



LAC 4:1.301

**TITLE 4
ADMINISTRATION
Part I. General Purposes**

Chapter 3. Fees

301. Uniform Fee Schedule for Copies of Public Records.

A. Copies of public records on hard copy furnished to a person so requesting shall be provided at fees according to the following schedule:

- **1. Charges for the first copy of any public record maintained by an agency shall be at 25 cents a page for microfiche reproductions or paper copies up to 8 ½ x 14 inches, that can be assembled and reproduced within a period of 60 minutes.**
- **2. For those records that exceed 8 ½ x 14, or require the agency to expend greater than 60 minutes in accumulating and duplicating the records, the agency shall charge its actual cost for duplicating these records. Actual cost shall include the labor cost involved in accumulating and duplicating the records requested. An estimated cost for duplicating the record shall be provided to the individual requesting the documents, but the individual shall be apprised of the fact that it is an estimate and that the charge will be actual cost.**
- **3. A two-sided copy shall be considered two pages.**

B. Charges for copies of public records maintained on computers or other electronic medium shall be duplicated and provided to those requesting such records at the actual cost incurred by the agency in duplicating said records. Each agency shall develop a uniform fee schedule for providing records stored in a computer database utilizing routing utility programs. Such uniform fee schedule for providing printouts 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.

C. Agencies may duplicate and distribute public records they maintain for the specific purpose of marketing such records in one of two fashions:

- **1. If the agency markets its own records it shall comply with this fee schedule, however, it may enter into agreements with other individuals on a nonexclusive basis to market its records. The records must be provided at cost calculated under this fee schedule, but the agency can agree that the individual may sell the documents at a different cost factor, not to exceed the cost set out herein, and the agency shall share the proceeds of the sale on a commission basis. The agency shall enter into written agreements setting out the terms and conditions of this**

arrangement, but the agency must provide the same arrangement to any other individual or entity so requesting such an agreement. Any such contract entered into must have prior approval of the Commissioner of Administration.

- **2. If an agency desires, it may enter into an agreement with a single contractor to market the records maintained by the agency. It must provide the contractor the records at the costs established by this fee schedule. Resale of the records by the contractor shall include a commission for the agency that was arrived at through competitive bidding in a manner that is approved by the Division of Administration prior to issuing such a solicitation. All resale of said records under this arrangement must be made at the contract price with the agency collecting its commission as established by the contract, except for those sales made by the agency in accordance with an individual request for the production of such records. The agency shall advise the requesting individual of the existing contract and the cost to procure off the contract, but if the individual insists, the record shall be produced in accordance with the fee schedule as set forth herein.**

D. Agencies may establish a fee schedule for copying public records that is in excess of this schedule, but such a schedule must be submitted to the Division of Administration with detailed justification, and before implementation it must be approved in writing by the Commissioner of Administration.

F. Copies of public records shall be furnished without charge or at a reduced charge to indigent citizens of this state. This determination shall be the responsibility of the agency.

G. Copies of public records may be furnished without charge or at a reduced charge to another state agency, the Legislature, the Judiciary, or to 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.

H. This schedule shall not apply to copies of public records, the fees for reproduction of which are otherwise fixed by law, or if said agency is exempt by law from utilizing this fee schedule and/or is authorized to establish its own fee schedule. Such authority shall be provided to the Commissioner of Administration prior to the establishment of a fee schedule separate from this one.

**Dennis Stine
Commissioner**