

**2025-0305**

**INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT**

An ordinance of the Parish of St. Charles to amend the Code of Ordinances, Parish of St. Charles, Chapter 2, Article I. In General, Section 2-2. Fees of copies of documents (a), (b), and adding (d).

**WHEREAS**, in keeping up with the volume of work involved in fulfilling public record requests, it is the desire of St. Charles Parish to revise and add fees to more clearly reflect the actual cost of reproduction of documents.

**THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:**

**SECTION I.** That the Code of Ordinances, Chapter 2, Article I. In General, Section 2-2. Fees of the copies of documents. (a) is hereby amended with new text underlined and deleted text in ~~strikethrough~~:

Document	Fee
Miscellaneous photostatic copies	<u>0.25</u> <del>0.50</del> per page
Electronic Documents / Transferred In Public Records Office (must purchase hardware from St. Charles Parish to transfer documents- hardware fees listed below)	<u>0.00</u> <del>0.50</del> per page
Electronic Documents / Public Records Portal	<u>0.00</u> <del>0.50</del> per page

**SECTION II.** That the Code of Ordinances, Chapter 2, Article I. In General, Section 2-2. Fees of the copies of documents. (b) is hereby amending with new text underlined and deleted text in ~~strikethrough~~:

(b) Either the parish council or the parish president may, whenever the council or the president shall deem it of public interest, waive the charge for any photostatic copy or copies of any ordinance, motion, resolution, or other record of any proceeding of the council. The council secretary may waive the charge for any such copy of copies requested by a governing body, a public official, ~~or a parish board or agency, or any entity that collects for publication, advertising, or promotion of St. Charles Parish public bids and/or solicitations.~~

**SECTION III.** That the Code of Ordinances, Chapter 2, Article I. In General, Section 2-2. Fees of the copies of documents. to add (d) is hereby adding with new text underlined:

(d) Payments for documents using a credit card will be subject to processing fees.

The foregoing proposed ordinance was Postponed Indefinitely per Council Rule 8 on November 17, 2025.

2025-0305 Postponed Rule 8 PPR Ordinance Update