



SHREVE MEMORIAL LIBRARY

# Public Records Request

## I. Contact Information

Please provide any information necessary to fulfill and deliver your request. The bold items are required, as well as at least one method of communication if you are requesting a copy of records.

<b>Last Name</b>	<b>First Name</b>	<b>MI</b>
Organization (if Applicable)		
Mailing Address		
City	State	Zip Code
Telephone Number	Fax Number	
Email Address	<b>Are you a convicted felon?</b>	Date (YYYY/MM/DD)

## II. Request Description

Describe the records requested. Be as specific as possible, using names, dates, locations, departments, etc. Please attach additional sheets as necessary.

## III. Delivery Preference

Please check all that apply.

- View duplicate and/or original records at the Shreve Memorial Library Administrative Offices during normal business hours at no cost to requestor. You will be contacted to schedule an appointment for on-site access, or be provided with immediate access if the request is made in person and the records are not currently in use.
- Receive duplicate(s) via mail and/or fax. See reverse for fee schedule.
- Receive duplicate(s) via email. Some records will not be available for electronic transmission.
- Pick up duplicate(s) during normal business hours. See reverse for fee schedule.

### Please submit completed form to:

Shreve Memorial Library Support Services Center  
 Attn: Public Records Access  
 885 Bert Kouns Industrial Loop  
 Shreveport, LA 71118  
 publicrecords@shreve-lib.org  
 318-226-5871 (Telephone)/318-226-4973 (Fax)

### SML Use Only—Do Not Write Here

Tracking Number:	Duplicate Format(s):
Received Date:	# of Duplicates:
Response Date:	Total Hours:
Response Type:	Closed Date:
Paid Amt. and Date:	RM Approval:

## Fee Schedule

Item	Regular Fee	Reduced Fee
Black and White Photocopies	\$0.25 per page (single sided)/\$0.50 per page (double sided)	\$.05 per page (single sided)/\$.10 per page (double sided)
Color Photocopies	\$1 per page (single sided)/\$2 per page (double sided)	\$.50 per page (single sided)/\$1 per page (double sided)
Existing Electronic File(s)	\$0.25 per printed page of file	\$0.05 per printed page of file
CD/Disk	Cost of CD/Disk	Cost of CD/Disk
Computer-generated report/map requiring data processing time	\$25 per hour plus cost of disk/CD	\$5 per hour plus cost of disk/CD
Fax (20 page maximum)	\$1.00 per page (cover sheet and invoice free)	\$1.00 per page (cover sheet and invoice free)
Video/audio recording	Cost of tape/CD/DVD	Cost of tape/CD/DVD
Postage and Handling	Actual cost	Actual cost

## Payment Methods and Authorization

Check or money order is accepted for all charges, made out to Shreve Memorial Library. All payments must be made in advance. Failure to submit payment within 10 working days will require the submission of a new request.

## Fee Reduction/Waiver

In some instances, requestors may qualify for a fee reduction or waiver. If you meet the following criteria, please complete and submit "Certification for Records Request Rate Reduction/Waiver" (SMLAdmin-RM-02).

- You are a citizen of the State of Louisiana who is indigent and lacks the means to pay \$.025 per copy.
- The use of the copies requested is limited to a public purpose (including, but not limited to, use in a hearing before any government regulatory commission). The information is not for personal or proprietary use.
- The copies requested are solely for use by the federal agency or Louisiana state government agency making the request. (Local, City, and Parish entities do not qualify for fee adjustments).

## Your Rights

- Provide only as much information as is needed to fulfill your request.
- Examine public records created and maintained by the Shreve Memorial Library.
- Obtain a response within three (3) business days after your request is received.
- Appeal a denial of your request. For more information on this process, consult "Records Request Appeal" (SMLAdmin-RM-03).
- Apply for fee reductions/waivers.
- View redacted and/or partial records if your request includes confidential records in which unfettered access may violate employee or patron privacy.
- Receive thorough, timely request and appeal responses.

## Authority

As per La. Const. Art. XII, §3 and Title 44 of the Louisiana Revised Statutes, every person has the right to examine public records, except as otherwise provided by law. If your request is denied, specific reasons for the denial will be provided. We are authorized to charge fees for providing copies of records, pursuant to R.S. 44:32. For additional information about the Public Records Act, please visit [www.ag.state.la.us](http://www.ag.state.la.us).