

Governor's Office of Homeland Security And Emergency Preparedness State of Louisiana

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GOVERNOR



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Document Maintenance Policy Policy Number: GEN-0021

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Approval: 
Jacques Thibodeaux, Director

I. Policy Statement

It is the policy of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) to maintain a unified, current, and comprehensive suite of agency documents and records. GOHSEP shall comply with all federal, state, local, and internal documentation requirements, ensuring timely maintenance, accurate record-keeping, and strict adherence to the guidance outlined in the GOHSEP Documentation Procedural Guide [GOHSEP Document Procedural Guide 2025 - All Documents \(la.gov\)](https://www.la.gov/gohsep-document-procedural-guide-2025-all-documents) and all statutory mandates.

In accordance with the GOHSEP Documentation Procedural Guide:

Records: Anything containing information which is made, produced, executed, or received in connection with the official activities of GOHSEP. This includes both official and convenience records.

Official Records: Records having the legally recognized and judicially enforceable quality of establishing some fact, policy, or institutional position or decision (e.g., final policy memoranda, operational plans).

Convenience Records: Versions of drafts, reports, memos, or communications used to develop a final official document (e.g., drafts, working papers).

II. Responsibility

The Assistant Director for each GOHSEP Division is the principal authority responsible for implementing and enforcing this policy within their area of operation. Specific responsibilities include:

Oversight: Directing divisional efforts to ensure all document maintenance requirements are met, and processes align with the GOHSEP Documentation Procedural Guide.

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Document Identification: Identifying, categorizing (e.g., Policy, Procedural Guide, Checklist), and listing the specific Official and Convenience records utilized within their Division.

Quality Control: Guaranteeing that all required documents are accurate, complete, and submitted by required deadlines to meet regulatory and internal mandates.

Maintenance Reporting: Ensuring that the maintenance status (updates or revisions) and history of all applicable documents are recorded on a Change Maintenance Record as required by the procedural guide.

III. Document Control and Maintenance

All GOHSEP Divisions must comply with the document control standards and maintenance cycles outlined in the GOHSEP Document Order hierarchy and the GOHSEP Documentation Procedural Guide.

A. Document Hierarchy and Schedule

Documents are maintained based on their placement within the GOHSEP Document Order hierarchy:

Category (Authority)	Example Documents	Typical Maintenance Cycle
Highest (Statutes, Regulations, Orders)	LRS Title 29:721-739	As needed (Least Frequent)
High (Policies & Guidance)	Policy Memorandums	Approximately 5 years
Medium (Strategic Plans)	Long-Term Agency Goals	3 to 5 years
Low (Operational & Tactical Plans)	Operational Plans, Annexes	1 to 3 years
Lowest (Procedural Guides, Forms)	Procedural Guides, Checklists	Annually (Most Frequent)

B. Maintenance Categories

Document changes are managed under two categories as defined by the Procedural Guide:

- Updates (Annual): Routine inspections of documentation to incorporate minor changes, resolve inconsistencies, capture new organizational structures, or integrate immediate lessons learned from incidents/exercises. Updates are flexible, can occur at any time, and are approved by the GOHSEP Section Chiefs.
- Revisions (Systematic Examination): Comprehensive examinations to potentially re-write stated policies and procedures, addressing major changes in state/federal laws, regulations, processes, infrastructure, or economics. Substantial revisions must be approved by the Assistant Director of Emergency Management.

IV. Review and Documentation Process

A. Annual Review

The Assistant Director or their Designee will conduct an annual review of all relevant divisional documents to identify necessary changes based on changes to laws, regulations, guidance, or internal procedures.

B. Documenting Changes (Change Maintenance Record)

To ensure version control and transparency, every official GOHSEP document must utilize a Change Maintenance Record (or equivalent tracking mechanism defined in the Guide).

Any changes made must be recorded in this maintenance record, which must include, at a minimum:

Record Element	Purpose
Date of Change	Date the change was made
Sections/Pages Changed	Location of the change(s)
Brief Summary	Why the change(s) were made
Changed by	Who made the change(s)
Approved/Accepted	Approver
Approval Date	Date approved
Release Version Update	Incremental document version number

C. Dissemination

Once a document is revised or updated, the GOHSEP shall communicate the change to stakeholders (GOHSEP Team, OHSEP Directors, ESF Partners) via email, staff meetings, or other designated methods. The current version will be published and available on both External/Public (e.g., GOHSEP website) and Internal/GOHSEP (SharePoint) sites as appropriate for its distribution status.

V. Record Keeping and Control

GOHSEP will maintain all official documents and their associated maintenance records in the respective Division's Shared Documents folder within SharePoint.

The Emergency Management Division, Preparedness Section is responsible for the overall GOHSEP Documentation Procedural Guide and authorized to manage its maintenance, ensuring all changes are tracked via the Change Maintenance Record and disseminated properly.

For general administrative, financial, and personnel documentation, GOHSEP will follow the records retention and disposition schedule provided by the Louisiana Secretary of State.