

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

Sec. 2-7. - Public records policy.

- (a) This section shall govern the production of public records in accordance with R.S. 44:1, the "Public Records Law."
- (b) The Pointe Coupee Parish President shall be the custodian of records for Pointe Coupee Parish Government.
- (c) All public records requests shall be directed to the Pointe Coupee Parish President, in writing, by completing the form on file with the Pointe Coupee Parish President's office or through a web-site based form if such is provided.
- (d) Upon the receipt of a public records request the custodian shall contact the requestor within three (3) business days to inform the requestor as to the classification of the request, the applicable copy charge schedule, and a good-faith estimate of the time to comply with the request. In lieu of notification of the requestor, the custodian may simply provide the records requested.
- (e) 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 (3) business days, unless there is an extenuating circumstance that prevents such;
 - (2) The charge for such records shall be:
 - a. Twenty-five cents (\$0.25) per page for black and white copied or scanned documents up to eight and one-half (8.5) inches by fourteen (14) inches.
 - b. Fifty cents (\$0.50) per page for color copied documents up to eight and one-half inches (8.5) by fourteen (14) inches.
 - c. One dollar (\$1.00) per page for any copies over eight and one-half (8.5) inches by fourteen (14) inches, not including maps.
 - d. Ten dollars (\$10.00) per CD or audio recording of any archived file(s).
 - e. Twenty dollars (\$20.00) per page for maps.
 - f. An additional charge of fifteen dollars (\$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.

- (f) 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. One dollar (\$1.00) per page for pages one through ten (10).
 - b. Two dollars (\$2.00) per page for pages over ten (10).
 - c. An additional fifteen dollars (\$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.
- (g) 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 (3) 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.
- (h) 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 outstanding charge and prepayment of the estimated charge shall be required prior to any efforts to fulfill the request;
 - (2) If the custodian 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 the ordinary business hours, which amount shall be paid before fulfillment of the request shall begin.
- (i) 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.

- (j) 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) The requestor provides the same information requested on the required form;
 - (2) The examination is performed during regular business hours; and
 - (3) The custodian, or designee, monitors the requestor to ensure the protection of the public records.

(Ord. of 9-10-19(3))

Office Use Only:

Authorization:

Delivery Confirmation:

Number of pages:

Total Charges:

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