State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF THE COMMISSIONER

EDWIN W. EDWARDS
GOVERNOR

RAYMOND J. LABORDE
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 23

EFFECTIVE DATE: October 5, 1993

SUBJECT: Removal of State Records

AUTHORIZATION: Whitman J. Kling, Jr.
Assistant Commissioner

I. POLICY:

It is the policy of the Division of Administration that no employee shall move, or cause to be moved, any record from the officially designated worksite, for other than work-related purposes, without specific written authorization from the section head (or his/her delegated representative).

This policy is not intended to violate an individual's right to information under the Public Records Access Act.

II. PURPOSE:

To ensure the promulgation of rules governing record security, to assign responsibility for provisions of the policy, and to explain the process for adhering to the policy.

III. APPLICABILITY:

This policy shall be applicable to all sections within the Division of Administration, both general appropriation and ancillary appropriation.

This policy applies to all employees of the Division of Administration.

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IV. DEFINITIONS:

A. Record:

All documents, papers, letters, books, drawings, maps, plats, photographs, magnetic or optical media, microfilm, microphotograph, motion picture film, or other document or any other material, regardless of physical form or characteristic, generated or received under law or in connection with the transaction of official business, or preserved by an agency or political subdivision because of other informational or legal value.

B. Officially Designated Worksite:

The location at which State business is conducted (either the usual place of business or some off-site location when on official business).

C. Written Authorization:

Approval granted in written form by the appropriate section head (or his/her delegated representative).

V. PROCEDURE:

In order to obtain authorization to remove a record from the officially designated worksite, a written request shall be submitted to the appropriate section head, through the supervisor, prior to the intended removal. The request shall contain the following information regarding the record: description, destination, reason for utilization, and projected time of return. The section head shall determine the appropriateness of the request; signify, in writing, his/her approval or disapproval; and return the document to the requestor's supervisor. The supervisor will immediately forward the document to the requestor.

VI. RESPONSIBILITY:

A. Deputy/Assistant Commissioners are responsible for:

Holding accountable the section heads under his/her supervision for adhering to all aspects of this policy.

B. **Section Heads are responsible for:**

Assuring that each employee under his/her supervision, current and new:

- Is made aware of this policy and its contents as well as any forthcoming revisions, and
- Is informed that he/she must abide by the terms of the policy, and
- Is informed of the consequences of any violation of this policy.

Bringing violations to the attention of the deputy/assistant commissioner and dealing with the violation in a fair and consistent manner.

Monitoring the effectiveness of and assuring compliance with the provisions of this policy.

Protecting, conserving and ensuring the proper use of records under his/her management.

Responding to requests to remove records from the officially designated worksite with approval or disapproval.

C. **Managers/Supervisors are responsible for:**

Complying with this policy in any fashion instructed by the section head.

D. **Employees are responsible for:**

Complying with the provisions and spirit of this policy.

Assuring the protection and respect of records in an appropriate manner.

Reporting known violations of this policy to the supervisor, section head, or Appointing Authority.

Forwarding requests to the section head in a timely manner regarding removal of records from the officially designated worksite.

V. EXCLUSIONS:

There will be no exceptions to this policy.

VI. QUESTIONS:

Questions regarding this policy should be directed to the Office of the General Counsel.

VII. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action up to and including termination and/or criminal prosecution.

WJK,JR/AG/cm