



# HANDBOOK FOR AGENCY LIAISON OFFICERS

Updated and edited by  
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## 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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Wendy Bourg – Documents Specialist

Email: [docs@state.lib.la.us](mailto:docs@state.lib.la.us)  
Telephone: 225.342.4937  
Website: <https://library.la.gov/>

Deliver or mail print documents to:

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

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

The success of the 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. The program shifts the burden of perpetual document storage from individual agencies to depository libraries across the state, as well as 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, Hill Memorial Library at Louisiana State University, and Prescott Memorial Library at Louisiana Tech University) receive copies of all print documents submitted to the Recorder's Office and keep those materials in perpetuity. Complete depository libraries receive copies of all print documents submitted in sufficient quantity, and they must retain those documents for at least five years. Selective depository libraries receive one print

copy of the core collection titles (items the Recorder’s Office has designated as particularly important) and also whatever additional publications they select as most beneficial to their users.

## 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?

**A state agency is a unit with the executive, judicial, or legislative branch of state government, authorized to exercise functions of the government.** More specifically, as defined in [Louisiana Revised Statute Title 25:§121.1](#), a state agency is 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.”

### WHAT ARE PUBLIC DOCUMENTS?

**A public document is informational matter produced by a state agency for public distribution.** Also defined in R.S. 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.

## 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 Office.** Each state agency shall notify the Recorder of Documents about 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 LPDDP State Agencies web page](#).

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

- Submitting public documents to the Recorder of Documents Office, either the proper number of copies of print publications or digital files of electronic documents.
- Submitting an annual Publications Report Form to the Recorder of Documents Office, 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 each 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 Office if a problem occurs concerning the number of print copies needed to ensure proper distribution to the depository libraries. Information about the current number of copies required from agencies is available on the State Agencies web page.

## WHEN SHOULD I SUBMIT DOCUMENTS?

- Each time a new issue, new or revised edition, or entirely new publication becomes available.
- As soon as possible after publication, but no later than three months following publication.

## HOW SHOULD I SUBMIT DOCUMENTS?

### Print document options

- Mail them to:

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

- Hand deliver to the address above
- Use the Hackbarth courier service (this only applies to depository libraries that also produce public documents as agencies)

NOTE: Complete and include a Document Submittal Form, which functions as a packing slip; limit the weight of shipments to 30 pounds or less per box or bag; send only the required number of copies

### Digital document options

- Send files 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 contact the Recorder's Office for assistance.
- Ask the Recorder's Office about connecting to our FTP folders to directly upload files
- Email web links to [docs@state.lib.la.us](mailto:docs@state.lib.la.us) that allow us to download the files

## WHICH FORMAT(S) SHOULD I SUBMIT?

The general Depository Program guideline is to send a document in the format(s) in which it was made available 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.*, a digital file, not digital information 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's annual report is a PDF file posted to the agency's 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, but is only printed from the website as needed, simply email 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 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 as PDF files.

#### WHICH PUBLICATIONS ARE NOT CONSIDERED PUBLIC DOCUMENTS?

The Recorder of Documents and the State Librarian have exempted certain types of public documents from deposit requirements, as specified in [Louisiana Administrative Code 25:§4305\(a\)](#). The following types of materials do not need to be submitted:

- advertisements;
- agendas;
- alumni materials;
- announcements, bookmarks, postcards;
- applications;
- articles or reports published in commercial or professional literature;
- artworks (graphical representations without textual information);
- bids, responses to bids, requests for bids;
- calendars;
- complex relational databases;
- contracts;
- correspondence;
- course schedules;
- curriculum catalogs (program-specific only);
- drafts of plans or reports (unless historically significant or only version available);
- event invitations, announcements, registration forms;
- fiction, literary criticism, or poetry, except as may be included in literary journals;
- forms and instruction manuals for their completion;
- fundraising materials;
- grant proposals;
- greeting cards;
- job listings;

- memorabilia or realia;
- memoranda (including email);
- minutes of internal departmental meetings (except public meeting minutes of boards/commissions/task forces and executive meeting minutes);
- minutes of boards/commissions/task forces and executive meeting minutes containing confidential information (unless redacted);
- minutes of committee meetings of boards/commissions/task forces, even if public;
- news/press releases, public service announcements;
- newsletters and subscriber lists meant only for employee, faculty, or student use;
- notices of sale;
- opinions and orders issued by state courts;
- daily or weekly periodicals (that are summarized in monthly or quarterly publications);
- personnel manuals;
- photographs;
- policy handbooks intended only for internal use;
- presentations or speeches given at conferences or meetings;
- programs (announcements of events, training sessions);
- recruitment materials;
- reprints (reissued without change);
- stationery;
- student publications produced by students (except for those published by the university or college);
- telephone directories meant only for employee, faculty, or student use;
- unedited compilations of data or information submitted via forms or other means from individuals or entities under the regulation of a state agency;
- volunteer newsletters; and
- web pages (dynamic), complete websites, databases, software programs.

If you choose to send print copies of documents that fall under the deposit exemptions, six copies may be distributed to the historical depositories at the discretion of the Recorder, while additional copies will be discarded.

## 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. 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, so anyone interested in public state documents is welcome to attend.

If you wish to serve on the Advisory Council, please contact the Recorder. Members serve two-year terms. State agency personnel are eligible to serve on the Council as the Agencies representative or the Member at Large. The Advisory Council Chair compiles a slate of nominees to fill open positions early each year, and the State Librarian makes recommended appointments prior to the spring meeting. Terms of office begin on July 1.