on July 1, 1999.

All initial appointments shall be for three years after which time staggered terms shall begin.

## **Officers**

The officers of the Advisory Council shall be a chair, a chair-elect, and a secretary. Their terms of office shall be for two years and shall begin July 1 of each year.

Council members shall elect, every other year, the chair-elect during the spring meeting that shall be held before July 1. The chair shall appoint the secretary; they shall serve coinciding terms.

## **Meetings**

The chair shall preside at meetings of the Advisory Council and conduct the business of the council. Meetings shall be held at least twice each year, in the spring and in the fall. Notice of regular meetings shall be sent to the members of the council at least thirty (30) days in advance.

## **Reports**

The secretary shall prepare minutes of each meeting and shall distribute them to the Council members and to all state depository libraries.

## APPENDIX D

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### **Louisiana State Documents Depository Program GUIDELINES FOR STATE AGENCIES**

1. Each state agency head shall assign a staff member as a liaison officer from the agency to the Recorder of Documents.
2. Each state agency shall notify the Recorder of Documents of the identity of the liaison immediately upon appointment, and shall also notify the Recorder of Documents of any change in liaison officer.
3. The liaison officer is responsible for obtaining the proper number of publications needed for distribution.
4. The liaison officer is responsible for sending the publications to the Recorder of Documents.
5. The liaison is responsible for replying to the semiannual enquiry (Semiannual Report on Publications).
6. The liaison officer shall consult with the Recorder of Documents if a problem occurs concerning the number of copies needed to ensure proper distribution to the depositories.
7. It is recommended that each state agency shall make provision for the production of sufficient copies of each public document to ensure proper distribution to the depositories.
8. It is suggested that the state agency include the following information on the title page or other suitable place near the beginning of each public document to be deposited with the Recorder of Documents.
  - A. Full name of the issuing agency, including the division or sub-division responsible for publication, and the parent body
  - B. Name of any personal author to whom credit is intended to be given
  - C. Title of publication
  - D. Date and place of publication
  - E. Frequency of publication
  - F. Volume and number of issue, if appropriate
  - G. Date or month and year of issue, if appropriate

## APPENDIX E

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### **Louisiana State Documents Depository Program GUIDELINES FOR DEPOSITORY LIBRARIES**

To assure accessibility of state documents to the public, all depositories designated by the State Librarian shall:

1. Receive one copy of the core collection.
2. Acquire and maintain the basic catalogs, guides and indexes essential to the reference use of the state documents collection.
3. Maintain a record of documents received.
4. Adopt a plan for the systematic organization of state documents.
5. Provide sufficient space to maintain the state documents collection.
6. Assign the responsibility for the administration of the state documents collection to a professionally trained librarian.
7. Assign sufficient support staff for the efficient maintenance and service of the state documents collection.
8. Make depository publications available for the use of the general public.
9. Publicize the availability of state documents in the depositories.
10. Agree to inspections of state documents collections by the Recorder of Documents.
11. Retain all documents for six years.
12. Dispose of unneeded documents only as specified in the rules and regulations for depository libraries.
13. Reply to requests from the Recorder of Documents for information concerning state documents collections.
14. Comply with rules and regulations for state documents collections.

## APPENDIX F

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### **Louisiana State Documents Depository Program GUIDELINES FOR RECORDER OF DOCUMENTS**

#### **Service To State Agencies**

1. Establish a procedure to receive state documents from issuing state agencies.
  - A. Maintain list of state agency liaison officers appointed to be responsible for providing documents for distribution to the depositories.
  - B. Notify all state agencies on a semiannual basis of the requirement to send documents to the Recorder of Documents.
  - C. Advise and consult with state agency liaison officers to determine the number of copies of documents required for distribution to the depositories.
  - D. Interpret rules and regulations through meetings, telephone consultations, and office visits.

#### **Service To Depositories**

2. Distribute documents to depositories.
  - A. Send regular shipments of documents by most economical method.
  - B. Send at least one shipment per month to selective depositories.
  - C. Discover and identify new documents.
    1. Review bibliographies.
    2. Solicit information from librarians.
    3. Check newspapers and other news sources.
  - D. Maintain a record of documents received.



3. Prepare and produce official bibliographies of Louisiana state documents.
  - A. Prepare monthly list of documents received and distributed each month.
    1. Assign Louisiana documents classification numbers.
    2. Expand and update classification schedule.
    3. Follow ALA standards for checklists.
      - a. Include depository law.
      - b. Include list of depositories.
      - c. Include state agencies that report no publications issued during the period of time covered.
  - B. Maintain and develop authority file of state agency headings.
  - C. Maintain current list of state agency addresses.
  - D. Prepare *Public Documents* semiannually by cumulating the monthly lists.
  - E. Prepare *Official Publications* every five years by cumulating the *Public Documents*.
4. Consult and advise documents librarians and those responsible for administration of depositories.
  - A. Conduct workshops.
  - B. Serve as ex-officio member of Louisiana Library Association Government Documents Round Table executive committee.
  - C. Inspect depositories once every four years.
  - D. Update Selection List and keep in each depository's folder.
  - E. Prepare contract for establishing depository status.
  - F. Maintain files of records and correspondence of each depository.
  - G. Facilitate the input of state documents cataloging information into existing or future databases.
  - H. Administer policy for retention and disposition of state documents.

### **Advisory Council**

5. The Recorder of Documents shall be an ex-officio member of the Advisory Council and shall attend all Council meetings.

### **Public**

6. The Recorder has responsibility to inform citizens about the public documents depository system.

APPENDIX G

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**CONTRACT**

**LOUISIANA STATE PUBLIC DOCUMENTS DEPOSITORY**

\_\_\_\_\_  
DATE

The \_\_\_\_\_  
agrees to accept official designation to become a \_\_\_\_\_  
depository for Louisiana state documents on \_\_\_\_\_,  
and also agrees to abide by the depository law, and the rules and  
regulations promulgated and adopted by the State Librarian in  
accordance with R.S. 25: 121-124.1.

\_\_\_\_\_  
STATE LIBRARIAN

\_\_\_\_\_  
ADMINISTRATOR OF DEPOSITORY

\_\_\_\_\_  
RECORDER OF DOCUMENTS

## APPENDIX H

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### **Louisiana State Documents Depository Program DEPOSITORY LIBRARY INSPECTION CRITERIA**

1. Administration
  - A. Copy of depository Selection List and contract are in depository record.
  - B. Core collection titles are accessible to patrons.
2. Organization
  - A. Basic catalogs and indexes are kept available to facilitate use of state documents.
  - B. The depository maintains a comprehensive shelflist of current and retrospective collection.
  - C. Shipments are checked against *Monthly Shipping List*.
  - D. Claims are made promptly.
  - E. If documents are catalogued, LaDocs numbers are included in the catalog records.
3. Maintenance
  - A. Weeding procedure of depository material is followed.
  - B. Documents are arranged in orderly, systematic method to provide access.
  - C. Lost or damaged documents are replaced when possible.
  - D. Binding procedures are followed for preservation of heavily used documents.
4. Personnel
  - A. Responsibility for administering the state documents collection is assigned to a designated librarian.
  - B. Adequate support staff is assigned to provide efficient maintenance and service of depository collection.
  - C. Continuing education opportunities are offered to depository staff.
  - D. Participation in professional associations is encouraged by depository administration.

