## Louisiana Public Document Depository Program

# Publications Report Form

All Louisiana state agencies, as defined by R.S. Title 25: §121.1, are required to report the agency’s publications to the Recorder of Documents office. Submit this completed form annually during the month of July by email to[docs@state.lib.la.us](mailto:docs@state.lib.la.us) or send via mail or courier to the address given at the bottom of this form.

* List each title only once, even if multiple issues were published during the twelve-month period (July 1-June 30) covered by the report (*e.g.*, list “Minutes” only once, even if published monthly).
* If a publication changes significantly (*e.g.*, changes title, ceases publication, changes format, changes frequency) during the year, please resubmit this form with the updated information as soon as possible.
* If your agency did not produce any publications this year, check this box:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agency Name:** |  | | **Today’s Date:** |  |
| **Your Name:** |  | | **Phone:** |  |
| **Email:** |  | **Are you the liaison for this agency?** | | Yes  No |

|  |  |  |
| --- | --- | --- |
| **Publication Title:** | **Select Frequency From Dropdown Menu:** | **Check Each Format Published During Reporting Period:** |
|  | Choose an item. | Print  Digital |
|  | Choose an item. | Print  Digital |
|  | Choose an item. | Print  Digital |
|  | Choose an item. | Print  Digital |
|  | Choose an item. | Print  Digital |
|  | Choose an item. | Print  Digital |
|  | Choose an item. | Print  Digital |
|  | Choose an item. | Print  Digital |

The above rows should be editable to add or remove entire rows.

Thank you for your continued support of the Louisiana Public Document Depository Program.

Recorder of Documents Office

State Library of Louisiana

701 North 4th Street

Baton Rouge, LA 70802

[docs@state.lib.la.us](mailto:docs@state.lib.la.us)