

State of Louisiana  
Office of the Commissioner

Jeff Landry  
Governor

Taylor F. Barras  
Commissioner of Administration



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Via email only

Senator J. Cameron Henry, Jr.  
President of the Senate  
State Capitol Building  
Post Office Box 94183  
Baton Rouge, LA 70804  
[apa.senatepresident@legis.la.gov](mailto:apa.senatepresident@legis.la.gov)

Representative Phillip R. DeVillier  
Speaker of the House  
State Capitol Building  
Post Office Box 94062  
Baton Rouge, LA 70804  
[apa.housespeaker@legis.la.gov](mailto:apa.housespeaker@legis.la.gov)

Re: R.S. 49:966K Annual Rulemaking Report

Dear President Henry and Speaker DeVillier:

In accordance with La. R.S. 49:966K, the Division of Administration, Office of the Commissioner (COA) hereby submits the following report for its 2025 rulemaking activities.

In 2025, the COA took no action with respect to adoption, amendment, or repeal of any rule; proposed no fee for adoption, increase, or decrease; and, received no petitions or submissions under La. R.S. 49:964A. Further, in accordance with La. R.S. 49:964B, the COA conducted a public hearing in the Thomas Jefferson Room, 1-136C, First Floor of the Claiborne Building, 1201 N. Third Street, Baton Rouge, Louisiana, on October 28, 2025, at 9:00 am for the purpose of allowing any interested person the opportunity to comment on any rule of the agency which the person believed is contrary to the law, outdated, unnecessary, overly complex, or burdensome. The COA received no comments at the hearing or during the comment period.

In accordance with La. R.S. 49:964D, enacted by Act 192 (2024 R.S.) and effective August 1, 2024, the COA has begun reviewing its rules for the five-year period of 2025-2029. In 2025, the following rules were reviewed:

1. LAC 4:I.301, PRR Uniform Fee Schedule

This rule is necessary and consistent with the COA's mission as within 90 days after the effective date of La. R.S. 39:241, the COA was mandated to adopt a uniform fee schedule rule setting forth fees for charging persons requesting copies of executive branch agency public records. The rule is required by law and provides a consistent basis for copy cost charges assessed by executive branch agencies. The rule's probable benefits of consistent public record copy charges outweigh any burdens and costs on persons regulated by the rule, both executive branch agencies and members of the public. The COA is working on updating the rule to reflect current technology.

2. LAC 4:I.501-513, Employee Incentive Award Program

These rules establish a process to give state employees a monetary incentive award for recommending, developing, and implementing an idea that results in cost savings and/or revenue generation for the State. This program is unnecessary because it has been replaced by other Civil Service Rules that are available for rewarding employees for significant achievements. Additionally, the program is no longer functional as it relies on the Louisiana Civil Service League, which ceased operations in 2024, as the final approver of the program's incentive awards and identifies a non-existent committee as the committee responsible for approving and overseeing agency committees—the State Employee Incentive Award Committee. These rules are designated for repeal.

3. LAC 4:I.701-713, Implementation of Electronic Signatures in Global and National Commerce Act—P.L. 106-229

These rules implement the federal E-sign law, the Act to facilitate the use of electronic records and signatures in interstate commerce. As the manager of the State government's management and financial operations hub, the COA adopted these rules in April 2001 to promote Louisiana's digital economy. The rule's probable benefits of promoting Louisiana's digital economy outweigh any possible burdens and costs on persons regulated by the rule. These rules have been identified for amendment and updating to reflect current technology.

4. LAC 4:V.101, Authority (Issuance of Policy and Procedure Memoranda—PPM Number 1)

The COA serves as the manager of the State government's management and financial operations hub. This rule—PPM Number 1—is consistent with the COA's mission and is necessary as it provides instructions for compiling, maintaining, and retaining all memoranda setting forth fiscal policy and procedures issued by the COA. The rule's probable benefits of compiling, maintaining, and retaining State fiscal policy memoranda outweigh any possible burdens and costs on each State agency regulated by the rule. The COA plans to amend PPM Number 1 to require an electronic form instead of the current required manual form.

5. LAC 4:V.301, Fiscal Review of Proposed Disbursements—PPM Number 7

This rule ensures that all State employees responsible for the fiscal review of proposed disbursements clearly understand their responsibilities when approving disbursements. It also establishes a foundation for disciplinary action in cases of noncompliance. The rule is necessary and consistent with the COA's mission as the State government's financial operations hub and management arm. The rules' probable benefits outweigh any possible burdens and costs on the State employees regulated by the rule.

6. LAC 4:V.501-505, Property Insurance Claims Recover Funds—PPM Number 10

In accordance with La. R.S. 39:1535, the COA through the Office of Risk Management is responsible for managing all State insurance covering property and liability exposure; this responsibility does not include personnel benefits and group health and life coverage. In this section of rules, the COA establishes the administrative procedure for reimbursements of covered losses, including funding processes, to ensure consistent business practices and

compliance among all State agencies. The rule's probable benefits of accurate and consistent property and liability claims management outweigh any burdens and costs on covered agencies regulated by the rule. These rules have been identified for amendment in conjunction with proposed revisions to the *Louisiana Administrative Code*, Title 37, Part I, Subpart 1, Chapter 7, to ensure continuity of State business practices.

7. LAC 4:V.2713, State Publications

Section 2713 was originally promulgated under La. R.S. 43:31(A)(2) to prescribe uniform specifications for printed matter consistent with 1980's technology. Now, the statutory requirement for standards governing printed matter is satisfied by the updated PPM Number 64, Sections 2701-2711, effective November 1, 2022. Section 2713 was intended to be repealed by the prior 2015 update. Section 2713 is designated for repeal.

8. LAC 4:V.2901-2931, Travel in State-Owned Aircraft—PPM Number 67

This Policy was put in place in 1984 for the Office of Aviation and Public Support—forerunner to the Office of Aircraft Services—when they had four airplanes they were chartering to different agencies. In 1990, the aircraft were sold and the Office was abolished. The current Office of Aircraft Services now supports maintenance and repair only of aircraft owned or operated by state agencies. Accordingly, PPM 67 is no longer needed and is designated for repeal.

9. LAC 4:V.3301, Unemployment Compensation—PPM Number 69

This rule was created in 1985 to address the problem of the state's general fund bearing a disproportionate share of the cost of unemployment compensation benefits paid to ex-employee claimants. This rule ensures that the payments of unemployment benefits are made from the same source of funding as the source used to pay the claimant when working as a State employee. Although long-standing, this rule aptly operates whenever a former employee is paid unemployment compensation benefits. The rule's probable benefits of charging the claimant's unemployment compensation costs to the source of funding that benefited from the claimants prior State work outweigh any possible burdens and costs on persons regulated by the rule. This rule aligns with the COA's mission as the State government's financial operations hub and management arm.

Currently, the COA has 126 rules in the *Louisiana Administrative Code*. As indicated above, for the five-year period 2025-2029, the COA has reviewed 35 rules, amounting to 28% of its rules.

Sincerely,



Taylor F. Barras  
Commissioner of Administration

TFB/apm