

Friday, May 13, 2011

Louisiana Advisory Council for the State Documents Depository Program

USGS National Wetlands Research Center, Lafayette Louisiana

10a.m.-11:30a.m. Meeting Minutes revised 6-14-11

Members & Guests Present

Diane Brown- **State Library of LA**

William Charron- **Nicholls State University**

Miriam Childs- **Law Library of LA**

Howard Coy Jr.- **Vernon Parish Library**

Lisa Davenport- **UNO Library**

Elizabeth Elmwood- **Xavier University**

Rita Franks- **La Tech**

Angela Graham- **Nicholls State University**

Rose Herbert- **Southern University Law**

Sonnet Ireland- **UNO Library**

Harold Isadore- **Southern University Law**

Hayley Johnson- **David Poynter Library**

Stephen Kuehling- **New Orleans Public Library**

Gail Kwak- **Northwestern**

Elizabeth Parish- **Louisiana College**

Michele Pope- **Loyola Law Library**

Carla Pritchett- **Tulane Law Library**

Mary Shively- **La Tech**

Melanie Sims- **LSU Law**

Lori Smith- **Southeastern University**

Elaine Smyth- **Louisiana State University**

Paula Singleton- **Xavier University**

Rebecca Troy-Horton- **McNeese**

Mary Linn Wernet- **NSU**

Quiana Wright- **State Library of LA**

I. **Welcome & Introductions**- Lori Smith welcomed everyone and introductions were made around the room.

II. **Approval of minutes**: Coy moved to approve November 2010 minutes. Pritchett seconded. Motion passed.

III. **Old Business**

A. Council Membership

There are three (3) spots needing to be filled July 2011 – June 2014: Rebecca Troy-Horton (academic); Carla Pritchett (special); Stephen Kuehling (public).

Special: Carla Pritchett petitioned for re-appointment

Academic: Elizabeth Parish—nominated

Public: Stephen Kuehling- petitioned for re-appointment

The Council agreed that these appointments/re-appointments should be recommended to the State Librarian.

Term of Chair is expiring June 2012- Lori asked the room to start thinking about possible nominees.

B. Update on Revised State Plan- Diane Brown- SLOL is understaffed...Things have been difficult with Ferol out. Plans to make State Plan an electronic document and distribute on Bayoudoc listserv.

C. Superseded List- No change until Ferol returns.

D. Core List- No change.

E. Cooperative Cataloging Initiative- Diane Brown mentioned cataloger, Cindy Barrilleaux, and all the headway she has made with getting rid of the backlog. Cindy is also now deciding what material is ephemeral.

F. Selection List Committee Report- Michele Pope. Committee report & sample spreadsheet are attached to May 2011 minutes. Discussion followed.

Pritchett- depository distribution system has no control over how many of what documents are printed. Regardless of the number we request.

Smith- the big problem is manpower at the SLOL. We've always had this problem that we want to be more selective. Those of us who are federal are spoiled because there is more selectivity & there is more manpower in GPO than with the State.

Brown-The Committee did a fabulous study and should be recognized for the amount of time and effort they spent. As more and more documents go electronic then paper will be less of a nuisance.

Action taken- Pope was commended for compiling the information. Smith said that when the Recorder returns and the economic climate improves the Council can revisit this topic. Troy-Horton asked that Pope share her information on Bayoudoc.

G. Online Meetings- It was unanimous that meetings will continue to be held in person and in Lafayette.

IV. **New Business**

- A. **Discard Procedures-** Continue sending lists to Christine Thruman and she forwards them to Diane who will advise if they can be offered. Continue to follow the established procedures.
- B. **SB 213 (LA Enhanced Governmental Access Portal)**-Smith skimmed and introduced the bill –not exactly sure what this is doing. Johnson commented that it was a way of privatizing part of Louisiana government...there would be a fee charged for access to certain documents. There are no specifications as to how much would be charged and if those documents would be available online for free or would users have to pay to even see them. There are lots of questions unanswered due to the vagueness of the bill. Johnson said that we would have to speak to Sen. Michot to get more information and offer some insight on our part. Council recommended that someone from the State Library speak to Sen. Michot to gather additional information. Diane said she would talk to the State Librarian about it.
- C. **Recorder of Documents Report-** Diane Brown: (State Library Reference staff submitted report which is attached to May 2011 minutes) Report covered Staff duties in Ferol's absence: Depository inspection visits, liaison visits, withdrawal lists approved, publications, Digital Archive statistics, semiannual letters to agencies, Superseded List, and Core Collection List information. The report is attached to these minutes. Brown also introduced the prototype *Electronic Documents Shipping List* for newly cataloged or updated records and recurring harvested established serials.
- D. **Reports from Individual Depositories-** Northwestern has taken a complete inventory of their Louisiana Book collection. They started last summer and they completed that in the spring. Also all state documents along with the book collection are in OCLC and can now be searched online.
- E. **General Comments from Library Users-** NONE
- F. **Next Meeting-** November 4, 2011. Federal will meet in the morning and State in the afternoon. USGS Wetlands Center.
- G. **Adjournment**

