



# Handbook for Depository Libraries

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Recorder of Documents Office

State Library of Louisiana

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## INTRODUCTION

The Louisiana Public Document Depository Program (LPDDP) is established in the Office of the State Library, Louisiana Department of Culture, Recreation, and Tourism. The program is administered by the Recorder of Documents Office, Cataloging and Acquisitions Division, under the direction of the State Librarian. The staff of the Recorder's Office consists of the Recorder of Documents and the Documents Specialist.

The three essential components of the depository program are the designated depository libraries, the state agencies and public institutions, and the Recorder's Office. The cooperation and understanding of all three are needed in order to provide Louisiana citizens with access to information published by our state government.

This *Handbook for Depository Libraries* is published by the Recorder of Documents Office for use by Louisiana public document depository libraries. The *Handbook* is a guide to official Louisiana publications, their use, and management.

Direct any correspondence regarding the LPDDP to the staff of the Recorder's office.

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

Telephone: 225.342.4937

Website: State Library of Louisiana  
<https://library.la.gov/>

Mailing address: Recorder of Documents  
State Library of Louisiana  
701 North 4<sup>th</sup> Street  
Baton Rouge, LA 70802

## OVERVIEW OF PROGRAM

Act 493 created the public document depository program in the Office of the Secretary of State in 1948. In 1977, the functions of the program were transferred to the Office of the State Library within the Department of Culture, Recreation, and Tourism.

## GOVERNING LEGISLATION

The Louisiana statute that provides the legal basis for the program is [Louisiana R.S. Title 25, §§121-124.1](#). These statutory provisions are interpreted in the rules and regulations originally promulgated by the State Librarian in 1982 and are periodically revised. These administrative rules and regulations are published in the [Louisiana Administrative Code Title 25, Part VII, Subpart 5, Chapters 41 and 43](#). These rules govern the operation of the LPDDP and coordinate the responsibilities of the Recorder of Documents, the designated document depositories, the state agencies, and the LPDDP Advisory Council. The cooperation of the stakeholders in the program promotes the efficient and effective operation of the program.

## PURPOSE

The primary purpose of the LPDDP is to provide the people of Louisiana with access to state publications. Access to public documents is considered to be a basic right of citizenship in Louisiana. To ensure maximum access, depository libraries are strategically located around the state. The goal is that no citizen of Louisiana be more than a one-hour drive from a state documents depository library.

The secondary purpose of the depository program is to create and preserve a centralized and organized historical record of Louisiana government via its public documents. This removes the burden of perpetual storage of documents from individual agencies, while ensuring the historical record will be preserved. The organization of documents and the reference assistance provided by depository library staffs facilitate access and allow historical researchers and other library users to go to a central location rather than individually approach each agency in which they are interested.

## RECORDER OF DOCUMENTS

The Recorder of Documents is responsible for receiving state agency public documents, classifying them, distributing tangible print publications to designated depository libraries, and preserving digital publications in the [Louisiana Public 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. State law requires that the Recorder be a graduate of an accredited school of library science.

## DEPOSITORY LIBRARIES

There are 33 designated depositories for Louisiana public documents, including the Library of Congress in Washington, D.C. The State Library of Louisiana and the Louisiana State University Libraries, both in Baton Rouge, and Prescott Memorial Library at Louisiana Tech University in Ruston, are legally designated historical depository libraries. They receive two copies of all print state documents received by the Recorder of Documents Office. The depositories are academic, public, law, and special libraries.

All depositories are responsible for making Louisiana documents accessible to the public and for providing free service in their use. State documents are maintained and housed in the depository libraries' collections following rules and regulations provided by the Louisiana Revised Statutes and the Louisiana Administrative Code, as well

as guidelines and procedures promulgated by the State Librarian and the Recorder of Documents. At a minimum, all core collection documents, both print and digital, must be cataloged. The libraries must provide online access to all core titles, all but one of which are available in digital format; this access may be accomplished via a link in the catalog record, preferably to the document in the Louisiana Public Documents Digital Archive.

The types of depository libraries are described below, as well as in the rules and regulations governing the LPDDP in LAC Title 25. The four kinds of depositories are statutory/historical, complete, selective, and special.

