

POLICY AND PROCEDURE MEMORANDUM NO. 29

SUBJECT: USE OF SOUND AND AUDIO-VISUAL SYSTEMS  
TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS  
EFFECTIVE DATE: JULY 8, 1983


Policy - Audio and visual equipment of various types included but not limited to public address systems, musical sound systems, video systems, etc. will be purchased and added to the inventory of parks, state commemorative areas, and state preservation areas from time to time in an effort to improve the operation and interpretive services for such facilities. The nature of this equipment and the purpose for which it is assigned to an individual park is such that it cannot be transferred, loaned, or used by any agent or organization other than a unit within the Office of State Parks.

Policy - Should a situation should arise where an agent or organization outside the Office of State Parks requests the use of any of the above described equipment, the Manager should explain in polite terms the agency's policy against such action.

Procedure - Should the need arise to transfer such equipment from one state park unit to another through administrative action, the Manager to which the equipment is assigned shall prepare a written statement indicating who authorized the transfer, the conditions of the transfer, and the condition of the equipment at the time of the transfer as well as the agent responsible for accepting the transfer. This document should be signed by both the Manager transferring the equipment as well the individual who is receiving the transfer. The transaction should be dated with a copy sent to the Administrative Office and a copy retained by both the unit from which the equipment was transferred as well as the unit to which the equipment is being transferred.

Procedure - A reverse procedure should occur when the equipment is returned. If the equipment is transferred on anything other than a temporary loan basis, the procedure for transfer of inventoried equipment should be followed.

THUS DONE AND SIGNED, at Baton Rouge, Louisiana, on September 18, 2025 with the understanding and acknowledgment that this PPM has been effective in its current version since July 8, 1983. By my signature below, this PPM shall remain in effect and active unless otherwise amended, replaced, or terminated by myself or my supervisor, designee, or successor.



H. Brandon Burris  
Assistant Secretary