

CITY OF NEW ORLEANS  
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 10 (R)

August 16, 1990

**TO:** All Departments, Boards, Agencies and Commissions

**FROM:** Leonard D. Simmons, Jr., Chief Administrative Officer

**SUBJECT:** FURNISHING OF DOCUMENTS TO THE CITY ARCHIVES

**1. PURPOSE.**

This memorandum is republished to draw attention to the need to furnish documents to the City Archives Collection of the Louisiana Division of the New Orleans Library to establish a permanent record of the history of our city.

**2. PROCEDURE.**

- A. Each director is referred to Sections 34-19 through 34-24 of the Code of the City of New Orleans.
- B. Each agency must send **two copies** of each survey, report, code, map, newsletter, plan of operations, guide directory, audit, manual, handbook, yearbook, catalog, bulletin, or other published material, including drafts, produced by or for the agency to the Louisiana Division of the New Orleans Public Library.
- C. Each agency, when contracting for consultant studies, should provide in the contract that two copies of a nay draft and final reports produced for the study be transmitted to the Louisiana Division.
- D. Each agency is to **add the Louisiana Division to its mailing list for press releases, public notices, and other pertinent office mailings.**
- E. Each director must **assign one management level staff member to act as a liaison** with the Louisiana Division's Archives staff. Notify the Archives staff of the name, title, office address and telephone number of the liaison person.
- F. Each agency head is referred to Section 9-304 of the City Charter and policy Memorandum No. 30 for procedures relative to annual reports. Each agency liaison person should consult with the Louisiana division to determine which **annual reports** from prior years are not on file in the City Archives Collections. The Louisiana division will arrange to photocopy single file copies of annual reports to ensure that two copies are present in the City Archives Collection.

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3. INQUIRIES

Any questions concerning this memorandum should be addressed to the Head of the Louisiana Division (596-2610) or to the Division's Archivist (596)2564).

Leonard D. Simmons, Jr.  
Chief Administrative Officer

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