Submitted by Quiana Wright, Secretary

Recorder of Documents Report Spring 2011

Louisiana State Documents Depository Council Meeting 5/13/11

Staff: Ferol Foos' duties have been divided among 4 staff members

Depository Inspection visits: 0

Liaison visits: 0

Withdrawal lists approved: 4

Publications: 8 MSLists, August 2010 – March 2011

Digital Archive: Three State Library staff members are currently spending a portion of their time cataloging electronic documents and harvesting issues into the Digital Archive. Agency index pages are checked for new issues based on the established frequency of each title. As each catalog record is created or updated, any backlog is harvested and the title is scheduled for ongoing harvests.

	Catalog records created or updated, with backlog harvested	Number of issues harvested at time of cataloging/review	Number of issues harvested in ongoing process
Sep-10	18	95	-
Oct-10	27	81	3
Nov-10	13	89	5
Dec-10	4	70	65
Jan-11	6	504	30
Feb-11	6	55	48
Mar-11	4	13	69
Apr-11	6	283	402

Total Digital Archive item count, April 29, 2011: 6,869.

Semiannual letters will go out to agencies, boards and commissions in late May or early June.

Superseded List: no action

Core Collection List: no action

Some of the few things going on in Louisiana that are affecting the Depository Program: na

Number of incoming documents:

MONTH	TOTAL TITLES/ RECORDS	EXISTING TITLES/ RECORDS %	NEW TITLES/ RECORDS %	TOTAL TEMS *includes legislative bills, etc.	TOTAL NEW TITLES/ RECORDS
Jan-09	200	62%	35%	299	70
Feb-09	118	82%	20%	184	24
Mar-09	142	82%	18%	282	24
Apr-09	201	62%	41%	778*	83
May-09	172	71%	33%	835	56
Jun-09	201	69%	28%	779	57
Jul-09	291	58%	40%	495	117
Aug-09	218	50%	50%	304	109
Sept-09	168	60%	40%	250	67
Oct-09	132	67%	33%	284	43
Jan-10	170	73%	26%	251	45
Feb-10	155	67%	33%	268	51
Mar-10	135	79%	21%	2173*	28
Apr-10	148	79%	21%	1439*	31
May-10	165	70%	30%	1114	49
Jun-10	235	57%	43%	798	101
Jul-10	137	70%	30%	212	41
Aug-10	142	82%	18%	230	26

Sept-10	175	73%	26%	326	45
Oct-10	100	77%	23%	154	23
Nov-10	101	92%	8%	166	8
Dec-10	97	75%	25%	223	24
Jan-11	230	73%	27%	521	61
Feb-11	120	73%	27%	168	32
Mar-11	139	72%	28%	370	39
Apr-11	126	80%	20%	1036*	25

Louisiana Advisory Council to the State Documents Depository Program

Selection List Committee Report May 2011, Michele Pope

The objective of this project is to estimate the fiscal amount discarded each year by Louisiana depository libraries. I used Loyola Law Library's 2011 discards, about 2 cubic feet of Louisiana documents, as a sample of what a library might discard. The goal is to indicate whether Louisiana depositories are discarding thousands of dollars in taxpayer revenue.

Discarding a high rate of taxpayer revenue warrants taking a closer look at why it is happening and how to prevent it. What I discard reflects on my initial selection. If I am not making prudent choices, I end up with more material to discard. But I can't prevent this problem because of the way Louisiana's depository program operates. I can only select agencies rather than departments within agencies or document series or LADOC stem numbers. The number of documents discarded is the result of our depository program's system of distribution. If we understood what libraries as a whole are discarding perhaps we could help shape the system of distribution to waste less taxpayer revenue, and help libraries to make better collection decisions.

