



Louisiana SECRETARY OF STATE NANCY LANDRY



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ARCHIVES & MUSEUMS

Louisiana's history is as diverse as the ingredients that comprise the gumbo for which she is so well known.

Native American tribes such as the Bayougoulas and the Houmas were the first to leave their cultural imprints upon this land. They were followed by the French, Spanish and English, each of which brought a distinct European influence to Louisiana. These influences can still be seen today in the architecture, language, cuisine, music, law and government that is so uniquely Louisiana. But there are others who have shaped Louisiana's historical and cultural landscape the past three hundred years. Without the added contributions of peoples such as the African-Americans, Germans, Hungarians and Italians, the drama of Louisiana history would be an unfinished.

Through war, scandal, political intrigue and economic uncertainty, Louisiana has evolved from a backwater colonial outpost to become a modern, prosperous state, whose blend of European romanticism and American pragmatism make her the most unique of these 50 United States.

The Secretary of State's Office oversees three departments which play an important role in maintaining and preserving this rich heritage:



Louisiana State Archives

The Louisiana State Archives, a division of the Louisiana Secretary of State's Office, is mandated to identify, to collect, to preserve, to maintain and to make available those records and artifacts that enhance our endeavors to understand the dynamics and nuances of our state's remarkable history. The majority of the records in the Archives' holdings are from governmental agencies, though donations are sometimes received from private individuals. [Learn more about the Archives](#) and its mission to preserve Louisiana's history.

Records Management

The Records Management division works in tandem with the Archives to assist state agencies and other governmental entities in properly scheduling and maintaining the records they produce, thereby ensuring that records of permanent status are preserved for future generations. Information on [Managing Records](#) is offered to state agency employees through workshops, staff visits and microfilming services.

Museums Division

It is our privilege at the Department of State to operate outstanding museums throughout Louisiana for the education and enjoyment of our citizens and visitors. These museums offer an interesting look at the culture and diversity that make Louisiana such an interesting place to live or visit. Our museums are located in all geographic parts of the state and offer a unique look at the history of our people. We hope that you will have the opportunity to visit each of them by following our Heroes and Heritage Trail. To get started blazing the Trail, review and print your [Passport to Adventure!](#)

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LEARN ABOUT THE ARCHIVES**Our Mission**

The Louisiana State Archives, a division of the Louisiana Secretary of State's office, is mandated to identify, to collect, to preserve, to maintain and to make available those records and artifacts that enhance our endeavors to understand the dynamics and nuances of our state's remarkable history.

Created by the State Legislature in 1956 as the official repository for the state's historical records, the State Archives has called many places home since its conception. The "first" State Archives was located in Peabody Hall at Louisiana State University, a dilapidated structure slated for demolition by the State Fire Marshal's

office. This was home for the state's official records until 1966 when the State Archives relocated to a former warehouse on Choctaw Boulevard in the industrial section of Baton Rouge. This facility was likewise not suitable for the proper preservation of the state's documentary heritage. In the early 1980s, following an extensive lobbying campaign, the legislature funded construction of a new State Archives building on Essen Lane. In August 1987, this state of the art facility was officially opened. Designed by architect John Desmond, the building was hailed as one of the foremost archival facilities in the nation.

The Historical Panels

The five-panel facade on the Louisiana State Archives building in Baton Rouge has become one of the state's most popular tourist attractions since the building opened in August 1987. These five panels, sculpted by noted Baton Rouge artist Al Lavergne, offer a panoramic "study in stone" of Louisiana's unique history both as a colony and as a state. [Read more about the historical panels.](#)

A Historical Sketch of the Louisiana State Archives

In August 1997, the Louisiana State Archives celebrated the tenth anniversary of the move to its new facility on Essen Lane in Baton Rouge. The formidable white fortress-like structure is one of the nation's most advanced archival repositories. The facility was built with some of the most advanced building systems of its time designed to provide climate controlled areas for state-of-the-art archival storage. The building, however, stands in stark contrast to the State Archive's first fifty years in existence.

Prior to 1936, no state archives existed. Neither was there any other public agency designated to fulfill the function of directing a program of collecting, preserving, and making available for use the state's historical records. Louisiana had come well into the twentieth century with scant attention paid to its official documentary heritage and with apparent lack of concern for its recorded legacy. This shortcoming was especially egregious considering the rich history of the state. No other state possessed the volume and variety of European colonial and American territorial records that existed in Louisiana.

In 1935, however, the activities of one man resulted in an impressive step forward for Louisiana's historical records. Dr. Edwin A. Davis of the History Department at Louisiana State University (LSU) convinced the administration of the University that they should establish and fund an independent Department of Archives and Manuscripts to collect and preserve archival materials. Dr. Davis was subsequently appointed director of the university archives. Dr. Davis' concern for the subject was contagious enough to influence lawmakers at the next regular session of the state legislature. During the

regular session of 1936, Dr. Davis was able to secure passage of legislation which enabled the university archives to act as repository for the public records of state government. Act 258 empowered the university to collect state documents and authorized officials to turn over records to it.

The LSU Archives had thus become a quasi-state archives, collecting the records of state government on a passive basis. The university would fill that role for twenty years. Davis continued to direct the activities of the university archives and its growing collection of state records. The 1936 law had provided for the State Printing Office to print and furnish to the archives one hundred copies of any report or other official publication required by any state agency. Two notable exceptions to this requirement were the reports of the Louisiana Supreme Court and the Acts and Journals of the legislature. During the 1940 regular session of the legislature, further changes were made to the public records law. Act 195 of 1940 expanded the definition of what constituted a public record. The law stipulated that virtually all records generated for the conduct of business under the authority of the State of Louisiana were declared to be public records. Provisions were also made for expanded access by the public to its government's records and custodians were now mandated to maintain those documents for twelve years. Taken together, the legislative initiatives of 1936 and 1940 created a volume of documents flowing into the LSU Archives that had not been anticipated by Davis. The problem had to be solved by the state government itself.

In 1954, Davis took temporary leave of his post at LSU to spearhead the effort to establish a viable state archives. Using the considerable experience he had gained during his participation in the New Deal's Historic Records Survey in the state, Davis took on the task of becoming the chief consultant to the Louisiana Archives Survey. The survey was conducted between 1954 and 1956, and constituted a census of records produced by the government of the state. It was during that period that Davis secured passage of legislation establishing a governmental entity officially responsible for the collection, care and use of public records. The State Archives and Records Act (Act 337 of the 1956 Regular Session) expanded further the provisions of the Public Records Act of 1940 and established the State Archives and Records Service as an independent agency under the aegis of the State Archives and Records Commission. The Commission was composed of the Secretary of State, the Attorney General, and the State Auditor.

This legislative success was foreshadowed quickly by an event prophetic of the difficulties yet to come: Act 337 was duly signed into law but operating funds were vetoed by Governor Earl Long. Dogged determination on the part of Dr. Davis and John C.L. Andreassen, the State Archives' first director and former head of the Historic Records Survey in Louisiana, resulted in an emergency appropriation of \$43,140 from the Board of Liquidation. In addition to this lack of funds, location was rapidly becoming a problem. At the time, most of the records in the custody of the State Archives were being stored in metal warehouses behind the Capitol Annex. Construction of River Road behind the Annex required the removal of these warehouses and the relocation of the records within. Borrowed space in the Capitol building enabled the fledgling agency to survive until the next legislative session when the State Archives would receive its first regular appropriation. With its first predictable source of revenue, the State Archives moved into Peabody Hall on the old LSU campus adjacent to the Capitol.

By August of 1961, the Archives, now under the direction of John E. Regard, had acquired the colonial and territorial records from Avoyelles Parish. Shortly thereafter Henry Lastrapes, the Clerk of Court for St. Landry Parish, agreed to transfer to the Archives the records of the French colonial post at Opelousas. Under the dedicated volunteer effort of Mr. Winston DeVille, these records were indexed and cataloged. The project eventually yielded one of the first guides to materials at the State Archives: *Calendar of Louisiana Colonial Documents*. (Louisiana State Archives and Records Commission, 1961) In addition to this early collecting of archival materials, the staff was also engaged in developing a microfilm program. By the fall of 1961 the Archives was filming the records of nearly a dozen state agencies and half as many Clerks of Court. Despite these early successes in archival activity and records management, Peabody Hall was so dilapidated that it was soon condemned by the State Fire Marshall. In December of 1966, the state finally made provisions for removing the State Archives from Peabody Hall. The accumulated collections were relocated to a renovated motorcycle dealer's warehouse at 1515 Choctaw Dr. in an industrial section of Baton Rouge. Despite numerous structural modifications, the facility remained particularly unsuited for the storage of archival materials.

Notwithstanding the move into considerably more spacious, albeit environmentally problematic, surroundings, the programmatic elements of the State Archives remained relatively undeveloped. Both archival collecting and active records scheduling continued on an ad hoc basis. In 1972 the State Archives and Records Commission was abolished. At that time, the State Archives became a division of the Secretary of State's office. This bureaucratic alteration, however, did little to enhance the number of staff or level of funding. Operations at the State Archives continued at essentially the same level.

In 1974, Dr. Donald Lemieux was appointed director of the State Archives and Records Service. Lemieux advocated the idea that comprehensive records management at the state agency level would not only result in increased efficiency and cost savings, but would also provide a wellspring of materials for the archival collections. Consequently, enhanced emphasis was placed on records management activities. Teams of records management consultants visited state agencies to inventory holdings, establish records retention and disposal schedules, and identify records of archival value then in agency custody. This accelerated pace of activity resulted in increased demand for microfilming and records storage services. As consultants inventoried and transferred increasing numbers of archival materials, a viable archives section

began to take form. Finally, in March of 1977, an archivist was employed to catalog these collections on a full-time basis. Mining the wealth of Louisiana's colonial documents was a pursuit that was long overdue. Within two years, two major finding aids for colonial records at the State Archives were prepared and made available to the public. The *Opelousas Post, 1764-1789: a Guide to the St. Landry Parish Archives Deposited at the Louisiana State Archives* and *Calendar of Documents of the Opelousas Post, 1764-1789*, were both published by Le Comité des Archives de la Louisiane in 1979.

As the records management and archival components of the State Archives began to develop fully, public awareness of the need for an increased commitment to the state's historical records began to grow. By 1978, public pressure to address the problem of inadequate facilities for archival storage evoked a response from the Governor and Legislature. Governor Edwin Edwards approved a legislative initiative to authorize funding for the construction of a new State Archives building. In June 1979, it was announced that under the leadership of then Secretary of State Paul Hardy the state had acquired a tract of land on Essen Lane in suburban Baton Rouge for the building and that John Desmond, of John Desmond and Associates, had been hired as the project's architect. Plans for the building were completed by mid-1980, but a firm commitment for complete funding to begin construction could not be obtained. A campaign on the part of the staff at State Archives and the Secretary of State's office, in concert with members of the historical, genealogical, and archival community throughout the state, would bring results, once one last problem was surmounted.

Governor Dave Treen proposed, after entering office in March of 1980, that a Capitol Complex should be created to concentrate all major state departments and offices in the area around the state Capitol building in downtown Baton Rouge. The recommendation proposed that the new State Archives facility be constructed as part of this complex. While the proposal would place the facility in a location central to most state agency's offices, it would also situate the State Archives in the midst of the worst air pollution in the entire city-parish area. Fortunately, a study of the Capitol Complex recommended construction of an adequate archival facility and concluded that the Essen Lane site was the most suitable location. The funding request was then approved by the Legislature on July 12, 1982, with one-half million dollars made immediately available for planning and \$10.46 million approved for construction.

Construction on the new State Archives building began in November of 1984 under Secretary of State Jim Brown. Due to the highly technical nature of much of the facility's physical plant and supporting systems, construction of the building took two and a half years. By the late spring of 1987, the Archives' staff began the arduous task of relocating the collections from the Choctaw Drive location to the new facility. Fifteen thousand cubic feet of archival collections and fifty thousand feet of Records Center holdings had to be prepared, loaded, transported, unloaded, inventoried, and returned to the shelves. Work crews labored diligently through the spring and early summer on the move and by early August the doors at the old Choctaw location were closed for the last time.

