

# **CAMERON PARISH PORT COMMISSION PUBLIC RECORDS REQUEST POLICY**

**EFFECTIVE: November 30, 2021**

**Upon receipt of a request for records, the public agency or board shall immediately forward the request via email to the District Attorney's Office in order for the District Attorney to provide an initial response to the requester. Please forward the records request to: [clair@cameronparishport.com](mailto:clair@cameronparishport.com)**

## **I. DEFINATION**

Public Records are defined in R.S. 44:1(A)(2)(a) to include all of the following, including copies, duplicates, photographs (including microfilm), or other reproductions:

- Books
- Records
- Writings
- Accounts
- Letters and letter books
- Maps
- Drawings
- Photographs
- Cards
- Tapes
- Recordings
- Memoranda
- Papers
- Documentary Materials (regardless of physical form or characteristics, and including information contained in electronic data processing equipment)

**Exempt: Pending litigation; executive session; security procedures; trade secrets; and some public employee information.**

**Act 211 of the 2020 Regular Session (Effective June 11, 2020) enacted R.S. 44:1(A)(2)(c) which declares that any blueprint or floor plan of the interior of a public school building or facility is not a "public record".**

## **II. WHO CAN REQUEST PUBLIC RECORDS**

Anyone can request public records and a purpose does not need to be stated. There are no restrictions on what can be done with the public documents once a records requester has them in hand. The custodian of the records must within three (3) days, exclusive of Saturdays, Sundays, and legal public holidays, of receipt of the request, notify in writing or by phone the person

making the request of the custodian's determination and reasons therefor. The written notification shall contain a reference to the basis under the law that the custodian has determined exempts the record, or any part of the record, from inspection, copying, or reproduction.

### **III. WHAT MUST BE INCLUDED IN A REQUEST FOR PUBLIC RECORD**

The request must include requesters name, contact information and physical address to mail requested documents back. The request need not include specific name or type of document requested; it is sufficient that requester gives reasonable description of information sought (any and all is not a reasonable description).

### **IV. HOW TO REQUEST PUBLIC RECORDS**

The request must be made by letter via the US Mail, request via email or phone will not be accepted. Attached is a Public Records Request Form which will be provided to the public or requester to assist in identifying the records and agency in possession.

### **V. WHAT IF THE RECORD IS NOT CURRENTLY IN THE POSSISSION OF THE CUSTODIAN**

If the requested public record is not in the custody or control of the custodian, the custodian must promptly certify in writing to the requestor the absence of the record, citing the reason for the absence of the record from the custodian's custody or control, such as fire, hurricane, etc. to the best of his/her knowledge and belief.

### **VI. PUBLIC RECORD REQUEST FEE SCHEDULE**

8 <sup>1</sup> / <sub>2</sub> x 11 Black & White	\$1.00 per copy
8 <sup>1</sup> / <sub>2</sub> x 11 Color	\$1.25 per copy
8 <sup>1</sup> / <sub>2</sub> x 14 Black & White	\$1.50 per copy
8 <sup>1</sup> / <sub>2</sub> x 14 Color	\$1.75 per copy
11 x 17 Black & White	\$2.00 per copy
11 x 17 Color	\$2.25 per copy
Outside printed Custom size Copies	Actual cost from printing company & mileage if applicable
Postage & Handling	Actual cost

(ALL FEES MUST BE PAID PRIOR TO COPIES BEING PICKED UP OR MAILED EITHER BY CASH, CHECK, OR MONEY ORDER)