In order to do a cost analysis, each document on the discard list had to be given a fiscal value. Some documents state the value, but for documents with no cost statement, I contacted the agency responsible. Where agencies didn't respond, I assigned a range of value to compare cost. The spreadsheet shows three columns where the assigned value is one cent, five cents or ten cents for each double sided page. To give perspective, our university charges five cents to copy one side of a page, or ten cents for a double sided page. In wanting to be fair, I undervalued the documents where I assigned a one cent value.

The results showed that at the very lowest assigned value, one cent, our library would be discarding \$112.44 this year. By assigning five cents, our library would be discarding \$224.23. By Loyola's current institutional standard, we would be discarding \$335.01. By our institutions standards, if all forty depositories discarded the same it could be estimated at \$13,300.40 per year; at 5 cents per double sided page it would come to \$8,969.20; at one cent assigned value, \$4,497.60.

In the printing world, reducing large printing orders by 37 copies would not impact cost, but most of what we discard is photocopies made in-house for the Louisiana depository program. In this case production costs could be impacted. Do these results warrant looking more closely at what is discarded by each library? If there are documents that a high percentage of depository libraries discard, is it worth the cost to publish them in paper? Could these documents be distributed electronically in PDF format, but still be distributed in paper to the complete historical depositories, the State Library, Hill Memorial at LSU and Louisiana Tech for archival purposes? Ultimately we need to conserve taxpayer revenue and preserve the viability of the Louisiana depository program. Changing our system of distribution could meet both needs.

But libraries don't discard the same. Our list is equal to 2 cubic feet of material. Libraries discard different amounts of material each year and some do not discard at all. Even if we looked at the value of what each item costs being discarded by all libraries in one year, the cost could be inflated if libraries discarded or more material was discarded. However even if we can't know exactly what amount is being wasted, we could know what material is being discarded.

I propose a project where each library's discards within a given year be reviewed. If we know that most libraries are discarding the same material, perhaps that would warrant our not having to receive it initially, even though we select the agency. This brings in other variables such as some libraries may want to receive the material but only keep it temporarily. In that case, is it worth the agencies time and taxpayer money to publish it? There is material where only three copies are received.

2011 Loyola Discard Study LaDoc no.	Title	Date rec'd	Format	Cost assigned at \$0.01	Notes	Cost assigned at \$0.05	Cost assigned at \$0.10
AG 30.1/1:	Louisiana Summary 1998-2003 and 1998-2002 (2 CD-ROMS)	2002-2003	CD-ROM	\$0.00	unable to determine cost		
C 1.1:2001-2002	Annual Report, Louisiana Economic Development	2003	paper	\$2.43	2000 copies at \$4870.27	\$2.43	
C 1.2:BCA/2004	Louisiana Biotech Centers Advancing Critical Research	2004	paper	\$0.02	*didn't hear back from agency; assigned \$0.01 per double sided page	\$0.10	\$0.20
C 1.8P: VT/2003	Louisiana, vision 2020: master plan for economic development: 2003 update	2004	paper	\$8.46	2500 copies at \$21,150	\$8.46	
C 10.9:Rai	Raices	2004	paper	\$0.30	*didn't hear back from agency so assigned \$0.01 per double sided page	\$1.50	\$3.00
CIS 1.2:RTL	Recruiting Tomorrows leaders today	2004	CD-ROM	0	Unable to determine cost per agency		
CIS 1.2:SEAR	State Employment: advantages and responsibilities	2004	video	0	Unable to determine cost per agency		
CIS 1.4:	General Circular no.1540-1541,1546-1582,1587-1591	2004	paper	\$0.67	*didn't hear back from agency; assigned \$0.01 per double sided page	\$3.35	\$6.70

