Government Documents Processing Procedures Manual

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# Processing Louisiana Documents

1. When Louisiana Documents arrive the Documents Librarian will check online, find and print a shipping list. Take the shipping list and look for all the Louisiana shipment boxes or bags that are marked outside with the month and year of the shipping list. If there is more than one box or bag, they will be numbered.
2. Open the boxes or bags and remove all the documents. Stamp the shipping list and each document on the shipping list with the Louisiana Depository stamp **in red ink**, set to the current day and year. Also write the shipping list date, i.e. 7/06, on the front cover above the Louisiana stamp.

3. Match each document to a title on the shipping list. There are no item numbers like the Federal documents have, so check by title. When you match a document with its listing on the shipping list, put a check mark next to the classification number and write the LaDocs number on the document. If a title has more than one volume or issue, put **as many check marks as there are documents**. If you are not sure whether a document matches, don’t write the classification number on the document. Leave them with a note in the Documents Librarian’s office.

4. Put all documents, including any you could not find on the list, in the Documents Librarian’s office with the shipping list.