



LOUISIANA PUBLIC DOCUMENT DEPOSITORY PROGRAM

REQUIRED NUMBER OF COPIES OF PUBLICATIONS: AGENCIES, BRANCHES, BOARDS, & COMMISSIONS

Effective July 2018

The standard number of copies of tangible publications required from each branch or agency is listed in the central column of the tables below. If applicable, numbers of copies of core titles are given in the right-hand column, along with other titles or categories of publications for which a non-standard number of copies is needed.

One copy of all digital publications should be provided to the Recorder of Documents as email attachments or on digital media (e.g., CD-ROM, flash drive), preferably in PDF format.

EXECUTIVE BRANCH	STANDARD # OF COPIES	# OF COPIES OF CORE TITLES / OTHER SPECIAL PUBLICATIONS
Administration, Div. of	25	<ul style="list-style-type: none"> • Louisiana Administrative Code (CORE TITLE) = 40 • Louisiana Register (CORE TITLE) = 40 • Louisiana Travel Guide = 20 • Office of State Procurement Reports Re: Contracts = 15
Agriculture & Forestry, Dept. of	20	N/A
BESE	15	N/A
Children & Family Services, Dept. of	20	N/A
Culture, Recreation, & Tourism, Dept. of	25	<ul style="list-style-type: none"> • Official Highway Map of Louisiana (CORE TITLE) = 40 • Calendar of Events = 20 • Official Louisiana Tour Guide = 20 • Public Libraries in Louisiana : Statistical Report = 15
Civil Service, Dept. of	25	N/A
Education, Dept. of	20	N/A
Economic Development, Dept. of	15	N/A
Environmental Quality, Dept. of	20	N/A
Governor, Office of the	25	<ul style="list-style-type: none"> • Audit Reports, Office of Elderly Affairs Program = 15 • LSMSA Publications = 15
Health, Dept. of	25	N/A
Insurance, Dept. of	20	N/A
Justice, Dept. of	25	N/A
Natural Resources, Dept. of	20	<ul style="list-style-type: none"> • Louisiana Energy Facts Annual (CORE TITLE) = 40
Public Service Commission	20	N/A
Public Safety & Corrections, Dept. of	20	N/A
Revenue, Dept. of	20	N/A

EXECUTIVE BRANCH	STANDARD # OF COPIES	# OF COPIES OF CORE TITLES / OTHER SPECIAL PUBLICATIONS
State, Dept. of	25	<ul style="list-style-type: none"> • <i>Primary and General Election Returns</i> (CORE TITLE) = 40 • <i>Acts passed by the Legislature of the State of Louisiana</i> (Buckram Bound) = 20 • <i>Corporation Laws</i> = 20 • <i>Code of Ethics</i> = 20 • <i>Fundamentals of Notarial Law</i> = 20
Treasury, Dept. of	25	N/A
Transportation & Development, Dept. of	20	<ul style="list-style-type: none"> • <i>Official Highway Map of Louisiana</i> (CORE TITLE) = 40 • LTRC Publications = 20 • Environmental Assessments, Impact Statements, Public Hearings = 15
Veterans Affairs, Dept. of	20	N/A
Workforce Commission	20	N/A
Wildlife & Fisheries, Dept. of	20	<ul style="list-style-type: none"> • <i>Bluestem: Newsletter</i> = 25 • <i>Friends of the Louisiana Whooping Cranes Newsletter</i> = 25 • <i>Louisiana Conservationist</i> = 25 • <i>Louisiana Wildlife Insider</i> = 25

OTHER BRANCHES	STANDARD # OF COPIES	# OF COPIES OF CORE TITLES / OTHER SPECIAL PUBLICATIONS
Judicial Branch	25	N/A
Legislative Branch	20	N/A

BOARD / COMMISSION / AUTHORITY / TASK FORCE	STANDARD # OF COPIES	# OF COPIES OF CORE TITLES / OTHER SPECIAL PUBLICATIONS
CPRA	20	<ul style="list-style-type: none"> • <i>Annual coastal protection and restoration plan</i> (CORE TITLE) = 40 • <i>Louisiana's comprehensive coastal protection master plan for a sustainable coast</i> (CORE TITLE) = 40
Lottery Corporation	15	N/A
All Other Board / Commission Publications	20	N/A