

SLABI MANUAL

As Of

September 1, 2017

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THE STATE LAND AND BUILDING INVENTORY

The State Land and Building Inventory (SLABI) Inventory is maintained by the Division of Administration, pursuant to the authority of LA R.S. 39:11, 13, and 14.

The inventory maintains data relative to the fixed immovable property in which the State of Louisiana has a surface interest (SLABI is not a mineral interest inventory). The inventory was compiled from 1986 to 1989 and delivered to the State Land Office and the Office of Risk Management in 1989 and 1990. The State Land Office is responsible for maintaining this centralized inventory in as current and comprehensive a manner as is practicable. The inventory is comprised of electronic data files maintained upon a D.O.A. restricted access computer server and hardcopy report/document file folders housed in the State Land Office.

The SLABI folders are separated into three main categories: facility summary data; old individual building data; and individual conveyance data. The old individual building and conveyance data is linked to the facility data for that particular facility. The electronic data files contain information within these three categories. The hardcopy file folders contain reports listing the data maintained in the electronic data files plus a vicinity map locating the facility; footprint and photos of some old individual buildings; and a copy of the individual conveyance documents showing how the State acquired its interest in the facility. The folders may also contain property descriptions and maps of some facilities and some individual conveyance documents.

The Commissioner of Administration shall be an essential party (signature required) to all transactions involving immovable property in which the State has an interest (see LA R.S. 39:11). The Commissioner of Administration shall maintain a centralized database of this immovable property and require state agencies to provide information necessary to maintain the inventory (see LA R.S. 39:13). There are certain exceptions to these statutes (see LA R.S. 39:14), but note that this statute (R.S. 39:14) exempts certain agencies from the provisions of LA R.S. 39:11, but **NOT** from LA R.S. 39:13.

It should be noted that the SLABI **does not contain** data relative to tax adjudicated lands, state-owned water bottoms, some state-owned dried lake beds, State highway/road rights-of-way, section 16 school land, levee board properties, the properties of some state boards and commissions, and any lands in which the State retains only a mineral interest.

The Office of Facility Planning and Control maintains the "Facility Management Program" at www.gcr1.com/fpc. This web-based program also contains most of the SLABI data in addition to electronic bldg photos.

History of SLABI

A brief history of SLABI development will provide a better understanding of its abilities and limitations. In 1986, a pilot project was carried out in Terrebonne Parish to establish the validity of existing state land and building records. The Office of Risk Management, responsible for insuring all structures against loss, had a list of buildings, but no information on the sites where these buildings stood. The State Land Office, at that time responsible only for vacant state lands, had a basic inventory limited to mostly waterbottoms and other marginal properties. The result of the pilot program showed that field investigation greatly increased the accuracy of these inventories. Consequently, a statewide effort was initiated to catalogue all fixed assets. This included hiring qualified real estate appraisers to determine the replacement value of all structures and buildings. From the basic building list, more than three thousand new buildings were added. The LSU system, first excluded from the project, was later added. Land abstractors were contracted to research records in each parish courthouse for documents pertaining to state ownership.

The results of this three year field effort was a computer inventory with corresponding hard files. Each collection of land parcels forming a contiguous site were grouped together and given a SITE CODE. A Site Code might involve a few thousand square feet in an urban setting or thousands of acres for a wildlife management area. The site might have one conveyance document transferring ownership to the state or a hundred documents conveying ownership in multiple contiguous pieces, rights-of-way, agreements or many other types of transactions. These documents are all tied to the subject site via the Site Code. Likewise, a site might have no buildings, one or hundreds. These buildings each were given a unique identifying code, STATE ID, and were also grouped together with the appropriate Site Code.

The initial research and data collection was accomplished by private firms under the supervision of the Internal Audit Section of the Division of Administration with the Office of Risk Management directly involved in building data and the State Land Office overseeing the land element. The project, as turned over to the State Land Office as official KEEPER in 1990 included several elements no longer part of the SLABI environment. These elements cover specific applications not applicable to multi-agency needs; for example, major mechanical elements of buildings, lands adjudicated to the state for non-payment of taxes, simple leases to the state by private individuals for office space, data on hours of use and number of employees at site. While these data elements no longer are maintained by the SLO, they remain a viable historic record of state operations and assets at the time and form a solid base for future updating.

