



RPSB PUBLIC RECORDS REQUEST FEE SCHEDULE

Although most public records requested from the Richland Parish School Board (RPSB) are available at no cost, State law does allow for public entities, such as the RPSB, to charge a reasonable fee for time and materials spent completing a public records request. This page provides information related to the district's fee schedule for public records requests.

RPSB has developed a fee schedule for fulfilling public records requests, which is in compliance with La. R.S. 13:5112 and Richland Parish School Board Policy File: CN, a public agency may charge costs associated with duplication of records shall include not only charges for copying, but also staff time involved in locating, retrieving, and duplicating, as well as any other costs or special service charge that may be incurred in the process of duplication.

Richland Parish District fees are as follows:

- Retrieval, Review, and Supervision Fee
 - \$30.00 per hour, rounded to the nearest ¼ hour
- Search of Email Archives
 - Initial \$25.00 fee for email search
 - Additional \$25.00 fee for every hour beyond the initial 60 minutes, rounded to the nearest ¼ hour
 - The standard email archive search takes approximately 90 minutes, the district will waive the initial \$25.00 fee for searches that take less than 60 minutes.
- Photocopy/Scanning Fee
 - \$.25 per page
- Mailing Fee
 - Actual Costs (i.e., envelope plus postage)

The District will inform the member of the public making the request of the anticipated cost of filling the request throughout the public record request process. The District requires prepayment of any and all fees prior to the public records fulfillment. Additional information regarding allowable fees may be found in La. R.S. 44:32 C.(1)(a) and La. RS. 44:32 C.(2).

Please note: The Richland Parish School Board has a standard practice of waiving any and all fees (with the exception of copying and delivery fees associated with fulfilling requests that take less than one hour.