On August 24, 1987, the new building was officially dedicated. The opening ceremonies were attended by Governor Edwards and several former governors, the Archivist of the United States and nearly a dozen other state archivists, as well as a host of state officials and members of the state's historical and genealogical communities. Highlighting the opening ceremonies was the display of the original Louisiana Purchase treaties, on loan from Washington, D.C.. The loan of these priceless items was a good indication of the confidence placed by archival professionals at the National Archives in the security and environmental controls in place at the new State Archives facility.

The new State Archives building corrected the problems of limited storage and inadequate environmental controls which limited activities at the old location. Archival storage was expanded from a capacity of fifteen thousand cubic feet to seventy-five thousand cubic feet. Likewise, the Records Center was expanded from fifty to eighty thousand cubic feet of storage. A modern research library replaced incidental space available to researchers in the past. A one-hundred seat auditorium was included in the building to allow for meetings, conferences, lectures and seminars. One completely new addition to the building was the inclusion of two exhibit rooms enabling the presentation of archival materials in the custody of the State Archives as well as those loaned for temporary exhibition.

Despite the significant obstacles presented by wildly fluctuating state budgets, the Archives has had success in expanding the number of state agencies, and their subdivisions, placing their records under approved records retention schedules. Services performed by the reference staff have expanded to serve a growing public interested in genealogical research. In addition to information on family history, visitors to the Archives can view samples from the growing audio-visual holdings.

Since the turn of the new century, the event that unquestionably presented the greatest challenge was the 2005 hurricane season. In 2005 Louisiana was pummeled by two catastrophic hurricanes. On August 29 Hurricane Katrina devastated southeast Louisiana causing over \$81 billion in damage. On September 26 Hurricane Rita hit southwest Louisiana causing over \$11 billion in damage. While the loss of records pales in comparison with the massive loss of life caused by the two storms, an inestimable number of precious historical records were damaged or lost, as were records critical to the conduct of municipal, parochial, and state governments. The Archives concentrated on acting as a clearinghouse for information needed by parish and local governments to stabilize their records situation to the greatest extent possible.

Despite its adversities, the State Archives stands poised to address the needs of state government as it faces the challenges of the information age. Initiatives are underway to gain control of the management of machine readable records as state government continues to embrace modern information processing technology. As we enter a new millennium, the

State Archives stands prepared to engage the critical function that challenges archives throughout the nation and the world: to preserve the memory of a culture through the preservation of its documentary record. It is this memory which empowers society to seek the expansion of freedom which is implied in Jefferson's phrase...."Life, liberty and the pursuit of happiness."

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WHERE DO COLLECTIONS COME FROM?

Records are essential to the proper interpretation of our state's history, and the State Archives is mandated to collect and to maintain this documentary evidence. The State Archives is the official repository for more than thirty thousand cubic feet of archival records. These records are stored in secured stacks on the building's second and third floors. Both stack areas feature climatic and environmental controls to protect the historical integrity of these records.

Acquisitions and Processing

A broad spectrum of public and non-public records are maintained by the Acquisitions Department. These range from recently enacted legislative bills to documents dating back to Louisiana's colonial period. The most important of these records are secured in two fire proof vaults on the building's second floor. Within this steel and concrete structure are housed such historical treasures as the Treaty of New York, the Constitution of the West Florida Republic, the Ordinance of Secession, the original acts of the State Legislature, the Huey Long assassination inquiry, colonial documents from the Opelousas Post, the official records of Louisiana's Confederate government, original constitutions, and various historical artifacts. Access to these vaults as well as to the general stack area is limited.

Documents received by the acquisitions staff are evaluated, inventoried, catalogued, and added to the State Archives archival database prior to their being stored in acid free boxes.

If you have something you would like to donate, please call the Acquisitions Department for the criteria at 225.922.0420 or [send us a message](#).

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- Legislative Research Library
- Legislature, Louisiana State
- Louisiana Lieutenant Governor, Office of
- Louisiana State University Natural Resources, Department of
- Public Safety, Louisiana Department of
- Senate, State of Louisiana
- Social Services, Department of
- Southern University Baton Rouge
- State, Department of
- State Law Institute, Louisiana
- State Register, Office of Louisiana
- Teachers Retirement System
- Treasury, Department of
- Wildlife and Fisheries, Department of

Sample Accessions From Private Donations

- Arbour, Jr. Collection, Sidney V.; Legislative Desk
- Allard Collection, Rebecca; Code of Practice in Civil Cases for the State of Louisiana
- Art League Collection, Baton Rouge; Scrapbooks - 1993 to 1997

- Ballard Collection, George; 1855 Louisiana Occupational License
- Berry Collection, Cathy; Edwin Edwards letter opener (unknown provenance)
- Cain Collection, Beverly; Miscellaneous political memorabilia
- Champagne Collection, Charles; Ephemera concerning the Great Southern Pine Company and Bogalusa, LA
- Chein Collection, Delia; Oil Painting "Chapel by Seaside"
- Clausen Collection, Gale; Miscellaneous files and ephemera of former State Superintendent of Education Tom Clausen
- Combouzou Collection, Mabel; WPA Dolls and doll scrapbooks
- Cook Collection, Horace L.; 1958 LSU National Championship Poster
- Corkern Collection, Sally; Give Me Louisiana sheet music
- Cutrer Collection, Carolyn and Todd; Vivian Alexander 2001 Pelican
- Downing, Bob; Freedom Train Documents
- Duplantier Collection, Salley; Final Report to Honorable John J. McKeithen, Governor and the Legislature of the State of Louisiana by Senate Concurrent Resolution No. 31 Committee (Report on Organized Crime in Louisiana)
- Elon University Collection; 1930 map of new U.S. Highway 90 bridge
- Evans Collection, Ben and Misty; Wallpaper Sample Book, circa 1880
- Eyre Collection, Sue Ellen
- Fairchild Collection; Miscellaneous materials on Greenwell Springs, LA: 1853-1950
- Ford Collection, Nina; Scrapbook on the Death of Former New Orleans Mayor Chep Morrison compiled by Shelley Joseph Alonzo
- Gremillion Collection, Ernest; 1857 Avoyelles Sheriff election records
- Herbert Collection, C. W.; Port of Baton Rouge feasibility and economic impact studies
- Howe Collection, Anne G.; Gen. Claire Chennault Letter and Cigarette Case
- Johnson Collection, Elaine Ventress; Booth's Record of Confederate Soldiers and Commands Books Miscellaneous printed material on Leprosarium at Carville, LA
- Kleinpeter Collection, Stephen; Fonville Winans photograph reprints
- Le Comite' des Archives de la Louisiane Collection; 113 reels of NARA microfilm; Microfilmed records of the Field Office for the State of Louisiana, Bureau of Refugees, Freedman and Abandoned Lands, 1863-1872; Treasury Department Papers Relating to Financing of the Louisiana Purchase ; Lists of Passengers Departing from New Orleans, Louisiana, 1867-1871
- Louisiana League of Women Voters Collection; Statewide organizational records, various years
- Luke Collection, Margie; January 3, 1870 \$1,000 Louisiana Bond
- Modicut Collection, Bronwynne; 1983 Aerial photographs of Baton Rouge
- Newton Collection, Ann; Various periodicals, 1889-1923: Harper's New Monthly, Literary Digest, Vogue, etc. Also includes the LSU yearbook The Gumbo, 1912
- Noble Collection, Joseph Jr.; LSU Picture Book, early 1900's
- Nolan Collection, Michael; Acts of the Legislature books: 1870-1871
- Oncale Collection, Wayne; Civil War Era Letters Public School Periodicals; 1967-1976 "Louisiana Schools" magazine, various dates from 1968 - 1972
- Recouly Collection, Claude; Probate Document
- Rowland Collection, Patricia; Memorabilia concerning Huey P. Long and his death
- Russell Collection, Nadine C.; Louisiana Swamp painting by Wan Ding
- Taft Collection, Rita Bell; O.K. Allen campaign poster; bound copies of "The Young People's Paper," various dates
- Turner Collection, Alicia and Jon; LSU Calendars 1914 and 1916
- Van Horn Collection, Emily Prothro; Newspaper clippings on Monument in Lee Circle
- Warren Collection, Sarah; Framed Charter colonial Dames XVII Century
- Winans, Fonville; Photograph of U.S. Senator Russell Long
- Willie Collection, Leroy; Newspaper articles, books and photos concerning the West Florida Republic, Leroy Willie and Gov. John McKeithen

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PRESERVING COLLECTIONS

The **Conservation Services Division** is responsible for the preservation and conservation of the Archives' permanent collections. To ensure Louisiana's historical documents and artifacts remain accessible for future generations, we perform variety of function to prevent or repair damage to the materials in our collections.

We monitor the temperature and the relative humidity to ensure a stable environment for our collections; re-house documents in chemically stable enclosures to protect them from mechanical and environmental damage; instruct staff in the proper handling of materials and other preservation techniques; prepare exhibit objects for safe display; perform condition surveys to identify and prioritize documents in need of treatment; repair or stabilize documents and artifacts in need of treatment; conduct conservation research; and perform disaster planning activities.

FREQUENTLY ASKED QUESTIONS

I want to organize my personal collections. Where do I start?

A little preservation work goes a long way toward extending the lifespan of your collections. Click [here](#) to access a list of resources to help you plan your archival journey.

Will you show me how to conserve or restore my (fill in the blank) item?

Like most archives, our processing backlog is so extensive that we can only dedicate conservation resources to our collections. However, you may try the [American Institute for Conservation of Historic and Artistic Works \(AIC\)](#). They host a searchable [database](#) on their website you can use to locate conservators by geography or specialization. These professionals charge a fee for their services.

Can you determine the monetary value of an item for me?

Our professional code of ethics prohibits archival practitioners from assessing the market value of a document or object. To locate a reputable appraiser, we recommend you search the Internet for professional appraisal associations, who may offer you guidance.

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WHO SUPPORTS THE ARCHIVES?

The Louisiana State Archives exists to preserve the records of the state of Louisiana, thereby helping to preserve its historical heritage. To assist in that endeavor, two organizations play an integral role in providing support and guidance.

Friends of the Louisiana State Archives

The Louisiana State Archives has established the Friends of the Louisiana State Archives, a non-profit support group. The Friends is an organized group of individuals who are supportive of the mission of Louisiana State Archives. The group assists Archives staff with research, outreach and conservation and membership is open to anyone. To join, [download a membership form](#), print, complete and mail it to us. For more information, call 225.922.1000.

Louisiana Records Historical Advisory Board (LHRAB)

The LHRAB was created by executive order in 1998, and amended by Act 85 of the 2018 Regular Legislative Session, to coordinate and facilitate the efforts of historical records repositories and other informational agencies within the state of Louisiana in the collection, preservation and publication of the important historical documents of the state.

LHRAB Mission

The mission of the LHRAB is to assist in, support, coordinate and advocate the identification, collection, preservation, management, use and accessibility of records that document all of Louisiana's people, communities, organizations, businesses and governments. It is the vision of the LHRAB that the historical records of all Louisiana's people will be identified, collected, preserved, maintained, made available to and used by Louisianians to increase their knowledge of the history and cultures of this diverse state and to ensure their rights.

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VISIT THE ARCHIVES

Hours of Operation

The Louisiana State Archives is located at 3851 Essen Lane, Baton Rouge, LA 70809. The Louisiana Room (exhibitions room), gallery, and lobby are open from 8:00 AM to 4:30 PM. For questions regarding visiting the Louisiana State Archives, please call (225) 922-1000.

The Archives Research Library is open from 8:00 AM to 4:00 PM. Patrons wishing to research archival materials from the permanent collections are encouraged to schedule an appointment in advance by calling (225) 922-1208. Access to archival materials ends at 3:00 PM on weekdays.

Exhibits

The Louisiana State Archives hosts annual exhibitions to showcase materials drawn from our collections and on loan from our generous donors. These exhibitions highlight both historic moments and everyday life in Louisiana's rich and diverse past. All exhibitions are held in the Louisiana Room and the lobby and are open to the public free of charge.



