

Sec. 2-8. - Public documents.

- (a) *General definitions.* [The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

Custodian shall be the chief administrative officer as identified by section 5-02-6 of the Ascension Parish Charter. In the absence of a chief administrative officer, the parish paralegal shall serve as the custodian of the public records. In the absence of a CAO and a parish paralegal, the parish president shall designate a parish employee to accept public record requests.

Public record shall be defined by La. R.S. 44:1, less all exceptions provided for in state law, or any document protected by privilege, attorney work product, or protected information which has a privacy interest as defined by local, state, or federal law.

- (b) *Procedures for inspection and copying of public records.* The parish shall comply with the procedures for inspection and copying of public records as set forth in LA RS 44:1 et seq.
- (c) *Fee schedule.* The parish hereby sets the following fee schedule for the reproduction of public records:
- (1) Twenty-five cents (\$0.25) per page for black and white copies sized eight and one-half (8½) by eleven (11) and eight and one-half (8½) by fourteen (14) inches;
 - (2) Fifty cents (\$0.50) per page for color copies sized eight and one-half (8½) by eleven (11) and eight and one-half (8½) by fourteen (14) inches;
 - (3) One dollar (\$1.00) per page for pages sized eleven (11) inches by seventeen (17) inches; and
 - (4) Ten dollars (\$10.00) for a DVD of any archived files.
- (5) *Electronic delivery of records.* For electronic delivery of records via e-mail or through the records request portal, the fee will be one dollar (\$1.00) for first page and twenty-five cents (\$0.25) per page after that. Fees shall be paid before records are sent electronically.
- (d) *Availability of forms.* The parish administration shall make public records request forms readily available to the public. These forms shall be posted on the parish website.
- (e) *Records retention policy.* The parish shall develop a records retention schedule in accordance with the Louisiana Secretary of State's Office.
- (1) The retention schedule shall be updated at a minimum of every five (5) years.
 - (2) The legal department of the parish shall be responsible for updating and maintaining the schedule.

(Ord. of 10-20-05; Ord. of 5-1-08, §§ 1—4; Ord. of 3-7-24, Exh. A; Ord. of 7-18-24(2), Exh. A)

Sec. 2-9. - Fees for GIS data and related items.

The office of technology is authorized to assess and collect fees associated with requests for GIS data, maps and other related items.

(1) Pricing:

- a. Number of hours worked—One hundred dollars per hour (minimum of 1 hour).
- b. Conversion fee—One hundred dollars (\$100.00) dollars per data layer.
- c. Number of disks used— Ten dollars (\$10.00) per disk

(2) *Subscription fee:* Subscription (annually)—Three hundred fifty dollars (\$350.00) per year per layer (except five hundred dollar (\$500.00) parcels with owner info) and five thousand dollars (\$5,000.00) all layers.

(3) *Map pricing:*

- a. Standard maps.

Map Size	Price (Without Fill)	Price (With Fill)
"A" size 8.5" × 11"	\$1.00	\$2.00
"B" size 11" × 17"	5.00	10.00
"C" size 17" × 22"	15.00	30.00
"D" size 22" × 34"	20.00	40.00
"E" size 34" × 44"	25.00	50.00

- b. Custom maps. Map costs are based on the amount of paper, ink cartridges, and employee time required to produce a plot. Any map larger than an 8 ½" × 11× ("A" size) will require a completion of a map request form and receipt of a deposit prior to starting. Custom maps will require a deposit of fifty (50) percent of the estimated cost or one hundred dollars (\$100.00), whichever is smaller.

An additional charge of one hundred dollars (\$100.00) per hour to collect the data will be assessed if the data is not readily available.

(Ord of 5-7-09(2), Exh. A)