



HANDBOOK FOR AGENCY LIAISON OFFICERS

Revised and edited by
Karen Cook
Recorder of Documents Office, State Library of Louisiana
2016

RECORDER OF DOCUMENTS OFFICE

Questions and concerns about the Louisiana Public Document Depository Program should be directed to the staff of the Recorder's office.

Dr. Karen J. Cook, Recorder of Documents

Mr. Pete Gagliano, Assistant to the Recorder of Documents

Email: docs@state.lib.la.us

Telephone: 225 342 4929

Fax: 225 219 4804

Website: www.state.lib.la.us

Tangible documents may be delivered or mailed to: Recorder of Documents Office
State Library of Louisiana
701 N. 4th Street
Baton Rouge, LA 70802-5232

The Recorder of Documents is responsible for receiving state agency public documents, classifying them, and 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, performs periodic depository library inspections, and assists state agencies in complying with depository laws. The Recorder also sends periodic letters to agency liaison officers regarding documents they should submit and provides forms for the liaisons to submit to the Recorder regarding their agency's publications, deposits, and liaison officer contact information.

The success of the Louisiana Public Document Depository Program (PDDP) 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

Louisiana's PDDP 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 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 indefinitely. 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 helpful to their users.

PUBLIC DOCUMENT DEPOSITORY PROGRAM ADVISORY COUNCIL

The Public Document Depository Program Advisory Council (PDDPAC) 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 state agency representative or member at large. The Council meets at least twice a year in the spring and fall; generally the meetings are held virtually. Council meetings are open to the public and non-members are encouraged to attend.

If you are interested in serving on the Advisory Council, please contact the Recorder. Members serve two-year terms. A slate of nominees to fill positions on the Council is compiled early each year, with elections held 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 R.S. 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 Recorder of Documents web page for agencies, <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 tangible (paper/CD/DVD) publications or digital files of electronic documents. (Information concerning the current number of copies required from your agency is provided in the most recent Letter from the Recorder of Documents and/or available on the web page for agencies. If unsure of the current numbers required, please contact the Recorder's office.)
- Submitting a Publications Report Form annually (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 Recorder of Documents web page for agencies, <http://www.state.lib.la.us/state-employees/depository-library-program/state-agencies>.

- Liaison officers are required to “submit semiannually to the recorder of documents a complete list of his agency’s public documents” (R.S. Title 25:§124).
- This requirement is deemed to be satisfied by the agency’s submitting a completed Publications Report Form in July and, if significant changes have occurred since the last Publications Report Form was submitted (and well in advance of the next July report), by submitting the Publications Update Form (*e.g.*, in January).
- Consulting with the Recorder of Documents if a problem occurs concerning the number of copies needed to ensure proper distribution to the depository libraries.

WHAT ARE PUBLIC DOCUMENTS?

A “public document” as defined in Louisiana Revised Statute 25:121.1 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. 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 also 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 LAC 25:§4305(a). The following is a partial list of publications that do not need to be submitted:

- advertisements;
- 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;
- media campaign materials (for publication in venues such as TV, newspaper, magazines);
- minutes of internal departmental meetings, minutes containing confidential information (unless redacted), or minutes of committee meetings of boards/commissions/task forces;
- presentations/speeches given at conferences or meetings;
- press releases, public service announcements;
- t-shirts and other realia whose primary purpose is not intended as informational; or
- 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 may be discarded.

