AGENDA FOR CHILDREN PUBLIC RECORDS REQUEST FORM

Note: The reverse side of this form contains important information related to your rights concerning public records. Complete this form and submit it to Sara Slaughter, Custodian of Records, via mail at 8300 Earhart Blvd., Suite #201, New Orleans, LA, 70118, or via e-mail as a scanned attachment to publicrecords@agendaforchildren.org

Request for Public Records

First Name:	
Last Name:	
Company / Organization:	
Mailing Address:	
City:	
State:	
Zip Code:	
Email:	
Telephone:	
Preferred Delivery Method	☐ Pick up ☐ United States Mail ☐ Email
Signature:	
Date:	

Record Request Information

Please be as specific as possible in describing the records requested, including date ranges.

Requesting Access to Records under the Louisiana Public Records Act (La. Rev. Stat. §§ 44:1 et seq.)

Agenda for Children is committed to providing access to public records in accordance with the Louisiana Public Records Law. We will make all reasonable efforts to respond to public records requests as promptly as possible and within the timeframes required by law.

How to Submit a Request

Public records requests must be submitted to Agenda's designated custodian of records using this public records request form. Requests are considered received only when submitted to the specified custodian. Requests sent to other staff members may be redirected, which may delay processing.

Response Policy

Requests will be reviewed and possibly edited or rejected, consistent with the following policy:

- Submissions will be edited to redact or remove sensitive and/or confidential information, such as social security numbers, dates of birth, or other information the disclosure of which would constitute an unwarranted invasion of personal privacy.
- Any information that is not a public record will not be provided.
- In accordance with the Louisiana Public Records Law, La. Rev. Stat. § 44:1, et seq., Agenda for Children strives to promptly review requests and release public records. Not all records requests will be able to be made publicly available.

Costs and Payment

Once records are confirmed to be public records, Agenda for Children will provide an estimated cost for copies based on the applicable fee schedule. Additional costs may apply for records requiring specialized programming or software to retrieve or reproduce. Estimates are provided in advance, but the actual cost may vary. Requesters will receive an invoice, and records will be released upon full payment.

Inspection of public records, when permitted by law, may be conducted on site at no charge. In accordance with Louisiana law, public records will be provided at no cost to indigent citizens of Louisiana or when copies are requested for a public purpose, such as use in a governmental or regulatory proceeding.

The following fees will be charged for hard or electronic copies of requested documents:

Item	Fee
Express Delivery (Cost Per Package)	Actual Cost
Non-Sufficient Funds Charge	$25.00
Photocopies (Per Page)	$0.25
Postage (Per Package)	Actual Cost
Public Records Request Fee (Certify Public Records) (Cost Per Certification Form)	$20.00
Public Records Request Fee (Cost Per Page up to 8 ½" X 14") (Two-sided copy is charged as two pages) (Including Facsimile)	$0.25
Public Records Request Fee (Cost Per Page for Printed Copy Greater Than 8 1/2" X 14") (Two-sided copy is charged as two pages)	Actual Cost
Public Records Request Fee (Cost Per Page for CD-ROM or USB Drive)	$0.25
Public Records Request Fee (Cost Per Page for Electronic File Emailed)	$0.25

Additional Notes

- Anonymous requests are permitted where allowed by law; however, contact information may be required if clarification is needed.
- Requests may be denied or limited if fulfilling them would substantially disrupt organizational operations and no reasonable alternative can be reached.