**Fee Policy for Public Records Requests**

[Act 247](https://legis.la.gov/legis/ViewDocument.aspx?d=1332335) of the 2023 Regular Legislative Session amends La. R.S. 44:32(C)(1)(a) providing for public records requests. Act 247 requires that any record custodian who elects to establish and collect fees for making copies of public records, hard copies and/or electronic copies, shall establish a reasonable fee schedule and post the fee schedule where it can be readily accessed by the public.

**Fee Policy:**

Audubon Schools 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 to you in all instances where the public nature of the records is in question.

Pursuant to La. R.S. 44:32(C)(1)(a), Audubon Schools collects fees for the copying and production of public records. Prior to copying and production, Audubon Schools will provide an estimate of the costs of the production to the requester. Audubon Schools 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.