Pictured: A display dedicated to the famed New Orleans baker, Beulah Levy Ledner, the creator of the Doberge cake. Visitors may request tours by calling (225) 922-1000.

Current and Upcoming Events

- **River Road Art Show: August 1, 2023 through September 29, 2023 (Gallery)**
- **Associated Women in the Arts Exhibit: October 10, 2023 through December 4, 2023 (Gallery)**

Host an Event at the Archives

Thank you for considering the Louisiana State Archives as the venue for your next event. We are conveniently located on Essen Lane near I-12, Jefferson Highway, and I-10, just minutes away from Town Center and Airline Highway. Our building is available for use by commercial, for-profit and nonprofit organizations. Onsite free parking is available. We look forward to working with you to create a memorable event for your special occasion.

Click [here](#) for more information.

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VIEW THE COLLECTIONS

The State Archives is primarily a repository for government documents, but there are a number of unique collections within its walls. Two of these are the Baton Rouge Art League collection of original paintings and artwork and the World War I poster collection. These collections, along with the remainder of the holdings in the Archives, help to preserve the cultural history of our state.



The Baton Rouge Art League Collection

The value of visual art for the community, and public recognition of that value, has been the purpose of the Baton Rouge Art League since its founding in 1934. It was the first organization to insist on the importance of making art available for the general public, and it has played a major role in the development of art programs in Baton Rouge and throughout the state.

Among its major accomplishments was the development of a permanent collection and the care and preservation of a major collection of WPA art. This combined collection has been preserved

and is cared for at the State Archives where it is displayed on a rotating basis so that some of the pieces can always be seen in the lobby and other public areas at the facility on Essen Lane.



The WPA portion of the collection was acquired from the federal government for the city of Baton Rouge in 1937 through the efforts of city officials, and includes works done by artists living in Louisiana during the Depression years when the art program was carried out.

The paintings depict the structures, people, occupations and landscape of Louisiana during the period and are of immense historical value as well as being of great artistic interest. Graphic artist Caroline Durieux, LSU professor emeritus, was at one time supervisor of the Louisiana WPA art program, and artists represented in the collection include Bernard Shardt, Hebert Water, Harold Pierce, Alice Fowler, Charles Reinike, John McCrady, Herbert Frere, George Post, Bill Perkins, Lynette Prochaska, Edwin Schoenberger, Myron Lecky, Clarence Millet and Laura "Lala" Lewis, as well as artists

otherwise unknown today.



The remainder of the Art League's collection is the result of the efforts of the group to provide original public art for the people of Louisiana. It now consists of over 48 works in a variety of media, and more than 25 Louisiana artists are represented. Among the more well known artists on the list are John McCrady, Clarence Millet, Charles Reinike, Paul Dufour, Rolland Golden, Bill Stracener, Ellsworth Woodward, Henrietta Joseph, Burney Myrick, Caroline Durieux and Robert Rucker.

The Art League deserves a community vote of thanks for its early and continued efforts on behalf of the Louisiana art scene, and particularly for its care and conservation of Louisiana art from the early 1930s to the present. Protection of the historic WPA collection has saved a valued part of Louisiana's heritage from a difficult period in history.

[View selected pictures](#) from the collection.

World War I Poster Collection

At the outset of the First World War, most Americans were reluctant to get involved. The bellicose fever which had permeated America during the Spanish American War had diminished, and now most Americans viewed the conflict in Europe as being a European matter.



However, it became inevitable that America would be drawn into the war, and with the sinking of the Lusitania, public opinion changed quickly. To accomplish this, the United States government secured the talents of some of the nation's foremost artists to stimulate support for the war effort. Individuals such as Charles Dana Gibson, J. C. Leyendecker, James Montgomery Flagg, Howard Chandler Christy and N. C. Wyeth offered their talents to this massive undertaking. Their combined efforts resulted in the creation of more than 2,500 designs. More than 20,000,000 posters were printed during the war. As instruments of persuasion, these posters proved to be a tremendous success.

These permanently displayed posters are part of the State Archives collection. The Archives' inventory of 168 World War I era posters constitutes one of the largest single collections of these items in the United States.

World War I era posters were framed courtesy of Virginia Kilpatrick Shehee in memory of her father, Lonnie Benjamin Kilpatrick.

Mr. Kilpatrick enlisted in the United States Army on April 27, 1918, serving as private in the 360th Infantry Texas Brigade, 90th Division. He participated in the battles of St. Mihiel and Meuse-Argonne in France. Following the war, he resided in Shreveport where he founded and served as president of Kilpatrick Life Insurance Company and Rose-Neath Funeral Home.

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EXPLORE MEDIA ARCHIVES

Louisiana Digital Media Archive

The [Louisiana Digital Media Archive](#) is the first project in the nation to combine the media collections of a public broadcaster and a state's archives.

The ever-expanding archive contains a combined catalog of thousands of hours of media recorded over the past half-century. You'll have a front row seat to Louisiana history through video of historic events, interviews and remote and endangered Louisiana places and cultures.

Multimedia Archives

The Secretary of State's Multimedia Archives is one of the most exciting projects in our Archival Program. Our mission is to collect, preserve and make accessible film and video materials produced in or about Louisiana and to conduct oral histories through personal interviews which document our political and governmental history.

It was created with you in mind — the person who seeks more than can be found in a history book or heard secondhand. Everyone can use the multimedia archives! This archives will benefit researchers, political enthusiasts, educators and students learning about Louisiana, its government and its campaigning traditions. Old and young alike will experience this one-of-a-kind collection. This library makes you an eyewitness to the past, where you can see the great figures and historic events that made Louisiana into what it is today — a culture unlike any other. Enjoy your journey into the past with our library!

Research is free via our online database. Clips can be viewed by visiting the Louisiana State Archives Research Library during regular [hours of operation](#) or by contacting the Multimedia Archives by phone at 225.922.0420 or [via email](#). Copies of footage can be obtained for a nominal fee, when applicable.

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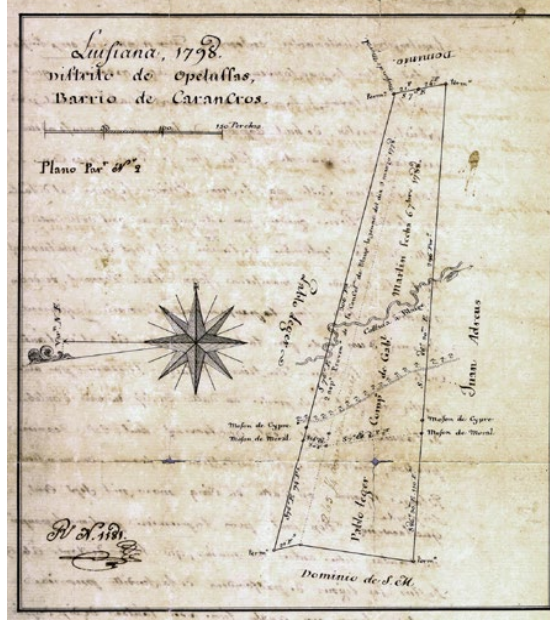
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RESEARCH HISTORICAL RECORDS

Browse our [online catalog](#) of resources available in the archival collections housed at the Louisiana State Archives. Our collections, primarily pertaining to Louisiana state and governmental history, include books, manuscripts, photographs, newspaper, microfilm and more. Search keywords in order to access more information about our collections.



The State Archives is a perfect destination for those interested in Louisiana's written historical record. Governmental records, as well as those donated by private individuals, combine with the family histories and census materials held in the Research Library to provide a great resource for both the academic researcher and the genealogist. In recent years, public interest in genealogy has grown, and the interest in our genealogical resources has increased. Our Research Library provides patrons access to the thirty thousand cubic feet of records stored here, as well as books on general histories, census indexes, immigration schedules, church records, and family history. Some of the more popular records requested by patrons are assessment records, colonial documents, passenger manifests for the Port of New Orleans, military service records, Confederate Pension Applications and records from the State Land Office, among others.

Also found in the Research Library is the state's archival vital records program. Here patrons can view selected marriage, death and birth records for Orleans Parish, as well as death records and some birth records for the remainder of the state. These records may contain information vital to ancestral research such as parents names, place of birth, cause of death, age and occupation of deceased persons, location of burial and official performing wedding. See the [Online Public Vital Records Index](#) for more information.

Additionally, thousands of hours of film and video footage relevant to Louisiana are available through our Multimedia Archives. Film and video from television stations, film collections and newsreels have been digitized for the public's viewing.

Consider a visit to see what you can find and learn more about Louisiana, and your family, in the process!

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The Erbon and Marie Wise Genealogical Library, located on the first floor, is the public's primary link to the holdings of the Louisiana State Archives. It is within this library that patrons are provided access to the thirty thousand cubic feet of records stored in the State Archives, as well as books on general histories, census indexes, immigration schedules, church records, and family history. Whether a novice researcher or a veteran genealogist, one can usually find among the State Archives repository records that shed light upon their ancestral history. Some of the more popular records

requested by patrons utilizing the Research Library are assessment records, various colonial documents, [passenger manifests](#) for the Port of New Orleans, military service records, [Confederate Pension Applications](#) and records from the State Land Office, among others. Some of these records are maintained on microfilm which can be viewed in the Research Library's Microfilm Section. Copies of documents on microfilm can be made at a minimal cost to the patron within the library.

Patrons who cannot visit our library may obtain some of our records via mail. Please refer to the [fee schedule](#) for a complete list of the records that are available by mail.

Records not on microfilm can also be viewed by patrons in the library. Access to these records is made possible through the library reference desk with proper identification.

Note: Campaign Finance Reports require at least 24 hours notice to pull reports for review. We are sorry for any inconvenience and thank you for your patience.

Public Vital Records

Also found in the Research Library is the state's archival vital records program. Here patrons can view selected marriage, death and birth records for Orleans Parish, as well as death records and some birth records for the remainder of the state. Death records cover the period up to 1962 and information on New Orleans births is for the period through 1912. Marriage records for Orleans Parish in the index are also over 50 years old. These records may contain information vital to ancestral research such as parents names, place of birth, cause of death, age and occupation of deceased persons, location of burial and official performing wedding.

Researchers may obtain any of the following vital records by visiting the Louisiana State Archives Research Library or may request the records by mail. The Archives maintains the following in our [Online Public Vital Records Index](#):

- Orleans Parish birth records for 1819–1912 (births more than 100 years ago)* (Index for 1790–1818, but no records)
- Orleans Parish marriage records for 1870–1962 (marriages more than 50 years ago)** (Index for 1831–1869, but no records.)
- Orleans Parish death records for 1819–1962 (deaths more than 50 years ago)* (Index for 1804–1818)
- Statewide birth records for 1911–1912 (births more than 100 years ago)*
- Statewide death records for 1911–1962 (deaths more than 50 years ago)*

*The only birth records that are currently available at the Archives prior to 1912 are from Orleans Parish. The only death records currently available prior to 1912 are from Jefferson and Orleans parishes. Records from Orleans are filed separately

from the combined statewide listing of all the other parishes in the state. Records prior to the dates listed above are probably nonexistent unless the parish where the birth or death occurred kept such a record. If the person being researched was Catholic, birth and death information would probably be shown in the records of the church or diocese where that person lived.

**All marriage records, other than Orleans Parish, are maintained by the [clerk of court](#) in the parish where the marriage license was purchased.

The Archives charges \$5 for a photocopy and \$10 for a certified copy of the record, which includes a three year search per surname. Fees must be retained for both successful and unsuccessful searches. Searches are processed by a given year; therefore, a name, place and date, or a span of three years, is required to research a request. Patrons can also obtain a non-certified copy for 50 cents if they conduct their own research at the Archives. A certified copy can be obtained by submitting a mail application.

For more recent records, contact the Department of Health and Hospital's Vital Records Registry at P.O. Box 60630, New Orleans, LA 70160; 504.593.5100; email dhh-vitalweb; or visit their [website](#) for more information.

The Louisiana Multimedia Archives

The [Multimedia Archives](#) is a computer-based archival system that allows for the storage and rapid recall of thousands of hours of film and video footage relevant to Louisiana culture.

