

## Louisiana Sample Public Records Request

[Your Name]  
[Your Street Address]  
[City, State, Zip]  
[Phone, Fax, E-mail]

[Date]

**[VIA E-Mail/Fax/U.S. Mail]**

[Name of Custodian of Records]  
[Title]  
[Name of Louisiana Department/Agency/Division]  
[Street Address]  
[City, State, Zip Code]  
[Phone, Fax, Email]

**RE: Louisiana Public Records Request**

Dear [Name]:

Pursuant to the Louisiana Public Records Law, R.S. § 44:1 *et seq.*, I request that you, as the custodian of records of [the Louisiana Department/Agency/Division] produce the following public records:

**[List either specific document(s) you are requesting or describe the information you are requesting specifically.]**

Please produce these records electronically to avoid unnecessary fees and save paper.

As you know, R.S. § 44:32(D) of the Louisiana Public Records Act requires a response to this request within three (3) business days, exclusive of Saturdays, Sundays, and legal holidays. If these records will not be produced in three business days, please notify me in writing immediately and explain the reasons why.

If the records are not currently in your possession, please notify me in writing, and provide any and all information about where and with whom the records may be found, requested, viewed or copied, and/or when they will become available to your office.

If there is any cost associated with the production of these records, please notify me in writing immediately. *[If the Request is for a public purpose<sup>1</sup>, add the following phrase: In*

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<sup>1</sup> The law states that a public purpose includes using records for an appearance before a public board or commission. Indigent citizens can also request reduced or waived reproduction fees. Students have also had success requesting a public purpose fee waiver.

accordance with R.S. § 44:32(C)(2), I request a waiver of fees as these requested records are for the public purpose of insert purpose/activity/status.]

If you deny any part of this request, please cite each specific exemption to the Louisiana Public Records Law that you have determined justifies the refusal to produce the records. Please feel free to contact me at any time using the contact information above. Thank you for your time and consideration.

Sincerely,

[Your Name]