#### STATUTORY/HISTORICAL DEPOSITORIES

Statutory/historical depositories are the legally designated complete depository libraries. The three designated historical depository libraries are the State Library of Louisiana in Baton Rouge; the Louisiana State University Libraries in Baton Rouge; and the Prescott Memorial Library at Louisiana Tech University in Ruston. Each receives two copies of all print public documents processed by the Recorder for distribution and must permanently retain one copy.

#### COMPLETE DEPOSITORIES

Complete depositories are the libraries the State Librarian designates to receive one copy of all print public documents processed by the Recorder for distribution, which they must retain for a minimum of five years.

#### SELECTIVE DEPOSITORIES

Selective depositories are the libraries the State Librarian designates to receive one copy of the core collection titles (those that are still available in print) and all other public documents processed by the Recorder for distribution in predetermined categories the libraries select. They must retain them for a minimum of five years. Selective depositories may elect to receive only the core titles; such selective depositories are referred to as “selective--core titles only” depositories.

#### SPECIAL DEPOSITORY

Special depository status is limited to the David R. Poynter Legislative Research Library, Louisiana House of Representatives. The special depository operates under slightly different rules pertaining to public access and document retention.

#### DEPOSITORY DESIGNATION AND TERMINATION

A library that wishes to become an official depository is required to make Louisiana documents accessible to the public, to provide free service in their use, and to abide by the rules and regulations promulgated by the State Librarian and the guidelines issued by the Recorder of Documents as set forth in this *Handbook*. The library director must make a request in writing to the State Librarian, specifying the kind of depository status desired. If the library meets the requirements, its director or liaison officer must sign a depository contract and complete a Subject Selection form, if applicable. The State Librarian then designates the library as a Louisiana public document depository.

A library wishing to discontinue its depository status must submit a written request six months in advance of the proposed termination date. This request should be sent to both the State Librarian and the Recorder of Documents. Extended or extreme noncompliance with the provisions of the depository contract may result in termination of the contract, also upon six months written notice.

## AGENCIES

There are approximately 800 state government units (agencies, sub-agencies, boards, commissions, departments, and public institutions, including academic institutions, all hereafter referred to – for simplicity’s sake – as agencies). Twice a year the Recorder contacts agencies to remind them of their legal responsibility to provide copies of their print and digital publications for distribution to the depository libraries. Each agency is required to designate a liaison officer to facilitate the process of submitting a list of the agency's publications periodically and ensuring delivery of the documents to the Recorder.

The Recorder of Documents Office consults with the liaison officers to interpret the regulations and to assure agency compliance with the rules. The State Librarian is authorized to resolve disputes and to secure the compliance of state agencies with the rules and regulations of the program.

## ADVISORY COUNCIL

The Louisiana Public Document Depository Program Advisory Council was established to advise on the selection, organization, and distribution of public documents, and to provide a forum for the exchange of ideas and information leading to improvements in the program. The nine-member council, appointed by the State Librarian, meets at least twice per year. The Recorder of Documents is an ex-officio member of the Advisory Council and attends all Council meetings.

## LOUISIANA PUBLIC DOCUMENTS

### BIBLIOGRAPHIES CREATED BY THE RECORDER OF DOCUMENTS

Currently, the [online catalog of the State Library of Louisiana](#) serves as the complete official bibliography of Louisiana documents.

In the past, various publications issued by the Recorder of Documents Office have provided access to the official documents of Louisiana. These included bibliographies issued under three titles: *Monthly Shipping List*; *Public Documents* (semiannual); and *State of Louisiana Official Publications: List of Public Documents of Louisiana* (quinquennial); all three have been discontinued. *Public Documents* was the semiannual compilation of the monthly lists that superseded them; this publication ceased in 2001. *State of Louisiana Official Publications: List of Public Documents of Louisiana* was an accumulation of *Public Documents*. The nine volumes in the series provide bibliographic coverage of Louisiana state documents from 1935-1995. *Official Publications* is arranged by the issuing agency and has a comprehensive index. It superseded *Public Documents*.

The *Shipping List for Print Documents* is regularly issued four times per year and serves as a packing slip for depository libraries, corresponding to a shipment of print depository program publications. The list is arranged alphabetically by document title. The most recent *Shipping Lists for Print Documents* are available on the [LPDDP Depository Libraries web page](#). Older *Shipping Lists* through 2021 may be found in the Louisiana Public Documents Digital Archive; copies can be requested directly via email from the Recorder's Office as well.

