

Sec. 2-658. - Administrative documents.

The following are administrative documents:

- (1) Code of Ordinances, per copy\$300.00
- (2) Supplement to Code, per page\$0.50
- (3) Photocopy of ordinances, resolutions, minutes, etc., per page\$0.50
- (4) Certification, each\$1.50
- (5) Mailout agenda/notices, per year\$210.00
- (6) Public records request:
 - a. Copies—Black and white, per page\$0.50
 - b. Copies—Color, per page\$1.00
 - c. Preproduced/standardized maps—Non-GIS:
 - 8.5 × 11 paper map\$5.00
 - 8.5 × 14 paper map\$7.00
 - 11 × 17 paper map\$10.00
 - 30 × 40 paper map\$35.00
 - Map on CD\$15.00
 - Map on DVD\$20.00
 - Map on floppy disk\$10.00
 - d. Custom/nonstandardized maps—Non-GIS:
 - 8.5 × 11 paper map\$5.00
 - 8.5 × 14 paper map\$7.00
 - 11 × 17 paper map\$10.00
 - 30 × 40 paper map\$35.00
 - Map on CD\$15.00
 - Map on DVD\$20.00
 - Map on floppy disk\$10.00
 - e. CD/DVD reproduction—Non-GIS:
 - Zero to one hour\$15.00

One to two hours\$20.00

Two to three hours\$25.00

Three to five hours\$30.00

Five to six hours\$35.00

A surcharge of \$250.00, in addition to duplication fees, will be charged for duplication of all parish tapes that have been archived with the secretary of state.

- f. Document transcription (at the then prevailing customary court reporter rate, plus any additional funds as needed), deposit\$250.00
- g. After-hours review and copying: If the amount of documents or records requested is too vast to reasonably and timely review, count and copy during normal working hours, the party making the request must contact the parish legal department to schedule a time and place for such after-hour review. There shall be a maximum three hour after-work-hours appointment at the cost of \$250.00 per appointment in order for the party to view the requested documents at the parish offices. Each after-hour review shall be deemed separate for the purpose of payment. During such review(s), the party may designate a list of documents to be copied, and the parish will prepare the documents and provide the requested documents as per law.
- h. The then-current and corresponding parish chief administrative officer's (CAO) policy on public records requests, as may be amended from time to time, is incorporated herein in full by reference.
- i. It is specifically determined by the parish that any document or material transferred to any media (i.e. such as more than one map transferred to digital CD or DVD media), then each document transferred shall be considered as separate items. For example, three one-page documents transferred to a CD shall be considered as three pages at \$0.50 plus \$15.00. The requesting party shall be responsible to pay the cost of each document transferred and the hereinabove scheduled cost of the applicable media used.

(Code 1998, § 2-009.00(A)(1); Ord. No. 91-1436, 4-18-1991; Ord. No. 97-2689, 7-24-1997; Ord. No. 98-2915, 8-20-1998; Ord. No. 05-1161, 8-4-2005; Ord. No. 07-1649, 9-6-2007; Ord. No. 08-1874, 7-3-2008)