1		PARISH OF WEST FELICIANA
2		ORDINANCE NUMBER: 2019 March 11 - 01
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4 5 6 7	FE	ORDINANCE TO ESTABLISH THE PUBLIC RECORDS POLICY FOR WEST LICIANA PARISH GOVERNMENT; AND TO PROVIDE FURTHER WITH SPECT THERETO:
8	The W	Vest Feliciana Parish Council hereby ordains:
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10 11		n 1 – The following is hereby ordained and enacted within the Code of Ordinances of West ana Parish
12		Section 2-25 – Public Records Policy,
13 14	a)	This Section shall govern the production of public records in accordance with LRS 44:1, the "Public Records Law"
15 16	b)	The Council Secretary shall be the Custodian of Records for the West Feliciana Parish Government.
17	c)	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
18 19	4)	email or through a web-site based form if such is provided.
19 2 0	u)	Each public records request shall provide: 1. the requestor's name, date of birth, a physical home or business address, telephone
21		number, and an email address;
22		2. a succinct and clear description of the documents requested, either by reference to
23		a specific document, such as an ordinance number, or by reference to the subject
24		matter of the document(s) requested;
25	e)	Upon the receipt of a public records request the Custodian should contact the requestor
26		within three business days to inform the requestor as to the classification of the request, the
27 28		applicable copy charge schedule, and a good-faith estimate of the time to comply with the
28 29	W	request. In lieu of notification of the requestor, the Custodian may simply provide the
30	f)	records requested. The following shall be applicable to records which are specifically identified and are
31	1)	readily identifiable and available without the need for research. The Custodian will
32		determine whether the request falls into this category and shall notify the requestor of such
33		determination. This shall apply to records without regard to the format, electronic or paper,
34		in which the records are stored or provided to the requestor, photocopies or electronic.
35		1. The records shall be provided within three business days, unless there is an
36		extenuating circumstance that prevents such;
37		2. The charge for such records shall be:
38		i. No charge for the first 5 pages;
39		ii. \$0.50 per page for pages 6-25;
40		iii. \$1.00 per page for pages over 25
41		iv. An additional \$10.00 charge if the records are downloaded to an external
42		storage medium such as a thumb drive; Only a thumb drive purchased by

the Parish shall be used for this purpose. In the event that the volume of the request prevents effective emailing of the documents the requestor shall opt between the external storage medium or paper photocopies.

- g) The following shall be the applicable for records which 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. This shall apply to records without regard to the format, electronic or paper, in which the records are stored or provided to the requestor.
 - 1. The records shall be provided in as timely a manner as possible, without unduly disrupting the daily operations of Parish Government;
 - 2. The charge for such records shall be:
 - i. \$1.00 per page for pages 1-10;
 - ii. \$2.00 per page for pages over 10;
 - iii. An additional \$10.00 charge if the records are downloaded to an external storage medium such as a thumb drive; Only a thumb drive purchased by the Parish shall be used for this purpose. In the event that the volume of the requests prevents effective emailing of the documents the requestor shall opt between the external storage medium or paper photocopies.
- h) The charge for documents exceeding the size of standard legal paper, 8 ½ X 14, shall be an extra \$0.25 per page, exclusive of maps. The charge for maps size 11 X 17 shall be \$10.00 and for size 13 X 19 shall be \$20.00.
- i) All charges shall be paid prior to delivery of the records to the requestor. Delivery of the records to the requestor shall be by one of three methods:
 - 1. In person pick-up by the requestor or an agent thereof;
 - 2. Email to the requestor or an agent thereof;
 - 3. Delivery by commercial carrier, such as FedEx, but only through an account paid directly by the requestor, conditioned on the pick-up from the Custodian by the commercial carrier.
- j) In the following circumstances the requestor may be required to provide prepayment of the estimated charge or deposit for extraordinary costs, of which the Custodian shall notify the requestor in writing through the email address provided:
 - 1. If a requestor has a pending request for which the requestor or an affiliate of the requestor has failed to pay the applicable charge, payment of the outstanding charge and prepayment of the estimated charge shall be required prior to any efforts to fulfill the request;
 - 2. If the Custodian, with the concurrence of the Parish President, determines that 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 shall be paid before fulfillment of the request shall begin;
- k) If it becomes apparent that the request will likely include documents that are subject to a legally recognized privilege, the Custodian shall notify the requestor by email and estimate the time required for review and redaction of privileged documents.
- l) 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:

1 2	 the requestor provides the same information as required in paragraph (d)(1); the examination is performed during regular business hours; 		
3 4	3. the Custodian, or a designee, monitors the requestor to ensure the protectio public records.	n of the	
5 6	Section 2 - This ordinance shall take effect five (5) days after the publication of the adopted in the Official Journal.	version	
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8 9 10	Introduced by: Councilmember Melville R. Percy at the regular meeting of the West Foreign Council on the 11 th day of February, 2019.	eliciana	
11 12	Publication of Summary and Notice of Public Hearing on February 21, 2019.		
13 14	Full reading and passage March 11, 2019.		
15 16 17	Moved for adoption by Sydney Picou Walker. Seconded by Melville R. Percy.		
18 19 20	FOR: MELVIN YOUNG, MELVILLE R. PERCY, SYDNEY WALKER, WILLIAM "BILL" MAY, III	PICOU	
21 22	AGAINST:		
23 24	ABSTAIN:		
25	ABSENT: JOHN C. THOMPSON		
26 27	Mat Ban 19 10 2-13-19	7	
28 29	William "Bill" May, III, Council Chairperson Date		
30			
31	3/13/20	19	
32	Emily Cobb, Council Secretary Date		