The KEEPER system was originally constructed in a PC-based computer environment using dBASE III and later dBASE IV software. Extensive custom programming enabled input of data and production of the hard filing system as well as special reporting. Once the system was turned over to the state, it quickly became clear that data integrity could not be maintained in a PC environment with different agencies having control of different elements of the data.

SLABI is the logical outgrowth of this first system, providing data integrity for statewide use, duplicating and expanding the system elements for maximum potential.

SLABI terminals are located in the State Land Office, functioning as KEEPER as well as being the agency concerned with coordination of vacant state assets; the Office of Risk Management as the main building data control; the Office of Statewide Reporting and Accounting Policy for financial records; the Office of Facility Planning and Control for budgeting and operations; and the Office of Information Services for technical support. Each user has specific viewing and editing responsibilities. The hard copy files consist of the SLO file, including copies of all land documents, site maps, old building photos, footprints and appraisals and the Office of Risk Management files with duplication of the building data. By dividing responsibility and control, the inventory system is maintained efficiently and effectively, providing quick response to a variety of users while maintaining strict integrity of the data.

In 2010, the State Lands and Building Systems (SLABS) was replaced with La-Gov. SLABS no longer exist. There are now numerous different fields in La- Gov that are required to be entered for reporting purposes. (See acts about March 1st reporting.) This is why the State Land Office has created the Site, Property(Land) and Conveyance forms and require them to be filled out in addition to a certified copy of the conveyance document and a legal legible survey plat.

SLABI DISCLAIMER:

Central Database for Immovable Property

RS 39:11

SUBPART B. ADMINISTRATION OF STATE LANDS

§11. Authority

A. The commissioner of administration shall administer and supervise lands, waterbottoms, and facilities owned or leased by the state of Louisiana. The commissioner shall be an essential party to all transactions involving immovable property in which the state has an interest. No such immovable property shall be acquired, transferred, leased, or encumbered without the commissioner being a party to the transaction.

B. The commissioner shall administer and enforce the provisions of Title 41 of the Louisiana Revised Statutes of 1950 regarding state lands.

C. The commissioner may delegate the responsibilities provided for by this Subpart to appropriate personnel within his office.

Acts 1989, No. 282, §3, eff. June 27, 1989.

RS 39:13

§13. Comprehensive state lands inventory; non-productive property; annual reporting; sale at public auction

A. The commissioner shall create a central database for all immovable property in which the state has an interest including all lands, waterbottoms, and facilities both owned and leased. He shall maintain an inventory of all such property which shall be kept as current and comprehensive as is practicable. The commissioner may require other state agencies to provide information necessary for the purposes of this Subpart.

B. Annually, on or before March first, the commissioner of administration shall submit an inventory report to the natural resources committees of the House of Representatives and the Senate and to the Senate Finance Committee and the Appropriations Committee of the House of Representatives. The inventory shall include an identification by the division of administration of any land or buildings that are determined to be non-productive, according to criteria developed by the division of administration and approved by the Joint Legislative Committee on the Budget.

C. The commissioner of administration shall, on or before March first of each year, submit any recommendations to the Joint Legislative Committee on the Budget detailing the non-productive property that he believes should be sold at public auction. Upon the approval of the Joint Legislative Committee on the Budget, the commissioner of administration may sell property deemed non-productive.

D. Except as provided in Subsection E of this Section, proceeds from the sale of non-productive property shall be placed in the state general fund.

E. Proceeds from the sale of property previously operated by the office for citizens with developmental disabilities within the Louisiana Department of Health shall be deposited in and credited to the Community and Family Support System Fund as provided by R.S. 28:826.

Acts 1989, No. 282, §3, eff. June 27, 1989; Acts 2001, No. 1026, §1; Acts 2006, No. 555, §2.

RS 39:14

§14. Exceptions

The following shall not be subject to the provision of R.S. 39:11 and 12 but shall be subject to the provisions of R.S. 39:13:

(1) Lands and waterbottoms leased by the State Mineral and Energy Board in accordance with the provisions of Subtitle I of Title 30 of the Louisiana Revised Statutes of 1950 including but not limited to leases for the exploration and production of oil, gas, and other hydrocarbons, and related mineral activities.

(2) Management, acquisition, and operation of the Alexander State Forest at Woodworth and other state lands by the Department of Agriculture and Forestry.

(3) Management, acquisition, and operation of wildlife management and refuge areas by the Department of Wildlife and Fisheries.

(4) Any immovable property under the management, operation, and control of any higher education institution or board.