### PUBLIC DOCUMENTS AND STATE AGENCIES

**A public document is informational matter produced by a state agency for public distribution.** As officially defined in [R.S. 25:121.1](#), public documents are "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. Correspondence and inter-office or intra-office memoranda and records of an archival nature are excluded." [LAC Title 25, Part VII, Subpart 5, Chapter 43, §4303](#) clarifies that this definition covers "material published with federal funds or by sub-state planning districts" and "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" and "also incorporates electronic documents, which include any discrete public document published in a static digital format."

**A state agency is a unit with the executive, judicial, or legislative branch of state government, authorized to exercise functions of the government.** As officially defined in [R.S. 25:121.1](#) 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." [LAC Title 25, Part VII, Subpart 5, Chapter 43, §4301](#) requires state agencies "to deposit copies of their public documents with the recorder of documents immediately upon publication."

### CORE COLLECTION

All depositories, regardless of depository status, receive and must provide access to the core collection of Louisiana state documents, whenever those titles are issued by state agencies and distributed by the Recorder's Office. The core collection consists of the most essential and basic state documents necessary to support the information requirements of depository library patrons. The Recorder of Documents, with the advice of the

Advisory Council for the LPDDP, determines the titles included in the core collection. A list of current core collection titles is available on the [LPDDP Depository Libraries web page](#). This list changes from time to time, as some titles cease publication and must be removed from the collection, and other titles are added to reflect changing information needs.

All but one title is available in digital format. Providing access to them is accomplished by maintaining working links from the depository library's catalog to the most recent editions or issues in the Louisiana Public Documents Digital Archive.

## SELECTION OF PUBLICATIONS BY SELECTIVE DEPOSITORY LIBRARIES

Each selective depository library periodically selects categories of public documents to include in its library collections, using the Subject Selection form that the Recorder of Documents issues. Publications received from state agencies are assigned to one of the established subject-based categories on the Subject Selection form by the Recorder of Documents. Publications are then distributed according to the current distribution pattern.

Selective depositories must complete and return a new Subject Selection form whenever they receive it. The Recorder of Documents issues the form every one to three years. At that time, depository liaisons confirm or choose to adjust their selection of categories.

Each depository must retain a copy of its current Subject Selection form. The Recorder of Documents Office maintains copies of each depository's form as well.

## PRINT DISTRIBUTION AND MAILING

Each depository has assigned bins in the Recorder's office. The Documents Specialist sorts print documents received from state agencies into the bins according to the library's depository status, distribution rank, and specific selections. Documents are shipped by state courier or United States Postal Service on a quarterly basis, corresponding to the *Shipping List for Print Documents*. The *Shipping List for Print Documents* is posted to the LPDDP Depository Libraries web page when a shipment is mailed.

Once the Documents Specialist has packed a shipment, they note the number of courier bags, boxes, and/or mailing tubes being shipped or mailed to each depository library on the Shipment Chart. This chart is updated and posted to the Depository Libraries web page when the shipment goes out. Libraries should consult this chart to know how many bags, boxes, or tubes they should expect to receive in a new shipment.

## DISTRIBUTION—INSUFFICIENT COPIES

When a state agency is unable to provide sufficient print copies of a document for distribution to all of the depositories that have selected the category that includes that publication, distribution occurs according to a ranking system the Recorder of Documents and the Advisory Council have developed.



## CATALOGING AND CLASSIFICATION

Depositories are strongly encouraged to catalog all of the public documents they receive. It is required, however, for depository libraries to catalog all core collection titles. They must include links to the core titles in the Louisiana Public Documents Digital Archive, or otherwise provide online access to the titles, which are available in digital format, except for the *Resumé: acts, resolutions, study requests, and vetoed bills*, a print-only publication.

Bibliographic records for all public documents are available in the [online catalog of the State Library of Louisiana](#). The bibliographic control numbers for each title are included in the *Shipping List for Print Documents*; control numbers for digital documents are available upon request. [LSU Libraries](#) and [Prescott Memorial Library](#) at Louisiana Tech University also catalog all print materials distributed to those historical depositories.