Cis 1.6:	Minutes State Civil Service Comm for 2003: June 3, Oct 7, Nov 4, Dec 2; 2004: Jan 6/7, Feb 3/4, mar 2, Apr 6, Jun 1	2004	paper	\$0.53	*unable to determine cost as they are now electronic; assigned \$0.01 per double sided page	\$2.65	\$5.30
COW 1.7:	Louisiana Conservationist 2003: Sept/Oct, Nov/Dec; 2004: Mar/Apr, Jul/Aug	2004	paper	\$2.44	cost gotten from the current edition equals \$.61 cents per issue copy	\$2.44	
E 40.1:SP/2001	2001-02 Starting Points Preschool Program Description Evaluation Report	2002	paper	\$2.33	165 copies at \$385.45	\$2.33	
E 40.1:SP/PT.1/1998-99	1998-99 Starting Points Preschool Program Evaluation Report part 1: Program Description	2002	paper	\$3.66	165 copies at \$604.72	\$3.66	
E 6.7:	Newsline newsletter march & July 2004	2004	paper	\$2.99	2000 at \$4206.44=\$2.10 and 2500 at \$2234.34=\$0.89	\$2.99	
ES 15.7/2:	Reflections 17:1-2	2004	paper	\$7.24	per email 4000 copies printed at \$14,500	\$7.24	
GO 2.7/2:	Elder News v.1:4, fall 2004	2004	paper	\$0.35	4000 at \$1430.66	\$0.35	
HW 1.2:CR/996	A child's right... two parents	1997	paper	\$0.07	50,000 copies at \$3649.00	\$0.07	
HW 30.8P:WE	Weatherization Assistance Program 2003 State Plan	2004	paper	\$0.75	*didn't hear back from agency so assigned \$0.01per double sided page (Housing Finance Agency)	\$3.75	\$7.50
HW 30.8P:WE2	Weatherization Assistance Program Application for Assistance	2004	paper	\$0.21	*didn't hear back from agency so assigned \$0.01per double sided page (Housing Finance Agency)	\$1.05	\$2.10
I 83.7/3:	Dixon Digest v.5:1 and 3	2004	paper	\$0.20	*unable to contact publisher; assigned \$0.01 per double sided page	\$1.00	\$2.00
I 83.7:	Straight Low Magazine v.5:1-2	2004	paper	\$0.52	*Unable to make contact with publisher; assigned \$0.01 per double sided page	\$2.60	\$5.20
I 85.7/3:	Elayn Hunt Correctional Center News October 2003-July 2004, September 2004	2004	paper	\$0.90	\$0.09 per copy	\$0.90	

I 85.7:	Walk Talk 2003: Oct 3,10,17,24,31; Nov 7,14,21,28; Dec 5,12,19,26 and 2004: Jan 2,9,16,23,30; Feb 6,13,20,27; Mar 5,12,19,26; Apr 2,9,16,23,30; May 7,21,14,28; Jun 4,11,18,25; Jul 2,9,16,23,30; Aug 6,13,20,27; Sept 3,10,17,24	2004	paper	\$4.71	*didn't hear back from agency so assigned \$0.01per double sided page	\$23.55	\$47.10
I 87.7:	Insider newspaper v.3:4, v.4:1-2	2004	paper	\$3.27	120 copies at \$131.00	\$3.27	
J 1.2:TM/	Tobacco Master settlement pamphlet	2004	paper	\$0.20	2000 copies at \$400.00	\$0.20	
J 1.5:CM	Louisiana's Covenant Marriage act pamphlet	2004	paper	\$0.06	10,000 copies at \$680.20	\$0.06	
J 1.5:CP	Louisiana community property law and how its effects can be changed by contract	2004	paper	\$0.07	10,000 copies at \$727.30	\$0.07	
J 1.5:OSH	Safe Haven Operation a practical guide to school safety	2004	CD-ROM	\$0.35	5400 copies at total cost of \$1,937.52	\$0.35	
J 10.2:DVW5/2003	Domestic Violence in the Workplace Initiative	2004	video	0	didn't hear back from agency; unable to determine cost	0	
Ju 1.2:CHG	An important day in Louisiana history	2004	paper	\$0.04	*Per agency, cost could not be determined because it was one of a packet that were bid out; packet contained this piece and invitation to the opening; I assigned \$0.01 per double sided page.	\$0.20	\$0.40
JU 10.7/1:	De Novo winter 2003 & fall 2004	2004	paper	\$1.00	1000 copies at \$500.00	\$1.00	
Li 1.4:	Louisiana Library Connection	2004	paper	\$0.02	*At that time they were not required to report cost; assigned \$0.01 per double sided page	\$0.10	\$0.20
LL 1.2:OG/2004-2008	Orientation guide for Louisiana House members	2004	paper	\$5.93	500 copies at \$2968.00	\$5.93	
LPG 1.4/4:	Ad letter 2003: Nov 5, Dec 2; 2004: Jan 14, Feb 3, Mar 10, Apr 6, May 6, Jun 10, Jul 15, Aug 11, Sept 14, Oct 14	2004		\$0.83	*didn't hear back from agency; assigning \$0.01 per double sided page	\$4.15	\$8.30
Mu 450.2:GBF/	Great balls of fire	2004	paper	\$0.06	25,000 at \$1,500.00	\$0.06	
NR 200.1:SB	Small Business Assistance Program Annual Report 2003 &	2004	paper	\$1.75	500 copies at \$375.00=\$0.75; 500 copies at \$502.04= \$1.00	\$1.75	