(5) Management and operation of forests under the jurisdiction of the Department of Public Safety and Corrections, Prison Enterprise Board.

(6) Management, acquisition, and operation of forests and lands under the jurisdiction of the Military Department, state of Louisiana.

(7) Any interest in immovable property, with the exception of the acquisition of full ownership, including but not limited to temporary easements, rights-of-way, rights-of-entry, predial servitudes, and personal servitudes acquired by the state for the purposes of integrated coastal protection as defined in R.S. 49:214.2.

Acts 1989, No. 282, §3, eff. June 27, 1989; Acts 1992, No. 118, §1; Acts 1995, No. 88, §2, eff. June 12, 1995; Acts 1995, No. 545, §1; Acts 1997, No. 175, §1, eff. July 1, 1997; Acts 2009, No. 196, §5, eff.

July 1, 2009; Acts 2010, No. 734, §4.

March 1st Report:

Properties Sold By Parish

RS 41:2

§2. Accounts and lists to be kept by the commissioner

The commissioner shall:

A. Keep accounts of the sales of lands which were donated to the state by:

(1) Setting forth in the certificate issued therefor the section, parts of sections, township and range, district and parish, to whom and when sold, and for what price.

(2) Causing to be marked on the official plats or maps on file in his office the numbers of the certificates, which books and maps shall be bound and preserved as official records.

B. Prepare annually, on or before March first of each year, a descriptive list, by parish, of all lands sold during the preceding year, together with all data that may be afforded by his records.

Acts 1983, No. 705, §3, eff. Sept. 1, 1983; Acts 1989, No. 282, §4, eff. June 27, 1989.

{{NOTE: SEE ACTS 1989, NO. 282, §5.}}

Properties Sold By Detail

RS 41:140

§140. Sales of immovable property by state agencies

A. When any state agency as defined in R.S. 39:321(A) designates immovable property under its jurisdiction to be nonessential to the efficient operation of the agency, the secretary or other administrative head shall transfer the property to the division of administration hereinafter referred to as the division.

B. For any immovable property designated to be nonessential, the division shall prepare a land management evaluation report setting forth recommendations for the best use or disposition of the property. A copy of this report shall be filed with the House Committee on Natural Resources and Environment and Senate Committee on Natural Resources and delivered to the member of the House and Senate in whose district the immovable property is located.

C. Unless approval is received from the House Committee on Natural Resources and Environment and Senate Committee on Natural Resources within ninety days after receiving notice, the division shall not initiate implementation of its recommendation for best use or disposition of the property.

D. The division shall conduct any sale of state-owned property under the provisions of R.S. 41:131 et seq. or R.S. 47:2189, whichever is applicable, except as otherwise provided

as follows:

(1) The division may obtain appraisals from up to three Louisiana state-certified appraisers to ascertain the current value of the property. The appraisals shall be obtained within six months prior to the conducting of the sale.

(2) In lieu of public auction or sealed bids and when it is in the best interest of the state, the division may contract under rules and regulations adopted by the division for the services of a licensed real estate broker to conduct the sale of the property. The term of the contract shall not exceed six months. A minimum sale price and a time period within which the sale is to occur shall be specified by the division as conditions of the contract. Payment shall not exceed five percent of the sale price and shall be contingent upon completion of the sale in accordance with the terms and conditions of the contract. The division shall have the right to cancel the contract at any time for any reason prior to the sale and conduct the sale as otherwise provided by law.

(3) No member of the legislature shall perform the services of appraiser or real estate broker authorized by this Subsection.

E. The division is authorized to adopt and promulgate rules and regulations in accordance with the Administrative Procedure Act, R.S. 49:950 et seq., to carry out the provisions of this Section. These rules shall, at a minimum, contain criteria and definitions for the determination of what is nonessential property and the best use of said property, and the procedure for transfer of property from agencies to the division.

F. The division shall submit an annual report to the House Committee on Natural Resources and Environment and Senate Committee on Natural Resources, detailing the amount of property sold, the agencies from which such property came, the cost of the sale, the net proceeds from such sale, and an updated inventory of immovable property still belonging to the state and which agency possesses the property.

Acts 1989, No. 282, §4, eff. June 27, 1989; Acts 1997, No. 216, §1, eff. June 16, 1997; Acts 2008, No. 580, §5.

NOTE: See Acts 1989, No. 282, §5.