## LOUISIANA DOCUMENT NUMBERS

The Louisiana document classification number (referred to as an “LADN”) should be included in all of the depository library’s catalog records for depository collection materials, even if the titles are physically shelved in accordance with another classification scheme. The Recorder of Documents assigns LADNs, which have been published for all items distributed since 1961.

The current classification system, created by the Recorder of Documents with the assistance of members of the Advisory Council, was implemented July 1, 2014. Louisiana document numbers consist of two parts: the stem that precedes the colon, and the issue/date information that follows it. An LADN indicates the subject matter of the publication, the issuing agency, the individual title, and the issue and date information. The classification scheme is unique to Louisiana government publications, and supersedes the prior LaDoc numbering system.

For more information concerning LADNs and LaDocs, please contact the Recorder of Documents Office.

## CLAIMS

### WHEN TO CLAIM DOCUMENTS NOT RECEIVED

When a depository library receives a shipment, the liaison should confirm that the proper number of bags, boxes, and/or mailing tubes has arrived. If no shipment, or only a partial shipment, has been received within a week of the Recorder's shipment announcement via the bayoudoc listserv, notify the Recorder's Office, so staff can alert the courier to search for the missing items.

Open a shipment as soon as it is received. Retrieve the *Shipping List for Print Documents* from the [LPDDP Depository Libraries web page](#). Check the documents received against titles on the list. To determine whether to claim an item that has not been received, consult the library's current Subject Selection form to see whether the category for that document was selected. Verify on the shipping list that the Recorder's Office received sufficient copies for regular distribution. If insufficient copies were received, it will be noted in the "Insufficient" section of the *Shipping List for Print Documents*, and the title should not be claimed. The Recorder's Office can request additional copies from the issuing agencies. If the requested copies are provided, they will be included on a subsequent shipping list under the "Supplemental Shipment" heading.

Claims to the Recorder's Office should be made promptly (*i.e.*, within 30 days) to increase the likelihood that the claim will be able to be satisfied. Claims are filled in the order in which they are received. Claims must be made within six (6) months of the shipping list date; the Recorder's Office discards any extra copies after six months. Note that the office staff cannot always fulfill claims even if submitted within thirty days, as no additional copies may be available from the publishing agency.

### HOW TO CLAIM

An authorized depository staff member should promptly submit claims for expected documents missing from a shipment. Send an email to [docs@state.lib.la.us](mailto:docs@state.lib.la.us), which both the Recorder of Documents and the Documents Specialist monitor. If the Recorder's Office has a copy of the publication on hand, staff will send it to the depository library in the next regular shipment, or sooner if possible; if a copy must be obtained from the issuing agency, staff will include it in the next shipment following receipt from the agency.

## RETENTION AND WEEDING POLICY

### GENERAL RETENTION POLICY

Depository libraries must retain most Louisiana public documents received through the LPDDP for a minimum five-year period. It is not required that state documents be removed from the collection after the five-year period, however. Material of historical value may be vital to the depository library's collection. Each library should evaluate its needs before discarding any Louisiana material, with decisions to retain specific document titles/types should be included in its collection development policy.

It is recommended that depositories retain all volumes of *Official Publications* and the 1996 *Public Documents*, because these years are only available in paper format. These serve as indexes to Louisiana documents 1935-1996. Beginning in 1997, editions of *Public Documents* and some *Monthly Shipping Lists* were added to the Louisiana Public Documents Digital Archive; these function as online indexes. As of 2003, the [State Library of Louisiana online catalog](#) serves as the official bibliography and index.

### GUIDELINES FOR WEEDING SUPERSEDED MATERIALS

The purpose of the following guidelines for weeding superseded materials is to guide depository librarians in disposing of materials that have been replaced by newer, corrected, or more complete editions, as well as for weeding obsolete, dated, or ephemeral documents from collections. The types of superseded materials listed in these guidelines may be discarded before the end of the normal five-year retention period.

### STATUTORY/HISTORICAL DEPOSITORIES

The historical depositories (State Library of Louisiana, Louisiana State University Libraries, and Prescott Memorial Library at Louisiana Tech University) are cautious about discarding any material that might be valuable for research or historical purposes. They must permanently retain one copy of every document they receive in print format, including ephemeral items. The State Library of Louisiana is required to permanently retain access to the electronically archived copies of items that are available only online in digital format. There are three exceptions that the historical depositories may discard:

- Publications that are superseded by cumulative compilations;
- Duplicate copies; and
- Items that have been replaced by corrected documents.

