

CLASSIFICATION SCHEDULE FOR LOUISIANA DOCUMENTS

The Louisiana documents classification system (referred to as LaDocs) uses an alphanumeric arrangement of letters to designate agencies and uses numbers to indicate the type of publication. It was designed to group related agencies together and to make shelving and locating Louisiana documents simpler.

As state government is reorganized and changed, the classification system is expanded and amended by the Recorder of Documents. Numbers within a previously established class may be assigned or cross referenced to a newly created agency.

Louisiana document numbers are assigned by the Recorder of Documents and have been published for all items distributed since 1961. The classification system is based on one developed by the New Orleans Public Library. It resembles the SUDOCS classification system used for federal documents.

A document number consists of two parts: the stem number that precedes the colon, and the book number which follows it. The stem begins with one or more letters designating the parent agency or type of agency.

A	Department of Agriculture
Ag	Agricultural Experiment Station
CiS	Department of Civil Service
EL	Louisiana State University System
Go	Office of the Governor

Following the letters are numbers that identify the specific branch of the agency responsible for the publication. The number 1 is normally used to designate the agency's primary organization. Generally, larger numbers are used for sub agencies.

EL 1	Louisiana State University (Baton Rouge, La.)
EL 6	Louisiana State University (Baton Rouge, La.) Office of Institutional Research
EL 90	Louisiana State University (Baton Rouge, La.) Department of Zoology
EL 300	McNeese State University, Lake Charles

Note that these designations are historical in nature so they may not reflect the current administrative hierarchy. Thus, although it ceased to be a part of

the Louisiana State University System in 1950, McNeese State University's publications are still classed under EL 300.

The remainder of the stem consists of a form number indicating the type of publication.

Form divisions are:

- .1: Reports
- .2: General Publications
- .3: Bulletins+ #
- .4: Circulars + #
- .5: Rules and Regulations (Manuals, Handbooks and Guides)
- .6: Proceedings, Budgets, Conventions
- .7: Serial Publications (Daily, Weekly, Monthly, or Irregular)
- .8: Miscellaneous (Address)
- .8b: Bills
- .8c: Calendars
- .8d: Dockets
- .8in: Invitations
- .8m: Maps
- .8L: Laws
- .8op: Opinions
- .8p: Programs/Plans/Syllabi
- .8r: Resolutions
- .8s: Studies
- .9: Directories, Rosters, Lists, Statistics
- .10: Bibliographies, Subject lists, Catalogs

The book number following the colon uniquely identifies the individual publication. This designation may consist of a bulletin or report number, volume and issue number, date, etc., for serial or continuing publications. Examples are the Department of Education's *Bulletin No. 1468* is E 1.3:1468 and the monthly *Louisiana Register* is G0 50.7: v/#. Monographs are usually assigned one or more letters, taken from a significant word or words in the title, and the year of publication, e.g. the Department of Education's *Food Fun for Teaching Nutrition* is E 1.2: FF/976.

* For an abridged list of classes, refer to Appendix Q.