	2004						
NR 200.2:ED	Earth 911 making every day earth day	2004	paper	\$0.35	2000 copies at \$702.00	\$0.35	
NR 200.2:OBDBR	On-Board diagnostics(OBD) Louisiana's vehicle emission prgram(baton Rouge Area)	2004	paper	\$0.07	100,000 copies at \$7746.02	\$0.07	
NR 200.2:SPC	Spill Prevention & Control (SPC) Plan for Facilities that have above ground storage tanks	2004	paper	\$0.17	1000 copies at \$174.00	\$0.17	
NR 200.7/20:	Louisiana Environmental Update v.3:3; v.4:1-2	2004	paper	\$4.10	4000 copies at \$7135.00=\$1.78; 4000 copies at \$6015.00=\$1.50; 12,500 copies at \$0.82 each	\$4.10	
NR 200.7/8:	Louisiana SBAP Newsletter v.12:1-4	2004	paper	\$1.06	each issue has different cost; 1200 copies at \$351.50 = \$0.29; 1250 copies at \$353.00 = \$0.28; 1275 copies at \$350.07 = \$0.27; 1200 copies at \$273.02 = \$0.22	\$1.06	
NR 200.9:CSC	Potential contamination source control contacts	2004	paper	\$0.13	1000 copies at \$135.00	\$0.13	
NR 400.2:?	Where does your drinking water come from? (Enlarged 'Color the Water Cycle' version)	2004	paper	\$0.01	*no cost statement on page; assigned \$0.01 per double sided page	\$0.05	\$0.10
NR 400.2:DRTT	Top 10 tips	2004	paper	\$0.75	1000 copies at \$754.00	\$0.75	
NR 400.2:DWCF	Where does your drinking water come from?	2004	paper	\$0.40	1000 copies at \$400.00	\$0.40	
NR 400.2:DWCH	How to conserve drinking water in the home	2004	paper	\$0.40	1000 copies at \$400.00	\$0.40	
NR 400.2:DWCB	Clean water begins with you	2004	paper	\$0.35	3000 copies at \$1055.00	\$0.35	
NR 400.2:DWFF	Water facts and figures	2004	paper	\$0.09	5000 copies at \$450.00	\$0.09	
NR 400.2:DWPB	How to protect your drinking water in your business	2004	paper	\$0.09	1000 copies at \$90.00	\$0.09	
NR 400.2:DWPBA	Drinking water protection begins with aquifers	2004	paper	\$0.40	1000 copies at \$400.00	\$0.40	
NR 400.2:DWPBW	Drinking water protection begins with watersheds	2004	paper	\$0.41	2000 copies at \$839.67	\$0.41	

