

**TANGIPAOA PARISH SCHOOL SYSTEM  
REQUEST FOR ACCESS TO PUBLIC RECORDS**

Requestor's Name: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Date Requested for Viewing: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Phone Number: \_\_\_\_\_

- \_\_\_\_\_ Review of public records (Regular work hours – NO CHARGE)
- \_\_\_\_\_ Review of public records (After hours – REQUIRES CHARGE)
- \_\_\_\_\_ Copying of public records (REQUIRES CHARGE)

Please note that in accordance with Tangipahoa Parish School System Policy File CG (adopted by the Board on December 7, 2004; revised July 9, 2019), all requests for copies and/or access to review public records must be in writing on this form and must be submitted directly to the Superintendent.

The charge for copying documents is \$.50 per copied page of routine and readily available files and records. Requests for copies of both front and back of a document will be deemed a request for two (2) copies. Costs for copies made or requests for free access to public documents after normal working hours will be at the standard copying rate plus the additional cost incurred in paying a School System employee assigned to the additional duties, calculated at the normal overtime rate with a minimum charge of one (1) hour in overtime.

More complicated requests for access to and copies of public records which require extensive research and copying will be responded to based on either the number of documents, location of records and/or estimated time for processing the request(s).

INFORMATION REQUESTED: (Please be specific, i.e. time frames, subject matter, etc.)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Administration Approval: \_\_\_\_\_

\*\*\*\*\*SCHOOL SYSTEM USE ONLY\*\*\*\*\*

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Total Number of pages: \_\_\_\_\_ x \$0.50 per page = \$ \_\_\_\_\_

Copying of audio cassette: \_\_\_\_\_ x \$5.00 per cassette = \$ \_\_\_\_\_

Additional charges: \_\_\_\_\_ hours x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(Overtime rate)

**TOTAL CHARGES FOR COPYING/ACCESS TO RECORDS: \$ \_\_\_\_\_**