The opening of the Multimedia Archives took place after years of acquiring and digitizing film and video sources from television stations, film collections and newsreels featuring content relevant to Louisiana from all over the United States. Using a powerful search engine, visitors to the Multimedia Archives will be able to research and instantly view film of former Louisiana governors, news events of the 20th century, oral histories compiled by the State Archives staff and more.

Acquisitions/Processing Section (Archival Collections)

Materials must be pulled before 3 p.m. on weekdays for use in the Research Library and cannot be viewed during the weekends.

In addition, due to the volume of campaign finance report requests received, the State Archives requires at least 24 hours notice to pull campaign finance reports for review. We are sorry for any inconvenience and thank you for your patience. Please refer to the [How to Request Campaign Finance Report form](#) and the [Campaign Finance Supplemental form](#) for more information.

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LOCATE HISTORICAL RECORDS

The Louisiana State Archives holds records from Louisiana state government departments, commissions and offices covering the colonial period to the present. Historical records from the three branches of state government document the evolution of state public policy and its implementation, the rights and claims of citizens and the history of Louisiana and its people. There are also files from many non-governmental institutions, individuals, organizations and churches, as well as collections of tax lists and other official records from municipal governments.

The Louisiana State Archives is undertaking an ongoing project to make finding aids available online. Hard copies of finding aids are available to researchers at the Louisiana State Archives Research Library reference desk if they are not yet online.

Subject Guides to Archival Collections

These guides have been prepared by Louisiana State Archives employees in order to assist researchers in locating collections housed at our archive that relate to the categories provided. If you have questions or want to know more about viewing a particular collection, visit the Research Library at the Louisiana State Archives, contact our staff at 225.922.1207 or [send us a message](#).

- [African American History](#)
- [Civil War](#)
- [Huey P. Long](#)
- [Louisiana Colonial History](#)
- [Women's History](#)
- [World War I](#)
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Library Handouts

- [LH 6 Louisiana Civil War Records](#)
- [LH 7 Ship Passenger List & Indexes Available on Microfilm in the Research Library](#)
- [LH 9 Map Collections at the Louisiana State Archives](#)
- [LH 13 Sources for African American Research at the Louisiana State Archives](#)
- [LH 15 Parish Clerk of Court Records on Microfilm](#)

Searchable Databases

- [Vital Records Index](#)
- [Confederate Pension Application Database](#)

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Please note that fees are for research and must be collected for both successful and unsuccessful searches. No research will be conducted until payment is received.

Research Library Mail-In & Email Research Requests

Title	Fee
Confederate Pension Applications	\$20 per individual, per one application
Military Service Records	
Confederate Soldiers from Louisiana	\$15 per individual
World War I Discharge Records	\$15 per individual
Vital Records (See Vital Records Request Form LFP3)	
Letter of No Record (Vital Records)	\$20 per name per one spelling
Charges for Bankcard Usage	\$5 per bankcard transaction

Research Library In-House Reproduction & Certification

Title	Fee
Self-service copy charges, per page	
Photocopies, per page	\$.25 copies by patron
Microfilm prints, per page	\$.50 copies by patron
Computer printouts, per page	\$.25 copies by patron
Book Scanner prints, per page	\$.25 copies by patron
Staff reproduction of archival materials	
Photocopied Vital Record	\$5 per record
Certified Vital Record	\$10 per record
Document Certification	\$20 per record
Microfilm duplication of existing roll, per roll	\$20* per 16 mm or \$25* per 35mm
Legislative Committee Hearing Audio Reproduction	
For patrons	\$20 per tape transferred to digital audio
For state agencies	\$10 per tape transferred to digital audio
Digital Imaging	
600 pixel per inch TIFF image on CD-R	\$10 per image**
Reproduction Rights Fee (Commercial Use Only)	\$100 per image***
Charges for Bankcard Usage	
Service charge for postal mail, email, fax & phone requests*	\$5 per bankcard transaction****
Fax charge for research request	\$1 per page with \$10 maximum
Minimum in-house charge per bankcard transaction	\$2 per transaction

*Includes shipping and handling

**For existing original photograph collections only and not for commercial use (see LH 10).

***See LH 10 and LFP 12

****No service charge for in-house bankcard use. Minimum in-house charge per bankcard transaction applies.

Research Library Forms

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[LFP 1 Committee Hearing Audio Tape Request](#)
[LFP 2 Mail-In Genealogical Research Request Form](#)

- [LFP 4 Request for Confederate Pension Application](#)
- [LFP 5 Campaign Finance Report Supplemental Form](#)
- [LFP 6 Request for Microfilm Reel Copies](#)
- [LFP 9 Request for Vital Records Microfilm Index Copies](#)
- [LFP 10 Request for Historical Documents \(public officials only\)](#)
- [LFP 11 Digital Image Request Form](#)
- [LFP 12 Request for Permission to Publish](#)
- [LFP 13 Volunteer Application Form](#)

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- [LH 1 Research Room Rules & Regulations](#)
- [LH 10 Policy on the Reproduction of Archival Images](#)
- [LH 17 How to Request Campaign Finance Reports](#)

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LOUISIANA VITAL RECORDS INDEX

The following database searches help you locate vital records that are maintained by the secretary of state.

Louisiana Death Records

You can search the Louisiana Death Records Index Database and order certified copies of death certificates for deaths that occurred in Louisiana more than 50 years from the end of the current calendar year. Photocopies of death certificates are delivered by mail for \$5 each, and certified copies are delivered by mail for \$10 each.

Louisiana Birth Records

You can search the Louisiana Birth Records Index Database and order certified copies of birth certificates for births that occurred in Louisiana more than 100 years from the end of the current calendar year. The only birth records that are currently available at the Archives prior to 1911 are from Orleans Parish. Birth records were not required statewide by law until 1918. Photocopies of birth certificates are delivered by mail for \$5 each, and certified copies are delivered by mail for \$10 each.

Orleans Parish Marriage Records

You can search the Orleans Parish Marriage Records Index Database and order certified copies of marriage licenses for marriages that took place in Orleans Parish more than 50 years from the end of the current calendar year. Photocopies of marriage licenses are delivered by mail for \$5 each, and certified copies are delivered by mail for \$10 each.

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MANAGING RECORDS

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Records Management

The Records Management program helps state and local government agencies comply with the requirements of La. R.S. Title 44. They collaborate with agencies to develop agencies' [records retention schedules](#) (a document which specifies how long a public record must be retained by an agency); they review agencies' requests to dispose of public records that have met the retention requirements specified in the agencies' retention schedules; they conduct appraisals of agencies' records to determine which records have historical value and should be transferred to the State Archives for inclusion in the State Archives' collection; they assist agencies with disaster planning and recovery; and they offer free monthly [records management training](#).

Records Center

The Records Center, created by La. R.S. 44:414, accepts records from State agencies for secure, low-cost storage. Records must be inactive and have a retention period of 10 years or less. Records stored at the Records Center remain the property of the agency which deposited them and the agency retains control over who is authorized to access the records. The Records Center staff retrieves requested records for agencies, notifies agencies when records have met their retention requirements and are eligible for disposal; and destroys records after they have received approval from the depositing agencies.

Imaging and Preservation Services

The Imaging and Preservation Services program, created by La. R.S. 44:414-415, provides imaging services for state and local government agencies to facilitate preservation and promote access to public records. Imaging capabilities include the conversion of paper to microfilm, paper to digital format, and digital format to microfilm. Once the materials have been imaged, the originals can either be returned to the agency or disposed of in a confidential manner. The Imaging and Preservation Services program also provides archival storage of the microfilm produced.

Agencies that lack internally established paper conversion systems of their own or whose equipment no longer meets their needs must contract with the State Archives for conversion services or obtain the approval of the State Archives before entering into a contract with another vendor or purchasing imaging equipment.

Disaster Planning and Recovery

The Records Management and Archives programs work together to assist agencies in safeguarding public records in the event of a disaster by providing information regarding emergency preparedness, disaster recovery, and the disposal of unsalvageable, non-permanent records. Agencies should report any damage, unauthorized deletion, or alteration of records in their custody to the State Archives.

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HOW DO I USE THE RECORDS CENTER

In accordance with La. R.S. 44:408, the Records Center provides secure, climate-controlled storage for state agencies. The Records Center is located at the Louisiana State Archives on 3851 Essen Lane, Baton Rouge, LA 70809. The Records Center provides the following services:

- Storage for statewide executive and legislative branch agency records.
- Retrieval of requested records for onsite review or checkout.
- Destruction of records once the records have met their retention.

Eligible Records

Only state agencies with approved retention schedules can store records at the Records Center. Records must be inactive records with a total retention period of ten years or less. If you would like to request a copy of your agency's retention schedule or submit a new schedule, please contact the Records Management Division at 225.922.3094 or email [Records Management](#) for assistance.

Ownership and Access

Records stored in the Records Center belong to the agency storing the records. The agency controls who has permission to access their records. To request that your agency's records be pulled for review, call 225.922.1224 or email the [Records Center](#) to schedule an appointment. Please provide the box number and the file name of the records you request.

Records Center Fees (Effective July 1, 2024)

- **Bundle of Boxes:** \$31.25 per bundle of 25 boxes
- **Intake and Disposal Fee:** \$10.00 per box

The intake and disposal fee will be charged upon delivery of the boxes to the Records Center. This fee includes administrative fees, supplies, and equipment associated with the physical intake and storage of the records, destruction (shredding) of the records once they have met retention, and disposal of the resulting paper particle debris.

Transferring Records to the Records Center

- **Step One. Purchase Boxes:** Agencies must use 1.2 cu. ft. boxes (15"x12"x10") purchased from the Records Center to ensure the boxes will fit on our shelves.
- **Step Two. Pack the Boxes:** Click [here](#) to download a guidance sheet that provides instructions on how to pack your records for storage.
- **Step Three. Complete the [Records Transmittal Form](#) and email it to the [Records Center](#).** You will need to consult your retention schedule to complete the form.
- **Step Four. Contact the Records Center:** Contact the Records Center at 225.922.1224 or by email to schedule a date to deliver your records.

Disposal of Stored Records

The Records Center will notify your Records Officer when your records are eligible for destruction. Records will not be destroyed until the Records Officer authorizes their destruction by signing the Disposal Request Form (SSARC-130), which is available for download on the [Get Forms](#) page. The Records Center only disposes of paper records. Records of other formats (CDs, DVDs, etc.) must be retrieved by the depositing agency for destruction.

Questions

If you have any questions, please contact the Records Center at 225.922.1224 or email the [Records Center](#).

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DEVELOP RETENTION SCHEDULES

Records Retention Schedule Requirements

State agencies are required under La. R.S. 44:411 to submit a **records retention schedule** (a listing of the agency's records with the proposed length of time the records must be kept for administrative, legal or fiscal purposes) to the State Archives for approval. Agencies must renew their records retention schedules every five years. Schedules that were approved more than five years ago are considered expired.

The Records Management program oversees the records retention schedule approval process. Agencies should use the [Records Retention Schedule Form \(SSARC-932\)](#) to format their submissions. This form is available on the [Get Forms](#) page.

Retention Schedule Development Training

The State Archives offers free monthly records management training classes. We recommend you attend this training before you prepare your agency's retention schedule. For more information, please visit the [Get Records Management Training](#) page.

Conduct an Inventory of Physical and Electronic Records

The first step you should take in developing your retention schedule is to conduct an inventory of all the different types of public records in your agency's custody. The [Inventory Form \(SSARC-960\)](#) is available on the [Get Forms](#) page. This form is for your own use. You do not need to submit it to the State Archives for review.

What documents are considered public records? Public records include all documents regardless of their physical form or characteristic, generated or received under law or in connection with the transaction of official business, or preserved by the agency for other legal or informational purposes. It is important to note public records exist in a variety of formats. Papers, drawings, maps, photographs, microfilm, sound recordings, movies, and computer files can all be considered public records.