5. Physical Facilities

- A. Access to collection is unrestricted and free to the general public.
- B. Adequate shelves, files and cabinets are provided for depository collection.
- C. Adequate tables or desks are available for public use of depository.
- D. Computers for access to electronic documents.

6. Service to General Public

- A. Louisiana documents are accessible to patrons during hours library is open.
- B. Louisiana documents are available for use within four weeks of receipt.

7. Cooperation with the Recorder of Documents

- A. Responds to correspondence about collection surveys, questionnaires, etc.
- B. Prepares for inspection visits.

8. Interlibrary Cooperation

- A. Discarded documents are offered to other depositories through exchange lists.
- B. Collection development is coordinated with other depository libraries in area.

APPENDIX I

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**Louisiana State Documents Depository Program**  
**DEPOSITORY LIBRARY INSPECTION EVALUATION**  
**FORM**

Library: \_\_\_\_\_ Librarian: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Inspector: \_\_\_\_\_

\_\_\_\_\_ Administration

\_\_\_\_\_ Organization

\_\_\_\_\_ Maintenance

\_\_\_\_\_ Personnel

\_\_\_\_\_ Physical facilities

\_\_\_\_\_ Service to general public

\_\_\_\_\_ Cooperation with Recorder of Documents

\_\_\_\_\_ Inter-library cooperation

E - Excellent

S - Satisfactory

U - Unsatisfactory

Form revised 8/30/02

## APPENDIX J

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### **Louisiana State Documents Depository Program STATE AGENCY SEMIANNUAL REPORT ON PUBLICATIONS**

Did your agency issue any publications between July and December 2001?

We need to hear from you. **Please complete the attached form.**

This reporting is for the State Documents Depository Program that was established by Louisiana law (R.S. 25:131) as a way to ensure that the documents created by state agencies and institutions are made available to the public in an organized, equitable manner.

The Depository Program distributes copies of Louisiana state publications to 40+ public and university libraries around our state and to the Library of Congress. This gives citizens wide access to your documents and provides for the preservation of these informational materials produced by Louisiana's state offices and institutions.

Want more information? Check out the FAQs attached to this letter or contact me at 225-342-3429, [ffoos@pelican.state.lib.la.us](mailto:ffoos@pelican.state.lib.la.us). The cooperation of your agency is a vital part of the depository program. Won't you please assist by reporting the documents issued by your agency and sending copies for distribution throughout the state.

We appreciate your participation in the State Documents Depository Program and so do the citizens of Louisiana.

Ferol A. Foos  
Recorder of Documents  
State Library of Louisiana  
P.O. Box 131  
Baton Rouge, LA 70821  
(225) 342-4929 fax (225) 219-4725  
[ffoos@pelican.state.lib.la.us](mailto:ffoos@pelican.state.lib.la.us)

**Louisiana State Documents Depository Program**  
**STATE AGENCY**  
**SEMIANNUAL REPORT ON PUBLICATIONS**

The State Documents Depository Program needs \_\_\_\_\_ copies of your publications.

This number may have changed in the past 12 months so please check your records.

~~~~~

Did your agency issue any publications from July through December 2001?

Yes          or          No          (please circle)

If YES, please list the publications below, including both those printed and/or on a website. Please send copies of the printed materials to the Recorder of Documents.

~~~~~

PUBLICATION TITLE, DATE and Internet address (attach additional pages if necessary)

Agency liaison officer: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Name and address of agency: (correct if necessary)

Please return this form and send copies of publications to:

Recorder of Documents	or	Recorder of Documents
State Library of Louisiana		State Library of Louisiana
P O Box 131		701 North Fourth Street
Baton Rouge, LA 70821-0131		Baton Rouge, LA 70802

Your continued participation in the State Documents Depository Program is genuinely appreciated.



# Louisiana State Documents Depository Program

## Frequently Asked Questions

- Does our agency/institution really have to send in our publications?  
Yes. It is mandated by R.S. 25:123(A) "each state agency shall furnish to the Recorder of Documents, upon release, copies of public documents to meet the needs of the depository system."
- Are there any advantages for our agency?  
Absolutely! The depository program is an assured method of getting your agency's publications out around the State and into libraries open to the general public. The program also ensures at least 2 copies will be archived for posterity.
- What is a public document?  
Most publications except correspondence and inter-office or intra-office memoranda and records of an archival nature. Here's how R.S. 25:121(1) defines public documents: "Informational matter, for public distribution regardless of format, method of reproduction, source, or copyright originating in or reproduced with the imprint of, by the authority of, or at the total or partial expense of, any state agency."  
From LAC 25:VII.4303: "material published with federal funds or by sub-state planning districts" and "publications released by private bodies such as research and consultant firms under a contract with and/or under supervision of any state agency."
- What types of materials should agencies submit?  
"Reports, directories, statistical compendiums [sic], bibliographies, laws or bills, rules, regulations, newsletters, bulletins, state plans, brochures, periodicals or magazines, committee minutes, transcripts of public hearings, journals, statutes, codes, pamphlets, lists, books, charts, maps, surveys, other printed matter, microfilm, microfiche, and all items for sale." LAC 25:VII.4303.
- What if a publication is on our agency/institution website?  
Please list the Internet address in your report. You need to send printed copies of the publication, if they exist, for the depository program. We plan to expand the depository program in the future to accept documents in electronic form but we're not there yet.

- How many copies should our agency send?  
 Look on the accompanying semiannual report form to find the number of copies of publications from your specific agency/institution. This number is determined by how many depository libraries have contracted for the documents of your organization. If you'd like to know the names, the Recorder of Documents can tell you which libraries these are.
- What if our agency doesn't have enough copies or any copies of a publication?  
 Contact the Recorder of Documents (225-342-4929) and we will work together to accommodate specific problems.
- Exactly what is this documents program?  
 It is an efficient, systemic way to get state publications out to the greatest number of citizens, all of whom have the right to access this informational material. It preserves the publications for future use. It gathers in a single place, through the Recorder of Documents' Office and in the depository libraries, a listing of all of Louisiana's publications. To accomplish all of this, the state's agencies and institutions submit copies of their publications to the program then the Recorder indexes them before distributing them to the depository libraries for public use.
- Where do these documents go?  
 The documents are sent to 40+ public and academic libraries, plus the Library of Congress, which have all contracted to keep Louisiana state publications in their collections for public use. There are 11 complete depositories that receive copies of every document available for distribution. Two of these, the State Library of Louisiana and Louisiana State University, are historical depositories, designated by statute as complete depositories. Each receives 2 copies of every document, preserving at least one for archival purposes. Duplicate copies of documents can be borrowed from the State Library.

