

REQUEST FOR PUBLIC RECORDS  
PURSUANT TO THE PUBLIC RECORDS ACT (R.S. 44:1 et seq.)  
SUBMITTED TO PARISH OF NATCHITOCHEs  
STATE OF LOUISIANA

DATE OF REQUEST: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ (Please Print) \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

DOCUMENTS REQUESTED: (Please be specific and attach additional sheets if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF PERSON MAKING REQUEST: \_\_\_\_\_

SIGNATURE OF PERSON RECEIVING REQUEST FOR PARISH:

\_\_\_\_\_

PUBLIC RECORDS PRODUCTION COST: \_\_\_\_\_

COST ACCEPTED BY: \_\_\_\_\_

DATE OF DELIVERY OF PUBLIC RECORDS: \_\_\_\_\_

METHOD OF DELIVERY:  PICK UP  MAIL TO REQUESTER  SCAN & EMAIL

REQUEST CANCELLED BY REQUESTER

**Uniform Fee Schedule**

The following Uniform Fee Schedule must be used when furnishing copies of public records requested by the public:

Item	Regular Fee	Free or Reduced Fee
Copy, including records on preprinted computer reports, up to 8½ by 14 inches	\$0.25 per one-sided page \$0.50 per two-sided copy	\$0.05 per one-sided page \$0.10 per two-sided copy
Copy, color, up to 8½ by 14 inches	\$1 per one-sided page \$2 per two-sided copy	\$0.50 per one-sided page \$1 per two-sided copy
Copy, larger than 8½ by 14 inches	Actual cost	Actual cost
Copy of existing electronic file	\$0.25 per one-sided paper copy \$0.50 per two-sided paper copy	\$0.05 per one-sided paper copy \$0.10 per two-sided paper copy
Copy of disk, CD, videotape or audiotape (disk, CD, or tape shall be provided by department only)	\$15 per disk/CD/tape copied	\$5 per disk/CD/tape
Computer generated report that requires data processing time (disk/CD shall be provided by department only)	\$15 per disk/CD/tape copied	\$5 per hour plus \$5 per disk/CD
Copies printed or produced by outside sources at the request of the department	Actual cost	Actual cost
Postage & Handling	Actual cost	Actual cost
Surcharge for every 100 pages copied	\$10	\$10
Certification of copy	\$5 per certification	\$5 per certification
Viewing records	No charge during regular office hours	No charge during regular office hours