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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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.
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 4th 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
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

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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
101 North Washington Street
Marksville, LA 71351-2496
Theresa Thevenote

1948 Centenary College
Magale Memorial Library
P.O. Box 41188
Shreveport, LA 71134-1188
Nancy Middleton

1968 Delgado Community College
Moss Memorial Library
615 City Park Avenue
New Orleans, LA 70119
Carol Craft

1948 Dillard University
Will W. Alexander Library
2601 Gentilly Boulevard
New Orleans, LA 70122-3097
Annie Payton

1953 East Baton Rouge Parish Library
7711 Goodwood Boulevard
Baton Rouge, LA 70806-7625
Becky Andrews

1950 Grambling State University
A.C. Lewis Memorial Library
P.O. Box 3
Grambling, LA 71245
Claudine Ashton

1950 Jefferson Parish Library
East Bank Regional Library
P.O. Box 7490
Metairie, LA 70010
Hallie Hankel

1997 Jefferson Parish Library
West Bank Regional Library
2751 Manhattan Boulevard
Harvey, Louisiana 70058
Hallie Hankel

1948** Louisiana State University
Hill Memorial Library
Baton Rouge, LA 70803
Faye Phillips

1952 Paul M. Hebert Law Center
Louisiana State University
Law Library- East Campus Drive
Baton Rouge, LA 70803
Charlene Cain

1971 Louisiana College
Richard W. Norton Memorial Library
1140 College Drive
Pineville, LA 71245
Margaret Davis

1976 Louisiana House of Representatives
David R. Poynter Legislative
Research Library
P.O. Box 94012
Baton Rouge, LA 70804-4012
Frances Thomas

1987 Law Library of Louisiana
100 Supreme Court Building
301 Loyola Avenue
New Orleans, LA 70112
Georgia Chadwick

1950* Law Library of Louisiana
100 Supreme Court Building
301 Loyola Avenue
New Orleans, LA 70112
Georgia Chadwick

