

CITY OF ABBEVILLE
PUBLIC RECORDS REQUEST POLICY

As modified on August 20, 2024

It is the intention of the City of Abbeville to create a policy for procedures to be followed upon request of public records in order for all those eligible requesting public records to be treated fairly, in accordance with the applicable law.

Section 1: Public Records.

- A. All records of this public body shall be determined to be public, or an exception to the Public Records Law as provided in LSA R.S. 44:1, et seq, as amended from time to time.
- B. Any person of the age of majority may inspect and obtain a reproduction of any public record in accordance with **Section 4**, hereof.

Section 2: Procedures for non-law enforcement public records.

- A. The custodian for public records classified hereunder in the Mayor of the City of Abbeville.
- B. All request for public records shall be made in writing and delivered to the custodian or his designee at mayor@cityofabbeville.com and abbevilleclerk@cityofabbeville.net. In accordance with LSA-R.S. 44:32 A.(1), any person making a request must provide their name, age, and sign a register.
- C. Public records so requested may be viewed only in the Council Meeting Chamber of City Hall on a regular business day between 9:00 a.m. till 12:30 p.m.; and/or from 1:30 till 4:00 p.m. The City reserves the right to have personnel present at all times of viewing to protect the integrity of the records. The requesting party will not be permitted into any other offices at City Hall at any time without an escort.
- D. Public records properly requested will be made available as quickly as possible by using the regular workforce and the regular work time of that workforce. Any request demanded within a particular timeframe which causes overtime to be earned by any workforce member(s) shall become the obligation of the requester and added to those charges set forth in **Section 4**.

Section 3: Procedures for law enforcement public records.

- A. The custodian for public records classified hereunder is the Chief of Police for the City of Abbeville.
- B. All request for public records shall be made in writing and delivered to the custodian or his designee.
- C. Public records so requested may be viewed only in the commons area of the Abbeville Police Department from Monday through Friday between 9:00 a.m. till 12:00 noon, and/or 1:00 p.m. till 4:00 p.m. The City reserves the right to have personnel present at all times of viewing to protect the integrity of the records. The requesting party will not be permitted into any other offices at the Police Station at any time without an escort.
- E. Public records properly requested will be made available as quickly as possible by using the regular workforce and the regular work time of that workforce. Any request demanded within a particular timeframe which causes overtime to be earned by any workforce member(s) shall become the obligation of the requester and added to those charges set forth in **Section 4**.

Section 4: Cost.

- A. There is no cost due from the requesting party to view a public record, except as outlined below.
- B. There shall be a charge of 1.00 per page for any paper copies requested, which shall be paid in advance.
- C. There shall be a charge of \$.75 per page for electronic reproduction, plus the actual cost of the drive, which shall be paid in advance.