



Public Records Requests

International High School of New Orleans (IHSNO) will make all reasonable efforts to respond to requests for access to public records as soon as possible and in accordance with the provisions of the Public Records Law, La. R.S. 44:1 et seq. However, large 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), IHSNO collects fees for the copying and production of public records. Prior to copying and production, IHSNO will provide an estimate of the costs of the production to the requester. IHSNO 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 compact disc.

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