Revised September 2002
<table>
<thead>
<tr>
<th>Year</th>
<th>Institution Name</th>
<th>Library Name</th>
<th>Address</th>
<th>City, State Zip</th>
</tr>
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<tbody>
<tr>
<td>1966</td>
<td>Louisiana State University at Eunice</td>
<td>LeDoux Library</td>
<td>P.O. Box 1129</td>
<td>Eunice, LA 70535</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Cinderella Hayes</td>
<td></td>
</tr>
<tr>
<td>1966</td>
<td>Louisiana State University in Shreveport</td>
<td>Noel Memorial Library</td>
<td>One University Place</td>
<td>Shreveport, LA 71115</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rachael Green</td>
<td></td>
</tr>
<tr>
<td>1949</td>
<td>Louisiana State University Health</td>
<td>Health Sciences Center Library</td>
<td>433 Bolivar</td>
<td>New Orleans, LA 70112</td>
</tr>
<tr>
<td></td>
<td>Sciences Center Library</td>
<td></td>
<td>Pauline Fulda</td>
<td></td>
</tr>
<tr>
<td>1948*</td>
<td>Louisiana Tech University</td>
<td>Prescott Memorial Library</td>
<td>P.O. Box 10408</td>
<td>Ruston, LA 71272</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Donna Vavrek</td>
<td></td>
</tr>
<tr>
<td>1951</td>
<td>Loyola University Law Library</td>
<td>7164 St. Charles Avenue</td>
<td>New Orleans, LA 70118</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Michelle Pope</td>
<td></td>
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<tr>
<td>1948*</td>
<td>McNeese State University</td>
<td>Lether E. Frazar Memorial Library</td>
<td>P.O. Box 91445</td>
<td>Lake Charles, LA 70609</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Brantley Cagle</td>
<td></td>
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<tr>
<td>1948*</td>
<td>New Orleans Public Library</td>
<td>219 Loyola Avenue</td>
<td>New Orleans, LA 70140</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Rodney Smith</td>
<td></td>
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<tr>
<td>1960</td>
<td>Nicholls State University</td>
<td>Allen J. Ellender Memorial Library</td>
<td>P.O. Box 2028</td>
<td>Thibodaux, LA 70301</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Amy Duncan</td>
<td></td>
</tr>
<tr>
<td>1948*</td>
<td>Northwestern State University</td>
<td>Eugene P. Watson Memorial Library</td>
<td>College Avenue</td>
<td>Natchitoches, LA 71497</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Dale Sauter</td>
<td></td>
</tr>
<tr>
<td>1993</td>
<td>Nunez Community College</td>
<td>3700 LaFontaine Street</td>
<td>Chalmette, LA 70043</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Barbara Vaughn</td>
<td></td>
</tr>
<tr>
<td>1948</td>
<td>Ouachita Parish Library</td>
<td>1800 Stubbs Avenue</td>
<td>Monroe, LA 71301</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Julie Crump</td>
<td></td>
</tr>
<tr>
<td>1948</td>
<td>Rapides Parish Library</td>
<td>411 Washington Street</td>
<td>Alexandria, LA 71301</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Linda Green</td>
<td></td>
</tr>
<tr>
<td>1964</td>
<td>St. Bernard Parish Library</td>
<td>1125 East St. Bernard Highway</td>
<td>Chalmette, LA 70043</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Ethel Llamas</td>
<td></td>
</tr>
<tr>
<td>1997</td>
<td>St. Tammany Parish Library</td>
<td>555 Robert Boulevard</td>
<td>Slidell, Louisiana 70458</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Rebecca Taylor</td>
<td></td>
</tr>
<tr>
<td>1949</td>
<td>Shreve Memorial Library</td>
<td>424 Texas Street</td>
<td>Shreveport, LA 71101</td>
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<td></td>
<td></td>
<td></td>
<td>Patricia Ferguson</td>
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<tr>
<td>1962</td>
<td>Southeastern Louisiana University</td>
<td>Linus A. Sims Memorial Library</td>
<td>SLU Box 896</td>
<td>Hammond, LA 70402</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lori Smith</td>
<td></td>
</tr>
<tr>
<td>1948</td>
<td>Southern University and A. &amp; M. College</td>
<td>John B. Cade Library</td>
<td>Southern Branch Post Office</td>
<td>Baton Rouge, LA 70813</td>
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<td></td>
<td></td>
<td></td>
<td>Shelia Floyd</td>
<td></td>
</tr>
<tr>
<td>1979</td>
<td>Southern University Law Library</td>
<td>P.O. Box 9294</td>
<td>Baton Rouge, LA 70813</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rose Hebert</td>
<td></td>
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1976 Southern University at New Orleans
Leonard S. Washington Memorial Library
6400 Press Drive
New Orleans, LA 70126
Rolanda L. Ridley

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

Other Depository Libraries

1949* Library of Congress
Washington, DC 20540
Louisiana State Documents Depository Program

PUBLICATIONS ISSUED BY THE LOUISIANA RECORDER OF DOCUMENTS

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.
<table>
<thead>
<tr>
<th>Period</th>
<th>Description</th>
<th>Details</th>
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1980-1984  
*(Official Publications, v. VII)*  
Cumulation of *Public Documents*, nos. 63-71.

1985-1989  
*(Official Publications, v. VIII)*  

1990-1995  
*(Official Publications, v. IX)*  

Jan.-June 1996  

July-Dec. 1996  

Jan.-June 1997  

July-Dec. 1997  

Jan.-June 1998  

July-Dec. 1998  

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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.
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.
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.
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.
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 23rd 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&rqsdta=start

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

Revised September 2002
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/techasmt/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

Revised September 2002
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/telefone.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

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

Revised September 2002
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

Revised September 2002
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. 4th Street
Ste. 1127
Baton Rouge, LA 70802
225-342-3968
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.

Revised September 2002
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

Revised September 2002
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

Revised September 2002
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

Revised September 2002
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

Revised September 2002
### Selection List Exclusions by Publication Type

Circle “Exclude” or “Receive” for each type of publication.

* indicates a new exclusion option for 2002.

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

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

docs@pelican.state.lib.la.us

Revised September 2002
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

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**


Revised September 2002
Louisiana State Documents Depository Program

CLAIMS

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 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.

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.

