

PROPOSED Public Records Policy v.10/23

[Act 247](#) of the 2023 Regular Legislative Session amends La. R.S. 44:32(C)(1)(a) to allow custodians of public records to collect fees for processing public records requests. Act 247 requires that, if a fee is to be established, the fee schedule must be publicly available. ISL's current policy is to assess a \$0.25/page processing fee for all requests.

Proposed policy:

ISL will make all reasonable efforts to respond to requests for access to public records within a reasonable time and in accordance with the provisions of the Public Records Law, La. R.S. 44:1 et seq. Some requests will take longer to collect and process because all requests must be reviewed for exceptions to the Public Records Law before they can be inspected, copied, and/or reproduced. Notice will be provided in all instances where the public nature of the records is in question.

Pursuant to La. R.S. 44:32(C)(1)(a), ISL collects fees for the copying and production of public records. Prior to copying and production, ISL will provide an estimate of the costs of the production to the requester. ISL will produce the records only upon complete payment of the required fees. The base fees are as follows:

\$0.25 per page for paper copies. Two-sided documents are considered two pages.

\$0.25 per page for PDF documents, PowerPoint presentations, and Word documents.

\$10.00 for any other electronic documents that must be provided on a thumb drive or other device.

Additional service fees may apply depending on the scope of the request.