NR 400.2:DWPH	How to protect your drinking water in the home	2004	paper	\$0.40	1000 copies at \$400.00	\$0.40	
NR 400.2:DWPP	Louisiana Drinking Water Protection Program pamphlet	2004	paper	\$0.70	5000 copies at \$3515.00	\$0.70	
NR 400.2:IWLPW	Best management practices for irrigation wells and farmers using the local potable water supply	2004	paper	\$0.41	500 copies at \$205.00	\$0.41	
NR 400.2:Pawn	Plugging an abandoned water well	2004	paper	\$0.38	500 copies at \$190.00	\$0.38	
NR 400.7: DWPP	State of Louisiana Drinking Water Protection Program issue 8	2004	paper	\$1.25	800 copies at \$1000.58	\$1.25	
NR 9.7:	Watermarks #25	2004	paper	\$0.06	*Didn't hear back from agency; assigned \$0.01 per double sided page	\$0.30	\$0.60
OS 170.7:	Quarterly Board Meeting and Adjudicatory hearings, state board of private security examiners for 2003: Sept 24; Dec 10; and for 2004: Mar 10; June 9	2004	paper	\$2.33	*didn't hear back from agency so assigned \$0.01per double sided page	\$11.65	\$23.30
OS 83.1:2001	Annual Report, Ernst Morial Convention Center 2001	2002	paper	\$0.06	*per contact they no longer distribute so don't know cost; assigned \$0.01 per double sided page	\$0.30	\$0.60
OS 83.8s:EI	Economic Impact Report, Ernst Morial Convention Center 2002	2003	paper	\$0.04	*per contact they no longer distribute so don't know cost; assigned \$0.01 per double sided page	\$0.20	\$0.40
OS 90.6:	Minutes of the Board Meeting, Louisiana State Board of Cosmetology in 2003: Feb 3, Mar 10, Apr 7, May 5, Jun 2, July 14, Aug 4, Sept 8, Oct 6, Nov 3, Dec 1; and in 2004:Jan 5, Feb 2, Mar 1, Apr 5, May 3, Jun 7, Jul 12, Aug 9, Sept 13	2004	paper	\$3.57	*didn't hear back from agency so assigned \$0.01per double sided page	\$17.85	\$35.70
OS 90.7:BB/	Beauty Bulletin, Louisiana State Board of Cosmetology 2003: May, Aug; and 2004: Jan, Apr, Aug/sept	2004	paper	\$0.32	*didn't hear back from agency so assigned \$0.01 per double sided page	\$1.60	\$3.20
PS 200.8c:	Calendar; Louisiana Highway Safety Commission	2003	paper	\$1.40		\$1.40	

PS 600.6:	Agenda for 2003: Jan 21; Mar 18; May 20; June 3; June 24; July 22; Sept 23; Nov 3; Nov 18; and for 2004: Jan 20; Feb 10; Mar 16; May 18; July 20;	2004	paper	\$3.50	Per phone call, they didn't know cost for depository copy but if requested by the public it would cost \$0.25 per issue copy	\$3.50	
PS 600.6:	Meeting Minutes; state board of private investigator examiners for 2003: Jan 21; Mar 18; May 20; June 3; June 24; July 22; Sept 23; Nov 3; Nov 18; and for 2004: Jan 20; Feb 10; May 16; May 18; July 20	2004	paper	\$3.50	Per phone call, they didn't know cost for depository copy but if requested by the public it would cost \$0.25 per issue copy	\$3.50	
PSE 1.7:2004	Official Bulletin no.759-771, 777-778,787-815	2004	paper	\$21.72	each issue of the bulletin has a different cost per bulletin to print; cost per issue range from \$0.24 to \$1.04	\$21.72	
R 1.2: LBO	key to reporting unclaimed property, pamphlet	2004	paper	\$0.23	Per phone call, 1st printing was 2000 copies at \$468.00	\$0.23	
RA 1.8c:	Racing Calendar 2004-05	2004	paper	\$0.06	*didn't hear back from agency; assigning \$0.01 per double sided page	\$0.30	\$0.60
S 3.2:CB/2004	Insurance Fraud; a crime that affects us all pamphlet	2004	paper	\$0.16	5000 copies at \$1098.21	\$0.16	
S 3.2:IHI	Consumer's guide to individual health insurance	2004	paper	\$0.44	5000 copies at \$2223.25	\$0.44	
S 3.2:Lif/2003	Consumer's guide to life insurance	2004	paper	\$0.24	5000 copies at \$1213.46	\$0.24	
S 3.2:WC	Workers' compensation dos & don'ts	2004	paper	\$0.13	5000 copies at \$650.00	\$0.13	
S 4.7/1:	Louisiana property and casualty insurance commission monthly report v.3:11-12; v.4:1-11	2004	paper	\$0.52	292 copies at \$12.50	\$0.52	
T 1.2:BTG/	It's Time for Your Bank to Grow; Become a Fiscal Agent Bank	2004	paper	\$0.06	*didn't hear back from agency so assigned \$0.01 per double sided page	\$0.30	\$0.60
T 1.2:BTG/	It's Time for Your Financial Institution to Grow; Become a Fiscal Agent Bank	2004	paper	\$0.06	*didn't hear back from agency so assigned \$0.01 per double sided page	\$0.30	\$0.60
T 2.2:SR	Office of Group Benefits letter to Plan Member April 17, 2003	2003	paper	\$0.40	.10 per page estimate from OGB	\$0.40	
T 5.2: OHP	Overview of Housing Programs, Louisiana Housing Finance Agency	2004	paper	\$0.49	*didn't hear back from agency so assigned \$0.01 per double sided page (Housing Finance	\$2.45	\$4.90

