



Public Records Request Procedure

The following guidelines exist to provide direction when complying with public records requests in accordance with the Public Records Act: La. R.S. 44:1 et seq. Statutes providing for public access must be liberally interpreted so as to extend rather than restrict access to public records.

1. All public records requests will be directed to the Town Clerk. A written record of the request and the response will be kept on file.
2. If the requestor verbally asks for the records, the Town Clerk will ask the requestor to submit their request in writing. In all cases the Town Clerk will respond in writing to the requestor within three days of the request. The response will include confirmation of receipt of the request, a timetable for compliance, along with the basis for any denial of the inspection of any record.
3. Segregation of public and *non-public information will be made by the Town Administration. Documents will not be created to provide information which is not part of the public record.
4. The requestor may choose how he/she wishes to access records: inspect; copy; reproduce; obtain a reproduction of the records. The record will be provided in its existing format.
5. The record must be segregated and made available for inspection, but if it is unreasonably burdensome or expensive to segregate the records or if the records are readily identifiable and segregation is unnecessary, the Town Clerk shall advise the requestor in writing where the records are located.
6. Examination must occur during working hours, unless the Town Administration authorizes otherwise, in which case the persons designated shall be entitled to reasonable compensation.
7. The right of access includes the right to request copies of a record, and the Town may charge fees currently set at 25 cents per page.

R.S. 44:3(A)(1): 44:4, 44:4.1, 44:7, 44:11, 44:13, 44: