

**DEPARTMENT OF NATURAL RESOURCES**

**ADMINISTRATIVE POLICY NO:** 8  
**EFFECTIVE DATE:** August 6, 2001  
**SUBJECT:** **RECORDS RETENTION**  
**AUTHORIZATION:** R.S. 44; 44:39a

**I. POLICY:**

It is the policy of the Department that each Office will have a record retention schedule for all documents governed by the Federal and Louisiana Public Records Act.

**II. PURPOSE:**

The purpose of this policy is to assure that each Office has identified, organized and developed a process for assuring retention and disposal of public records and documents.

**III. APPLICABILITY:**

This policy applies to all Offices within the Department of Natural Resources.

**IV. PROCEDURES:**

- C Every Division will designate a person to coordinate records retention process for that Division.
- C Every September 1, of every odd year, each Division within the Department will review the records maintained by that Division and submit a Record Retention Schedule (**see attachment 1**). If there are no changes in the record retention schedule then a letter certifying such should be forwarded to the Undersecretary.
- C All Records Retention Schedules will be forwarded to the Undersecretary who will submit them to Secretary of State for approval.
- C On or before each November 1, in accordance with the records retention schedule, records will be shipped to the Department of State, Division of Archives, Records Management.

**V. RESPONSIBILITY:**

It will be the responsibility of the Assistant Secretary or his/her designee to assure compliance with this policy

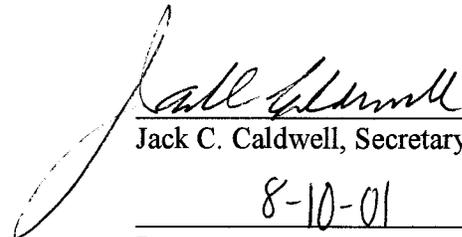
**VI. EXCLUSIONS:**

This policy applies to all records within the Department, with the exception of:

1. Electric logs and seismic data pertaining to oil and gas wells, which are in the custody of the Department of Natural Resources.
2. Office of Conservation mineral reserve records.

**VII. QUESTIONS:**

Questions regarding this policy may be directed to the Undersecretary.

  
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Jack C. Caldwell, Secretary  
8-10-01  
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Date