

OFFICE OF THE CHANCELLOR

University of New Orleans

Administrative Policy & Procedure

AP - 47.01

Revised July 01, 1997

This document supersedes AP 47.01 dated January 25, 1982

SUBJECT: Depositing Copies of UNO Publications with the Recorder of Documents

PURPOSE: To establish a procedure for depositing public documents and listing UNO publications with the Recorder of Documents.

DEFINITIONS

Public documents are informal 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 total or partial expense of the University or any other state agency. This includes material published with federal funds or by sub-state planning districts. It also includes publications released by private bodies such as research and consultant firms under a contract with and/or under supervision of any state agency.

For purpose of this AP, public documents shall include any writing of any kind, photographs, recordings, and microfilm which are used or have been used, prepared, possessed or retained by the University in the conduct or performance of its business. Correspondence and inter-office or intra-office memoranda and records of an archival nature are excluded.

GENERAL POLICY

Pursuant to State law, copies of all public documents which are issued for public distribution must be deposited with the Recorder of Documents, State Library of Louisiana. Specifically included are reports, directories, statistical compendiums, bibliographies, laws or bills, rules, regulations, newsletters, bulletins, state plans, brochures, periodicals or magazines, committee minutes transcripts of public hearings, journals, statutes, codes, pamphlets, lists, books, charts, maps, surveys, and other printer matter, microfilm, microfiche, and all items for sale. Examples include the General Catalog, Student Book, recruitment pieces, Speakers Bureau Directory, *The Driftwood*, *Louisiana Business Survey*, and other books, booklets, or brochures of importance published by the various colleges, division, or institutes of the University.

The University is also required to furnish a list of all printed, photocopied, and mimeographed publications issued for public distribution.

AUTHORITY

The authority of this AP is Title 25, Sections 121 through 124 of the Louisiana Revised Statutes as amended. This document supersedes AP47.01 dated 01/25/82 which is hereby rescinded.

PROCEDURES

1. The Director of Marketing and Communications is designated as the University's liaison officer with the Recorder of Documents.
2. The Office of Marketing and Communications will forward the appropriate number of copies of all public records covered by this requirement which are published under its supervision. Department/divisions will be charged for postage for their publications.
3. Publications not supervised by the Office of Marketing and Communications will be forwarded directly to the Recorder of Documents by the department head, division or institute director, or publications advisor responsible for the publication.
4. The Director of Marketing and Communications must submit semiannually through the Office of the Chancellor a complete list of all publications issued for public distribution. Therefore, the Director of Marketing and Communications must be notified of each transmittal by a brief memorandum giving the publication's title, and date and number of copies forwarded to the Recorder of Documents. (Weekly publications such as the *Driftwood* and *Now Notes* may be reported monthly.)
5. At present, the Recorder of Documents required 27 copies of each publication. Reports and copies should be addressed to:

The Recorder of Documents
State Library of Louisiana
P. O. Box 131
Baton Rouge LA 70821

Gregory M. St. L. O'Brien
Chancellor