LOUISIANA HOUSING CORPORATION

PERSONNEL POLICY NO. 21

SUBJECT: REMOVAL OF STATE RECORDS

I. POLICY:

It is the policy of the Louisiana Housing Corporation that no employee shall remove, or cause to be removed, any record from the officially designated worksite, for other than work-related purposes, without specific written authorization from his/her immediate supervisor. This policy is not intended to violate an individual's right to information under the Public Records Act.

II. PURPOSE:

To ensure the promulgation of rules governing record security, to assign responsibility for provisions of the policy, and to explain the process for adhering to the policy.

III. APPLICABILITY:

This policy applies to all employees of the Louisiana Housing Corporation.

IV. DEFINITIONS:

A. Record:

All documents, papers, letters, books, drawings, maps, plats, photographs, magnetic or optical media, microfilm, microphotograph, motion picture film, or other documents or any other materials, regardless of physical form or characteristic, generated or received under law or in connection with the transaction of official business, or preserved by an agency or political subdivision because of other informational or legal value.

B. Officially Designated Worksite:

The location at which State business is conducted (either the usual place of business or some off-site location when on official business).

C. Written Authorization:

Approval granted in written form by the appropriate supervisor.

V. PROCEDURE:

In order to obtain authorization to remove a record (or office equipment) from the officially designated worksite, a written request shall be submitted to the appropriate supervisor, prior to

the intended removal. The request shall contain the following information regarding the record: description, destination, reason for utilization, and projected time of return. The director shall determine the appropriateness of the request; signify, in writing, his/her approval or disapproval; and return the document to the requestor's supervisor. The supervisor will immediately forward the document to the requestor.

VI. RESPONSIBILITY:

A. Employees are responsible for:

1. Complying with the provisions and spirit of this policy.

2. Assuring the protection and respect of records in an appropriate manner.

3. Reporting known violations of this policy to the immediate supervisor, and/ or the Appointing Authority.

4. Forwarding requests to the supervisor in a timely manner regarding removal of records from the officially designated worksite.

VII. EXCEPTIONS:

There will be no exceptions to this policy.

VIII. QUESTIONS:

Questions regarding this policy should be directed to Corporation’s General Counsel.

IX. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action up to and including termination and/or criminal prosecution.

Approved by:

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Date