### SELECTIVE LIBRARIES

Selective depository liaisons should use their professional judgment in determining titles that may be superseded. Titles and types of publications mentioned in this retention and weeding policy are not the only publications that may be superseded; they are provided as representative examples of the types of titles that may be superseded. When in doubt, liaisons should consult the Recorder of Documents for advice regarding a publication's status as superseded.

Superseded items do not have to be submitted to the Recorder of Documents for discard approval, nor is it required that they be offered to other libraries. Clearly mark every superseded item on a discard list as "superseded", should you choose to include them.

Depositories that retain superseded material are strongly encouraged to:

- Include a note such as "later edition may be available" in the bibliographic record to indicate that the publication has been superseded.
- Identify superseded documents as superseded by some means, i.e. stamp "superseded" or "not current".

#### SPECIFIC CRITERIA

A selective depository library may withdraw a publication prior to the end of the five-year retention period, without submitting it on a discard list for Recorder approval, when a publication is:

- Dated material whose effective date has expired;
- Revised by a later edition/issue;
- Replaced by a cumulative edition;
- Replaced by a corrected copy;
- A draft replaced by final edition/report; or
- A publication that explicitly requires retention for a length of time less than five years.

The criteria above also apply when a print publication has been superseded by an edition that is only online. The print publication may be withdrawn, but the selective depository is strongly encouraged to provide catalog access to the online edition, and must do so if it is a core collection title.

#### DEFINITIONS

##### **Current calendar year + previous calendar year:**

The current year, January through December, plus January through December of the prior year. So, when the first issues of 2025 are received, leave all issues from 2024 on the shelf and discard all issues from 2023.

##### **Keep latest edition/issue:**

Latest edition/issue is most current/recent received, regardless of the date.

##### **Effective date:**

The date of an event such as a symposium, festival, play, or concert. Expiration is any time after that date. If the item is received after the effective date, the item may be immediately withdrawn/superseded.

##### **Journals:**

Serial periodicals that are more substantive than a newsletter. Content is more universal than just news of an agency/office/department. Example: *The Southern Review*

##### **Periodicals:**

Journals, newsletters, newspapers, bulletins, calendars, magazines, etc. Also reports, often statistical, published at regular intervals.

##### **Serials:**

This term is not used. Instead, specific types of serials are listed (e.g., journals, newsletters, newspapers, bulletins, calendars, magazines, etc.).

##### **Series:**

A succession of volumes or issues published with related subjects or authors, similar format, or continuous numbering. They often have individual titles and are cataloged as monographs. Example: *LSU AgCenter's Bug Biz: Pest Management and Insect Identification Series*

**Comparable print and electronic item:**

Formats of a title are comparable if they are the same content, the official version, available at no cost, and permanently archived. When in doubt, contact the Recorder of Documents, who will make this decision.

**Consecutively cumulated/consolidated:**

Items published by time periods (*e.g.*, quarters) and the last period contains the information for the entire time span.

**Keep one copy:**

Keep one copy if in print format. Provide catalog access to digital version if available only online.

## INDIVIDUAL GUIDELINES

**1. Keep latest edition/issue or until effective date expires**

May discard dated material after effective date has passed or new edition received. Materials that fall under this guideline include: catalogs, bulletins, academic course descriptions, calendars, schedules, event announcements. Note that under the LAC provisions effective January 2013, "Public Documents not Required to be Deposited", few if any new materials of this sort will be included in the depository program as agencies are no longer required to deposit them.

**2. Keep all final editions for each session**

Note: this guideline remains in the handbook for historical purposes, because the Louisiana Legislature stopped providing paper copies of non-cumulative legislation / legislative instruments to the depository program commencing with the 2014 legislative session. It applies to legislation / legislative instruments (*e.g.*, bills, resolutions). Some depositories may want to keep all editions, but [bills and resolutions from 1997 to present are online](#). Bound legislative acts supersede "newspaper acts"; acts may be considered to supersede bills/resolutions; final bills/resolutions may be considered to supersede all earlier versions. Historical depositories may discard earlier uncorrected versions.

