

All requests require the following information and may be made in writing, by email or online through the website:

- Requestor's name
 - Date of birth
 - Physical home or business address
 - Telephone number
 - Email address
- Succinct and clear description of the documents requested, either by reference to a specific document, such as an ordinance number, or by reference to the subject matter of the document(s) requested.
- In accordance with Louisiana Law, any person authorized under the Louisiana Public Records Law that wishes to simply review records may do so without charge provided:
 - Requestor provides same information as required on any other public records request.
 - Examination is performed during regular business hours
 - The custodian, or designee, monitors the requestor to ensure the protection of the public records.

What to expect once a Public Records Request has been made:

- Public Records Custodian will contact the requestor within 3 business days to inform the requestor of the following:
 - Classification of the request
 - Applicable copy charge schedule (posted on website)
 - Good faith estimate of the time to comply with the request
- In lieu of notification, the custodian may simply provide the records requested.
- All charges will be paid prior to the delivery of the records (may be paid for at the time of pickup).
- Prepayment and/or a deposit may be required for extraordinary costs. The Custodian will notify the requestor by email if this is the case. Reasons for deposit or prepayment:
 - Requestor has pending request for which the requestor or an affiliate of the requestor has failed to pay. Payment of the outstanding charge and prepayment of the estimated charge shall be required prior to any efforts to fulfill the request.
 - If the Custodian, with approval from the Parish President, determines the nature or volume of the request is such the request cannot be fulfilled during the ordinary scope of the business day, without unduly infringing on the operations of Parish government.
 - The Custodian shall propose a deposit to cover the costs of fulfilling the request outside of ordinary business hours, which amount will be paid before fulfillment of the request will begin.
- Methods of Delivery of Public Records Request:
 - In person pick up
 - By Email (if volume of request allows)

- Delivery by commercial carrier – must be paid for by the requestor and conditioned on the pick up from the Custodian by the commercial carrier.
- If the request *may* include documents that are subject to a legally recognized privilege, the custodian will provide notification by email and estimate the time required for review and redaction of privileged documents.

Request Classification Categories

The Custodian will determine what category the request falls into and will notify the requestor of such determination. The below applies to each category without regard to the format, electronic or paper, in which the records are stored or provided to the requestor, photocopies or electronic.

- Records that are specifically identified and are readily identifiable and available without the need for research:
 - Shall be provided within 3 days unless there are extenuating circumstances that prevents this.
 - Charges are as follows:
 - First 5 pages: no charge
 - Pages 6-25: \$0.50 per page
 - 26 and more pages: \$1.00 per page
 - Additional \$10.00 charge if the records are downloaded to an external storage medium (i.e. thumb drive).

**Only thumb drives purchased by the Parish will be used.*

*** In the event that the volume of the request prevents effective emailing of the documents, the requestor will opt between the external storage medium or photocopies.*
- Records that are defined by type or subject matter such that the Custodian or other staff are required to locate and segregate the requested records from the corpus of records maintained by the Parish:
 - Records will be provided in as timely manner as possible, without disrupting the daily operations of the Parish Government
 - Charges are as follows:
 - Pages 1-10 \$1.00 per page
 - Pages 11 and more \$2.00 per page
 - Additional \$10.00 charge if the records are downloaded to an external storage medium (i.e. thumb drive).

**Only thumb drives purchased by the Parish will be used.*

*** In the event that the volume of the request prevents effective emailing of the documents, the requestor will opt between the external storage medium or photocopies.*

Additional Charges

- 8 ½ X 14 (Legal) – an extra \$0.25 per page, exclusive of maps.
- Maps 11 X 17 - \$10.00 per map

- Maps 13 X 19 - \$20.00 per map