



ALEXANDRIA HOUSING AUTHORITY

2558 Loblolly Lane • Alexandria, Louisiana 71306
Phone (318) 442-8843 • Fax (318) 445-2529

Public Records Requests

The Louisiana Constitution, Article XII, Sec. 3, provides that “no person shall be denied the right to observe the deliberations of public bodies and examine public documents, except in cases established by law.” The courts and the legislature of Louisiana have clearly established that the right of access to public records is not unlimited.

The Louisiana Public Records Law can be found at La. R.S. 44:1, et seq.

The legislative exceptions to the Public Records Law can be found at La. R.S. 44:4.1.

When requesting access to public records from the Alexandria Housing Authority (AHA), you must clearly specify whether you want to inspect the records, copy the records, reproduce the records, or obtain from the Custodian a reproduction of the records. The Custodian may collect a fee for making copies of public records (La. R.S. 44:32(C)(1)(a)). For the Alexandria Housing Authority, the custodian shall be the Executive Director, 2558 Loblolly Lane, Alexandria, La 71303.

AHA will make all reasonable effort to timely respond to requests for access to public records in accordance with the provisions of the Public Records Law. Notice will be provided in all instances where the public nature of the records is in question.

FEE SCHEDULE **RELATING TO PUBLIC RECORDS REQUESTS**

In accordance with applicable law, the following fees are established by the Alexandria Housing Authority for making copies of public records.

- a. Subject to sub-paragraph c. below, charges for paper copies of any public record shall be twenty-five (25¢) cents per page for paper copies up to 8½” x 14” that can be assembled and reproduced within a 60 minute period.
- b. A two-sided copy shall be considered two pages.
- c. Charges for paper copies of public records requiring larger than 8½” x 14” or requiring the AHA to expend greater than 60 minutes in accumulating and duplicating the records, the AHA shall charge its actual cost for duplicating these records. Actual cost shall include the labor cost involved in accumulating and duplicating the records requested.

d. Charges for copies of public records printed from information stored on computer files shall be at the same rate specified above.

e. Copies of electronically recorded tape recordings shall be \$8.00 per tape.

f. Copies of digitized records supplied on CD ROMs shall be \$10.00 per disc.

g. Copies of digitized records supplied on flash drives shall be \$15.00 per flash drive.

h. Charges for digitized or electronic copies of public records which require considerable time in retrieving shall be at the actual cost of duplicating the same.

Payments shall be made by money order or cashier's check only. Payment must be received prior to release of records.