## APPENDIX K

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### **Louisiana State Documents Depository Program DEPOSITORY LIBRARY RANKING 2002**

#### **Statutory or Historical Depositories**

State Library of Louisiana  
Louisiana State University Hill Memorial Library

#### **Complete Depositories**

Louisiana Tech University Library  
University of New Orleans Library  
New Orleans Public Library  
University of Louisiana at Lafayette Library  
Library of Congress  
University of Louisiana at Monroe Library  
Louisiana State University in Shreveport Library  
McNeese State University Library

#### **Selective Depositories**

Northwestern State University Library  
Nicholls State University Library  
Southeastern Louisiana University Library  
Jefferson Parish Library  
Louisiana College Library  
Vernon Parish Library  
Nunez Community College Library  
St. Tammany Parish Library  
Tulane Law Library  
Southern University Library  
Shreve Memorial Library  
Loyola University Law School Library  
Louisiana State University Health Science Center Library  
Delgado Community College Library  
Louisiana Supreme Court Library  
East Baton Rouge Parish Library  
Southern University—New Orleans Library  
Southern University Law Center Library  
Louisiana State University Law Center Library  
Xavier University Library  
Dillard University Library  
Tulane University Library

Grambling State University Library  
Avoyelles Parish Library (core only)  
Rapides Parish Library (core only)  
St. Bernard Parish Library (core only)  
Centenary College Library (core only)  
Louisiana State University at Eunice Library (core only)  
Ouachita Parish Library (core only)

**Special Depository**

David R. Poynter Legislative Research Library

## APPENDIX L

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### **Louisiana State Documents Depository Program DEPOSITORY LIBRARIES ALPHABETIC LIST 2003**

<b>Depository</b>	<b>Date of Designation</b>
Avoyelles Parish Library	1951
Centenary College Library	1948
Delgado Community College Library	1968
Dillard University Library	1948
East Baton Rouge Parish Library	1953
Grambling State University	1950
Jefferson Parish Library East Bank Regional Library	1950
Jefferson Parish Library West Bank Regional Library	1997
Law Library of Louisiana	1987
Library of Congress	1949
Louisiana College Library	1971
Louisiana House of Representatives David R. Poynter Legislative Research Library	1977
Louisiana State University Hill Memorial Library	1948
Louisiana State University at Eunice Library	1966
Louisiana State University in Shreveport Library	1966
Louisiana State University Health Sciences Center Library	1949
Louisiana State University Law Center Library	1952

Louisiana State University Medical Center Library	see	
Louisiana State University Health Sciences Center Library		
Louisiana Tech University Library		1948
Loyola University Law Library		1951
McNeese State University Library		1948
New Orleans Public Library		1948
Nicholls State University Library		1960
Northeast Louisiana University Library	see	University of Louisiana at Monroe Library
Northwestern State University Library		1948
Nunez Community College Library		1993
Ouachita Parish Library		1948
Rapides Parish Library		1948
St. Bernard Parish Library		1964
St. Tammany Parish Library		1997
Shreve Memorial Library		1949
Southeastern Louisiana University Library		1962
Southern University in New Orleans Library		1963
Southern University Library		1948
Southern University Law Library		1979
State Library of Louisiana		1948
Tulane University Law Library		1955
Tulane University Library		1948
University of Louisiana at Lafayette Library		1948
University of Louisiana at Monroe Library		1948

University of New Orleans Library	1959
University of Southwestern Louisiana Library see University of Louisiana at Lafayette Library	
Vernon Parish Library	1997
Xavier University Library	1976

## APPENDIX M

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### Louisiana State Documents Depository Program DEPOSITORY LIBRARIES BY LOCATION 2003

#### **Alexandria**

Rapides Parish Library

#### **Baton Rouge**

Louisiana House Legislative  
Research Library  
East Baton Rouge Parish Library  
Louisiana State University Law  
Center Library  
Louisiana State University Hill  
Memorial Library  
Southern University Law Library  
Southern University Library  
State Library of Louisiana

#### **Chalmette**

Nunez Community College Library  
St. Bernard Parish Library

#### **Covington**

St. Tammany Parish Library

#### **Eunice**

Louisiana State University at Eunice  
Library

#### **Grambling**

Grambling State University Library

#### **Hammond**

Southeastern Louisiana University  
Library

#### **Harvey**

West Bank Regional, Jefferson  
Parish Library

#### **Lafayette**

University of Louisiana at Lafayette  
Library

#### **Lake Charles**

McNeese State University Library

#### **Leesville**

Vernon Parish Library

#### **Marksville**

Avoyelles Parish Library

#### **Metairie**

Jefferson Parish Library

#### **Monroe**

Ouachita Parish Library  
University of Louisiana at Monroe Library

#### **Natchitoches**

Northwestern State University  
Library

#### **New Orleans**

Delgado Community College Library  
Dillard University Library  
Louisiana State University Health  
Sciences Center Library  
Law Library of Louisiana Library  
Loyola University Law Library  
Loyola University Library  
New Orleans Public Library  
Southern University in New Orleans  
Library  
Tulane University Law Library  
Tulane University Library  
University of New Orleans Library  
Xavier University Library



**Pineville**

Louisiana College Library

**Ruston**

Louisiana Tech University Library

**Shreveport**

Louisiana State University in  
Shreveport Library  
Shreve Memorial Library  
Centenary College Library

**Thibodaux**

Nicholls State University Library

**Washington, D.C.**

Library of Congress

## APPENDIX N

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### **Louisiana State Documents Depository Program DEPOSITORY LIBRARIES BY TYPE 2003**

#### **Statutory or Historical Depositories**

Louisiana State University Hill  
Memorial Library  
State Library of Louisiana

#### **Complete Depositories**

Library of Congress  
Louisiana State University at  
Shreveport Library  
Louisiana Tech University Library  
McNeese State University Library  
New Orleans Public Library  
University of Louisiana at Lafayette  
Library  
University of Louisiana at Monroe  
Library  
University of New Orleans Library

#### **Selective Depositories**

Avoyelles Parish Library (core only)  
Centenary College Library (core only)  
Dillard University Library  
Delgado Community College Library  
East Baton Rouge Parish Library  
Grambling State University Library  
Jefferson Parish Library  
    East Bank Regional  
    West Bank Regional

Law Library of Louisiana  
Louisiana College Library  
Louisiana State University at Eunice  
Library (core only)  
Louisiana State University Law Center  
Library  
Loyola Law Library  
Louisiana State University Health  
Science Center Library, New Orleans  
Nicholls State University Library  
Northwestern State University Library  
Nunez Community College Library  
Ouachita Parish Library (core only)  
Rapides Parish Library (core only)  
Shreve Memorial Parish Library  
Southeastern State University Library  
Southern University Law Library  
Southern University at New Orleans  
Library  
Southern University Library  
St. Bernard Parish Library (core only)  
St. Tammany Parish Library  
Tulane Law Library  
Tulane University Library  
Vernon Parish Library  
Xavier University Library

#### **Special Depository**

Louisiana House Legislative Research  
Library

## APPENDIX O

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### **FORMER UNIVERSITY NAMES**

Louisiana State University Medical Center is now Louisiana State University Health Sciences Center.

Northeast Louisiana University is now University of Louisiana at Monroe.

University of Southwestern Louisiana is now University of Louisiana at Lafayette.

