



# HANDBOOK FOR AGENCY LIAISON OFFICERS

Updated and edited by  
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2021

## RECORDER OF DOCUMENTS OFFICE

Direct any questions you have about the Louisiana Public Document Depository Program (LPDDP) to the staff of the Recorder's office.

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Deliver or mail print documents to:

Recorder of Documents Office  
State Library of Louisiana  
701 North 4th Street  
Baton Rouge, LA 70802-5232

The Recorder of Documents is responsible for collecting state agency public documents, classifying them, then distributing print publications to designated depository libraries and preserving digital publications in the Louisiana State Documents Digital Archive. Additionally, the Recorder of Documents assists depository librarians in the management of their depository collections and assists state agencies in complying with depository laws. The Recorder also sends semiannual letters to agency liaison officers regarding documents they should submit, and provides forms for the liaisons to return to the Recorder regarding their agency's publications, deposits, and liaison officer contact information.

The success of the Louisiana Public Document Depository Program (LPDDP) depends on the conscientious efforts of those state employees who act as liaison between their agencies and the depository program. The Recorder's Office, the depository libraries, and the citizens of Louisiana are grateful to the liaisons for ensuring that the agencies' public documents are freely available throughout the state.

## DEPOSITORY PROGRAM BACKGROUND

The LPDDP was established in 1948 by Act 493. The program is administered by the Recorder of Documents under the direction of the State Librarian. The primary purpose of the program is to provide the people of Louisiana with access to state publications. Its secondary purpose is to create and preserve a centralized and organized historical record of Louisiana government via its public documents, shifting the burden of perpetual document storage from individual agencies to depository libraries across the state and the state documents digital archive. Depository libraries include academic, public, and special libraries, and they are required to provide free public access to and assistance with state public documents.

Historical depository libraries (the State Library of Louisiana, LSU Libraries, and Prescott Memorial Library at Louisiana Tech University) receive copies of all print documents submitted to the Recorder's office and keep these materials in perpetuity. Complete depository libraries receive copies of all print documents submitted in sufficient quantity and must retain these documents for at least five years. Selective depository libraries receive a copy of the core collection titles (those items that the Recorder's

Office has designated as particularly important) and also choose to receive additional publications they find most beneficial to their users.

## PUBLIC DOCUMENT DEPOSITORY PROGRAM ADVISORY COUNCIL

The Louisiana Public Document Depository Program Advisory Council advises the State Librarian and the Recorder of Documents on the selection, organization, distribution, and bibliographic control of official publications, and provides a forum for the exchange of information and ideas. State agency personnel are eligible to serve on the Council as the Agencies representative or the Member at Large. The Council meets twice a year in the spring and fall, and its meetings are typically held virtually. Council meetings are open to the public, and non-members with interest in public state documents are encouraged to attend.

If you wish to serve on the Advisory Council, please contact the Recorder. Members serve two-year terms. A slate of nominees to fill open positions is compiled early each year, and the State Librarian makes recommended appointments prior to the spring meeting. Terms of office begin on July 1.

## GENERAL GUIDELINES FOR STATE AGENCIES

### WHAT IS THE DEPOSIT REQUIREMENT?

Louisiana Revised Statutes Title 25:§124 mandates that all state agencies furnish sufficient copies of all public documents to the Recorder of Documents to meet the depository program's needs.

### WHAT IS A STATE AGENCY?

R.S. Title 25:§121.1 defines a state agency as "an office, department, board, bureau, commission, council, institution, college or university, division, officer, or other person or group within the executive, judicial, or legislative branch of state government that is authorized to exercise or that exercises any of the functions of the government of the state of Louisiana."

### GENERAL REQUIREMENTS FOR AGENCIES

In addition to providing their public documents, state agencies are required to assign a staff member to act as a liaison to the Recorder of Documents. Each state agency shall notify the Recorder of Documents of the identity of and contact information (including job title, email, and telephone number) for the liaison officer immediately upon appointment. Whenever possible, agencies are encouraged to notify the Recorder in advance of upcoming changes in liaison officer (*e.g.*, due to planned retirement or job change). There is a liaison officer contact information form available for download from the State Agencies web page, <http://www.state.lib.la.us/state-employees/depository-library-program/state-agencies>.

### WHAT ARE MY LEGAL RESPONSIBILITIES AS AN AGENCY LIAISON?

- Submitting public documents to the Recorder of Documents, either the proper number of copies of print publications or digital files of electronic documents.
- Submitting an annual Publications Report Form (during the month of July) to the Recorder of Documents, including a complete list of public documents published by the agency, or which ceased publication, during the twelve months preceding the report. The Publications Report Form is available for download from the State Agencies web page.

