

Regular Session, 2012

HOUSE BILL NO. 712

BY REPRESENTATIVE ST. GERMAIN

PUBLIC RECORDS: Provides relative to retention of public records

1 AN ACT

2 To enact R.S. 44:411(A)(5), relative public records; to provide authority to the secretary of  
3 state to survey agency heads relative to the location of public records in their  
4 custody; to provide requirements; to provide for implementation; and to provide for  
5 related matters.

6 Be it enacted by the Legislature of Louisiana:

7 Section 1. R.S. 44:411(A)(5) is hereby enacted to read as follows:

8 §411. Selective retention of records; actions for recovery of records

9 A. The secretary, acting through the state archivist, shall establish standards  
10 for the selective retention of records of continuing value, and monitor state and local  
11 agencies in the application of such standards to all records in their custody. To  
12 facilitate this application:

13 \* \* \*

14 (5) The head of each agency, or his designated records officer, shall  
15 complete a survey by June thirtieth of every calendar year ending in an odd number  
16 listing, for each physical location, where media or records of the agency are stored  
17 the physical address and type of media or records at each location; and, if the records  
18 are not stored on the agency's premises, the vendor and contact information for the  
19 vendor including an agent name, phone number, and email address of each place

