



**FEE SCHEDULE**

The following uniform fee schedule must be used when furnishing copies of public records that are requested by the public:

<b><u>ITEM</u></b>	<b><u>REGULAR FEE</u></b>
Copy (including: pre-printed computer reports & existing e-files) - up to 8.5"x14"	\$0.25 / 1-sided page \$0.50 / 2-sided page
Copy, larger than 8.5"x14"	\$0.50 / 1-sided page \$1.00 / 2-sided page
Copies printed or produced by outside sources at the request of the department	Actual cost
Postage & Handling	Actual cost
Administrative Fee	\$5.00 – 0-15 pages \$10.00 – 16-50 pages \$15 – 51 pages +
Viewing of records during business hours	No charge during business hours

Free or reduced copy fees may be available.  
Please see Louisiana Public Records Act, R.S. 44:1 et seq.



**ACADIA PARISH LIBRARY**  
**Public Records Request**

Louisiana Revised Statute 44:1

**Name:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Requested Documents**

Please be as specific as possible

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

**Delivery Options (please choose one):**

\_\_\_\_\_ **Phone Notification** – for *in-person* review (No Cost)

\_\_\_\_\_ **Phone Notification** – for *personal pick-up*

\_\_\_\_\_ **Faxed copies to provided number**

\_\_\_\_\_ **Mailed copies to provided address**

\_\_\_\_\_ **Emailed copies to provided address**

**Signature of Requester:** \_\_\_\_\_