

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)

COMPANY: _____

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____ CELL _____ MAIN _____

EMAIL: _____

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

SIGNATURE OF PERSON MAKING REQUEST: _____

SIGNATURE OF PERSON RECEIVING REQUEST FOR PARISH:

PRINTED NAME AND TITLE: _____

PUBLIC RECORDS PRODUCTION COST: _____

Acceptable payment options: Check or money order made out to Natchitoches Parish Government (P. O. Box 799, Natchitoches, LA 71458) or cash.

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
Copy, including records on preprinted computer reports, up to 8½ by 14 inches	\$1.00 per one-sided page \$2.00 per two-sided copy
Copy, color, up to 8½ by 14 inches	\$1.50 per one-sided page \$2.50 per two-sided copy
Copy, larger than 8½ by 14 inches	Actual cost
Copy of existing electronic file	\$0.50 per one-sided paper copy \$1.00 per two-sided paper copy
Copy of disk, CD, videotape or audiotape (disk, CD, or tape shall be provided by department only)	\$25.00 per disk/CD/tape copied
Computer generated report that requires data processing time (disk/CD shall be provided by department only)	\$25.00 per disk/CD/tape copied Plus actual associated labor and cost
Copies printed or produced by outside sources at the request of the department	Actual cost
Postage & Handling	Actual cost
Certification of copy	\$10.00 per certification
Viewing records	No charge during regular office hours