A separate inventory form should be filled out for each record series. Record series are similar records that are filed, grouped, and / or used together and are maintained for the same length of time. A separate inventory form should be filled out for each record series. You should document how the record series is used, how it is filed and where it is stored. You should also note if the record series contains personally identifiable information or if the record is otherwise deemed confidential by State or Federal laws. And finally, you should indicate if the record series is considered a **vital record** (a record that is essential for the functioning of the agency and is necessary for business continuity after a disaster).

Prepare the Records Retention Schedule

Once you have inventoried your records, you will use the information you gathered to create the retention schedule. The retention schedule lists each record series title and its corresponding **retention period** (the length of time the record series needs to be kept). The retention schedule also provides **disposition instructions** (guidance on what to do with the record once the retention period has been met).

How do you determine a record series' retention period?

- Consult with your legal team. Certain record series have retention periods which are defined in Federal or State statutes, while others are established by regulatory agencies and industry standards.
- Consider the **value** (the usefulness or significance) of the record to your agency and to the public. A record series may have administrative, legal, financial, informational or historical value. A record's value may decrease or increase over its lifetime.

Implement your Retention Schedule

Once the State Archives has approved your retention schedule, you may request authorization to dispose of any records that have met their retention requirements. Use the [Disposal Form \(SSARC-930\)](#) to submit your request. The form is available on the [Get Forms](#) page. Note that you must obtain authorization **before** you dispose of any records.

Authorization is required even if the records in question appear on an approved records retention schedule. The process provides documentation that the records were disposed of during the normal course of business and in compliance with an approved records retention schedule. It also allows the State Archives to request records which may have archival value to be transferred to their custody for review and possible inclusion in the State Archives' collections.

Once your retention schedule has been approved, you may also transfer short-term, inactive records to the [State Records Center](#) for temporary storage.

Maintenance of the Records Retention Schedule

You are encouraged to review your retention schedule annually. Questions to ask: Have there been any changes to the laws or standards that apply to your agency? Has your agency undergone any organizational changes? Has your agency initiated any new programs? If so, you may need to submit a **Replacement page** or **Addendum** to your retention schedule. Use the [Retention Schedule form \(SSARC-932\)](#) to submit these changes.

Questions?

For more information or questions, please contact Records Management via [email](#). Please include your phone number in email correspondence.

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IMAGING AND PRESERVATION SERVICES

La. R.S. 44:415 designates the Imaging and Preservation Services Division as the centralized document conversion center for state government agencies. We offer a variety of imaging services to meet your needs, whether your goal is to streamline business processes, promote access, save file cabinet space, or create backup copies for preservation purposes.

Conversion of Documents to Digital Format

- **Paper to Digital:** Paper records are processed to remove staples and adhesives then scanned to PDF format. Files are named according to the requesting agency's file naming conventions. Deliverables are transferred to the agency via our secure FTP site. After conversion is completed, hardcopy files can be returned to the agency or securely destroyed.
- **Microfilm to Digital:** Microfilm reels can be converted to TIF, PDF, or JPG. Files are named according to the requesting agency's file naming conventions. Deliverables are transferred to the agency via our secure FTP site.

Conversion of Documents to Microfilm Format

Microfilm comes in standard widths of 16 mm and 35 mm. The Imaging and Preservation Services Division typically works in 16 mm format at a reduction rate of 24:1.

For all microfilming projects, original silver gelatin or halide film (the archival master) is maintained at the State Archives in our climate-controlled vault. We supply your agency with a diazo duplicate of the original film. We use black and white film with a polyester base. Under proper storage conditions, this film has a life expectancy of 500 years.

- **Paper to Microfilm:** Paper records are processed to remove staples and adhesives then converted to microfilm. Microfilm is indexed according to the agency's specifications. The diazo copy of the microfilm is delivered to the agency, the archival master is stored in our vault. After conversion is completed, hardcopy files can be returned to the agency or securely destroyed.
- **Digital to Microfilm:** Digital files can be converted to microfilm for long-term preservation purposes. The diazo copy of the microfilm is delivered to the agency, the archival master is stored in our vault.

Forms

Agencies who contract our services should complete the [Imaging and Preservation Services Project Transmittal Form](#) before transferring their records to the State Archives for conversion.

Fee Schedule

For information regarding our pricing, please refer to our [Fee Schedule](#).

If you have any questions about our services or if you would like to request a quote, please contact [Imaging & Preservation Services](#).

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DISASTER PREPARATION AND RECOVERY INFORMATION

The State Archives serves as a source for information for disaster planning and recovery procedures. Information on the removal, repair and storage of archival documents and permanent records from state and local government offices with damage from disasters, as well as disposal procedures for non-permanent records that have been damaged, can be obtained by contacting our office.

To Report a Disaster

State and local agencies in Louisiana are required to report damage to the Secretary of State's Office under Louisiana R.S. 44:411. These forms can be used to comply with this requirement and to document the type of damage. When conditions permit, they can be returned to the Secretary of State's Office via the methods listed on the form.

- Records Damage Assessment Worksheet [SSARC-980G](#)

For immediate assistance, you may reach the Records Management program by phoning 255.922.3094 or by [sending a message](#).

Disaster Recovery Resources

Following the devastating hurricanes Louisiana has endured over the years, many professional organizations offered assistance. Some of these organizations gave permission to use some of their technical publications on salvaging records and materials on our site for agencies to use in case of emergencies. Agencies are strongly encouraged to follow up with the contacts listed above to ensure compliance with reporting and other issues that may not be addressed in these guides.

Thanks to the [Northeast Document Conservation Center \(NEDCC\)](#) for providing these documents:

- [Emergency Salvage of Wet Photographs](#)
- [Emergency Salvage of Moldy Books and Records](#)
- [Emergency Salvage of Wet Books and Records](#)

Thanks to [ARMA International](#) for providing these documents:

From *ANSI/ARMA 5-2003 Standard - Vital Records Programs*, "Identifying, Managing, and Recovering Business-Critical Records"

- [Appendix F – Salvage at A Glance](#)
- [Appendix G – Drying Techniques for Water-Damaged Books and Records](#)
- [Chapter 8: Recovery and Resumption of Operations](#) from the book "Emergency Management for Records and Information Programs"

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RECORDS MANAGEMENT TRAINING

Our Records Management Training Course has been approved by the Mandatory Continuing Legal Education Committee of the Louisiana State Bar Association for a maximum of 4 hours credit.

The Records Management Program of the Louisiana State Archives offers free monthly training on records management-related topics. The training consists of four classes, which provide an overview of the key principles of records management, as well as guidance on the steps government agencies must take to comply with Louisiana Revised Statutes Title 44.

Records Management 101

In this class, you will be introduced to the basic concepts of records management, such as how to identify a record, how to distinguish a record from a non-record, and how to determine a record's value. You will also become knowledgeable about your responsibilities as a government employee in protecting and preserving records in accordance with La. R.S. Title 44.

How to Build a Retention Schedule and Submit a Disposal Request

The retention schedule is your agency's guide to how long you need to keep your records. In this class, you will learn how to inventory your records, group records into record series, and develop your agency's retention schedule. You will also gain an understanding of how to reference your agency's retention schedule to determine when to dispose of your agency's records.

Electronic Records, Imaging, and Disasters

Your records retention schedule is not meant to be hidden away in a file cabinet. It is meant to be used. In this class, you will learn how your retention schedule becomes your go-to-guide for organizing and managing your paper and electronic files. You will become familiar with the laws that regulate the imaging of records. You will learn how to identify and protect your agency's vital records. You will also learn the reporting requirements for damaged records should a disaster occur.

Transferring Records to the State Records Center and the State Archives

In this class, you will learn how to choose the best storage facility for your records. You will also learn the procedures for transferring inactive records to the State Records Center for short-term storage and the procedures for transferring records of enduring value to the State Archives for permanent preservation.

The 2024 Class Schedule is as follows:

- December 5, 2023
- January 2024 - no classes
- February 15, 2024
- March 20, 2024
- April 9, 2024
- May 15, 2024
- June 11, 2024 **(Classes will be held at the Louisiana State Exhibit Museum in Shreveport)***
- July 11, 2024
- August 13, 2024 - **CANCELED**
- September 17, 2024
- October 10, 2024
- November 6, 2024
- December 10, 2024

All classes in Baton Rouge will be held from 8:30 AM - 12:30 PM.

***The June 11, 2024 class in Shreveport will be held from 9:00 AM - 2:00 PM with a one hour break for lunch.**

To register for classes offered at the State Archives, please send us your

Records Management Training Registration Form by sending a message or by mail to:

Louisiana State Archives
Attn: Records Management
P.O. Box 94125
Baton Rouge, LA 70804

Please send us your registration form at least three days in advance of the class, so we can verify seating is available. Seating is on a first-come, first-serve basis. If a class you select is full, you will be contacted to reschedule for the next available date. We will send you a confirmation of your registration and a copy of the class handouts.

Registrants are asked to arrive at least 10 minutes prior to the start of class. We encourage you to bring a jacket or sweater as the auditorium is chilly. You may bring food and drinks into the auditorium. We also have vending machines you may access.

Classes are held at the following location:

Louisiana State Archives
Wade O. Martin Jr. Auditorium
3851 Essen Lane
Baton Rouge, LA 70809

Questions

Questions regarding Records Management Training can be directed to the program's records analysts by [sending a message](#) or by phone at 225.922.3094.

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GET RECORDS MANAGEMENT FORMS

In accordance with La. R.S. Title 44, Chapter 5, all state and local government agencies in Louisiana must adhere to the recordkeeping standards established by the Secretary of State, acting through the State Archivist. To ensure your agency remains in compliance, please follow the steps outlined below.

Step 1: Designate a Records Officer

The Records Officer acts as a liaison between your agency and the State Archives on all matters relating to records management, including developing your agency's retention schedule and submitting disposal requests.

- **Records Officer Designation Form (SSARC-940)**

The form must be signed by the head of the agency not a designated appointee. It must be updated by July 1st of each year.

Step 2: Designate Roles / Coordinators

Records Coordinators assist the Records Officer in completing records management tasks. Use this form to designate coordinators to represent the different divisions of your agency and to designate coordinators from your legal team and information technology department.

- **Role Designation Form (SSARC-941)**

Step 3: Records Retention Schedule Development

A records retention schedule is a set of disposition instructions prescribing how long, in what location, under what condition and in what form records series shall be kept.

- **Records Management Inventory Form (SSARC-960)**

This form aids you in the preparation of the Records Retention Schedule. Use one form per records series. It is for your own records and does not need to be submitted to the State Archives for approval.

- **Records Retention Schedule Form (SSARC-932)**

Submit the form **unsigned** and in **Word format**. Include legal citations if statutes or rules exist on the state or federal level. The State Archives will assign a records analyst to your agency to assist you in finalizing your schedule. Schedules must be updated every 5 years.

Step 4: Submit an Electronic Records Conversion Agreement

In accordance with La. R.S. 44:39 and 44:415, all state and local government agencies must seek prior approval from the State Archivist to convert paper records to electronic format; and they must adhere to the conversion standards set by the State Archives. To meet this requirement, agencies must submit the following:

- **Electronic Records Conversion Agreement (SSARC-970)**
- **Electronic Records Series List Form (SSARC-972)**

Step 5: Submit Disposal Requests

All local and state government agencies must obtain approval from the State Archives prior to the destruction of any public records. Public records include any materials, regardless of format, created or received under law or in connection with the transaction of official business.

- **Disposal Request Form (SSARC-930)**

Review your retention schedule at the end of each Calendar, Fiscal and /or Academic Year for record series that have met their required retention period.

On your Disposal Form, list the records series titles as they appear on your retention schedule. You may attach a spreadsheet to the form, if you have an extensive list of records series to submit for disposal. Your agency's Records Officer must sign the disposal request.

NOTE: You may not dispose of records that are subject to legal holds, election challenges, or audit, even if the records have met their retention requirements.

The State Archives will process your request within 30 business days of receipt.

- **Certificate of Destruction Form (SSARC-933)**

This form is used to document the destruction of your records. It is for your own records.

Do not make arrangements with vendors to pick up your records for destruction until after the State Archives approves your disposal request.