Surplus Properties

RS 39:13

§13. Comprehensive state lands inventory; non-productive property; annual reporting; sale at public auction

A. The commissioner shall create a central database for all immovable property in which the state has an interest including all lands, waterbottoms, and facilities both owned and leased. He shall maintain an inventory of all such property which shall be kept as current and comprehensive as is practicable. The commissioner may require other state agencies to provide information necessary for the purposes of this Subpart.

B. Annually, on or before March first, the commissioner of administration shall submit an inventory report to the natural resources committees of the House of Representatives and the Senate and to the Senate Finance Committee and the Appropriations Committee of the House of Representatives. The inventory shall include an identification by the division of administration of any land or buildings that are determined to be non-productive, according to criteria developed by the division of administration and approved by the Joint Legislative Committee on the Budget.

C. The commissioner of administration shall, on or before March first of each year, submit any recommendations to the Joint Legislative Committee on the Budget detailing the non-productive property that he believes should be sold at public auction. Upon the approval of the Joint Legislative Committee on the Budget, the commissioner of administration may sell property deemed non-productive.

D. Except as provided in Subsection E of this Section, proceeds from the sale of non-productive property shall be placed in the state general fund.

E. Proceeds from the sale of property previously operated by the office for citizens with developmental disabilities within the Department of Health and Hospitals shall be deposited in and credited to the Community and Family Support System Fund as provided by R.S. 28:826.

Acts 1989, No. 282, §3, eff. June 27, 1989; Acts 2001, No. 1026, §1; Acts 2006, No. 555, §2.

Properties Acquired Through Donation

RS 41:151

PART II. RECEIPT OF DONATION OF IMMOVABLE PROPERTY

§151. Receipt of donation of immovable property by state agencies

A. Except as otherwise provided by law, whenever the state is offered donation of immovable property, the commissioner of administration shall evaluate the offer of donation and shall make a determination of whether or not it is in the best interest of the state to accept the donation.

B. If the commissioner determines that acceptance of the donation is not in the best interest of the state, he shall notify the potential donor that the donation is refused, and he shall notify, on a quarterly basis, the House Committee on Natural Resources and Environment and the Senate Committee on Natural Resources of the offer and the refusal and the reasons therefor, unless the potential donor has specifically requested in writing that the offer remain confidential if not accepted. If the commissioner determines that acceptance of the donation is in the best interest of the state, he shall proceed with

negotiation of the terms and conditions of the donation.

C. Prior to final acceptance by the commissioner, all donations of immovable property shall receive the approval of the House Committee on Natural Resources and Environment and the Senate Committee on Natural Resources. After the donor and the commissioner have agreed on the terms and conditions of the donation, the commissioner shall present to the House Committee on Natural Resources and Environment and the Senate Committee on Natural Resources a report that contains a description of the property that is to be donated to the state, the evaluation of the donation that was conducted by the division of administration to determine that acceptance of the donation is in the best interest of the state, and the terms and conditions of the donation that have been negotiated by the commissioner of administration. The report shall be submitted to each committee at the committee's office in the state capitol by certified mail with return receipt requested or by messenger who shall obtain a signature for receipt. The return receipt or the messenger's receipt shall be proof of receipt of the report by the committee.

D. Within thirty days after the report required in Subsection C of this Section is received by the committees, the committees shall meet in order to review the report. The committees may meet jointly or separately to conduct hearings on receipt of donated immovable and movable property. If the committees meet jointly, a quorum of each committee shall be required to take action within thirty days, and a motion shall receive the favorable vote of a majority of those present for each committee in order to be adopted. At the hearing, the committee or committees shall evaluate the terms and conditions of donation negotiated by the commissioner of administration, determine if the donation and the terms and conditions of the donation are acceptable or unacceptable, and review and evaluate whether or not it is in the best interest of the state to accept the offered donation.

E. If either committee determines that the donation or the terms and conditions of donation are unacceptable, it may disapprove the donation. Either committee may also recommend changes to the donation and to its terms and conditions, although such recommendations shall not be binding on either the donor or the commissioner. If either committee disapproves the donation, the committee so doing shall notify the commissioner of its decision in writing and shall include a summary of the determinations and recommendations made by the committee during the hearing. The commissioner may use those determinations and recommendations in his efforts to renegotiate the terms and conditions of donation. If there is a successful renegotiation of the terms and conditions of donation, the commissioner may again submit a report to the committees as required in Subsection C of this Section.

F. Upon approval by both committees or passage of sixty days during which time neither committee disapproves the donation, whichever occurs first, the commissioner may accept the donation and its terms and conditions on behalf of the state.

G. The division of administration shall adopt and promulgate rules and regulations in accordance with the Administrative Procedure Act, R.S. 49:950 et seq., to carry out the provisions of this Section. Notwithstanding provisions of the Administrative Procedure Act to the contrary, the rules and regulations shall be submitted to the House Committee

on Natural Resources and Environment and the Senate Committee on Natural Resources for legislative oversight.

H. The division of administration shall submit to the House Committee on Natural Resources and Environment and the Senate Committee on Natural Resources an annual report detailing the amount of immovable property received by the state through donation, the estimated value of the property received through donation, and the agencies which received such property.

Acts 2003, No. 262, §1, eff. June 10, 2003; Acts 2008, No. 580, §5.

Property Available for Public Hunting Fishing Recreation

RS 41:16

§16. Preservation of public lands for hunting, fishing, and recreational opportunities

A. The commissioner shall exercise his authority to manage public lands in a manner to support, promote and enhance public hunting, fishing, and recreational opportunities to the extent authorized by law. The commissioner shall recognize, to the extent authorized by law, hunting, fishing, and recreational opportunities as primary uses of public lands that are available for public hunting, fishing, and recreational opportunities. The commissioner shall make land management decisions based on criteria that include public hunting, fishing, and recreational opportunities as a primary consideration.

B. Before March first of each calendar year, the commissioner shall submit to the Senate Committee on Natural Resources and the House Committee on Natural Resources and Environment a written report containing a listing of all acreage managed by the commissioner that is available for public hunting, fishing, and recreational opportunities and a listing of all acreage that was lost or gained for such purposes.

Acts 2006, No. 561, §1; Acts 2008, No. 580, §5.

SLABI Key Terms:

Acquisition:

A document pertaining to the states obtainment of a piece of land.

Active Business Entity:

A Business Entity or Business Entities that the state still owns

Agreement:

Any number of various types of documents between the State and any other party – another state agency, city, parish, private party, corporation, company, etc. Usually describing a common view of the parties which affects or is related to the stated rights or obligations of each party relative to the use, management, administration, or operation of land/buildings.

Business Entity:

Is defined as one contiguous piece of land - although there are a few exceptions to this rule.

Business Entity Number:

Example: 856020 8 = land district number, 56 = the parish code number, 020 = a sequence number. . (The set of numbers, 856020 is how the State Land Office inventories the Business Entities in LA-GOV, the State Land Office SLABI Folders and is what ORM tags buildings to if applicable)

Business Entity Setup Form:

The Business Entity/Setup form contains detailed information for each Business Entity. This information includes proper action to be taken ex... new Business Entity to be created, editing an existing Business Entity, deleting a Business Entity, Business Entity number and name, department/agency/contact information for Business Entity, usage of Business Entity, location of Business Entity, acreage amount, description, value of property(land), conveyance/recordation information (Date Recorded, COB/Page/Instrument Number, Vendor, Vendee) and any additional notes. Each Business Entity number is identified by a land district number, the parish code number, a sequence number.

Conveyance Document:

The act or business of drawing deeds, leases, or other writings for transferring the title to property

Disposition:

A document pertaining to the release of ownership from a piece of land.

DNR GIS:

The current SONRIS Interactive Maps application was implemented in March 2001 with ESRI ArcIMS, ArcSDE and Oracle Spatial and database applications. It replaced an existing DNR oil and gas well and field location Web site which had been in existence since August 1998. The current Web site has many more data and image layers and greater functionality. It is enhanced regularly depending on user requests, improvements in GIS web technology and data availability/improvement. GIS data used on this Web site are generated by DNR and other agencies (see Layer Information).

Donation:

The granting of ownership of land/buildings from one party to another. Usually implies no compensation. May include defined agreements, restrictions, or conditions.

Dried Lake Bed:

The floor of a lake.

Immovable Property:

Is also known as “Real property,” it includes not only land but also structures and other appurtenances to land that are permanently affixed to it and that pass to a vendee by conveyance of the land.

Inactive Business Entity:

Business Entity or Business Entities that the state no longer owns

Judgement:

A decree or decision of a court of law, issued by a judge, usually as a result of a lawsuit.

La-Gov:

The Web based portal where SLABI information is imputed into a database.

Lease In:

A document in which two parties agree to lease (usually with the compensation being a dollar value or a public service/use/benefit) the possession of the property of one party to the other party for a defined use and for a set time period. When the State leases private property from a private party, city or parish.