- Liaison officers are required to “submit semiannually to the recorder of documents a complete list of [their] agency's public documents” (R.S. Title 25:§124).
- This requirement is deemed to be satisfied when a liaison submits a completed Publications Report Form in July. The requirement is also fulfilled if significant changes have occurred throughout the year and a liaison notifies the Recorder’s office at any time.
- Consulting with the Recorder of Documents if a problem occurs concerning the number of copies needed to ensure proper distribution to the depository libraries. Information about the current number of print copies required from your agency is available on the Stage Agencies web page.

## WHAT ARE PUBLIC DOCUMENTS?

As defined in Louisiana Revised Statute Title 25:§121.1, a public document “means 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 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. This definition additionally incorporates electronic documents, which include any discrete public document published in a static digital format.

## WHAT PUBLICATIONS ARE NOT CONSIDERED PUBLIC DOCUMENTS?

The Recorder and the State Librarian have exempted certain types of public documents from deposit requirements; see Louisiana Administrative Code 25:§4305(a). The following is a partial list of publications that do not need to be submitted:

- advertisements;
- agendas;
- alumni materials;
- announcements;
- applications;
- articles/reports published in commercial/professional literature;
- bids, responses to bids, requests for bids;
- bookmarks, postcards, greeting cards;
- correspondence, inter-office or intra-office memoranda;
- course schedules;
- curriculum catalogs (program-specific only);
- drafts, unless they are of historical significance or the only version available;
- event invitations, announcements, registration forms;
- forms, letters, memos;
- minutes of internal departmental meetings, minutes containing confidential information (unless redacted), or minutes of committee meetings of boards/commissions/task forces;
- news/press releases, public service announcements;
- personnel manuals, policy handbooks;
- presentations/speeches given at conferences or meetings;
- web pages (dynamic), complete websites, databases, software programs.

If you choose to send documents which fall under the deposit exemptions, six (6) copies may be distributed to the historical depositories at the discretion of the Recorder; additional copies will be discarded.

## WHEN SHOULD I SUBMIT DOCUMENTS?

- Each time a new issue, new or revised edition, or entirely new publication becomes available.
- Documents should be submitted as soon as possible after publication, but no later than three months following publication—the sooner the document is sent to the Recorder, the sooner it is distributed to the depositories and available for use by the public.

## HOW SHOULD I SUBMIT DOCUMENTS?

Deliver or mail print documents to: Recorder of Documents Office  
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- With each title or group of titles submitted, complete and include a Document Submittal Form, available on the State Agencies web page. This functions as a packing slip and contains information concerning the title(s), the number of copies, and the sender.
- Limit the weight of shipments to 30 pounds or less per box or bag.
- Send only the required number of copies.
- Send digital documents in PDF format as attachments to emails to [docs@state.lib.la.us](mailto:docs@state.lib.la.us). If you are unsure about how to convert files to PDF, please consult the Recorder's office for assistance. If the PDF attachments are too large to send via email, contact the Recorder's office to learn about different digital delivery methods (*e.g.*, via FTP, digital download, data disc, or flash drive).

## WHAT FORMAT(S) SHOULD I SUBMIT?

The general Depository Program guideline is to send a document in the format(s) in which it was distributed to the public at the time it was distributed.

If a document:

- ...is distributed in print, submit the required number of paper copies, except board or commission minutes, which should only be submitted in PDF format.
- ...is a discrete static digital publication (*i.e.*, not produced in tangible format like a data disc and not a dynamic web page or application), email it to [docs@state.lib.la.us](mailto:docs@state.lib.la.us) in PDF format.
- ...has a limited hard copy distribution with no tangible copies routinely distributed to the public, email the digital file.

Examples:

- If an agency annual report is a PDF file linked to its website, and it was also published as a printed document in quantities intended for distribution to the public, send sufficient copies of the paper report and also submit the PDF file.
- If an agency newsletter is a discrete digital file linked on its website, and is printed from the website as needed, email just the digital file each time a new issue/edition is published.

If your agency is currently printing hard copy publications solely or primarily for the depository program, please contact the Recorder's Office at [docs@state.lib.la.us](mailto:docs@state.lib.la.us) or by calling 225.342.4937 to confirm that digital-only submission will meet the deposit requirement. For example, very large reports that are normally printed in small quantities for public review in the libraries of a specific parish would be appropriately submitted in PDF file.