Step 6: Transfer Records to the Records Center (SSARC-103)

The Records Center accepts short-term, inactive records for storage from state agencies only. The records must be listed on an approved schedule to be accepted for storage. For more information, visit [How Do I Use the Records Center?](#)

Step 7: Transfer Permanent Records to the State Archives

The State Archives accepts records from state agencies that have historical value and / or are mandated by law to be kept as permanent records. Contact the State Archives via [Historical & Permanent Records](#) or by phone at 225.922.0420 to arrange an appraisal of your records. Click [here](#) to download the Archives Transmittal Form.

Step 8: Report any Damaged Records to the State Archives (SSARC-930G)

La. R.S. 44:422 and 44:423 requires agencies to notify the State Archives in the event their records are damaged or under the threat of being damaged. For more information, visit [Disaster Preparation and Recovery Information](#).

Questions?

For more information or questions, please contact Records Management via [email](#). Please include your phone number in email correspondence. If you need additional guidance, please consider enrolling in our [Records Management Training Classes](#).

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VISIT MUSEUMS



It is our privilege at the Department of State to operate outstanding museums throughout Louisiana for the education and enjoyment of our citizens and visitors. These museums offer an interesting look at the culture and diversity that make Louisiana such an interesting place to live or visit. Our museums are located in all geographic parts of the state and offer a unique look at the history of our people.

- Delta Music Museum
- Eddie G. Robinson Museum
- Germantown Colony Museum
- Louisiana State Cotton Museum - **Main exhibit building closed for repairs**
- Louisiana State Exhibit Museum
- Louisiana's Old State Capitol
- Louisiana Oil and Gas Museum
- Mansfield Female College Museum
- Old Governor's Mansion

Thomas Carmody, State Director of Museums
 3015 Greenwood Road
 Shreveport, LA 71109
 318.632.2020
 318.632.2056 fax

Mary Durusau, Old State Capitol Director
 100 North Blvd.
 Baton Rouge, LA 70801
 225.342.0500
 225.342.0316 fax

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DELTA MUSIC MUSEUM



Just as the landscape along the Mississippi River changes as it flows from Memphis down through the Delta, so do the musical traditions. From bluegrass and gospel to blues and rockabilly, you can find all these music genres preserved and celebrated at the Delta Music Museum in Ferriday.

The diversity of the musical styles showcased here is illustrated best through the lives of three cousins who grew up in Ferriday and who rose to national prominence. Jerry Lee Lewis became a national sensation in the mid-1950s as the wild-haired, piano-pounding innovator of rockabilly music, while Mickey Gilley went on to become a country western star with more than 30 hits in the Top 40 while operating a world-famous nightclub that bears his name in Houston. The third cousin, Jimmy Swaggart, became one of the country's most successful television evangelists and was known for singing and playing the piano during services.

Other musical celebrities showcased in the museum include Linda Gail Lewis, Fats Domino, Aaron Neville, Conway Twitty, Percy Sledge and Irma Thomas, among others. Visitors enter to the sound of music as tour guides share stories about the musicians.

The museum not only pays tribute to the musical greats of the past. The Arcade Theater next door to the museum was restored and serves as venue to performances and broadcasts by many musicians.

Delta Music Museum

218 Louisiana Ave. Ferriday, LA 71334

Mailing Address P.O. Box 1733 Ferriday, LA 71334

318.757.4297 318.757.1973 fax

Hours of Operation

Tuesday-Saturday, 9 a.m.-4 p.m.

Group tours are available with advance notice. On Saturdays, the Arcade Theater hosts live music events. Visit the Friends of the Delta Music Museum's [website](#) and [Facebook page](#) for more information.

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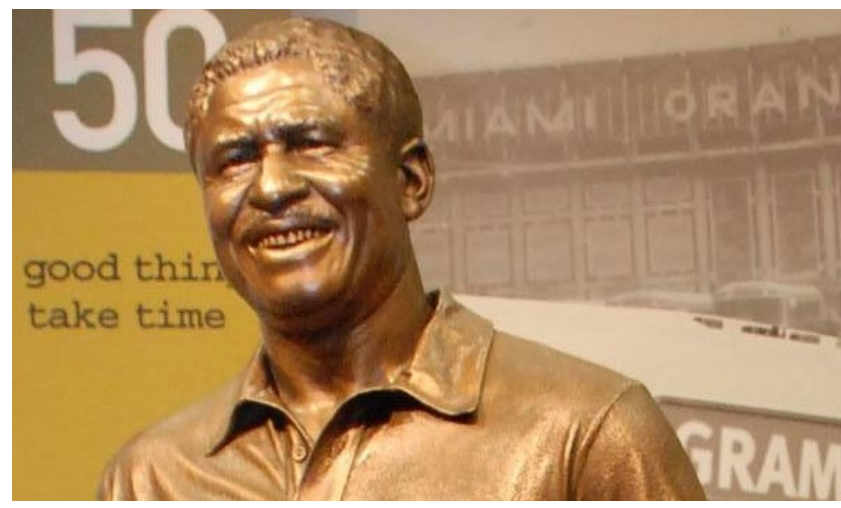
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EDDIE G. ROBINSON MUSEUM



On the campus of Grambling State University, the Eddie G. Robinson Museum pays tribute to the winningest coach in NCAA Division I football. "Coach Rob" led the Tigers from 1941 to 1997, rolling up an astounding 408 victories, 17 Southwestern Athletic Conference titles and nine Black College Football National Championships. He placed more than 200 former players into the professional ranks, and his teams from the 1950s and 1960s were likely

some of the best in the nation. Robinson, of course, was not only a fine coach, but also a wonderful mentor that reached young men across several generations, thereby making him one of the most beloved figures in Louisiana history. The museum, rich in memorabilia such as photographs, trophies, uniforms and films, and including numerous interactive exhibits for children and adults, does a great honor to the memory of this exceptional man.

[Eddie G. Robinson Museum](#)
126 Jones St.
Grambling, LA 71245

Mailing Address
P.O. Box 126
Grambling, LA 71245

318.548.1329

318.274.2829 fax

Hours of Operation
Tuesday-Saturday, 9 a.m.-4 p.m.

Visit the [Friends of the Eddie G. Robinson Museum website](#) for more information.

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GERMANTOWN COLONY MUSEUM



Located a short drive north of Minden off Interstate 20, the Germantown Colony Museum tells the story of a small group of settlers led by the Count and Countess von Leon. The von Leons made their way into the isolated wilderness of north Louisiana to establish a pure Christian community, their own "kingdom of heaven." The poor Count did not make it all

the way, dying of yellow fever along the Red River, but his wife continued on and managed to establish a remarkable settlement that endured for the next 40 years. Members of the original families still live nearby, and the site includes several original buildings and the community cemetery.

Germantown Colony Museum

200 Museum Road
Minden, LA 71055

Mailing Address
P.O. Box 178
Minden, LA 71058

318.377.6061

Hours of Operation
Tuesday-Saturday, 9 a.m.-4 p.m.

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LOUISIANA STATE COTTON MUSEUM



The Louisiana State Cotton Museum in Lake Providence provides a great introduction to one of Louisiana's major agricultural crops, and certainly the one for which the Delta area is best known. Its main gallery features an extensive set of interpretive exhibits, including life-sized dioramas, farming equipment, a re-created juke joint and more, all packed into a replica

gin house (where cotton fiber was ginned, or separated from the seed). The original ginning machinery, or stand as it was called, complete in its vibrant yellow and red colors, gives the visitor a feel for the whole process. Also on the grounds of the museum is an impressive array of old plantation buildings, such as a sharecropper's cabin and a small chapel, which help bring to life a rural world that has changed dramatically since the onset of tractor farming after World War II.

Louisiana State Cotton Museum

7162 Highway 65 North
Lake Providence, LA 71254

318.559.2041
318.559.2217 fax

Main exhibit building closed for repairs

Hours of Operation
Tuesday-Saturday, 9 a.m.-4 p.m.

Closed on holidays

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LOUISIANA STATE EXHIBIT MUSEUM



Completed in 1939 as one of the New Deal's Public Works projects, the Louisiana State Exhibit Museum is an architectural jewel, in the ultra-modern style of the times. Layered inside and out with costly marble, granite and polished aluminum, the circular building surrounds a landscaped courtyard and features hand-cut limestone.

Without a doubt, this is one of the most impressive buildings in the state.

The original artworks include a monumental fresco on the front portico executed by famed muralist Conrad Albrizio that introduces the public to the beautifully rendered scale dioramas that portray a snapshot of Louisiana life in the 1930s. A topographical map by sculptor Duncan Ferguson illustrates the cultural geography of Louisiana. Within the Rotunda, numerous Louisiana artists contributed murals that portray Louisiana landscapes and historical events.

The West Wing gallery displays rotating art exhibits. The museum houses one of the most extensive collections of

Louisiana Native American artifacts from pre-historic period to the present. The new Native American Gallery displays a Caddo culture log boat excavated from the Red River that is 1,000 years old and an impressive 30 feet in length.

[Louisiana State Exhibit Museum](#)

3015 Greenwood Road
Shreveport, LA 71109

318.632.2020
318.632.2056 fax

Hours of Operation
Monday-Friday, 9 a.m.-4 p.m.

Visit the [Friends of the Louisiana State Exhibit Museum website](#) for more information.

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LOUISIANA STATE OIL & GAS MUSEUM



Located in aptly-named Oil City, the Louisiana State Oil and Gas Museum interprets the fascinating drama of Louisiana's early oil industry history through photographs, films and life-size dioramas. This part of Louisiana, of course, was built on the oil and gas industry and visitors interested in the technical aspects of oil field work will find the museum particularly appealing. Across the street and next to the old train depot, an interesting collection of machinery, rigs and equipment further illustrate the character of oil and gas production.

[Louisiana State Oil and Gas Museum](#)

200 S. Land Ave.
Oil City, LA 71061

Mailing Address
P.O. Box 897
Oil City, LA 71061

318.995.6845
318.995.6848 fax

Hours of Operation
Tuesday-Saturday, 9 a.m.-4 p.m.

Thursday, Jan. 19, 1-4 p.m.

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LOUISIANA'S OLD STATE CAPITOL



Constructed between 1847 and 1852, this imposing structure on a bluff looking out over the Mississippi River has the appearance from the outside of a medieval fortress. The interior, however, is decorated in marble and rich wood paneling, with a commanding cast-iron spiral staircase and an awesome display of stained glass in the main gallery and in an overhead skylight. Gutted by fire during the Civil War, it was restored in the early 1880s and then fell into disrepair after a new, modern capitol building was built in the early 1930s. Concerned citizens moved to save the structure in the 1970s, and the whole building subsequently has undergone

a loving restoration. Today, the Old State Capitol interprets Louisiana's often rowdy and certainly flamboyant political history, including a fascinating exhibit on the controversial state governor and U.S. senator, Huey Long. Even more impressive is the award-winning multimedia presentation, "The Ghost of the Castle." Explore different aspects of Louisiana's history in new and exciting ways through the use of interactive technology. These are guaranteed to be attractive to children and adults alike.

Louisiana's Old State Capitol

100 North Blvd.
Baton Rouge, LA 70801

800.488.2968
225.342.0500
225.342.0316 fax

Hours of Operation
Tuesday-Friday, 10 a.m.-4 p.m.
Saturday, 9 a.m.-3 p.m.

Visit the [Old State Capitol Foundation's website](#) for more information.

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MANSFIELD FEMALE COLLEGE MUSEUM



The first women's institute of higher learning west of the Mississippi River, Mansfield Female College Museum is located about a half-hour's drive south of Shreveport. Established by the Methodist Church in the 1850s, it served the needs of families in this region of Louisiana for more than 70 years until it was closed and merged with nearby Centenary College in Shreveport. During the Civil War, the college's buildings served as hospitals for wounded soldiers from the nearby Battle of Mansfield,

and a supposed ghost from that era even became something of a mascot for later classes of schoolgirls! The museum features much of the art, pottery and crafts produced by the students as well as a surprising array of memorabilia—rings, commencement dresses, artwork, yearbooks and other items—drawn from the alumnae of the institution and their families.