Lease Out:

A document in which two parties agree to lease (usually with the compensation being a dollar value or a public service/use/benefit) the possession of the property of one party to the other party for a defined use and for a set time period. When the State leases its own land to another party, city, parish, or other state agency.

Meridian:

The State of Louisiana is divided into two meridians; generally, the “St. Helena Meridian” is located east of the Mississippi River and the “Louisiana Meridian” is located west of the Mississippi River.

Minerals:

Oil, gas, sulfur, geothermal, geopressured, salt, or other naturally occurring energy or chemical resources which are produced from below the surface in the coastal zone. Not included are such surface resources as clam or oyster shells, dirt, sand, or gravel.

Office of State Land (OSL)

The Louisiana state office, created in 1844, which handles State land matters.

Patent:

A formal document issued by a government to another party relative to the sale/purchase/transfer/granting of public lands.

Planning Districts:

In SLABI there are eight planning districts. See our website for a planning district map and list of the district and parish codes.

Purchase:

The purchase (usually for a dollar compensation) of land/buildings by the State from a private party, city or parish. Will usually have a dollar value and a positive acreage figure.

Quitclaim:

A transfer of ownership from one party to another, usually used when the transferring party does not have clear or valid title to the property. It grants whatever interest, if any, one party has in and to the property to the other party, usually with no offer of warranty or guarantee.

Reversion:

When a particular piece of land, building, etc... has been found to be misusing its purpose as granted or stated in a clause and therefore ownership returns back to the original land owner.

Right Of Way:

A right-of-way or servitude or easement giving the right of use or passage over property, usually for a roadway, an electric line, a water line, a phone line, a pipeline, a canal, etc. The owner retains ownership of land. Acreage is blank and, if the State received any compensation, said compensation is placed in the Notes Field.

Sale:

A sale of State land/buildings to another party, usually private. State usually receives compensation. Said compensation is usually placed in Notes Field. Acres will usually be a negative value, to indicate acreage going out of the State's ownership.

School Indemnity Lands – When a Section 16 School land was lacking full acreage (640 acres) in a township, the U.S. government set aside other lands in the State for the benefit of the lacking township. See Section 16 School Lands.

Section 16 School Lands – Documents relative to the lands set aside by the U.S. government for school purposes. The State holds title to these lands and holds them in trust for public school purposes.

Section:

Each Township (six mile by six mile square) is sub-divided into sections. There are generally 36 sections per township, square in shape, measuring one mile on each side, and being 640 acres in size – but in Louisiana it is not unusual to have upwards of over 100 sections in some townships, with the sections having various shapes, sizes, and acreages.

Servitude:

See Right Of Way.

SLABI:

State Land and Buildings Inventory.

SONRIS:

Strategic Online Natural Resources Information System - This service of the Louisiana Department of Natural Resources provides you free, Web-accessible information through the access method of your choice. [SONRIS](#)

Timber Sale:

A sale of the timber cutting rights upon State land. State usually receives a fee or a percentage from the timber company. Said dollar value is usually placed in Notes Field.

Township & Range:

The State is divided into a grid pattern of townships and ranges, which is a rectangular unit for the survey of public lands generally being a square measuring six miles per side. Townships run north and south while Ranges run east and west. Both the township and range are necessary to locate land in the public land survey system, but the general reference is simply “township”. The Principal Meridian line is a line extending in a true north-south direction passing through the initial point along which townships were established. There are two Principal Meridian Lines in Louisiana. The Base Line is a line

extending in an east-west direction along a line of true latitude passing through the initial point along which ranges were established. The intersection of the Principal Meridian line and the Base line is called the Initial Point. This is the point of origin for the survey of public lands within a given area. There are two Initial Points in Louisiana.

Transfer In:

Transfers title from one party to another. Usually implies no compensation paid. When a private party, a city, or a parish transfers land/buildings to the State. Acreage figure may be a positive value in this case.

Transfer Out:

Transfers title from one party to another. Usually implies no compensation paid. When one state agency transfers land/buildings to another state agency – but also used when State transfers land/buildings to a city or parish. Acreage figure may be a negative value in this case.

Waterbottom:

Navigable water bottoms became state-owned in 1812 by virtue of the inherent sovereignty of statehood.

