



## STATE PLUMBING BOARD OF LOUISIANA

*"From Hospital to Home, Your Health Depends on Proper Plumbing  
— A Cornerstone of Public Health"*

### **PUBLIC RECORDS REQUEST – LA R.S. 44:1 et seq.**

**STEP 1. PRINT & COMPLETE** all information. BE SURE TO DATE AND SIGN REQUEST. If you are requesting a free or reduced copy of your request, you must complete the Certification for Free or Reduced Rates form.

**STEP 2: SUBMIT** completed form to: Custodian of Records, State Plumbing Board of Louisiana, 11304 Cloverland Avenue, Baton Rouge, LA, 70809. FAX: 225-756-3433. DO NOT ATTACH PAYMENT TO THIS FORM. Wait to receive a notice of estimated cost.

**STEP 3. PAY FEE** See **second page** if applicable. Once you have received a notice of estimated cost, submit fees payable to: State Plumbing Board of Louisiana. CHECK OR MONEY ORDER ONLY. RECORDS ARE NOT RELEASED BEFORE FEES ARE PAID.

#### COMPLETE BELOW:

DATE \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_

NAME OF ORGANIZATION/COMPANY \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE (\_\_\_\_\_) \_\_\_\_\_ FAX(\_\_\_\_\_) \_\_\_\_\_

E-MAIL \_\_\_\_\_@\_\_\_\_\_

Description of Records Requested: To expedite request, be as specific as possible. You may attach additional pages to the form as necessary. Clearly mark attachments.

Delivery Information—Check appropriate box. Cost of copies shall be paid in advance of delivery.

- Make public records available for viewing. The requestor will be notified when records are available for review at the SPBLA. There is NO COST to view the public record.
- Make copies for pick up by requestor. The requestor will be invoiced and must pay for the copies before the copies are released
- Make copies and mail to requestor. The requestor will be invoiced and must pay for the copies before the copies are released.
- Make copies and fax to requestor. The requestor may be invoiced, and if so, the requestor must pay for the copies before the copies are released. NOTE: The SPBLA is unable to fax high-volume requests.
- Make copies and email to requestor. The requestor may be invoiced, and if so, the requestor must pay for the copies before the copies are released. NOTE: The SPBLA is unable to email high-volume requests

SUBMISSION OF REQUEST IS CERTIFICATION THAT REQUESTOR UNDERSTANDS AND ACCEPTS OBLIGATION TO PAY APPLICABLE FEES FOR COPIES OF RECORDS REQUESTED AND THAT NO COPIES MAY BE RETURNED FOR CREDIT.

SIGNATURE OF REQUESTOR: \_\_\_\_\_

Section I-301 - Uniform Fee Schedule for Copies of Public Records

- A. Copies of public records furnished to a person so requesting shall be provided at fees according to the following schedule.
- B. 1. Charges for the first copy of any public records shall be at a minimum \$0.25 per page  
For microfiche reproductions or paper copies up to 8 1/2 by 14 inches.
2. A two-sided copy shall be considered two pages.
- C. Charges for copies of public records on paper larger than 8 1/2 by 14 inches shall be the same as the actual cost to the agency for copying same.
- D. Charges for copies of public records on preprinted computer reports shall be the same rate specified in §301. A and B. Each agency shall develop a uniform fee schedule for providing printouts of public records stored in a computer data base utilizing routing utility programs. Such uniform fee schedule shall be first approved by the Division of Administration. An estimated cost shall be given for reproduction of public records stored in a computer which require program modification or specialized programs. The requesting party shall be advised of the estimate, and that it is an estimate, but the actual cost for reproduction, including programming costs, shall be charged if it differs from the estimate.
- E. Agencies which have an established fee for copying public records that is in excess of those set forth in the rule must justify that fee in writing and have the established fee approved by the Division of Administration.
- F. Copies of public records shall be furnished without charge, or at a reduced charge, to indigent citizens of this state or the persons whose use of such copies will be limited to a public purpose, including, but not limited to, use in a hearing before any governmental regulatory commission.
- G. This schedule does not apply to copies of public records, the fees for the reproduction of which are otherwise fixed by law, nor shall this schedule apply to requests for copies from one state agency to another.