

708 South Irma Blvd. • Gonzales, LA 70737 • 225-647-8924 • myAPL.org

Public Records Request

Ascension Parish Library is a public entity; as such, disclosure of public records is governed by Louisiana law. Any person of the age of majority may request copies of documents deemed public records per Louisiana law. Certain personnel records and identifying information about patrons, staff, and contributors may be subject to an exemption under LRS 44:13. The Library has a dual responsibility of respecting the public right to view and copy records subject to disclosure and upholding the laws pertaining to records exempt from disclosure.

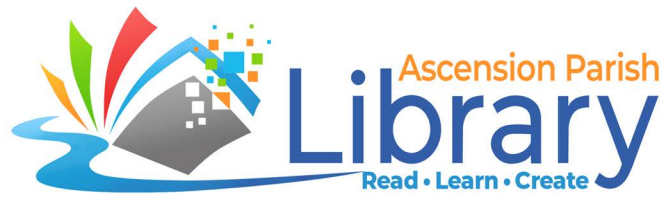
The Library Director is the custodian of records of Ascension Parish Library or a designee thereof.

Procedure for requesting a public record

1. A written and signed request form is required. The request shall include the requester's name, address, and contact information.
2. The custodian shall provide a date and time when such records would be available for inspection. If the custodian questions whether the records requested are public records, the custodian shall consult with the library's legal counsel.
3. Copy charges shall apply to physical photocopies and the scanning of records into electronic format to be provided to the requester by email or using a thumb drive.

Fees

1. See *Fee Schedule* for costs.
2. If the request includes nonpublic information requiring deletions or redactions in consultation with the Library's attorney or involves the advice of our attorney on possible exemptions, fees will be charged at the usual and customary billing rate of the Library's attorney.
3. Once you have received a notice of the estimated cost, submit fees payable to **Ascension Parish Library and a copy of the invoice to Public Information Officer, Ascension Parish Library, 708 South Irma Boulevard, Gonzales, Louisiana, 70737**. If payment is not received within 10 working days after the notice of estimated cost is forwarded, it may be necessary to initiate a new request. **CHECK OR MONEY ORDER ONLY. RECORDS ARE NOT RELEASED BEFORE FEES ARE PAID.**



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PUBLIC RECORDS REQUESTS

Fee Schedule	
Item	Regular Fee
Copy, including records on preprinted computer records, up to 8 ½ x 14 inches	\$0.25 per one-sided page \$0.50 per two-sided copy
Copy, color, up to 8 ½ x 14 inches	\$1 per one-sided page \$2 per two-sided copy
Copy, larger than 8 ½ x 14 inches	Actual cost
Copy of existing electronic file	\$0.25 per one-sided paper copy \$0.50 per two-sided paper copy
Copy of disk, CD, flashdrive, videotape or audiotape (disk, CD, tape, flashdrive shall be provided by department only)	\$15 per disk, CD, flashdrive, or tape copied
Email of electronic file	\$5 per 10 MB
Computer generated report that requires data processing time (disk, CD, flashdrive shall be provided by department only)	\$45 per hour, plus \$15 per disk, CD, or flashdrive
Copies printed or produced by outside sources at the request of the department	Actual cost
Postage & Handling	Actual cost
Surcharge for every 100 pages copies	\$20
Viewing of records	No charge during regular office hours Scheduling may be required

Please direct all inquiries to the Public Information Officer:

Tyana Daquano
tdaquano@myAPL.org
 (225) 647-8924



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Ascension Parish Library has received an email or other correspondence from you requesting public records. The requestor will be notified of the applicable fees due. In order to process your request, we ask that you complete this form and return to us.

LAST NAME _____ FIRST NAME _____

NAME OF COMPANY/ORGANIZATION _____

MAILING ADDRESS _____

CITY _____ STATE ____ ZIP _____

TELEPHONE (____) _____ FAX (____) _____

EMAIL _____

SIGNATURE _____ DATE _____

Description of Records Requested:

(Please be as specific as possible in order to expedite your request. You may attach additional pages to this form as necessary.)

Submission of request and requestor's signature is regarded as certification that requestor understands and accepts obligation to pay applicable fees for copies of records requested. No copies may be returned for credit and fees are nonrefundable. Requestor certifies they are not a convicted felon and are of the age of majority.

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If you have any questions, please refer all inquiries to the Public Information Officer at (225) 647-8924 or tdaquano@myAPL.org.

INFORMATION PROVIDED ON THIS FORM MAY BE SUBJECT TO A PUBLIC RECORDS REQUEST