## APPENDIX P

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### **Louisiana State Documents Depository Program ADVISORY COUNCIL 2002- 2003**

Paula Singleton, chair  
Xavier University  
Xavier University Library  
7325 Palmetto Street  
New Orleans, LA 70125-1098  
(504) 483-7309  
psinglet@xula.edu

Academic Libraries  
Term ends: 2003

Howard Coy  
Vernon Parish Library  
1401 Nolan Trace  
Leesville, LA 71446-4331  
1-800-737-2231  
hcoy@pelican.state.lib.la.us

Public Library  
Term ends: 2003

Judy Smith, secretary  
State Library of Louisiana  
P.O. Box 131  
Baton Rouge, LA 70821  
(225) 342-2791  
(225) 342-3547 FAX  
jsmith@pelican.state.lib.la.us

Historical Depository

Lori Smith  
Linus A Sims Memorial Library  
Southeastern Louisiana University  
SLU 10896  
Hammond, LA 70402  
(504) 549-3966  
(504) 549-3955 FAX  
lsmith@selu.edu

Academic Libraries  
Term ends: 2003

Ferol Foos  
State Library of Louisiana  
P.O. Box 131  
Baton Rouge, LA 70821  
(225) 342-4929  
(225) 219-4725 FAX  
ffoos@pelican.state.lib.la.us

Recorder of Documents  
ex-officio

Faye Phillips  
Louisiana State University  
Hill Memorial Library  
Baton Rouge, LA 70803-3300  
(225) 578-6551  
(225) 578-9425 FAX  
fphillips@lsu.edu

Historical Depository

Michelle Pope  
Loyola University Law Library  
7214 St. Charles Avenue  
New Orleans, LA 70118  
(504) 861-5546  
mpope@loyno.edu

Special Libraries  
Term ends: 2004

Rodney Smith  
New Orleans Public Library  
219 Loyola Avenue  
New Orleans, LA 70140  
(504) 596-2613  
(504) 596-2608 FAX  
RSMITH@gno.lib.la.us

Public Libraries  
Term ends: 2004

Frances Thomas  
David R Poynter Legislative Research Library  
Louisiana House of Representatives  
P.O. Box 44012  
Baton Rouge, LA 70821  
(225) 342-2434  
(225) 342-2431 FAX  
thomasf@legis.state.la.us

Special Libraries  
Term ends: 2004

Margaret Lane  
333 Lee Drive, Apt. 274  
Baton Rouge, LA 70808  
(225) 763-9915  
(225) 383-0022 FAX  
mtlane@cox.net

Representative Emeritus

Robert Claitor Sr.  
Claitor's Law Books and Publishing Division  
3165 S. Acadian Thruway  
Baton Rouge, LA 70808

Library User  
Term ends: 2003

Nancy Underwood  
Secretary of State Office  
P.O. Box 94125  
Baton Rouge, LA 70804-9125

State Agency  
Term ends: 2003

Thomas Eubanks  
State Archaeologists and Director  
Department of Culture, Recreation and Tourism  
Division of Archaeology  
P.O. Box 44247  
Baton Rouge, LA 70804  
(225) 342-8170  
(225) 342-4480 FAX  
teubanks@crt.state.la.us

State Agency  
Term ends: 2003

## APPENDIX Q

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### **LOUISIANA DOCUMENTS CLASSIFICATION SCHEDULE, ABRIDGED**

Revised April 2001

*The Recorder's office is aware that there are a number of discrepancies in the classification schedule caused by past errors and hierarchical changes in state government. This document represents the classification schedule as it currently stands, and will be revised when the ongoing project of its overhaul is completed.*

The form division section of the classification number indicates the type of publication.

Form Divisions are:

- .1: Reports
- .2: General Publications
- .3: Bulletins + #
- .4: Circulars + #
- .5: Rules and Regulations (Manuals & Handbooks; Guides)
- .6: Proceedings, Budgets, Conventions
- .7: Serial Publications (Daily, Weekly, Monthly or Irregular)
- .8: Miscellaneous (Address)
- .8b: Bills
- .8c: Calendars
- .8d: Dockets
- .8in: Invitations
- .8m: Maps
- .8L: Laws
- .8op: Opinions
- .8p: Programs/Plans/Syllabi
- .8r: Resolutions
- .8s: Studies
- .9: Directories, Rosters, Lists, etc.
- .10: Bibliographies, Subject Lists, Catalogs, etc.

## **LOUISIANA DOCUMENTS CLASSIFICATION SCHEDULE, ABRIDGED**

Revised April 2002

### **Agriculture and Forestry, Department of**

A

Agricultural Commodities Commission

A 10

Animal Health Services, Office of

A 150

Marketing, Office of

A 200

State Warehouse Commission

A 201

Sweet Potato Commission (Formerly Sweet Potato Advertising and  
Development Commission)

A 203

Strawberry Marketing Board (Formerly Strawberry Advertising and  
Development Commission)

A 204

Agricultural and Environmental Sciences, Office of Horticultural Commission

A 400

Agricultural and Environmental Sciences, Office of Seed Commission

A 450

Agricultural and Environmental Sciences, Office of Pesticide and  
Environmental Programs

A 470

Agricultural Chemistry, Division of

A 550

Agricultural and Environmental Sciences, Office of

A 555

State Livestock Sanitary Board

A 600

Livestock Brand Commission

A 650

Agro-Consumer Services

Division of Weights and Measures

A 700

### **Louisiana Rice Research Board**

Ab 1

### **Agricultural Experiment Station, Baton Rouge**

Ag 1

### **Louisiana Forest Products Laboratory**

Ag 3

### **Agricultural Experiment Station, Baton Rouge**

Ag 5

Ag 10

Ag 80



**Louisiana State University Agricultural Center**

Agricultural Economics and Agribusiness, Department of

Ag 20

Biological and Agricultural Engineering, Department of (Formerly Agricultural Engineering, Department of)

