



RECORD REQUEST FORM
LIVINGSTON PARISH COUNCIL

The following person is requesting the following records from the Livingston Parish President-Council Office:

DATE: _____

NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

RECORDS REQUESTED: (Please be specific): _____

Numbers of Copies Each: _____

I understand that I will be charged for the requested copies, whether or not they are picked up from this office. Copies left over two weeks will be returned to the system and the person making the request will be billed. A second request for the same documents will initiate a new billing.

_____ (Please initial) I have received a copy of the fee schedule policy and am aware are the charges attached to this records request.

Signature of person making request

**Livingston Parish Council
Public Records Request Policy**

Effective date: December 7, 2012

I. POLICY

Any public records request should be submitted in writing to the Council Clerk, or in his/her absence, the Deputy Clerk for the Livingston Parish Council.

II. PURPOSE

The purpose of this policy is to insure compliance with the Louisiana Public Records Law (La. R.S. 44:1 et seq.). All public records requests will be handled appropriately in a timely manner.

III. GUIDELINES

Written public records requests may be submitted by any of the following means:

1. Fax:

(225) 686-1972

2. Mail:

Livingston Parish Council
P.O. Box 335
Livingston, LA 70754

3. Hand Delivery or Express Mail:

Livingston Parish Council
20355 Government Blvd
Livingston, LA 70754

IV. PROCEDURE

When a public records request is received by the Livingston Parish Council Office, it shall be date and time stamped by recipient and forwarded to the Clerk or Deputy Clerk for immediate review. The Clerk or Deputy Clerk will respond to the request within 72 hours of receipt according to date and time stamped of said request. The Clerk or Deputy Clerk shall notify the requesting party in writing if the requested information cannot be produced in the time frame provided for in the Public Records Law, and shall explain why it cannot be so produced, and provide an estimated date when the information shall be ready.

V. COST

The production of a record, in response to any public records request such as a subpoena or otherwise shall be at a cost of \$.50 cents per copied page of routine and readily available files and records. Requests for copies of both front and back of a document shall be deemed a request for two (2) copies. If the requested information is electronic in nature the actual cost of the data retrieval shall be charged up to \$.50 cents per page, same as hard copy cost. The Parish Council office shall provide an estimate of the retrieval costs prior to furnishing the data, but the requesting party shall be responsible for payment of actual costs. By signing the public records request form, electronic or hard copy is an agreement to pay actual costs of documents requested. This is including, but not

limited to, the cost to burn to a CD, which is the same cost as hard copy of \$.50 cents per page. The cost of an audio CD of a council meeting or committee meeting will be \$10 per meeting. The Livingston Parish Council can receive funds only by personal check, business check, money order, cashier's check or cash. Payments received for public records shall be processed by the Parish President's Office.

VI. CONFIDENTIALITY

The Livingston Parish Council shall protect the confidentiality of the employees or other private nature business and take the necessary steps to ensure that all checks and balances are followed before any information is disseminated.

Please initial here _____

Number of Pages _____ X \$.50 per page

Number of CD's _____ X \$10 per CD

Number of Labor Hours required for compilation
_____ X