[Mansfield Female College Museum](#)

101 Monroe St.
Mansfield, LA 71052

318.871.9978

Hours of Operation
Tuesday-Saturday, 9 a.m.-4 p.m.

The Mansfield Female College Museum will be closed on Thursday, November 17 and Friday, November 18.

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OLD GOVERNOR'S MANSION



502 North Blvd.
Baton Rouge, LA 70802

Hours of Operation
Monday-Friday, 9 a.m.-4 p.m.

Visit the [Old Governor's Mansion website](#) for more information.

For any inquiries, please contact Suzette Crocker:

[Contact form](#)

225.342.9778

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Louisiana Facts



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LOUISIANA

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LOUISIANA

S E C R E T A R Y O F S T A T E

Louisiana has the most vivid history and diverse culture of any state in the country. From its beginning as a French colony in the New World, Louisiana has developed a unique passion for music, festivals, food and politics.

This booklet provides a capsule history of the Bayou State, the flags that have flown over it and our official state emblems.

We are pleased to share this information with you. We hope this booklet will benefit your study of our state and its customs. If you would like additional information about Louisiana, please visit the secretary of state's website at www.sos.la.gov or call 225.922.2880.

Louisiana GOVERNMENT

Louisiana has three branches of government: legislative, executive and judicial.

Louisiana's Legislature is composed of a Senate with 39 members and a House of Representatives with 105 members. Members of both houses are elected to four-year terms. The Legislature meets in regular session in even-numbered years on the last Monday in March for not more than 60 legislative days out of 85 calendar days. In odd-numbered years, the Legislature convenes fiscal sessions on the last Monday in April for 45 legislative days out of 60 calendar days. The Legislature may be convened at other times by the governor, and shall be convened by the presiding officers of both houses upon written petition of a majority of the elected members of each house. Parliamentary procedure and committee organization resemble that used throughout the nation.

Executive power is vested in the statewide elected officials: governor, lieutenant governor, secretary of state, attorney general, treasurer, commissioner of agriculture & forestry and commissioner of insurance. All of these officials are elected to four-year terms.

The present judicial system, originally established by the Louisiana Constitution of 1921, affords judicial power in a state Supreme Court, Courts of Appeal, District Courts and other lesser tribunals as provided by law. The Supreme Court has general supervisory jurisdiction over all other courts. Courts of Appeal have appellate jurisdiction over five circuits in the state. District Courts have original jurisdiction over appeals from justices of the peace and certain minor courts. Judges in Louisiana are elected except when they are temporarily appointed to fill vacancies.

State Capitol

The new Louisiana State Capitol was completed in March of 1932, in a mere 14 months and stands on a 27-acre tract.

As the tallest state capitol in the United States, the building is 450 feet high with 34 floors. Twenty-five hundred rail cars were needed to bring in the limestone for the exterior and the marble for the interior. The cost to complete the building was a modest \$5 million.

The architects used symbolism throughout the design of the building. As the square tower rises, it cuts away to an octagon at the 22nd floor. Here, four allegorical winged figures guard the corners, representing law, science, philosophy and art.





Origin of Name: Louisiana was named by Robert de LaSalle, an early French explorer, for Louis XIV, King of France.

Admitted to the Union: April 30, 1812 making it the 18th state

State Nickname: The Pelican State and Sportsman's Paradise

State Motto: Union, Justice, Confidence

State Colors: Gold, White and Blue

State Fossil: Petrified Palmwood

State Boat: Pirogue

State Gemstone: Cabochon cut gemstone

State Cuisine: Gumbo

State Drink: Milk

State Musical Instrument: Diatonic Accordion (commonly known as the "Cajun" accordion)

State Amphibian: Green Tree Frog

State Freshwater Fish: White Perch (also called sac-au-lait and white crappie)

State Songs: "Give Me Louisiana," by Doralice Fontane and "You Are My Sunshine," by former Louisiana Gov. Jimmie Davis and Charles Mitchell

Earliest Explorers: Spanish: Alvarez de Pineda (1519), Cabeza de Vaca (1528), Hernando DeSoto (1541); French: LaSalle (1682), Iberville and Bienville (1699)

LOUISIANA'S HISTORY

The first inhabitants of what is now Louisiana were Native American tribes such as the Natchez, Bayougoula and Chitamacha. The Europeans appeared in 1682 when the French explorer LaSalle descended the Mississippi River and claimed the land for the French Monarch, Louis XIV. It was not until 1699 that D'Iberville was to establish a permanent French presence in the lower Mississippi Valley. Louis Juchereau de St. Denis founded the first permanent settlement in Louisiana in 1714 with the construction of Fort St. Jean Baptiste near present day Natchitoches. D'Iberville's brother, Bienville, solidified the French claim to Louisiana in 1718 with the founding of New Orleans. France controlled the Louisiana colony until 1762 when the colony was ceded to Spain under the Treaty of Fontainebleau. Britain acquired France's Louisiana holdings east of the Mississippi River the following year in the Treaty of Paris. Spain ruled the colony until 1800 when the lands west of the Mississippi River were returned to the French in the Treaty of San Ildefonso. The British maintained control of the territory east of the river.

The Mississippi River, which had defined so much of Louisiana's early history, was recognized by President Thomas Jefferson as being the key to the control of the North American interior. He dispatched Robert Livingston to Paris in 1803 to negotiate with the French the purchase of New Orleans, which Jefferson believed would guarantee the United States free navigation of the river. Napoleon startled the American representatives by offering the entire Louisiana territory for a paltry \$15 million. Thus began a new era in the already colorful history of Louisiana. Spain held on to its holdings east of the river until 1810 when residents of the West Florida Republic revolted against their rule. In 1812, Louisiana was admitted to the United States as the 18th state.

Louisiana's relationship with the Union was to be tested by the issues of slavery and states' rights. In January of 1861, the state's secessionist convention met at the statehouse in Baton Rouge and formally seceded from the Union. During the ensuing Civil War, numerous engagements were held in Louisiana, most notably at Port Hudson, where the longest siege campaign of the war took place. The state endured 12 years of reconstruction after the war, a period in which P.B.S. Pinchback served as the state's only African-American governor to date.

The 20th century saw Louisiana emerge as one of the nation's leading producers of oil, sulphur, sugar and cotton. The petrochemical industry also developed along the Mississippi River in the period following World War II. The past eight decades have also showcased Louisiana's passion for politics, beginning with the election of Gov. Huey P. Long in 1928. In September of 1935, Long was assassinated in the State Capitol, which was built under his direction. The post-Long era was to be dominated by three major political figures: the fiery Earl Long, Huey's brother; John McKeithen, the first 20th century governor to succeed himself and the driving force behind the Superdome; and the flamboyant Edwin Edwards, who served an unprecedented four terms as governor.



Climate: Louisiana has a mild, sub-tropical climate. The Gulf of Mexico is an important factor in determining the weather, as it helps moderate temperatures and serves as a primary source for the state's frequent rains.

The statewide average annual temperature is 66 degrees. Overnight low temperatures in the winter range from the upper 30s to lower 40s. During the summer, daytime high temperatures average in the mid 90s, and when combined with the Gulf Coast's humidity, the summertime Heat Index (what it "feels like") can top 100 degrees.

Annual rainfall averages 58 inches for the state as a whole. Snow is rare in southern Louisiana, but accumulations do occur occasionally over northern parishes. Tropical storms and hurricanes are a common threat during hurricane season (June 1-Nov. 30), with the state averaging roughly two landfalling storms every three years. (Source: Louisiana Office of State Climatology)

Geography: One of the South Central states, Louisiana is bound on the north by Arkansas and Mississippi; east, by Mississippi and the Gulf of Mexico; south, by the Gulf of Mexico; and west, by Texas. The Mississippi River flows along part of the eastern boundary, then enters the state and creates the rich delta region, center of fertile agriculture lands. Coastal marshes, alluvial plains and rolling pine hills are a part of the varied topography.

Agriculture: Louisiana is one of the nation's largest producers of cotton, sugar cane, rice, sweet potatoes and pecans. The state is also a major producer of soybeans and corn. The top land-based industry in the state is forestry with an economic impact from papermaking and wood products greater than all other crops combined. Poultry is the largest livestock industry, followed by dairy and beef cattle. Louisiana is also the nation's largest producer of alligator hides and crawfish. (Source: Louisiana Department of Agriculture & Forestry)

Industry and Employment: In 2007, Louisiana's 120,414 units employed 1,869,965 workers whose annual earnings totaled \$71,490,767,577. Average weekly wages statewide increased by \$31.21 between 2006 and 2007. (Source: Louisiana Workforce Commission)

Tourism: As Louisiana's fourth largest employment sector, tourism-related jobs employ more than 231,500 people. The tourism industry takes immense pride in the state's historic places, unique arts and crafts, natural resources and rich heritage as part of its efforts to accommodate the 46.7 million visitors traveling to Louisiana in 2016, spending \$16.8 billion and generating \$1.04 billion in tax revenue for the state. (Source: Lieutenant Governor's Office)

Mineral Production: Principal mineral products are petroleum, natural gas, salt, sulphur, carbon black and gravel. Louisiana ranks second in the nation in oil production.



In Louisiana, local government units, known elsewhere as counties, are called parishes. Originally they were church units set up by the Spanish provisional governor of Louisiana in 1769, in conjunction with 11 administrative districts. As Louisiana developed, it was found that the districts were too large and the smaller religious divisions were more suitable. As a consequence, when Louisiana became a state, the term "parish" was accepted with the name of the region to which it had applied under the church. Today, Louisiana has 64 parishes.

Laissez les bons temps rouler!

LET THE GOOD TIMES ROLL!

Louisiana

LAGNIAPPE

(lan-,yap) n: a little something extra given free by way of good measure.



State Reptile

The alligator is common in the swamps, bayous, rivers and marshes of Louisiana and other states along the southeastern coast of the United States. It is a large, semi-aquatic, armored reptile that is dull gray and dark olive in color. Alligators are usually between six and 16 feet in length and can weigh 450 to 500 pounds. They are carnivorous, eating anything they can catch including fish, turtles, lizards, snakes, small mammals, waterfowl and crustaceans. Alligators provide better care for their young than most reptiles, protecting them for one year or more after their birth.

Once common, their numbers were reduced enough to be classified in 1967 as endangered. Regulated hunting resumed when this designation was changed to threatened in 1977. Today you can find alligator farms and ranches throughout Louisiana. In addition to those living on farms in Louisiana, there are more than one million alligators in the wild.

State Mammal

The Louisiana black bear is one of 16 recognized subspecies of the American Black Bear *U. Americanus*. This bear is distinguished from other black bears by having a skull that is longer, narrower and flat, and by having proportionately large molar teeth. Black bears are huge, bulky mammals with long black hair. Although weight varies, large males may weigh more than 600 pounds. The Louisiana black bear often winters in hollow cypress trees either in or along sloughs, lakes or riverbanks in bottomland habitats of the Tensas, Black and Atchafalaya river basins.

These bears are mobile, opportunistic herbivorous omnivores, which means they eat a variety of foods, based on availability. They spend a considerable amount of time foraging for food. Cubs are born in the den during January and February, and litter sizes range from one to three cubs. Although numerous at one time, the black bears are now a threatened species protected and managed on wildlife refuges and state-owned lands.



State Flower

The large creamy-white bloom of the magnolia tree was designated the state flower in 1900 because of the abundance of the trees throughout the state. The magnolia is an evergreen and the flower is usually fragrant. After six to 12 petals have fallen, the large cone-shaped fruit of the magnolia is exposed.



State Insect

The honeybee is Louisiana's state insect. They are social insects, which live as a group, sharing responsibilities in the hive and caring for the brood. There are three different types of bees in the hive: the worker, the drone and the queen. In the summer there may be 40,000 to 60,000 bees living in a single colony.



State Bird

The brown pelican is Louisiana's official bird nesting from South Carolina to Brazil. Pelicans are famous for their large bill, the lower portion of which has a pouch that may be greatly extended.

The birds, depending almost entirely on fish for food, scoop up quantities of water into their pouches as they seize prey from salt waters. As the bill is elevated the water dribbles from the mandibles, and the pouch contracts as the fish is swallowed. The average pelican, from the age of one month, consumes five pounds of fish per day.





