

California State Publications

Introduction

California State Publications (CSP) is a listing of official publications received by the California State Library from executive agencies, the Legislature, and the judiciary. *CSP* is published monthly and cumulated annually as provided for by the Library Distribution Act ([California Government Code section 14910](#)).

Scope

Documents listed in *CSP* are those that qualify as “state publications” under the terms of [Government Code section 14902](#). The definition includes but is not limited to: annual reports, statistical compilations, hearing transcripts, reports on research, directories, and periodicals.

Publications of the University of California, internal publications, and forms are specifically excluded by section 14902. They are not distributed to depository libraries and thus are not listed in *CSP*. The following publications are also omitted from listing in *CSP*:

- Bills, amendments, slip laws, daily journals and daily and weekly editions of legislative histories and indexes
- Revisions or amendments designed to be interfiled into loose-leaf publications
- Course catalogs and program announcements of the California State University
- Publications received more than five years after the date of publication, unless still available for acquisition

Periodicals and serials are listed on first receipt in the monthly *CSP*, and again if the bibliographic record changes.

Web Version of California State Publications

Beginning in 2019, *CSP* is only available on the Web through the California State Library's website. To subscribe to the notification list to be alerted when a new issue has been made available online, join the *California State Publications* mailing list at www.library.ca.gov/mailling-lists/. To access the Web version of *CSP*, go to www.library.ca.gov/government-publications/ca-publications/.

California Document Distribution to Depository Libraries

Library Distribution Act (LDA)

In 1945, the California Legislature, with the goal of making all state publications freely available to the citizens of California, passed the [Library Distribution Act \(Government Code sections 14900-14912\)](#), thereby establishing a depository library system. Each California state document depository library contracts with the Department of General Services to receive, record, shelve, and preserve state publications and to give free service to patrons wishing to use them. Depository libraries may be either complete or selective depositories.

Complete depositories receive all publications distributed by the State Printer to depository libraries (LDA publications) and all publications directly issued from executive agencies, the Legislature, and the judiciary.

Selective depositories also receive LDA publications directly from the State Printer, but they receive only some of the publications distributed by agencies, the Legislature, and the judiciary.

The Library Distribution Act is administered by the California State Library, which evaluates and approves applications for depository status, formulates policies and procedures relating to the operation of the depository program, provides consulting services, and evaluates depository library performance.

LDA Publications

The State Printer automatically distributes some publications to all depository libraries. These are commonly known as "LDA publications." Each shipment of LDA publications to depository libraries includes a packing list (LDA list).

For depository libraries only: if a publication is missing from a shipment, the library should photocopy the LDA list, indicate the missing title, and send the

copy along with the library's address as it appears on LDA shipments to the following address:

Office of State Publishing
Mass Mail/LDA
885 Riverside Parkway
West Sacramento, CA 95605
(916) 445-5386

Requests for missing publications must be made within six (6) weeks from the date of the LDA list and will be honored as long as the supply lasts.

On occasion a title will be crossed off an LDA list. This indicates a publication that is no longer available from the State Printer. Requests for these publications can be sent to the Government Publications Section of the State Library, where every effort will be made to honor them.

Publications Not Distributed by the State Printer

Most state agency publications are distributed directly from state agencies to depository libraries. Claims for these publications should be sent to the state agency listed as author, publisher, or issuing body in *CSP*.

Contact information may be found for state agencies in the ca.gov list of state agencies at www.ca.gov/agenciesall/ or in the current edition of the Secretary of State's *California Roster* (www.sos.ca.gov/administration/california-roster).

Retention and Disposal Policies for Depository Libraries

Publications distributed to depository libraries, although on permanent deposit, remain the property of the State of California and may not be disposed of in any manner without the written authorization of the State Library, except as provided below:

- Publications received prior to September 15, 1945, and duplicates are not subject to these policies.
- Publications chosen for discard should be first offered to the Government Publications Section, California State Library.
- Regional library consortia may, with the approval of the State Library, reduce the number of duplicate copies owned by complete, selective,

or law library depositories in their library systems provided there is an acceptable method of sharing between libraries and providing public access to the remaining copy or copies.

Complete Depositories

Complete depository libraries must retain all publications permanently, except as follows:

1. Any publication may be discarded when it is superseded by a cumulation or a new edition or revision, e.g., legislative histories, codes and compilations of laws or regulations, directories, college and university catalogs, and superseded pages of loose-leaf publications.
2. Any publication may be discarded when it is replaced by another format, e.g., paper copies when replaced with a digital or microfacsimile version, slip laws when replaced by *Statutes and Amendments to the Codes* (session laws), and the daily legislative journals when replaced by the bound edition.
3. Ephemeral publications may be discarded when no longer current or useful, e.g., announcements of conferences and workshops, award lists, exhibit catalogs and premium lists, class schedules of the California State University, lists of publications intended for order use only, and press releases.
4. Statistical publications issued more often than annually may be discarded after five years.
5. Legislative daily files may be discarded on receipt of a later file.
6. Legislative bills, constitutional amendments, and concurrent and joint resolutions may be discarded two years after the close of the session.

Selective Depositories

Selective depository libraries may dispose of publications at any time, with the exception of the following classes of material that must be retained for at least five years:

1. Periodicals (e.g., *Outdoor California*, *Notary Public Handbook*).
2. Administrative and statistical reports issued by state agencies (e.g., *Biennial report of the California Department of Industrial Relations*, *Annual report of the Insurance Commissioner*, *Annual report of fatal and injury motor vehicle traffic accidents*).
3. Basic state level fiscal documents (e.g., *Governor's budget*, *Final change book*, *Economic report of the Governor*).
4. Basic legislative reference works (e.g., *Senate final history*, *Assembly final history*, *Legislative index and table of sections affected*).

Law Library Depositories

Law library depositories must retain publications in accordance with [Government Code section 14909](#) as administered by the State Library. Section 14909 stipulates that maintenance of basic general documents shall not be required of law library depositories, but they shall maintain basic legal documents. Such basic legal documents shall include legislative bills, legislative committee hearings and reports, legislative journals, statutes, administrative reports, California Code of Regulations, annual reports of state agencies, and other legal materials published by the state.

Contact Us

For further information, please contact the Government Publications Section.

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[Ask A Government Publications Librarian](#)