**3. Keep latest edition/issue**

This guideline applies to: handbooks, manuals, guides, regulations/rules, rosters, bibliographies, maps, directories, lists, loose-leaf pages. May discard the earlier version; keep the most recent revision. While depositories are not required to offer these discarded types of documents, it will be very helpful to some other depositories if they have an opportunity to acquire the discarded items. Note that under the LAC provisions effective January 2013, "Public Documents not Required to be Deposited", some materials of this sort will be excluded from the depository program.

**4. Keep editions/issues from current calendar year + previous calendar year**

May discard all but last year's and current year's issues. Materials covered by this guideline include: newsletters, newspapers, and bulletins (non-cumulative).

**5. Keep latest edition of each title/volume/issue**

This guideline applies to series. May discard each previous series item when its revision is received.

**6. Keep cumulation**

This guideline applies to materials that have cumulative issues: periodicals (consecutively cumulated/consolidated), reports (consecutively cumulated/consolidated), and plans (consecutively cumulated/consolidated). May discard individual/earlier items when cumulation received; keep cumulations. Historical depositories keep cumulations, but also may discard separate items that have been included in cumulations. This does not apply to annual publications such as annual reports of departments

and agencies that cover the activities of the organization for a specific time period. Those do not supersede each other and should be retained for at least the basic five-year retention period.

**7. Keep unless incorporated into a primary document**

May discard if content is included in final, complete document. This guideline covers supplements and addendums. Historical depositories keep cumulations; may discard separate supplements/addendums if cumulated into primary document.

**8. Keep latest edition as long as needed/useful or until date expires**

May discard ephemeral items identified as such in *Shipping List for Print Documents*. This guideline applies to ephemera, such as folders, rack cards, postcards, sheets describing a place, program, agency, etc. The control number in the catalog record will typically have "doc" as a prefix. Note, however, that some older ephemeral items have control numbers starting with "ocm" or "ocn".

**9. Keep only one or Keep catalog record for electronic item with access to permanent archived copy**

May discard print/tangible item. These guidelines apply to duplicate copies: print document with print duplicate or print document with electronic duplicate, respectively. Document must be the same in both formats: complete, official, and free. Historical depositories keep at least one print copy.

**10. Keep, does not supersede**

Publications that do not supersede and may not be discarded before the end of the five-year retention period include: journal issues (non-cumulative), monographs (not revised), reports (including consecutive, non-cumulative), plans (including consecutive, non-cumulative), proceedings, opinions, and minutes. Note that under the LAC provisions effective January 2013, "Public Documents not Required to be Deposited", some materials of this sort will be excluded from the depository program.

**11. Keep final version and any earlier versions that do not appear to be fully replaced by the final version or Keep corrected item**

Keep latest version of drafts; may discard previous versions. Historical depositories keep all versions. May discard original uncorrected versions of items. Historical depositories may also discard earlier uncorrected versions.

**12. Keep latest edition of each version/title/volume/issue**

This guideline applies to digital-only documents. May remove catalog record links to previous electronic files. The State Library maintains digital document files for all depositories in the LPDDP in perpetuity.

## WEEDING PROCEDURES

1. Documents librarians who wish to weed their state documents collections should periodically assess them to determine which publications are candidates for discard. Use the retention and weeding guidelines in this handbook to identify which publications are acceptable to weed and then offer to other depositories.
2. Compile a discard list in a spreadsheet or table. At the top of the list, provide the library name, contact person's name, and contact's email address. List materials in LADN and/or LaDocs order. Each entry row should include the LADN and/or LaDoc number, the title, and the date(s) of publication. Entries for journals should also include the holdings (*e.g.*, volume, number, year). As necessary, add notes to indicate anything remarkable about a document's format (oversize, or on CD-ROM), binding (in a bound volume), or condition (fair or poor rather than near-mint or good). Libraries are not required to list superseded materials.