State Dog

The Catahoula Leopard dog is the only breed of dog native to Louisiana. This hound is a cross of a domestic dog the Indians of the Catahoula Lake region raised and a Spanish “war dog” that came through the area in the early 1500s. The dog has glassy eyes, webbed feet and a spotted coat. They are gentle with children, loyal to family and aggressive to strangers, making them good pets and guard dogs. As a hunting dog, the animal is diligent, dependable, efficient and especially good at tracking deer, raccoons and squirrels.



State Wildflower

The Louisiana iris (*Giganticaerulea*) is perhaps the most magnificent of its species. Although it is adaptable to all climates, the iris is seen growing wild mainly in damp, marshy locations in Louisiana’s coastal areas and for perhaps 100 miles inland. This graceful beauty grows to a height of five to six feet and has a wider color range than any other iris, ranging from pale blue to deep indigo.

State Tree

Half of Louisiana is timbered with an abundance of varied and beautiful trees, but no action was taken to designate a state tree until 1963 when the bald cypress was made the official tree of Louisiana. The cypress grows in many areas of the state, particularly swamps, bayous and marshes.

Its shape depends greatly on the amount and duration of flooding in an area, varying from columnar to conical or bottle shaped. The bark is reddish-brown, fibrous, thin and divided into small flat ridges and shallow furrows. Leaves of the cypress tree spread in flat planes in a feathery pattern on its branches.



State Fruit

In 2001, the Louisiana Legislature designated the strawberry as the official state fruit. Ponchatoula, located in Tangipahoa Parish, is considered the strawberry capital of Louisiana. The annual festival attracts 300,000 festival goers to the small town of 5,000.



State Crustacean

South Louisiana is the crawfish capital of the world, supporting a multi-million dollar a year industry. The crawfish greatly resembles the lobster in appearance, but is much smaller. It’s color varies with the water in which it lives.

Although the crawfish is found in swamps and marshes throughout the state, the best wild populations exist in overflow basins of the Atchafalaya, Red and Pearl rivers. Crawfish farms have also been established where the crustaceans are cultivated for local use and for export around the world.



Mardi Gras

 (\˘mār-dē-,grä)

Mardi Gras is an ancient custom that originated in southern Europe, was brought to Louisiana by the French and was later continued by the Spanish. As each year passed, Mardi Gras became a bigger and bigger event. Soon superbly ornamented carriages, musical marching bands and richly decorated masqueraders began to parade the streets of New Orleans. Although Mardi Gras is actually only one day, Fat Tuesday, today it has come to mean the last two weeks of carnival that immediately precede Mardi Gras Day. The celebration occurs in preparation for the 40 days of Lent that follow, and festivities may include balls, parades, street masking or any combination of these activities.

The Great Seal

One of the prescribed duties of the Secretary of State's Office is keeper of the Great Seal of Louisiana. The secretary of state must attest and imprint with the seal all official state documents such as laws passed by the Legislature, executive orders, proclamations of the governor and commissions.

From territorial days, the pelican and her nest of young have figured in Louisiana's official emblem. The territorial governor, William C.C. Claiborne, is thought to have first suggested the pelican for the seal. As early as 1804, there was such a seal in use which depicted a pelican feeding her young.

In 1812, it was decreed that a seal be devised "as the governor may direct," but made no mention of using a pelican. A 1902 report of the secretary of state noted that there was no enactment actually providing for a seal until 1864. As a result of this lack of description, versions of the seal included scales of justice, stars and as many as a dozen young in the nest (impossible in reality since a pelican rarely has more than three eggs in its nest at one time).

During the Civil War years, the governor of the confederate portion of the state and the governor of the federal portion each had his own emblem. The seals differed in the direction the pelican turned its head and how many chicks were in the nest.

To establish uniformity in the seals, Gov. William Henry Wright Heard directed the secretary of state, in 1902, to use a seal of this description: "A Pelican, with its head turned to the left, in a nest with three young; the Pelican, following the tradition in act of tearing its breast to feed its young; around the edge of the seal to be inscribed 'State of Louisiana.' Over the head of the Pelican to be inscribed 'Union, Justice,' and under the Pelican to be inscribed 'Confidence.'" That is the seal that represents the State of Louisiana today.



Flags of Louisiana

The first flag to fly over Louisiana soil was probably the Spanish flag of Leon and Castile carried by Hernando DeSoto's expeditionary force when they reached the Mississippi River in 1541. The first official flag of Louisiana was the French fleur-de-lis raised by Robert Cavalier de LaSalle at the mouth of the Mississippi River in 1682 when he claimed the lower river valley for France. Until 1762 when France ceded her Louisiana holdings west of the Mississippi River to Spain in the Treaty of Fountainebleau, the banner featuring the flower of the lily was flown over Louisiana. In 1763, France ceded the land east of the river, except for the Isle of Orleans, to England. Thus the flags of Spain and England flew over the former French colony until 1779, when the Spanish flag flew throughout Louisiana, following Gov. Bernardo de Galvez's defeat of the British Garrison at Fort Richmond in Baton Rouge.

In 1800, Spain returned its portion of Louisiana to France in the Treaty of San Ildefonso, but the French tricolor wasn't hoisted until Nov. 30, 1803. However, on Dec. 20, 1803, the American flag of 15 stars and 15 stripes was raised at the Cabildo in New Orleans in celebration of the United States' "Louisiana Purchase." In 1810, residents of Spanish West Florida declared themselves independent of Spain and established the Republic of West Florida. On Sept. 26, 1810, they raised the Lone Star banner of their new republic. In December of 1810, the Republic was dissolved and its citizens swore allegiance to the American flag. In 1812, Louisiana was admitted to the United States as the 18th state.

Following Louisiana's secession from the union in 1861, Gov. Thomas Moore declared the state a sovereign nation and adopted a national flag for Louisiana. After joining the Confederate States of America on March 21, 1861, the "stars and bars" of the Confederacy was raised in Louisiana's capital.

On July 1, 1912, the state Legislature adopted a state flag for Louisiana featuring a pelican in white trimmed with gold. The mother pelican is tearing at her breast to feed her young.



Spanish Flag of DeSoto
1541



French Flag of La Salle
1682



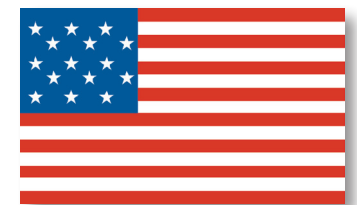
1st British Union Jack
1763-1779



Spanish Flag
1769-1800



French Flag
1800-1803



American Flag
1803-1861



West Florida Republic Flag
1810



Independent Louisiana Flag
1861



Confederate Stars & Bars Flag
1861

Louisiana's Old State Capitol

Museum of Political History

(Cover Photo by Herbert Sumrall Jr.)

Louisiana's Old State Capitol, a Gothic architectural treasure, stands high on a bluff overlooking the Mississippi River. It has withstood war, fire, scandal, bitter debate, abandonment and an occasional fist fight. Today, the building stands as a testament to bold, inspired leadership and active citizenship.

In 1990, the Louisiana Legislature placed the former statehouse under the jurisdiction of the secretary of state and appropriated funds for a major restoration project. The building re-opened as the Center for Political and Governmental History in 1994. Now referred to as the Museum of Political History, the Old State Capitol has received awards for its architecture, exhibits and preservation.



LOUISIANA

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STATE FLAG AND SEAL

Official Louisiana state flags are available for purchase from the Capitol Foundation by calling 225.342.0642.

Use the artwork below for all materials that display the state flag and seal. Please read the specifications below before altering the design in any way.



Specifications

The secretary of state is the custodian of the official artwork for the state flag and seal. This artwork, in the form of digital files, is to be used as is, reproduced in the manner specified below. No alteration of the artwork provided by the secretary of state is allowed except as provided below.

State Flag

For reproductive purposes, the following specifications shall be used:

The Louisiana flag contains two elements: a crest centered on a blue field.

The crest consists of a nest bearing three chicks, a mother pelican vulning herself with her head turned to the viewer's right and displaying three drops of blood on her breast. Beneath the nest a white banner bears the state motto "Union Justice Confidence."

The flag contains 12 Pantone colors printed on a white (PMS 000) background. The specified colors, location and use are as follows:

- PMS Cool Gray 8C – Pelican (gray – mother pelican)
- PMS Cool Gray 11C – Banner (gray – shadows)
- PMS 109C – Pelican Plumage (bright yellow – mother pelican's head)

- PMS 497C – Pelican (dark brown – mother pelican’s bill, wings, bottom and nest)
- PMS 724C – Nest (chocolate brown)
- PMS 721C – Nest (tan)
- PMS 142C – Nest (golden tan)
- PMS 485C – Blood droplets (red – mother pelican)
- PMS 716C – Beak (orange – pelican chicks)
- PMS 145C – Beaks (burnt orange – mother pelican, chicks, mother’s plumage)
- PMS 295C – Background (dark blue)
- PMS Black C – Outlines

The flag shall be 7 units tall by 11 units wide.

The crest is to be treated as a single design element, inclusive of the mother pelican, chicks, nest and banner.

For positioning purposes, the center of crest is the center of the triangle formed by three drops of blood.

The crest is centered both vertically and horizontally on the field. The crest, measured through the center vertically and horizontally, is 5 ¼ units tall (from tip of mother pelican’s head to the bottommost point of banner) by 6 units wide (from tip to tip of banner measured from lowest corner of each tip).

The official specifications do not call for other decorations, such as fringe, border, cords and the like. These are allowed for display purposes so long as they do not encroach on, obscure or alter the total flag image as specified above. (A gold fringe attached to the edges of the flag is acceptable, for example; a fringe, border or other decoration drawn or attached within the field itself or on the crest is not allowed.)

Note on font: The font used for the motto, although always treated as an inseparable element of the crest, is a hand-rendered font for specific use on the flag.

State Seal

The secretary of state shall supply line art for the seal for metal casting embossed seals and seal devices.

The seal consists of a central crest within a circle and an outer circle bearing the state name and ornamentation. Artwork is identical to the flag’s crest but displayed without the banner.

The motto is circumscribed around the crest with: “Union Justice” above the Pelican, the words separated by a single bullet, and “Confidence” below the crest, bracketed by bullets. The font is the same hand-rendered font as on the state flag.

“State of Louisiana” shall appear in the outer circle and uppermost on the seal, circumscribed along the uppermost portion of the outer circle. The font for this shall be AgaramondPro-Bold (OpenType).

The state seal shall be reproduced in full, four-color process printing using files provided by the Louisiana Secretary of State’s Office, or in black and white using only line art supplied by the Louisiana Secretary of State’s Office.

The artwork supplied by the secretary of state is to be used as-is with no alterations except sizing as needed. Louisiana state agencies and departments may, however, adopt the seal as their own by adding the agency or departmental name, using the designated font, circumscribed along the bottom portion of the outer circle; the same circle in which “State of Louisiana” is placed.

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The Louisiana State Archives is open Monday through Friday from 8 a.m. to 4:30 p.m. For questions regarding visiting the Louisiana State Archives, please call 225-922-1000.

The Archives Research Library hours are Monday through Friday from 8 a.m. to 4 p.m. and patrons wishing to research archival materials from the permanent collections are encouraged to schedule an appointment in advance by calling 225-922-1208. Access to archival material ends at 3 p.m. on weekdays.

The Archives is located at 3851 Essen Lane, Baton Rouge, LA 70809.

The mailing address for all agency business is P.O. Box 94125, Baton Rouge, LA 70804-9125.

Community Services

Archives Lobby

225.922.1000 general inquiries
225.922.2521 facility reservations
225.922.0433 fax

Research Library

225.922.1208 genealogy and research
225.922.2012 vital records
225.922.0433 fax

Agency Services

Historical & Permanent Records

225.922.0420

Imaging & Preservation Services

225.925.7552
225.922.0002 fax

Records Management & Retention

225.922.0104
225.922.1220 fax

Records Center

225.922.1224 temporary records storage
225.922.2513 fax

Museums

Museums Division

225.342.0500

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