


Inquiries Concerning State Lands

	Louisiana Department of Health (LDH)	
	Policy Number	9.1
	Content	Provides direction in handling inquiries about use of state land under the administration of LDH
	Effective Date	April 30, 2003
	Inquiries to	Office of the Secretary Bureau of Legal Services P.O. Box 3836 Baton Rouge, LA 70821-3836 (225) 342-1128 FAX (225) 342-2232

LDH is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our Department’s reputation and achievement as well.

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

I. PURPOSE

The purpose of this policy is to ensure that all initial inquiries concerning state lands under the administration of the Louisiana Department of Health (LDH) are directed immediately to the assistant secretary of the office whose facilities are located upon the land that is the subject of the inquiry or the office to which the land is assigned, and to provide for the Assistant Secretary to notify the Secretary in writing of their recommendations.

II. APPLICABILITY

This policy is applicable to all LDH Offices.

III. EFFECTIVE DATE

This policy shall be effective on April 30, 2003.

IV. POLICY STATEMENT

All initial inquiries concerning the sale, lease, or use of any lands under the administration of LDH, including requests for servitudes, shall be immediately directed in writing to the assistant secretary of the office whose facilities are located upon the land that is the subject of the inquiry or the office to which the land is assigned. The Assistant Secretary shall immediately forward said notification to the Secretary and shall make written recommendations to the Secretary.

All written recommendations related to inquiries concerning state lands shall include all relevant information regarding the inquiry, such as the name of the person making the inquiry, the terms of any person making the inquiry, the terms of any proposal related to the land, and where the land is located and what use is currently being made of the land.

Only the Secretary may approve any proposed use of state lands under LDH's Administration subject to the provisions of R.S. 36:254 C. No one is authorized to negotiate without the prior approval of the Secretary.

V. REVISION HISTORY

Date	Revision
April 30, 2003	Policy created
April 17, 2019	Policy reviewed
November 30, 2023	Policy reviewed
November 7, 2024	Policy reviewed