Ag 22

**Louisiana State University and Agricultural and Mechanical College**

Agriculture, College of

Food Service, Department of

Ag 23

**Louisiana State University Agricultural Center**

Agronomy, Department of

Ag 25

Cooperative Extension Service

Ag 30

Poultry Science, Department of

Ag 40

Horticulture, Department of

Ag 60

Vocational Agricultural Education, Department of

Ag 70

**Calhoun Research Station, Calhoun**

Ag 200

**Rice Research Station, Crowley**

Ag 300

**Hammond Research Station, Hammond**

Ag 400

**Iberia Research Station, Jeanerette**

Ag 450

**Dean Lee Research Station, Alexandria**

Ag 500

**Northeast Research Station, St Joseph and Macon Ridge Research Station, Winnsboro**

Ag 600

**Sweet Potato Research Station, Chase**

Ag 650

**Rosepine Research Station, Rosepine**

Ag 700

**Red River Research Station, Bossier City**

Ag 800

**Pecan Research Extension Station, Shreveport**

Ag 850

**Citrus Research Station, Port Sulphur**

Ag 900

**Hill Farm Research Station, Homer**

Ag 1000

**Southeast Research Station, Franklinton**

Ag 1100

**Public Safety and Corrections, Department of**

Alcoholic Beverage Control, Office of

A1B 15          ABC Regulations

\*\*\*This number is no longer used See PS 2505\*\*\*

**Culture Recreation and Tourism, Department of**

Cultural Development, Office of  
Arts, Division of  
Ar 1

**Economic Development, Department of** (Formerly Dept of Commerce)

Financial Institutions, Office of  
B 30

**Economic Development, Department of** (Formerly Dept of Commerce)

C 1

**Economic Development, Department of** (Formerly Dept of Commerce)

International Trade Finance, and Development, Office of  
C 1

Commerce and Industry, Office of

C 1

Cemetery Board

C 1

Louisiana Auctioneer's Licensing Board

C 2

Policy and Research, Office of

Economic Development Information Clearinghouse

C 3

Louisiana Economic Development Corporation

C 4

**Culture Recreation and Tourism, Department of**

Tourism, Office of

C 10

Louisiana Litter Control and Recycling Commission

C 12

**Economic Development, Department of** (Formerly Dept of Commerce)

Used Motor Vehicle and Parts Commission

C 30

Louisiana Economic Development Council

C 40

**Constitutional Convention, 1992**

CC 92

**State Civil Service, Department of**

CiS1

**Treasury, Department of**

Trustees of the Teachers' Retirement System, Board of

CiS 100

School Employees' Retirement System

CiS 150

State Employees' Retirement System

CiS 200

Parochial Employees' Retirement System

CiS 500

Registrar of Voters Employees' Retirement System

CiS 525

Municipal Employees' Retirement System

CiS 610

Trustees of Municipal Police Employee's Retirement System, Board of

CiS 650

Firefighters' Retirement System

CiS 700

State Police Retirement System

CiS 800

**Natural Resources, Department of**

Conservation, Office of

Co 1

**Louisiana Oyster Commission**

Co 9

**Agriculture and Forestry, Department of**

Forestry, Office of

CoF 1

**Natural Resources, Department of**

State Mineral Board

CoM 1

**Culture Recreation and Tourism, Department of**

State Parks, Office of

CoP 1

Recreation, Department of

CoP 2

Audubon State Commemorative Area

CoP 50

Fort St Jean Baptiste Commemorative Area

CoP 75

Longfellow-Evangeline State Park

CoP 400

Edward Douglas White State Park

CoP 450

Fort Pike Commemorative Area

CoP 700

**Transportation and Development, Department of**

State Soil and Water Conservation Committee

CoS 1

Capital Area Ground Water Conservation District

CoS 2

**Wildlife and Fisheries, Department of**

CoW 1

Seafood Promotion Bd (Oyster Taskforce is under OT)

CoW 1

Louisiana Natural Heritage Program

CoW 2

Fisheries, Office of

CoW 10

Management and Finance, Office of

CoW 13

Management and Finance, Office of Socioeconomic Research and  
Development Section Customer Service Committee

CoW 13

Fur and Refuge Division

Marsh Island Wildlife Refuge, New Iberia

CoW 15

Louisiana Wildlife and Fisheries Commission  
CoW 100  
Gulf States Marine Fisheries Commission  
CoW 200

**Culture, Recreation and Tourism, Department of**

Cultural Development, Office of  
CR 1  
Film and Video, Office of (Also known as: Louisiana Film and Video  
Commission; Louisiana Film Commission)  
CR 2  
Cultural Development, Office of  
Arts, Division of  
CR 3  
Historic Preservation, Division of  
CR 5  
Archaeology, Division of  
CR 7

**Culture, Recreation and Tourism, Department of**

CU 1.1 Sunset Report  
CU 1.8p Plans

**Education, Department of**

E 1  
Elementary and Secondary Education, Board of (BESE)  
E 2  
Louisiana Educational Assessment Program (LEAP)  
E 3  
Governor's Special Commission on Education Services  
E 6  
Louisiana Student Financial Assistance Commission  
E 6  
ChildNet (Interagency Coordinating Advisory Council for Louisiana's  
Handicapped Infants Program)  
E 15  
Nutrition Assistance, Division of (Formerly Bureau of Food and Nutrition  
Services)  
E 22  
Louisiana Council on Economic Education  
E 30  
Research & Development, Office of  
E 40  
Professional Development, Division of  
E 50  
Vocational Education, Office of  
E 60  
Future Homemakers of America  
E 64  
Special Education Services, Office of  
E 72  
Special Populations, Division of  
E 73  
Student Standards and Assessments, Division of  
E 75

Louisiana Interagency Council for the Homeless  
     E 99  
 Regents, Board of  
     E 400  
 Trustees for State Colleges and Universities, Board of  
     E 410  
     E 4256 Budget Estimates  
**Supervisors of Louisiana State University and Agricultural and  
 Mechanical College, Board of**  
     E 500  
**Supervisors of the Southern University System, Board of**  
     E 550  
**Education, Department of**  
     Council for the Development of French in Louisiana (CODOFIL)  
     E 800  
**Louisiana State University** (Baton Rouge, La.)  
     EL 1  
     Student Aid and Scholarships, Office of  
     EL 2  
     Anglo-American Art Museum  
     EL 3  
     Fine Arts, Department of  
     EL 4  
     LSU Foundation  
     EL 5  
     Institutional Research, Office of  
     EL 6  
     French and Italian, Department of  
     EL 7  
     Design, College of  
     EL 8  
     Architecture, Department of  
     EL 9  
     Honors College  
     EL 10  
     Education, College of  
     EL 12  
     Laboratory School  
     EL 13  
     Business Administration, College of  
     Accounting, Department of  
     EL 19  
     Business Administration, College of  
     Real Estate Research Institute  
     EL 20  
     System Network Computer Center (SNCC)  
     EL 21  
     Dairy Science, Department of  
     EL 22  
     Education, College of (Formerly Educational Materials and Research, Bureau  
     of)  
     EL 25

Engineering, College of  
EL 30  
Hazardous Waste Research Center  
EL 31  
Basic Sciences, College of  
Computer Science, Department of  
EL 32  
Chemistry, Department of  
EL 33  
Coastal Energy and Environmental Resources, Center for  
Basin Research Institute  
EL 34  
Continuing Education, Division of  
EL 35  
Kinesiology, Department of  
EL 36  
Insurance Marketing, Institute of  
EL 37  
International Student Council  
EL 38  
Natural History, Museum of  
EL 39  
Geology, Department of  
EL 40  
Geography and Anthropology, Department of  
EL 41  
State Climatology, Office of  
EL 41  
Coastal Studies Institute  
EL 43  
Louisiana Water Resources Research Institute  
EL 44  
Governmental Services Institute  
EL 45  
Research and Graduate Studies Department  
EL 50  
Graduate School  
EL 50  
Graduate Advancement Assistance Program/ Ronald E McNair Program  
EL 51  
Coastal Studies Institute  
EL 54  
Energy Studies, Center for  
EL 55  
Louisiana Energy and Environmental Resource and Information Center  
EL 55  
Human Ecology, School of  
EL 57  
Human Ecology, School of  
Textile and Costume Museum  
EL 58  
Paul M Hebert Law Center  
EL 60

Paul M Hebert Law Center Library  
 EL 61  
 Music, School of  
 EL 63  
 Speech Communication and Communication Disorders, Department of  
 (Theater Dept was previously in this number, but now is in EL 71)  
 EL 64  
 Troy H Middleton Library  
 EL 65  
 Library and Information Science, School of  
 EL 66  
 Arts and Sciences, College of  
 Manship School of Mass Communication and Journalism  
 EL 67  
 Livestock Show  
 EL 68  
 School of Renewable Natural Resources (Name changed from School of  
 Wildlife and Fisheries 01/24/02)  
 EL 69  
 Press  
 EL 70  
 Theatre (Theater), Department of (Previously under EL 64)  
 EL 71  
 Arts and Sciences, College of  
 Mathematics, Department of  
 EL 72  
 Civil War Center  
 EL 73  
 Museum of Art  
 EL 75  
 Public Administration, Bureau of  
 EL 80  
 Sea Grant Development, Office of / Wetlands Resources, Center for / Sea  
 Grant College Program  
 EL 81  
 Social Work, School of  
 EL 82  
 Sociology, Department of  
 EL 83  
 General College  
 Criminal Justice, Department of  
 EL 87  
 Veterinary Medicine, School of  
 EL 88  
 Pennington Biomedical Research Center  
 EL 89  
 Zoology and Physiology, Department of  
 EL 90  
 Union  
 EL 95  
 Panhellenic Council, Interfraternity Council, Other Greek Organizations  
 EL 96

