



- 1 the Parish shall be used for this purpose. In the event that the volume of the  
2 request prevents effective emailing of the documents the requestor shall opt  
3 between the external storage medium or paper photocopies.
- 4 g) The following shall be the applicable for records which are defined by type or subject  
5 matter such that the Custodian or other staff are required to locate and segregate the  
6 requested records from the corpus of records maintained by the Parish. This shall apply to  
7 records without regard to the format, electronic or paper, in which the records are stored or  
8 provided to the requestor.
- 9 1. The records shall be provided in as timely a manner as possible, without unduly  
10 disrupting the daily operations of Parish Government;
  - 11 2. The charge for such records shall be:
    - 12 i. \$1.00 per page for pages 1-10;
    - 13 ii. \$2.00 per page for pages over 10;
    - 14 iii. An additional \$10.00 charge if the records are downloaded to an external  
15 storage medium such as a thumb drive; Only a thumb drive purchased by  
16 the Parish shall be used for this purpose. In the event that the volume of the  
17 requests prevents effective emailing of the documents the requestor shall  
18 opt between the external storage medium or paper photocopies.
- 19 h) The charge for documents exceeding the size of standard legal paper, 8 ½ X 14, shall be  
20 an extra \$0.25 per page, exclusive of maps. The charge for maps size 11 X 17 shall be  
21 \$10.00 and for size 13 X 19 shall be \$20.00.
- 22 i) All charges shall be paid prior to delivery of the records to the requestor. Delivery of the  
23 records to the requestor shall be by one of three methods:
  - 24 1. In person pick-up by the requestor or an agent thereof;
  - 25 2. Email to the requestor or an agent thereof;
  - 26 3. Delivery by commercial carrier, such as FedEx, but only through an account paid  
27 directly by the requestor, conditioned on the pick-up from the Custodian by the  
28 commercial carrier.
- 29 j) In the following circumstances the requestor may be required to provide prepayment of the  
30 estimated charge or deposit for extraordinary costs, of which the Custodian shall notify the  
31 requestor in writing through the email address provided:
  - 32 1. If a requestor has a pending request for which the requestor or an affiliate of the  
33 requestor has failed to pay the applicable charge, payment of the outstanding charge  
34 and prepayment of the estimated charge shall be required prior to any efforts to  
35 fulfill the request;
  - 36 2. If the Custodian, with the concurrence of the Parish President, determines that the  
37 nature or volume of the request is such the request cannot be fulfilled during the  
38 ordinary scope of the business day, without unduly infringing on the operations of  
39 Parish government, the Custodian shall propose a deposit to cover the costs of  
40 fulfilling the request outside of ordinary business hours, which amount shall be paid  
41 before fulfillment of the request shall begin;
- 42 k) If it becomes apparent that the request will likely include documents that are subject to a  
43 legally recognized privilege, the Custodian shall notify the requestor by email and estimate  
44 the time required for review and redaction of privileged documents.
- 45 l) In accordance with Louisiana law, any person authorized under the Louisiana Public  
46 Records Law that wishes to simply review records may do so without charge, provided:

