



Where Life is Easy

City of Crowley
Public Records Request
Louisiana Revised Statutes
44:32 D

MAIL APPLICATIONS TO:
City of Crowley
Attention: Custodian of Records
425 North Parkerson Avenue
P. O. Box 1463
Crowley, LA 70527
Telephone: 337-788-4104
Fax: 337-788-4144
This request may be emailed to:
cityclerk@crowley-la.com

I, hereby request, (circle one), (a) copy (b) view, the following document of record. Examination of records must be conducted during regular office hours. (Please list separately)

Please Print or Type

Requestor's Information

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____

Under Louisiana Revised Statutes 44:32 D a custodian of records in case of question as to whether it is a Public Record, shall within three (3) business days excluding Holidays notify in writing the person making such request of his determination and reason thereof.

Authorization

Name	Address	
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Signature x	Date (mm/dd/yyyy)	Phone #
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A signature is not required if the request is submitted electronically

FOR OFFICE USE ONLY

CITY CLERK:	Date (mm/dd/yyyy)
ASSIGNED TO:	Date (mm/dd/yyyy)

INSTRUCTIONS

1. Complete all information in the fields provided. If you have any questions, please call (225) 219-2780 for assistance. If you are requesting copies of your tax returns, please use Form R-7004, Tax Information Disclosure Authorization.
2. The completed form may be submitted by mail, courier, or in person to the Custodian of Records, Louisiana Department of Revenue at the addresses listed above. Completed requests may also be faxed to (225) 219-2759 or emailed to LDR.PublicRecordsRequest@la.gov.
3. Once the request is received by the Department of Revenue, 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" form (R-8325) 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. The Department of Revenue will prepare a Notice of Estimated Costs & Public Records Request. Once payment by check or money order made payable to the Louisiana Department of Revenue is received, copies of the selected records will be made.
 - (b) Have copies made of the records for personal pickup. The cost of copies must be paid IN ADVANCE by check or money order made payable to the Louisiana Department of Revenue. If payment is not received within ten business days after the notice 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 the Louisiana Department of Revenue. 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:

Uniform Fee Schedule		
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	\$5 per disk/CD/tape
Computer generated report that requires data processing time (disk/CD shall be provided by department only)	\$15 per disk/CD/tape copied	\$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

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

La. Admin. Code tit. 4 § I-301

Section I-301 - Uniform Fee Schedule for Copies of Public Records

A. Copies of public records furnished to a person so requesting shall be provided at fees according to the following schedule.

B.

1. Charges for the first copy of any public records shall be at a minimum \$0.25 per page for microfiche reproductions or paper copies up to 8 1/2 by 14 inches.

2. A two-sided copy shall be considered two pages.

C. Charges for copies of public records on paper larger than 8 1/2 by 14 inches shall be the same as the actual cost to the agency for copying same.

D. Charges for copies of public records on preprinted computer reports shall be the same rate specified in §301 A and B. Each agency shall develop a uniform fee schedule for providing printouts of public records stored in a computer data base utilizing routing utility programs. Such uniform fee schedule shall be first approved by the Division of Administration. An estimated cost shall be given for reproduction of public records stored in a computer which require program modification or specialized programs. The requesting party shall be advised of the estimate, and that it is an estimate, but the actual cost for reproduction, including programming costs, shall be charged if it differs from the estimate.

E. Agencies which have an established fee for copying public records that is in excess of those set forth in the rule must justify that fee in writing and have the established fee approved by the Division of Administration.

F. Copies of public records shall be furnished without charge, or at a reduced charge, to indigent citizens of this state or the persons whose use of such copies will be limited to a public purpose, including, but not limited to, use in a hearing before any governmental regulatory commission.

G. This schedule does not apply to copies of public records, the fees for the reproduction of which are otherwise fixed by law, nor shall this schedule apply to requests for copies from one state agency to another.

La. Admin. Code tit. 4, § I-301

Promulgated by the Office of the Governor, Division of Administration, LR 8:411 (August 1982), amended LR 12:229 (April 1986).

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:241 and R.S. 44:32.