

PUBLIC RECORDS FEE SCHEDULE

In accordance with the provisions of La. R.S. 44:32, which permits the collection of reasonable fees for copies provided pursuant to requests for public records, including the transmission of electronic copies of public records, the City of Baton Rouge/Parish of East Baton Rouge has adopted and is publishing the following fee schedule (Please note that the Baton Rouge Police Department maintains its own fee schedule as is required by Ordinance #9863 and which is also published on this website):

Paper or Electronic Copies:

For paper or electronic copies of records, requesters will be charged at a rate of \$1 per page for the first ten pages and then .50 cents per page for each page thereafter.

Requests for Email Communications:

When a request for emails is processed, each email produced will be treated as a single copy.

When submitting such requests, please provide: 1) terms; 2) date parameters; 3) whose accounts you want searched. If, after submitting such a request, you are contacted for clarification of your request, please plan to work together with staff members of the Public Records Division of the Parish Attorney's Office to craft a workable, targeted search.

Flash Drives:

For productions too voluminous to be sent out over the server such that they must be placed on a flash drive, the cost is \$35 per flash drive.

Affidavits:

For affidavits verifying the authenticity of documents produced, the cost is \$35 per affidavit.

Payment Procedure:

Once a request is submitted and responsive documents are identified, you will be notified of the estimated cost of production. Payment must be made in advance of or contemporaneously to the production of documents by check or money order payable to the "City of Baton Rouge/Parish of East Baton Rouge," or you may contact the Public Records Division of the Parish Attorney's Office to provide your credit card information over the telephone at 225-389-3114.

Public records requests may be dismissed as a result of failure to pay costs. See La. R.S. 44:32.

Questions:

Should you have any questions, please feel free to contact Brooke Guidroz or Gwyn Brown of the Public Records Division of the Parish Attorney's Office at 225-389-3114 and they will make every effort to assist you.