

# STATE OF LOUISIANA

## SUB-COMMITTEE MEMBERS

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## **TASK FORCE ON STATEWIDE STANDARDS FOR CLERKS OF COURT ELECTRONIC FILING AND RECORD RETENTION**

### **SUB-COMMITTEE ON EVIDENCE AND RETENTION**

#### **AGENDA**

Friday, November 5, 2021  
Committee Room A  
1:00 PM

- I. Call To Order
- II. Roll Call
- III. Election of Reporter
- IV. DISCUSSION:
  1. Notice of Updated Preservation & Records Management Statues:  
Laws related to Records Retention, Preservation and Evidence
    - A. Preservation of Records
    - B. Conversion of Records
    - C. Laws of Conflict
    - D. Destruction of Records
  2. Master Retention Schedules

### 3. Clarification of Regulation of Evidence Destruction

A. Evidence regulated by Title 44 Chapter 1, excluding Chapter 5

B. Subjection to Public Records Law, excluding Retention Schedule

C. Attorney General Opinion: August 12, 2018 (17-0155)

V. PUBLIC TESTIMONY

VI. OTHER BUSINESS

VII. ANNOUNCEMENTS

VIII. ADJOURNMENT

Persons who do not feel comfortable giving testimony in person may submit a prepared statement in accordance with Senate Rule 13.79, in lieu of appearing before the sub-committee. Statements may be emailed to [ellisb@legis.la.gov](mailto:ellisb@legis.la.gov) and must be received by the sub-committee secretary at least three hours prior to the meeting to be included in the record for this sub-committee meeting.

Audio/visual presentations, such as PowerPoint, must be received by the sub-committee secretary at [ellisb@legis.la.gov](mailto:ellisb@legis.la.gov) at least twenty-four hours PRIOR to the scheduled start of the sub-committee meeting for review and prior approval. Thumb drives will NOT be accepted.

Persons desiring to participate in the meeting should utilize appropriate protective health measures and observe the recommended and appropriate social distancing.

**PLEASE SUBMIT A WITNESS CARD TO THE SUB-COMMITTEE ADMINISTRATIVE ASSISTANT BEFORE THE MEETING BEGINS IF YOU WANT TO TESTIFY BEFORE THE COMMITTEE.**

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Catherine J. Newsome  
State Archivist  
Sub-Committee Chair