

Plaquemines Parish Government

Public Records Request

Mail or Send Applications To:

Plaquemines Parish Government
Attn: Legal Department
333 F Edward Hebert Boulevard
Building 100
Belle Chasse, LA 70037

Telephone: (504) 934-6405

Fax: (504) 934-6415

This request can be emailed :

publicrecordsrequest@ppgov.net

PLEASE PRINT OR TYPE.

Requestor's Information

Applicant Name		Date of Request (mm/dd/yyyy)	
Organization Name			
Mailing Address			
City		State FL	Zip
Contact Telephone Number		Fax Number	
Email Address			

Requested Documents

(please be as specific as possible; attach additional pages as necessary)

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Authorization

Name	Title
Signature	Date (mm/dd/yyyy)
X	

A signature is not required if the request is submitted electronically.

Instructions

1. Complete all information in the fields provided. If you have any questions, please call (504) 934-6405 for assistance.
2. The completed form may be submitted by mail, courier, or in person at the address listed above.
Completed requests may also be faxed to (504) 934-6415 or emailed to publicrecords@ppgov.net.
3. Once the request is received by Plaquemines Parish Government, it will be reviewed to determine if the requested records can be disclosed. If the requested records are exempt from disclosure, the requestor will be notified by certified mail of the determination and the reasons for it.
If the requested records can be disclosed, the requestor will receive a "Notice of Estimated Costs for Copies of Public Records" by email, mail, or fax.

4. Delivery Options (Please choose one):

- (a) Have the records separated for in-person review.

To view records on a particulate date, please list it here: _____.

You will be notified when the records are ready for your review during regular office hours.

There is no cost to view a public record. After the records have been reviewed, the requestor can ask that copies be made of selected records. Plaquemines Parish Government will prepare a Notice of Estimated Costs & Public Records Request. Once payment by check or money order made payable to Plaquemines Parish Government is received, copies of the selected records will be made.

- (b) Have copies made of the records for personal pickup.

The cost of the copies must be paid IN ADVANCE by check or money order payable to Plaquemines Parish Government.

If payment is not received within ten business days after the notices is sent, the requestor must submit a new request.

- (c) Have copies of the requested records mailed to the requestor.

The cost of the copies must be paid IN ADVANCE by check or money order payable to Plaquemines Parish Government.

If payment is not received within ten business days after the notice is sent, the requestor must submit a new request.

Costs due are payable upon receipt of the Notice of Estimated Costs for Copies of Public Records notice. If payment is not received within ten business days after the notice is sent, the requestor must submit a new public records request.

Uniform Fee Schedule

The following Uniform Fee Schedule must be used when furnishing copies of public records requested by the public:

Item	Regular Fee	Free or Reduced Fee
Copy, including records on preprinted computer reports, up to 8½ by 14 inches	\$0.25 per one-sided page \$0.50 per two-sided copy	\$0.05 per one-sided page \$0.10 per two-sided copy
Copy, color, up to 8½ by 14 inches	\$1 per one-sided page \$2 per two-sided copy	\$0.50 per one-sided page \$1 per two-sided copy
Copy, larger than 8½ by 14 inches	Actual cost	Actual cost
Copy of existing electronic file	\$0.25 per one-sided paper copy \$0.50 per two-sided paper copy	\$0.05 per one-sided paper copy \$0.10 per two-sided paper copy
Copy of disk, CD, videotape or audiotape (disk, CD, or tape shall be provided by department only)	\$15 per disk/CD/tape copied plus actual Actual personnel cost	\$5 per disk/CD/tape
Computer generated report or records that requires processing time (disk/CD shall be provided by department only)	\$15 per disk/CD/tape copied Actual Personnel Cost	\$5 per hour plus \$5 per disk/CD
Copies printed or produced by outside sources at the request of the department	Actual cost	Actual cost
Postage & Handling	Actual cost	Actual cost
Surcharge for every 100 pages copied	\$10	\$10
Certification of copy	\$5 per certification	\$5 per certification
Viewing records	No charge during regular office hours	No charge during regular office hours