

**SECRETARY OF STATE
STATE OF LOUISIANA**

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DEPARTMENT OF STATE

**AGENDA
PUBLIC HEARING ON RECORDS MANAGEMENT POLICIES AND PRACTICES**

**Louisiana State Archives Building
Auditorium
3851 Essen Lane
Baton Rouge, Louisiana
Date: Tuesday, August 26, 2025 Time: 10:00 a.m.**

I. CALL TO ORDER AND INTRODUCTIONS

II. PUBLIC HEARING PROCEDURES (SEE ATTACHMENT #1)

III. PURPOSE OF HEARING

- A. Discussion of Notice of Intent to update Records Management Policies and Practices.
- B. All written and oral comments and submissions regarding the proposed rule shall be fully considered by the Department. The Department shall respond to the comments and submissions describing the principal reasons for and against adoption of any amendments or changes suggested in the written or oral comments and submissions.
- C. A response to any comments and/or submissions as referenced above shall be filed with the House and Governmental Affairs and Senate and Governmental Affairs Committees and shall be made available to interested persons in accordance with law.

IV. CALL FOR COMMENTS AND SUBMISSIONS

- A. At this time, the Department is asking for any data, views, comments, or arguments, orally or in writing, in connection with the published notice of intent.
- B. At this time, the Department will call up persons who have signed a slip asking to speak (See Attachment #2).
- C. The deadline for written comments to be submitted is close of business Tuesday, August 26, 2025, at 4:30 p.m.

V. DISCUSS TIMETABLE FOR THE ADOPTION OF THE PROPOSED RULE

- A. If there are no problems with the Notice of Intent, the Department of State intends to publish its final rule as soon as the APA process permits.

VI. CLOSING COMMENTS

VII. CALL FOR ADJOURNMENT

ATTACHMENT #1
DEPARTMENT OF STATE
PUBLIC HEARING PROCEDURES

A. This hearing is being recorded so that all comments can be fully considered.

B. Everyone who wishes to speak shall have the opportunity to do so.

C. Each person wanting to speak must fill out a request slip (Attachment #2).

1. If you have not already done so, please fill out a slip now.

2. If you need a slip, please raise your hand and a slip will be provided to you.

D. Limitation on Time

1. Speakers will be limited to 10 minutes, unless the presiding officer determines that the time needs to be reduced or increased. Time will be reduced if the speaker is merely repeating what he has already said. Time will be increased if the comments are productive and are not repetitive.

2. A speaker is to state:

- a. whether he or she is for or against the amendments being proposed;
- b. specific provisions being commented on;
- c. the specific reasons for the speaker's position; and/or
- d. any recommendations by the speaker regarding the amendments.

3. A speaker who starts to repeat himself or herself will be asked to move on to any other comments.

4. A speaker who merely states that he or she is against the proposed amendments or any part of the amendments but does not provide specific reasons may be asked to provide further information as provided for in item 2.

E. Discussion of matters unrelated to the proposed amendments will not be allowed or considered.

F. No response to the comments or submissions will be made today. All comments and submissions will be fully considered before any response is provided.

ATTACHMENT #2
DEPARTMENT OF STATE
PUBLIC HEARING REQUEST SLIP

NAME: _____

ORGANIZATION: _____

EMAIL: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

MAILING ADDRESS: _____

- ☐ **FOR PROPOSED AMENDMENTS**
- ☐ **AGAINST PROPOSED AMENDMENTS**
- ☐ **WOULD LIKE TO SPEAK AT PUBLIC HEARING**

SIGNATURE

DATE