§14. Conveyances of waterbottoms, ownership

No grant, sale or conveyance of the lands forming the bottoms of rivers, streams, bayous, lagoons, lakes, bays, sounds, and inlets bordering on or connecting with the Gulf of Mexico within the territory or jurisdiction of the state shall be made by the secretary of the Department of Natural Resources or by any other official or by any subordinate political subdivision, except pursuant to R.S. 41:1701 through 1714. Any rights accorded by law to the owners or occupants of lands on the shores of any waters described herein shall not extend beyond the ordinary low water mark. No one shall own in fee simple any bottoms of lands covering the bottoms of waters described in this Section.

Acts 1985, No. 876, §2, eff. July 23, 1985.

SLABI Instructions:

The Commissioner of Administration shall be an essential party (signature required) to all transactions involving immovable property in which the State has an interest (see LA R.S. 39:11). The Commissioner of Administration shall maintain a centralized database of this immovable property and require state agencies to provide information necessary to maintain the inventory (see LA R.S. 39:13). There are certain exceptions to these statutes (see LA R.S. 39:14), but note that this statute (R.S. 39:14) exempts certain agencies from the provisions of LA R.S. 39:11, but **NOT** from LA R.S. 39:13.

Our folders in the State Land Office as well as the information in LA-GOV is as complete as the agency has sent us information on that particular Business Entity. It is imperative that each agency send in the adequate information so our records can be accurately reflected.

Adding a Business Entity:

Only SLO can enter a new Business Entity. SLO does not do so until written documentation indicating State ownership (or lease interest) as well as a legal legible survey plat is received in SLO. Depending upon said written documentation and SLO's review of same, it may be necessary for SLO to contact other offices or state agencies for more information or clarification. Once the site is approved and created in SLABI by SLO, OSRAP and ORM are notified.

Adding a Building:

Currently ORM is responsible for adding a new building into SLABI. After being informed of the existence of the new building. However a Business Entity must be created before the system will allow entry.

Adding a Conveyance Document:

Only SLO can enter a new conveyance document. Data is not entered into SLABI until SLO receives a hardcopy of the actual document and any survey plats that go with the document if applicable. After the data is keyed into SLABI, the actual document is filed in the hardcopy folder for the Business Entity which the document affects.

Up-Dating or Editing Existing Data:

SLO, ORM-LP, ORM-UW, FPC, and OSRAP all have access to revise the data maintained in the various data fields assigned to them. If you try to revise a data field that you do not have permission to revise, the system will inform you and block your revision. Once a revision is made, the system will always bring up the REASON FOR CHANGE

Inactivating a Building:

Currently ORM is responsible for inactivating a building in SLABI.

Inactivating a Business Entity:

Only SLO has the authority to inactivate a Business Entity. The system will not allow site inactivation until all buildings at the Business Entity are also inactivated. A Business Entity will be inactivated if the State sells or otherwise disposes of title/ownership of the Business Entity. Once a Business Entity is inactivated, all land conveyance documents for that site are automatically marked as inactivated by the system. Once inactivated, no data changes are allowed to the Business Entity and its conveyance documents. It will always be maintained in SLABI as an inactivated data record and may appear in queries and searches, but will not appear on SLABI reports.

SLABI Form:

Information for SLABI Form:

The Business Entity folder contains general information relative to each individual Business Entity: Business Entity name, address, function of Business Entity, the agency responsible for and using the Business Entity, number of buildings, number of land documents, amount of acres, general property description, notes, etc. Each Business Entity has an individual code number to identify it. It is called the Business Entity and is defined by a land district number followed by a hyphen followed by the parish code number followed by a hyphen followed by a sequence number (example: Business Entity 8-56-020). These folders are created and or updated through the form filed out with written documentation indicating State ownership (or lease interest) as well as a legal legible survey plat.

The Business Entity Setup Form can be found on the Forms, Procedures & Publications tab of our website scroll down to SLABI Forms. (See link below) It is also in this manual on the next few pages.