Here are sample entries:

Document #	Title	Date/Issue	Notes
BUS-RS YL3435 B3667:	LASERS' Beam	Summer 2017, volume 28, number 3	
LAN CRT T248 H8329:	Louisiana Hotlines	Winter 2018	Duplicate copy
LCO ZMS L6952 R4541:	The McNeese Review	2017	
PW 1.8m:	Official Highway Map of Louisiana	2014	Fair condition

3. E-mail the list, with a request for permission to discard, to the Recorder of Documents at [docs@state.lib.la.us](mailto:docs@state.lib.la.us). The Recorder will make every effort to respond within three business days.
4. After the Recorder has responded and given permission to discard, post the list to the Louisiana government documents listserv, [bayoudoc@lists.latech.edu](mailto:bayoudoc@lists.latech.edu). Add the deadline date at the top of the list, indicating that no requests will be filled after that date; the deadline should be a minimum of three weeks in the future.
5. Withdraw all documents on the discard list from the library's collection and catalog. Hold the documents in storage until the deadline date has passed. Retain all requests for documents from the list. Note the order in which requests arrive.
6. Any requests made by the historical depositories have first priority. After the deadline date has been reached, fill requests in the following order:
  1. State Library of Louisiana;
  2. Louisiana State University Libraries, Baton Rouge;
  3. Prescott Memorial Library, Louisiana Tech University; and
  4. Requests from the other depositories in the order of receipt.
7. Depositories that participate in the statewide courier service are encouraged to utilize that service for delivering requested documents to other participating depositories. Otherwise, requesting depositories must pay shipping costs, unless a different arrangement is made in advance with the offering library.
8. After shipping the requested documents to the appropriate depositories, discard the remaining documents.

## DEPOSITORY LIBRARY INSPECTIONS

The Recorder of Documents provides assistance to depository libraries in fulfilling their responsibilities to make state documents accessible to their patrons, and in interpreting the rules and regulations of the LPDDP. To be familiar with the operations and needs of the depository libraries, the Recorder of Documents makes occasional visits to inspect the depository libraries. The purpose of an inspection visit is to consult with and advise the depository liaisons on efficient and effective methods of managing their Louisiana public documents.

The criteria for evaluating a depository library are based on the rules and regulations and guidelines for the program. Within thirty days of a visit, the Recorder will send an evaluative report of the inspection and an accompanying letter to the depository liaisons.

## DEPOSITORY LIBRARY INSPECTION CRITERIA

### ADMINISTRATION

- Copies of current depository Subject Selection form (if applicable) and depository contract are on file and available for review

### ORGANIZATION AND CATALOGING

- Depository maintains a comprehensive shelf list (*e.g.*, online catalog) of its Louisiana public document collection
- All core collection titles (at minimum) are included in the online catalog, with working links to publications in digital format
- Print shipments are checked against *Shipping List for Print Documents*
- Claims missing print documents are made promptly (*i.e.*, ideally within 30 days, but no later than 90 days, of shipment receipt dates)
- Louisiana Document Numbers (LADNs) are included in all bibliographic records for depository publications
- Print documents are available for public use within four weeks of receipt

### MAINTENANCE OF PRINT DOCUMENTS

- Depository maintains written procedures for maintaining documents (*e.g.*, receiving, processing, cataloging, and weeding)
- Weeding and retention procedures are followed, including offering discards to other LPDDP depositories
- Documents are arranged using an orderly, systematic method to facilitate access and avoid damage to publications
- Lost or damaged documents are replaced when possible
- If the library follows binding procedures for federal documents or other materials, corresponding binding standards and procedures also are followed for preservation of Louisiana documents

### PERSONNEL

- Responsibility for administering the state documents collection is assigned to a designated librarian
- Adequate support staff is assigned to provide efficient maintenance and service of depository collection
- Depository administration encourages and supports staff's participation in Advisory Council and documents-related professional association activities and training opportunities



- Depository liaisons take advantage of documents-relation continuing education and training opportunities (*e.g.*, conference, webinars, Advisory Council meeting, depository training)

#### ACCESS AND PHYSICAL FACILITIES

- Information about the library's depository status and collections is made apparent to the public (*e.g.*, LPDDP stickers at entrance, logo on website, directional signage for print collection)
- Access to collection is unrestricted and free to the general public
- Print documents are accessible to patrons during hours when the library is open
- Adequate shelves, files, and/or cabinets are provided for depository collection
- Adequate tables and/or desks are available for public use of depository materials
- Computers are sufficient in number and appropriate in quality for effective access to electronic documents
- Other equipment (*e.g.*, photocopier, scanner, microform reader, printer) is available for public use

#### COOPERATION WITH THE RECORDER OF DOCUMENTS

- Provides up-to-date depository liaison contact information to Recorder
- Responds to correspondence about collection surveys, questionnaires, etc.
- Prepares for inspection visits