Revised September 2002
CLASSIFICATION SCHEDULE FOR LOUISIANA DOCUMENTS

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

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

Revised September 2002
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.

Revised September 2002
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

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).
APPENDIX A

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.
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.

Revised September 2002
§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.

Revised September 2002
APPENDIX C

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.

Revised September 2002
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.
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 subdivision 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

Revised September 2002
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.


Revised September 2002
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

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

________________________________________
STATE LIBRARIAN

________________________________________
ADMINISTRATOR OF DEPOSITORY

________________________________________
RECORDER OF DOCUMENTS

Revised September 2002
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

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

Revised September 2002
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. 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
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

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
## Louisiana State Documents Depository Program

### DEPOSITORY LIBRARIES ALPHABETIC LIST  2003

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Revised September 2002
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<td>Southern University Law Library</td>
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<td>State Library of Louisiana</td>
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<td>Tulane University Law Library</td>
<td>1955</td>
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<td>Tulane University Library</td>
<td>1948</td>
</tr>
<tr>
<td>University of Louisiana at Lafayette Library</td>
<td>1948</td>
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<tr>
<td>University of Louisiana at Monroe Library</td>
<td>1948</td>
</tr>
</tbody>
</table>
University of New Orleans Library

University of Southwestern Louisiana Library see University of Louisiana at Lafayette Library

Vernon Parish Library

Xavier University Library
APPENDIX M

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

Revised September 2002
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

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

Revised September 2002
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

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

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

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

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

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

Academic Libraries
Term ends:  2003

Public Library
Term ends: 2003

Historical Depository

Academic Libraries
Term ends:  2003

Recorder of Documents
ex-officio

Revised September 2002
Faye Phillips
Louisiana State University
Hill Memorial Library
Baton Rouge, LA 70803-3300
(225) 578-6551
(225) 578-9425 FAX
fphillips@lsu.edu

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

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

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

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

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

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

Revised September 2002
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
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.
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***

Revised September 2002
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

Revised September 2002

82
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 4256Budget 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

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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

Revised September 2002
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  

Revised September 2002
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

Revised September 2002
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

*Revised September 2002*
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

Revised September 2002
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

Revised September 2002
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 Surles 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

Revised September 2002
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

Revised September 2002
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

Revised September 2002
<table>
<thead>
<tr>
<th>Facility Name</th>
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<tbody>
<tr>
<td>Pinecrest Developmental Center, Pineville</td>
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<td>Angola State Penitentiary, Angola</td>
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<tr>
<td>Avoyelles Correctional Center, Cottonport</td>
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<tr>
<td>Dixon Correctional Institute, Jackson</td>
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<tr>
<td>Hunt Correctional Institute, St Gabriel</td>
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<td>Phelps Correctional Center, DeQuincy</td>
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<tr>
<td>Louisiana Correctional Institute for Women, St Gabriel</td>
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<td>Washington Correctional Institute, Angie</td>
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<tr>
<td>Wade Correctional Institute, Haynesville</td>
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<tr>
<td>Louisiana Training Institute, Monroe</td>
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<tr>
<td>Louisiana Training Institute, Ball</td>
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<tr>
<td>Central Louisiana State Hospital, Pineville</td>
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<tr>
<td>Huey P. Long Hospital</td>
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<tr>
<td>Charity Hospital, New Orleans</td>
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<tr>
<td>Earl K. Long Medical Center, Baton Rouge</td>
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<tr>
<td>Leonard J Chabert Medical Center, Houma</td>
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<tr>
<td>W. O. Moss Regional Medical Center, Lake Charles</td>
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<tr>
<td>East Louisiana State Hospital, Jackson</td>
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<tr>
<td>Hot Wells Hospital</td>
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<tr>
<td>Leesville State School</td>
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<tr>
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<td>Jefferson West Higher Education Center (Consortium of UNO, Nicholls State</td>
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<td>University and Delgado Community College)</td>
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<td>Justice, Department of / Office of Attorney General</td>
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<td>Public Protection Division Consumer Protection Section</td>
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Technology Assessment Division
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<th>Commissioners of the Port of Iberia, Board of</th>
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<td>Election Supervisors, Board of</td>
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