

POINTE COUPEE

PARISH GOVERNMENT

P.O. Box 290
160 East Main Street
New Roads, Louisiana 70760
PHONE: 225-638-9556 FAX: 225-638-5555

MAJOR THIBAUT
Parish President

Pointe Coupee Parish Public Records Request Form

Date of Request: _____

Time of Request: _____

Accept this as my written request for the following public records (*Requestor must provide a 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.*)

I also understand and agree to the fee schedule for reproduction of public records which is attached to this form as Exhibit A.

Signature: _____

Printed Name: _____

Address: _____

Telephone: _____ Email: _____

I understand that all charges must be paid in full by check or money order prior to release of any records. Additionally, I understand that there will be a \$30.00 charge on all NSF checks.

Administration
225-638-9556

Finance
225-638-9556

Public Works
225-638-5552

Parks & Recreation
225-638-3870

Equal Opportunity Employer

PUBLIC RECORDS REQUEST EXHIBIT "A"

The following shall be applicable to records which are specifically identified and are readily identifiable and available without the need for research. The Custodian will determine whether the request falls into this category and shall notify the requestor of such determination. This shall apply to records without regard to the format, electronic or paper, in which the records are stored or provided to the requestor, photocopies or electronic.

- 1) The records shall be provided within three business days, unless there is an extenuating circumstance that prevents such;
- 2) The charge for such records shall be:
 - a) .25 per page for black and white copied or scanned documents up to 8.5"x14"
 - b) .50 per page for color copied documents up to 8.5"x14"
 - c) \$1.00 per page for any copies over 8.5"x14" – not including maps
 - d) \$10.00 per CD or Audio recording of any archived file(s)
 - e) \$20.00 per page for maps
 - f) An additional charge of \$15.00 will apply if the records are downloaded to an external hard-drive. Only an external hard drive purchased by the Parish shall be used for this purpose to protect the computer system of the Parish. In the event that the volume of the request prevents effective emailing of the documents the requestor shall opt between the external hard-drive or paper photocopies.

The following shall be applicable for records which are defined by type or subject matter such that the Custodian or other staff is 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 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:
 - a) \$1.00 per page for pages 1-10
 - b) \$2.00 per page for pages over 10
 - c) An additional \$15.00 charge if the records are downloaded to an external hard-drive. Only an external hard drive purchased by the Parish shall be used for this purpose to protect the computer system of the Parish. In the event that the volume of the request prevents effective emailing of the documents the requestor shall opt between the external hard-drive or paper photocopies.

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;
- 2) Email to requestor or an agent thereof;
- 3) Delivery by commercial carrier, such as Federal Express, but only through an account paid directly by the requestor, conditioned on the pick-up from the Custodian by the commercial carrier.

Office Use Only:

Authorization:

Delivery Confirmation:

Number of pages:

Total Charges:

Paid: _____ Check Number/Money Order: _____ Date: _____