**University of Louisiana at Monroe** (Formerly Northeast Louisiana University)

EL 100

Business and Economic Research, Center for

EL 120

**Nicholls State University, Thibodaux**

EL 200

Education, College of

EL 202

**McNeese State University, Lake Charles**

EL 300

Financial Aid, Office of

EL 305

History, Department of

EL 307

Engineering and Technology, College of

EL 309

Economics and Finance, Department of

EL 310

Honors College

EL 311

Liberal Arts, College of

EL 315

Juliet Hardtner Endowment for Women in Science and Technology

EL 320

Juliet Hardtner Endowment for Women in the Arts and Humanities

EL 321

**Louisiana State University Medical Center, New Orleans**

EL 400

**Louisiana State University Medical Center, Shreveport**

EL 410 \*\*\*Number is no longer used See EL 750\*\*\*

**Louisiana State University School of Dentistry, New Orleans**

EL 430

**University of New Orleans**

EL 500

Training Resource and Assistive-technology Center

EL 505

Research and Sponsored Programs, Office of

EL 511

Women's Center

EL 513

Engineering/ERIC (Environmental Resources and Information Center), College  
of

EL 515

Music, Department of

EL 518

Business Administration, College of

Business and Economic Research, Division of

EL 520

Business/Higher Education Council

EL 530

Recreation and Intramural Sports, Department of

EL 535



Arts and Sciences, College of  
 English, Department of  
     EL 540  
     EL 5503      Graduate School Catalog  
 Earl K Long Library  
     EL 560  
 Urban and Regional Studies, School of  
     EL 580  
 Urban Waste Management and Research Center  
     EL 581  
 Gulf Coast Region Maritime Technology Center  
     EL 590  
 Research and Technology Park  
     EL 591  
**Louisiana State University at Alexandria**  
     EL 600  
**Louisiana State University in Shreveport**  
     EL 700  
 Red River Regional Studies Center  
     EL 700  
 Business Administration, College of  
     EL 701  
 Communications, Department of  
     EL 702  
 Continuing Education and Public Service, Division of  
     EL 703  
 Liberal Arts, College of  
     EL 704  
**Louisiana State University Medical Center, Shreveport**  
     EL 750  
**Louisiana State University at Eunice**  
     EL 800  
**Grambling State University, Grambling**  
     ES 110  
**Louisiana Tech University, Ruston**  
     ES 120  
 Engineering and Science, College of  
     ES 121  
**Northwestern State University, Natchitoches**  
     ES 130  
 Louisiana Sports Hall of Fame  
     ES 131  
 Business, College of  
     ES 131  
 Louisiana Education Research Association  
     ES 135  
 Louisiana Folklife Center  
     ES 136  
**Southeastern Louisiana University, Hammond**  
     ES 140  
 Regional Studies, Center for  
     ES 141

**Southern University and A and M College System**

ES 149

**Southern University and A and M College, Baton Rouge**

ES 150

Laboratory School

ES 151

Law, School of

ES 152

Engineering, College of

ES 153

Planning, Assessment and Institutional Research, Office of

ES 154

**Southern University and A and M College, New Orleans**

ES 155

**Southern University and A and M College, Shreveport**

ES 157

**University of Louisiana at Lafayette** (formerly University of Southwestern Louisiana, Lafayette)

ES 160

KRVS FM

ES 161

Performing Arts, College of

ES 162

Arts, College of the/ University Art Museum

ES 163

Sciences, College of

Biology, Department of

ES 164

Health Information Management, Department of

ES 164

Louisiana Studies, Center for

ES 165

Architecture, School of

ES 166

Continuing Education Department

Environmental Training Center

ES 167

Marine Survival Training Center

ES 168

New Iberia Research Center

ES 169

**Nunez Community College, Chalmette**

ES 170

**Bossier Parish Community College**

ES 180

**Louisiana Technical College**

**Louisiana Technical College System**

ES 200

Lamar Salter Campus, Leesville

ES 201

Alexandria Campus

ES 202

Avoyelles Campus, Cottonport  
ES 203

Baton Rouge Campus  
ES 204

Frazier Campus (Offsite Facility)  
ES 205

Folkes Campus, Jackson  
ES 206

Ascension Campus, Sorrento  
ES 207

Jumonville Memorial Campus, New Roads  
ES 208

Natchitoches Campus  
ES 209

North Central Campus, Farmerville  
ES 210

Evangeline Campus, St Martinville  
ES 211

Florida Parishes Campus, Greensburg  
ES 212

Hammond Area Campus, Hammond  
ES 213

Northeast Louisiana Campus, Winnsboro (Formerly Northeast Louisiana  
Technical Institute)  
ES 214

Shelby M Jackson Campus, Ferriday  
ES 215

Tallulah Campus  
ES 216

Bastrop Campus  
ES 217

Louisiana Technical College Resource Center, Natchitoches  
ES 218

Oakdale Campus  
ES 219

Jefferson Davis Campus, Jennings  
ES 220

River Parishes Campus, Reserve  
ES 221

West Jefferson Campus, Harvey  
ES 222

Lafourche Campus, Thibodaux  
ES 223

Jefferson Campus, Metairie  
ES 224

Lafayette Campus  
ES 225

Port Sulphur Campus (Offsite Facility)  
ES 226

Huey P. Long Campus, Winnfield  
ES 227

Northwest Louisiana Campus, Minden  
ES 228

Ruston Campus  
ES 229

New Orleans Campus  
ES 230

Charles B Coreil Campus, Ville Platte  
ES 231

Tech Area Campus , New Iberia  
ES 232

Claiborne Campus, Homer  
ES 233

Golden Meadow Branch Technical Institute, Galliano  
ES 234

Sidney N. Collier Campus, New Orleans  
ES 235

Delgado Community College, New Orleans  
ES 236

Delta-Ouachita Campus, West Monroe (Formerly Delta-Ouachita Regional  
Technical Institute)  
ES 238

Margaret Surlis Campus, Lake Providence (Offsite Facility)  
ES 239

Sabine Valley Campus, Many  
ES 240

Shreveport-Bossier Campus, Shreveport  
ES 241

Mansfield Campus  
ES 242

Slidell Campus  
ES 245

South Louisiana Campus, Houma  
ES 248

Young Memorial Campus, Morgan City  
ES 249

Acadian Campus, Crowley  
ES 250

Sowela Campus, Lake Charles  
ES 252

Ron Brady Campus, Jena (Offsite Facility)  
ES 254

T. H. Harris Campus, Opelousas  
ES 256

Jumonville Memorial Campus, Port Allen (Offsite Facility)  
ES 260

Westside Campus, Plaquemine  
ES 262

Sullivan Campus, Bogalusa  
ES 263

**Baton Rouge Community College**  
ES 264

**South Louisiana Community College, Lafayette, New Iberia, Franklin**  
ES 270

**School for the Visually Impaired, Baton Rouge**  
ES 410

**School for the Deaf, Baton Rouge**

ES 420

**Ruston State School, Ruston**

ES 460

**Louisiana School for Math Science and the Arts, Natchitoches**

ES 470

**Belle Chasse State School, Belle Chasse**

ES 480

**Louisiana Educational Television Authority**

ET 1

**Governor, Office of the**

Women's Services, Division of

G 10

Consumer Protection, Office of

G 20

Governor, Office of the

Go 1

Minority Business, Office of

Go 1

Elderly Affairs, Office of

Go 2

Literacy, Office of

Go 3

Contractual Review, Office of

Go 4

Rural Development, Office of

Go 6

Children's Cabinet

Go 10

State Register, Office of

Go 50

Rural Development, Office of

Go 60

Administration, Division of

Go 100

State Inspector General, Office of

Go 101

State Travel Office

Go 103

Statewide Information Systems, Office of

Go 105

Executive Buildings, Division of

Go 150

Architects Selection Board

Go 170

Engineers Selection Board

Go 180

Governor's Commission on Indian Affairs

Go 200

Pardons, Board of

Go 300

Federal Affairs and Special Projects, Office of

Go 400

Emergency Preparedness, Office of  
Go 450  
Louisiana Stadium and Exposition District  
Go 600  
Ozarks Regional Commission  
Go 700

**Lieutenant Governor, Office of**

GoLG 1

**Geological Survey**

GS 1

GS 2

**Health and Hospitals, Department of**

Public Health, Office of

H 1

Alcohol and Drug Abuse, Office of

H 5

Mental Retardation/ Development Disabilities, Division of

H 20 \*\*\*See also I 30\*\*\*

Public Health, Office of

H 905 Sanitary Code

HP 1

**Social Services, Department of**

Protective Services, Bureau of

HW 1

Louisiana Rehabilitation Advisory Council (Formerly Rehabilitation Services,  
Division of)

HW 10

Traumatic Head and Spinal Cord Injury Trust Fund Program

HW 15

Commission for the Deaf

HW 15

Community Services, Office of

HW 20

HW 30

Human Development, Office of

HW 40

HW 40

**Public Safety and Corrections, Department of**

Prison Enterprises (Formerly Corrections Services)

I 1

Adult Services, Office of

I 5

Youth Development, Office of

I 10

**Health and Hospitals, Department of**

Human Services, Office of

Mental Retardation/ Development Disabilities, Division of

I 30

Hospitals, Office of

I 40

Mental Health, Office of

I 50

Pinecrest Developmental Center, Pineville  
 I 75  
**Angola State Penitentiary, Angola**  
 I 80  
**Avoyelles Correctional Center, Cottonport**  
 I 81  
**Dixon Correctional Institute, Jackson**  
 I 83  
**Hunt Correctional Institute, St Gabriel**  
 I 85  
**Phelps Correctional Center, DeQuincy**  
 I 87  
**Louisiana Correctional Institute for Women, St Gabriel**  
 I 90  
**Washington Correctional Institute, Angie**  
 I 94  
**Wade Correctional Institute, Haynesville**  
 I 95  
**Louisiana Training Institute, Monroe**  
 I 98  
**Louisiana Training Institute, Ball**  
 I 99  
**Central Louisiana State Hospital, Pineville**  
 I 100  
**Huey P. Long Hospital**  
 I 150  
**Charity Hospital, New Orleans**  
 I 200  
**Earl K. Long Medical Center, Baton Rouge**  
 I 300  
**Leonard J Chabert Medical Center, Houma**  
 I 325  
**W. O. Moss Regional Medical Center, Lake Charles**  
 I 350  
**East Louisiana State Hospital, Jackson**  
 I 600  
**Hot Wells Hospital**  
 I 800  
**Leesville State School**  
 I 900  
**Southeast Louisiana Hospital, Mandeville**  
 I 1050  
**Lafayette Charity Hospital**  
 I 1100  
**Southwest Louisiana State School, Iota**  
 I 1150  
**Jefferson West Higher Education Center** (Consortium of UNO, Nicholls  
 State University and Delgado Community College)  
 JW 1  
**Justice, Department of / Office of Attorney General**  
 J 1  
 Public Protection Division Consumer Protection Section  
 J 3

Medicaid Fraud Control Unit  
 J 5

**Louisiana Commission on Law Enforcement and Administration of Criminal Justice**  
 J 100  
 Crime Victims Report Board  
 J 110

**State Civil Service, Department of**  
 Ethics for Public Employees, Commission on  
 JE 1  
 Ethics for Elected Officials, Board of  
 JE 10  
 Supreme Court  
 Ju 1  
 Judicial Council  
 Ju 2

**Supreme Court of Louisiana**  
 Judicial Administrator, Office of  
 Ju 3

**Labor, Department of**  
 Employment and Training, Office of  
 L 1  
 Labor, Office of  
 L 10  
 Employment Security, Office of  
 L 30  
 Worker's Compensation, Office of  
 L 40  
 Employment and Training Coordination Council  
 L 100  
 Occupational Information Services, Office of  
 L 110

**Louisiana State Law Institute**  
 LI 1

**Culture Recreation and Tourism, Department of**  
**State Library, Office of**  
 Li 1  
 Blind and Physically Handicapped, Section for the  
 Li 10  
 Audiovisual Resource Center  
 Li 20  
 Center for the Book  
 Li 30

**Legislature**  
 House of Representatives  
 Legislative Services  
 LL 1

**Louisiana Lottery Corporation**  
 LO 1

**Public Safety and Corrections, Department of**  
**Liquefied Petroleum Gas Commission**  
 LPG 1

**Governor, Office of the**



Planning and Budget, Office of  
 LR 100  
**LaSIP (Louisiana Systemic Initiatives Program)**  
 LS 1  
**Military Affairs, Department of**  
 M 100  
**Louisiana National Guard**  
 M 200  
**Military Affairs, Department of**  
**Louisiana Civil Defense Agency**  
 M 400  
**Public Safety and Corrections, Department of**  
 Emergency Preparedness, Office of  
 M 400  
**Culture, Recreation, and Tourism, Department of**  
 State Museum, Office of the  
 Mu 1  
 Old Arsenal Museum  
 Mu 100  
 La State Weapons Museum, Lafayette  
 Mu 200  
**Natural Resources, Department of**  
 NR 1  
 Energy Section of Technology Assessment Division [Formerly Energy Division]  
 NR 2  
 Technology Assessment Division  
 NR 3  
 Information Processing Services Division  
 NR 5  
 Coastal Restoration and Management, Office of Louisiana Coastal Wetlands  
 Conservation and Restoration Task Force/ Coastal Restoration Division  
 NR 9  
**Environmental Quality, Department of**  
 NR 200  
 Air Quality and Radiation Protection, Office of (Defunct since 1998)  
 Environmental Services, Office of Permits Division, Air Toxics Unit  
 NR 250  
 Air Quality and Radiation Protection, Office of (Defunct since 1998)  
 NR 250  
 Environmental Assessment, Office of  
 NR 270  
 Solid and Hazardous Waste, Office of  
 Solid Waste Division  
 NR 300  
 Water Resources, Office of  
 NR 400  
**Economic Development, Department of** (Formerly Dept of Commerce)  
 Certified Public Accountants, Board of  
 OS 10  
 Examiners of Certified Shorthand Reporters, Board of  
 OS 12