					Agency)		
T 5.2:2004A	Louisiana Housing Finance Agency Single Family Mortgage Revenue Bonds	2004	paper	\$0.56	*didn't hear back from agency so assigned \$0.01 per double sided page (Housing Finance Agency)	\$2.80	\$5.60
T 5.2:2004B	Louisiana Housing Finance Agency Single Family Mortgage Revenue Bonds	2004	paper	\$0.56	*didn't hear back from agency so assigned \$0.01 per double sided page (Housing Finance Agency)	\$2.80	\$5.60
T 5.2:AEB	Are energy bills making your temperature rise?	2004	paper	\$0.01	*didn't hear back from agency so assigned \$0.01 per double sided page (Housing Finance Agency)	\$0.05	\$0.10
T 5.2:AHW	After the honeymoon...where will you live?	2004	paper	\$0.02	*didn't hear back from agency so assigned \$0.01 per double sided page (Housing Finance Agency)	\$0.10	\$0.20
T 5.2:AYED	Are your energy dollars flying out of doors and windows?	2004	paper	\$0.01	*didn't hear back from agency so assigned \$0.01 per double sided page (Housing Finance Agency)	\$0.05	\$0.10
T 5.2:CFS/2004	Combined financial statements, Louisiana Housing Finance Agency	2004	paper	\$0.91	*didn't hear back from agency so assigned \$0.01 per double sided page (Housing Finance Agency)	\$4.55	\$9.10
T 5.5 APP:TC	Law Income Home Energy Assistance Program Detailed Model Plan (attachments?)	2004	paper	\$0.70	*didn't hear back from agency so assigned \$0.01 per double sided page (Housing Finance Agency)	\$3.50	\$7.00
T 5.5:APP.TC	Low-Income Housing Tax Credit Program Reservations of Credit Ceiling for Calendar Year 2004	2004	paper	\$0.58	*didn't hear back from agency so assigned \$0.01 per double sided page (Housing Finance Agency)	\$2.90	\$5.80
T 5.5:OAG/	Owner/agent Guide, Louisiana Housing Finance Agency	2004	paper	\$0.66	*didn't hear back from agency so assigning \$0.01 per double sided page (Housing Finance Agency); also called "LAHMA Presentation"	\$3.30	\$6.60

T 5.5:OAG/	On cover "LAHMA Presentation"; Performance based contract administration owner/agent guide July 21, 2004	2004	paper	\$1.14	*didn't hear back from agency so assigning \$0.01 per double sided page (Housing Finance Agency)	\$5.70	\$11.40
T 5.6:	Louisiana Housing Finance Agency Full Board meeting minutes 2003: Jan 8, Feb 12, Mar 19, Apr 9, May 14, July 9, Sept 10, Oct 8, Nov 8, Dec 10; and 2004: Feb 11, Mar 17, May 12, Jun 9, Jul 21	2004	paper	\$1.31	*didn't hear back from agency so assigned \$0.01 per double sided page (Housing Finance Agency)	\$6.55	\$13.10
T 5.6:SEC 8/	Section 8 contract administration LHFA Meeting Sept 30 2004	2004	paper	\$1.03	*didn't hear back from agency so assigned \$0.01 per double sided page (Housing Finance Agency)	\$5.15	\$10.30
Y 20.1: NOEDHW/2004	Strengthening and expanding the healthcare workforce and environment in the New Orleans region	2004	paper	\$1.38	*didn't hear back from agency so assigned \$0.01 per double sided page	\$6.90	\$13.80
Total				\$112.44		\$224.23	\$335.01
Total	X 40 depositories			\$4,497.60		\$8,969.20	\$13,300.40