



Lycée Français de la Nouvelle-Orléans

Public Records Request

Louisiana Revised Statute 44.1

MAIL APPLICATIONS TO:
Lycee Francais de la Nouvelle-Orleans
Attention: Custodian of Records
1601 Leonidas St
New Orleans, La 70118
Telephone: 504.620.5500

This request may be emailed to:
PublicRecordsRequest@lfn.org

PLEASE PRINT OR TYPE.

Requestor's Information			
Applicant Name		Date of Request (mm/dd/yyyy)	
Organization Name			
Mailing Address			
City		State	ZIP
Contact Telephone Number	Fax Number		
Email Address			

Requested Documents
(please be as specific as possible; attach additional pages as necessary)

Authorization	
Name	Title
Signature X	Date (mm/dd/yyyy)

A signature is not required if the request is submitted electronically.

INSTRUCTIONS

1. Complete all information in the fields provided. If you have any questions, please call (504) 620-5500 for assistance.
2. The completed form may be submitted by email, mail, courier, or in person to the Lycee Francais de la Nouvelle Orleans, Att: Custodian of Records, at the addresses listed above. Completed requests may also be emailed to PublicRecordsRequest@lfno.org
3. Once the request is received by the Custodian of Records, 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 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 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. LFNO will prepare a Notice of Estimated Costs & Public Records Request. Once payment by money order made payable to LFNO 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 money order made payable to LFNO. If payment is not received within ten 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 LFNO. If payment is not received within ten 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 days after the notice is sent, the requestor must submit a new public records request.

PRODUCTION/COPYING OF DOCUMENTS WILL NOT BEGIN UNTIL PAYMENT IS RECEIVED BY LFNO.

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
Copies, including emails and other records and computer reports, up to 8½ by 11 inches	\$1 per one-sided page \$2 per two-sided copy
Copy, color, up to 8½ by 11 inches	\$1.50 per one-sided page \$2.50 per two-sided copy
Copy, larger than 8½ by 11 inches	\$3 per page
Copy of existing electronic file	\$1 per one-sided page \$2 per two-sided copy
Copy of disk, CD, videotape or audiotape (disk, CD, or tape shall be provided by department only)	\$15 per disk/CD/tape copied + Regular Fees \$30 per USB/DVD copied + Regular Fees
Computer generated report that requires data processing time (disk/CD shall be provided by department only)	\$15 per disk/CD/tape copied + Regular Fees \$30 per USB/DVD copied + Regular Fees
Copies printed or produced by outside sources at the request of the department	Actual cost + Regular Fees
Postage & Handling	Actual cost + Regular Fees
Surcharge for every 50 pages	\$10
Certification of copy	\$5 per certification
Viewing records	No charge during regular office hours

Please see Louisiana Public Records Act , R.S. 44:1 *et seq.*

All funds collected from public records request fees will be used to help fund student activities and initiatives.