SLABI Forms Link:

<http://www.doa.la.gov/Pages/osl/Forms.aspx>

Business Entity Setup/Update Checklist

What the State Land Office needs from agency:

1. Completed Checklist
2. Legal, legible certified copy of the conveyance document
3. Legal, legible survey plat

ACTION TO BE TAKEN ON PROPERTY

- ADD A NEW BUSINESS ENTITY
- ADD TO AN EXISTING BUSINESS ENTITY
- CHANGE INFORMATION FOR AN EXISTING BUSINESS ENTITY (i.e. name change, contact info, etc.)
- ADD LEASED OR NON-STATE OWNED BUSINESS ENTITY FOR INSURANCE PURPOSES ONLY
- DISPOSE OF A PORTION OF AN EXISTING BUSINESS ENTITY
- DISPOSE OF ENTIRE BUSINESS ENTITY

Name of Business Entity/Site

Business Entity/Site Code: (Leave Blank if New Site)	<input type="text"/>
Name Of Business Entity: (If New Site, Then Put What You Will Refer To It As)	<input type="text"/>



DEPT/AGENCY INFORMATION

Department Name:	<input type="text"/>
Agency Name:	<input type="text"/>
Agency Contact Person:	<input type="text"/>
Telephone Number:	<input type="text"/>
Fax Number:	<input type="text"/>
Email Address	<input type="text"/>

PROPERTY INFORMATION

Property type:	<input type="checkbox"/> Owned	<input type="checkbox"/> Leased
	<input type="checkbox"/> Land Only	<input type="checkbox"/> Land w/Improvements

Function of property:	█
Parish:	█
Municipal Address of this Property (or nearest intersection):	█
Legal Description of Property:	█
Total Land Area Affected By This Conveyance:	█ Acres (█ ft X █ ft)
Value Of Property: (at time of acquisition/donation)	LAND \$ █ / IMPROVEMENTS \$ █
CONVEYANCE/RECORDATION INFORMATION	
Date Recorded In Parish:	█
COB, Folio/Page, Instrument/Entry:	█
Mineral Rights Conveyed:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Vendor: (Seller/Lessor/Donor)	█
Vendee: (Purchaser/Lessee/Donee)	█
ADDITIONAL NOTES INFORMATION	
Any Additional Notes: (i.e. Acts of Legislation, Ownership exceptions, etc.)	█

La-Gov:

La-Gov is the Web based portal where SLABI information is imputed into a database.

If you have questions concerning La-Gov, please contact Christina Dupont.

Christina Dupont contact information:

Phone number: 225-219-6708

Email Address: Christina.Dupont@la.gov

Types of Conveyances:

Agreement

Cooperative Endeavor Agreement

Donation

Judgement

Lease In

Lease Out

Other

Patent

Purchase

Quitclaim

Reversion

Right Of Way

Sale

School Indemnity

Servitude

Timber Sale

Transfer In

Transfer Out

AMR Spreadsheet:

AMR stands for Asset Management Report. The Asset Management Report is a general concise overview of the Business Entity. (FYI: the information on the AMR is as complete as the agency has sent us information on that particular Business Entity.)

On our website there is a list of all of the Active Business Entities/Business Entities AMR's.

It is updated once a month by State Land Office personnel.

Location of spreadsheet:

The spreadsheet is found on the GIS & Data tab of our website scroll down to spreadsheets available for download. (See link below)

<http://www.doa.la.gov/Pages/osl/GIS-Data.aspx>

List of District and Parish Codes:

(See Website for Document)

SLABI Planning District Map:

(See Website for Document)

The SLABI List of District and Parish Codes and the SLABI Planning District Map is found on the Forms, Procedures & Publications tab of our website scroll down to SLABI Forms. (See link below)

<http://www.doa.la.gov/Pages/osl/Forms.aspx>

SONRIS and its Relevance to SLABI

SONRIS = Strategic Online Natural Resources Information System. It is maintained and updated by DNR.

The State Land Office tries to geo-reference and plot the information on each Business Entity for pictorial representation only. This is why we require a legal legible survey plat.

State Land Office personnel updates its information for SONRIS once a month.

Everything you see on SONRIS is for pictorial representation only and should not be used for legal purposes.

Everything that is relative to SLABI will be under the heading State Owned/Leased Lands in the table of contents box in SONRIS.

To view a tutorial video on finding a Business Entity in SONRIS go to our website. The tutorial video is found on the Forms, Procedures & Publications tab of our website scroll down to SLABI Forms. (See link below)

<http://www.doa.la.gov/Pages/osl/Forms.aspx>

Links to Certain Websites:

State Land Office:

<http://www.doa.la.gov/Pages/osl/Index.aspx>

Office of Risk Management:

<http://www.doa.la.gov/Pages/orm/Index.aspx>

Department of Natural Resources:

<http://www.dnr.louisiana.gov/>

SONRIS(DNR):

<http://sonris-www.dnr.state.la.us/gis/agsweb/IE/JSViewer/index.html?TemplateID=181>