Architectural Examiners, Board of  
     OS 20  
 Examiners of Interior Designers, Board of  
     OS 30  
 Used Motor Vehicle and Parts Commission  
     OS 40  
 State Licensing Board for Contractors  
     OS 50  
 Examiners of Certified Barbers, Board of  
     OS 60  
 Louisiana Music Commission  
     OS 66  
 Embalmers and Funeral Directors, Board of  
     OS 70  
 Registration for Professional Engineers and Land Surveyors, Board of  
     OS 80  
 Ernest N. Morial New Orleans Exhibition Hall Authority Board of Commissioners  
 and Ernest N. Morial Convention Center  
     OS 83  
 Cosmetology, State Board of  
     OS 90  
**Health and Hospitals, Department of**  
 Medical Examiners, Board of  
     OS 100  
 Dentistry, Board of  
     OS 103  
 Electrolysis Examiners, Board of  
     OS 104  
 Optometry Examiners, Board of  
     OS 105  
 Hearing Aid Dealers, Board for  
     OS 107  
**State Examiner of Municipal Fire and Police Civil Service, Office of**  
     OS 110  
**Health and Hospitals, Department of**  
 Examiners for Speech Pathology and Audiology, Board of  
     OS 112  
**Agriculture and Forestry, Department of**  
 Entomology, Division of  
     OS 115  
**Health and Hospitals, Department of**  
 Nursing, Board of  
     OS 120  
 Practical Nurse Examiners, Board of  
     OS 122  
 Veterinary Medicine, Board of  
     OS 125  
 Pharmacy, Board of  
     OS 130  
**Economic Development, Department of** (Formerly Dept of Commerce)  
 Louisiana Gaming Control Board  
     OS 135

**Health and Hospitals, Department of**

Physical Therapy Examiners, State Board of  
OS 140

**Labor, Department of**

Employment and Training, Office of  
State Plumbing Board  
OS 150

**Health and Hospitals, Department of**

Examiners for Psychologists, Board of  
OS 152

**Economic Development, Department of** (Formerly Dept of Commerce)

Radio and Television Technicians Board  
OS 155

Real Estate Commission  
OS 160

Real Estate Appraisers State Board of Certification  
OS 162

**Health and Hospitals, Department of**

Examiners for Sanitarians, Board of  
OS 165

Examiners in Dietetics and Nutrition, Board of  
OS 167

**Public Safety and Corrections, Department of**

Private Security Examiners, Louisiana State Board of  
OS 170

Parole Board  
OS 175

**Economic Development, Department of** (Formerly Dept of Commerce)

Examiners in Watchmaking, Board of  
OS 180

**Governor, Office of the**

Louisiana Attorney Disciplinary Board  
OS 190

**Commissioners of the Port of New Orleans, Board of**

P 100

**Commissioners for the River Port Pilots for Port of New Orleans, Board of**

P 150

**Commissioners of the St Bernard Port, Harbor and Terminal District, Board of**

P 175

**Commissioners of the Lake Charles Port, Harbor and Terminal District, Board of**

P 200

**Commissioners of the Vinton Harbor, Board of**

P 225

**Economic Development, Department of** (Formerly Dept of Commerce)

Commissioners of the Lafayette Economic Development Authority,  
Board of  
P 250

**Commissioners of the Port of Iberia, Board of**

P 275

**Greater Baton Rouge Port Commission**

P 300

**Commissioners of the Morgan City Harbor and Terminal District, Board of  
of**

P 400

**Commissioners of Abbeville Harbor and Terminal District, Board of**

500

**Commissioners of Concordia Harbor and Terminal District, Board of**

P 550

**Commissioners of Deep Draft Harbor and Terminal District, Board of**

P 600

**South Louisiana Port Commission, LaPlace**

P 625

**Commissioners of the Caddo/Bossier Harbor and Terminal District,  
Board of**

P 700

**Greater Lafourche Port Commission**

P 800

**Poet Laureate**

PL 1

**Public Safety and Corrections, Department of**

PS 1

PS 10

Louisiana Highway Safety Services

PS 100

PS 150

Louisiana Highway Safety Commission

PS 200

Alcoholic Beverage Control, Office of

PS 250

State Fire Marshal, Office of the

PS 300

Emergency Preparedness, Office of

PS 400

Private Investigator Examiners, Board of

PS 600

Interstate Compact for the Supervision of Parolees and Probationers

PS 800

**Public Service Commission**

PSe 1

**Transportation and Development, Department of**

PW 1

Public Works, Office of

PW 8

Louisiana Flood Plain Management Association

PW 9

Aviation and Public Transportation, Office of

PW 10

Flight Operations, Office of

PW 12

Atchafalaya Basin Division

PW 20

Regional Transit Authority  
     PW 21  
 Mississippi River Bridge Authority  
     PWB 1  
 Ascension-St James Bridge and Ferry Authority  
     PWB 10  
 Highways, Office of  
     PWH 1  
 Louisiana Transportation Research Center  
     PWH 1  
 South Central Louisiana Toll Road Authority  
     PWH 60  
 Conservation Districts and Levee Districts  
     PWL 600      Red River, Atchafalaya Bayou, Boeuf Levee District  
     PWL 800      South Lafourche Levee District  
     PWL 810      Lafourche Basin Levee District  
     PWL 820      Greater Lafourche Port Commission  
     PWL 900      Lake Borgne Basin Levee District  
     PWL 1000     East Jefferson  
     PWL 1300     Amite River Basin Conservation District  
     PWL 1500     Orleans Levee District  
     PWL 1600     Terrebonne Levee and Consolidated District Board of  
                     Commissioners (Includes former north and south  
                     Terrebonne districts)  
     PWL 1800     Tensas Basin Levee District  
 Red River Waterway Commission  
     PWR 1  
 Red River Compact Commission  
     PWRC 1  
 Sabine River Compact Administration  
     PWS 1  
**Revenue and Taxation, Department of**  
     R 1  
**Economic Development, Department of** (Formerly Dept of Commerce)  
     Louisiana Motor Vehicle Commission  
     R 50  
**Treasury, Department of the**  
     Interim Emergency Board  
     R 200  
**Economic Development, Department of** (Formerly Dept of Commerce)  
     State Racing Commission  
     Ra 1  
**State, Department of**  
     S 1  
**Insurance, Department of**  
     S 3  
**State, Department of**  
     Old State Capitol  
     Center for Political and Governmental Histories  
     S 10  
     Archives and Records, Division of  
     SA 1

Louisiana Historical Records Advisory Board  
SA 2  
Election Supervisors, Board of  
SE 1  
**Elections and Registration, Department of**  
SR 1  
**Treasury, Department of the**  
T 1  
State Bond Commission  
T 1  
Trustees for State Employees Group Benefits Program, Board of  
T 2  
Louisiana Education Quality Trust Fund  
T 3  
Louisiana Housing Finance Agency  
T 5  
**Governor, Office of the**  
Tax Commission  
Ta 1  
Housing Finance Agency  
UC 2  
Veterans Affairs, Department of  
VA 1  
**Laws, Statutes, etc**  
Y 1  
**Legislature**  
Y 1  
House of Representatives  
Y 5  
Legislative Auditor, Office of  
Y 9  
House of Representatives  
Y 10  
Senate  
Y 20