

Louisiana State Documents Depository Program

RETENTION AND WEEDING POLICY

rev. 3/16/06, 5/16/06, 6/8/06

Louisiana state documents must be retained for a six-year period by the state documents depositories. Items are eligible for withdrawal six or more years after the date of receipt in the depository library.

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, and each library should evaluate the needs and collection policy of the library before discarding any Louisiana material.

Statutory/Historical Depositories may discard only publications that are superseded by cumulative compilations or are duplicate copies. 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.

The **Special Status Depository** does not need to keep material for six years, obtain the Recorder of Documents approval to withdrawal, or offer withdrawals to other libraries.

Complete and **Selective Depositories** follow the guidelines for retention and weeding.

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Superseded List

A list of publications that may be discarded when superseded by newer editions is published periodically by the Recorder of Documents. Please refer to it for more information.

Guidelines for Weeding

1. Keep latest edition/issue
 - College catalogs/bulletins/schedules/announcements
 - Calendar of events
 - Civil Service exam announcements
2. Discard if revised
 - Directories
 - Handbooks
 - Drafts or proposed state plans
3. Keep current year plus previous year
 - Newsletters
 - Livestock show premium list [need current example]

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 Periodicals/serials that are superseded by cumulative edition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 classified with the LaDoc form divisions 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 and 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). Lists may be arranged by title only if the library does not use or have easy access to the LaDoc number. It is easier for the Recorder and other depository libraries to review short lists rather than a very long list.

Name the electronic file of the list carefully. The **file name/title** should be unique, relevant and a descriptive name meaningful to others. Indicate the content covered and as much other information as possible. Do not assign a title that only has a number or your library name or something generic like "state discards" or the date of your list which might seem like document dates. Use the name in the list and as the file name.

Examples: ULL, A1-Ag40,1992-8, statediscards
Shreve, Ar1.1-Cis500.2,1996-2000, statediscards
StateLibrary, AG30.4/4:-AG30.7/6,1990-2005, statediscards
Nicholls, A-C,2000, statediscards
McNeese, miscellaneous1990-2000, statediscards

Number the pages of the list.

The beginning of each list should include:

List name (descriptive of contents, specifying "state docs")
Institution name
Contact person name, phone, email, address
Date
Delivery cost
Deadline date for responses that is a minimum of four weeks after posting

Each entry should include:

LaDoc classification number
Title
Publication date
Format if the document is anything other than paper, e.g. hard bound, DVD
Note if the material is in poor condition
Serials should include the series title and holdings (vol., no., years).

Libraries are not required to list superseded or duplicate materials but are encouraged to offer these if they are significant materials, e.g. DEQ documents, health or

education statistics. The exception is historical depositories which offer withdrawn duplicate copies. Label superseded or duplicate items as such.

Examples: Ag 30.4/4: 2269 Soybean Variety Recommendations. 1990. COVER TORN
Cis 150.7/2: vol 9-10 LSERS Crossroads. 1998-1999.
CoF 1.2 Ar/1981 Arbor Week in Louisiana. 1998. DVD.
Ar 1.9: To/2002-2004 Touring Directory: Louisiana Division of the Arts.
2002. DUPLICATE.
Ar 1.5: AIE/2000 The AIE Handbook. 2000. SUPERSEDED.

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 and normally will respond within three days.

4. After the Recorder has sent permission to discard, post the list to the Louisiana government documents listserv, Bayoudoc@latech.edu. Include the list information (title, etc.) in the message as well as in the list itself.

5. Withdraw all documents on the discard list from the library's collection and from the catalog. Stamp each item withdrawn or discarded. Hold the documents in storage until the after the response deadline date. 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 take first priority. Therefore, 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 that they were received.

7. Requesting depositories must pay shipping costs unless the withdrawing library advises otherwise. As a courtesy, requesting depositories should provide self-addressed mailing labels for their requests. Libraries that participate in the statewide courier service may utilize that for delivering requested documents to other participating libraries. After Louisiana state depositories have had the opportunity to request materials, then lists can be offered to other listservs and libraries.

8. After shipping the requested documents to the appropriate libraries, discard the remaining documents.

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