

Section 2-24 Public Records Requests Fee Schedule

The fees for production of public records in response to public records requests shall be as set forth in the following fee schedule:

FEE SCHEDULE

Record Type	Fee		
<b>NOTE:</b> For all purposes herein a two-sided copy shall be considered 2 pages			
<b>NOTE:</b> Notwithstanding the fees listed below the fees for the production all items herein shall be the greater of the actual costs of producing the item or those costs listed hereinbelow			
(1) Photocopies – Digital or Printed 8 1/2” x 11” or smaller	\$ 1.00	Per page for first 25 pages; \$0.50 per page thereafter.	
(2) Photocopies – Digital or Printed 8 1/2” x 11” or larger		Actual cost of reproduction (if greater than above)	
(3) Certified and/or True Copies	\$ 20.00	Per certification	
(4) Videos	\$ 30.00	Per video	
(5) Photos	\$ 1.00	Per photo	
(6) Accident or Incident Reports	\$ 10.00	Per report	
(7) Code Violation Report	\$ 10.00	Per report	
(8) Pre-produced/Standardized maps	\$ 5.00	8.5 x 11	
	\$ 7.00	8.5 x 14	
	\$ 10.00	11 x 17	
	\$ 35.00	36 x 36	
	\$ 15.00	Map on CD	
	\$ 20.00	Map on DVD	
	\$ 20.00	Map on USB	
	(9) Custom/Non-standardized maps	\$ 5.00	8.5 x 11
		\$ 7.00	8.5 x 14
		\$ 10.00	11 x 17
\$ 35.00		36 x 36	
	\$ 15.00	Map on CD	
	\$ 20.00	Map on DVD	
	\$ 20.00	Map on USB	
(10) CD/DVD/USB Reproduction	\$ 20.00	0—1 Hour	
	\$ 30.00	1—2 Hours	
	\$ 40.00	2—3 Hours	
	\$ 50.00	3—5 Hours	
	\$ 60.00	5—6 Hours	
<b>NOTE:</b> In no event shall the costs of producing the items listed in (5) above be less than the sum of \$10.00 per storage device			
(11) Document transcription	\$250.00 Deposit – Required The transcription charge will be calculated at the then prevailing per page customary court reporter rater, plus any additional cost incurred.		
(12) After-hours review and copying: If the amount of documents or records requested is too vast to reasonably and timely review, count and copy during normal working hours, the party making the request must contact the city attorney to schedule a time and place for such after-hour review. There shall be a minimum of one hour after-work hour charge, maximum three-hour after-work-hours appointment, at the cost of time and a half hour of the city clerk and/or hers/his designee's hourly wage, in order for the party to view the requested documents at City Hall. Each after-hour			



review shall be deemed separate for the purpose of payment. During such review(s), the party may designate a list of documents to be copied and the city will prepare the documents and provide the requested documents, as per law, upon the pre-payment of the fees as provided herein.	
(13) It is specifically determined by the city that any document or material transferred to any media (i.e., such as more than one map transferred to digital CD or DVD media), then each document transferred shall be considered as separate items. For example, three one-page documents transferred to a CD shall be considered as three pages at \$1.00 per page plus \$20.00. The requesting party shall be responsible to pay the cost of each document transferred and the hereinabove scheduled cost of the applicable media used.	
(14) Any requests that the city is incapable of producing in-house or which reasonably requires the assistance of a third-party vendor will be charged at the vendor's rate.	
(15) Postage and handling	Actual Cost
(16) Electronic transmission of any and all public records requests shall be charged at the same rate as regular reproduction per page and per department.	
(13) For Computer Printout Request: An estimated cost will be given for reproduction of public records stored in a computer which requires program modification specialized program, or the purchase and installation of new software. Work done by a third-party vendor will be charged at the vendor's rate. In the event that the vendor's actual cost exceeds the estimate; the requesting party will be charged the difference.	
(14) Charge for any public document or record not specifically governed by the ordinance will be charged at the then prevailing rate as established by the State of Louisiana in the Uniform Fee Schedule contained in the Louisiana Administrative Code.	
(15) Should the rates established by the State of Louisiana in the Uniform Fee Schedule contained in the Louisiana Administrative Code (LAC 4:301) be amended, then the city's rates will likewise be amended in conformity therewith automatically, and any such state prevailing rates shall become the new governing rates for the city.	
All payments must be prepaid.	

**SECTION 3:** If any provision, part, word, section, subsection, sentence, clause or phrase of this ordinance should be held invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance and do hereby declare the provisions hereof to be severable, then in that event, only that particular provision, part, word, section, subsection, sentence, clause or phrase shall be deemed unconstitutional or invalid and the remaining provisions, parts, words, sections, subsections, sentences, clauses or phrases will not be affected and shall continue in full force and effect.

**SECTION 4:** All ordinances or parts of ordinances inconsistent with or in conflict herewith be and the same are hereby repealed.

**THUS DONE, SIGNED AND ADOPTED** in regular session duly convened at Crowley, Acadia Parish, Louisiana, on this the 15<sup>th</sup> day of April, 2025, at which a quorum was present and acting throughout.

YEAS: Chuck Ashby, Katie Chiasson, Brad Core, Jeff Dore, Dickie Latiolais, Vernon Martin, and Sandra Marx.

NAYS: None.