Archives, Records Management and History

Jay Dardenne
Secretary of State

Monday through Friday
8 a.m.—4:30 p.m.
Research Library closes at 4 p.m.
Exhibits and Research Library
Saturday, 9 a.m.—5 p.m.
Sunday, 1 p.m.—5 p.m.
3851 Essen Lane
Baton Rouge, LA 70809
225.922.1000
www.sos.louisiana.gov
Inside the Archives...

Acquisitions
Acquisitions is responsible for collecting and cataloging archival records received from state agencies and private individuals. These records are housed in large, environmentally controlled stack areas. Archival materials of more profound historic importance are stored in secured, climate controlled vaults. For more information regarding collection policies and how to donate, call the Acquisitions Department at 225.922.0105.

Art Gallery
Art exhibits by artists’ associations, schools and individual visiting artists are rotated periodically and are free to the public. For more information, call the Outreach Department at 225.922.0750.

Auditorium
The auditorium is a 100-seat facility complete with a modern sound system and projection screen. It is available at a modest fee to state agencies and others upon reservation. For information regarding scheduling and reservation policies of the auditorium, call the Outreach Department at 225.922.0750.
The Conservation Laboratory is a modern laboratory designed to preserve the fragile documents in the collections of the State Archives using appropriate archival techniques and materials. The staff can provide the public with referrals to qualified private businesses upon request, as well as a list of suppliers of conservation materials for those interested in providing proper storage for their own documents. The State Archives has a handout series on the basic care and maintenance of documents, photographs, books and magnetic tape. For more information on preservation, call the Conservation Lab at 225.922.1218.

Exhibits

The exhibits prepared by the Archives staff are displayed in the Louisiana Room, an exhibit area with secured, lighted display cases. The exhibits generally showcase some aspect of Louisiana culture and history, often using the collections of the State Archives. For more information, call the Outreach Department at 225.922.0750.

Microfilm

The microfilm section of the Archives is the centralized microfilming department for the state. Services are provided to state agencies for a nominal fee. All original film is housed at the State Archives and retrieved only upon request of the owner agency. For more information, call 225.925.4955.
Multimedia Archives

The mission of the Multimedia Archives is to collect, preserve and make accessible film and video materials produced in or about Louisiana. It contains oral histories conducted through personal interviews which document the political and governmental history of the state. It also includes news footage from Louisiana television stations. For more information, call the Multimedia Archives Department at 225.925.7628.

Records Center

The Records Center temporarily stores state agency records which are considered inactive and nonpermanent. These records are retrieved and disposed of with the permission of the respective owner agency. For more information, call the Records Center at 225.925.4955.

Records Management

The State Archives is mandated by law to oversee the records management policies and procedures of all state, parish, and municipal governmental agencies. In addition, the Records Management staff reviews and approves all records retention schedules created by those same agencies. For more information, call Records Management at 225.925.7552.
Research Library

The Research Library offers a variety of research materials to the public, most relating to genealogy. There is a large inventory of microfilmed records, including the military pensions, military records, state land records, census records, church records, cemetery records, city directories, ship passenger lists and tax assessment rolls. There are numerous books with general histories as well as family histories. For more information concerning the services provided, call 225.922.1208.

Historical Vital Records

The Vital Records section, located within the Research Library, provides certified copies of Orleans Parish birth records more than 100 years old, Orleans Parish marriage records more than 50 years old and statewide death records more than 50 years old. For more information, call 225.922.2012.
The Louisiana State Archives is mandated to identify, collect, preserve and make available those records which chronicle Louisiana's colorful history from her colonial beginnings to the present. These records thus serve as a "window to the past" which enables us to understand the dynamic events and diverse personalities that have shaped our state's heritage. As our state's chief records custodian, I am committed to the proper management and preservation of Louisiana's public records. This brochure is another of the Department of State's efforts to educate the public about Louisiana's wonderful history and of the valuable resources maintained at the State Archives.

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The staff of the Louisiana State Archives is committed to collect, preserve, display and make available those records essential to the reconstruction of Louisiana's colorful history and heritage. Furthermore, it is our intent to build on the solid reputation of State Archives as being one of the truly outstanding state facilities. As I like to describe it, "Louisiana's historical jewelry box" contains many of our state's "crown jewels" of irreplaceable treasured records. It is through State Archives that Louisiana can celebrate its past to prepare for a brighter future. We at State Archives provide tours, learning experiences, conservation tips and much more.

Florent Hardy Jr. Ph.D.
State Archivist

This public document was published at a total cost of $1,647.42. Ten thousand copies of this document were published in this first printing at a cost of $1,647.42. The total cost of all printings of this document, including reprints is $1,647.42. This document was published by the Department of State, P.O. Box 94125, Baton Rouge, LA 70804-9125 by the Division of Administration, State Printing Office, 950 Brickyard Lane, Baton Rouge, LA 70802 to provide a reference for the public about facts of Louisiana. This material was printed in accordance with the standards for printing by state agencies established pursuant to R.S. 43:31. Printing of this material was purchased in accordance with the provisions of Title 43 of the Louisiana Revised Statutes.