

Town of Jonesboro  
Public Records Request

Date \_\_\_\_\_

Name \_\_\_\_\_ Organization/Firm \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Item(s)/Document(s) Requested (please provide adequate information to fulfill your request):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Notice: To be "public," the record must have been used, prepared, possessed, or retained for use in connection with a function performed under authority of the Louisiana Constitution, a state law, or an ordinance, regulation, mandate, or order of a public body. This definition covers virtually every kind of record kept by a state or local governmental body. La. R.S. 44:1(A)(1). In Louisiana, a "public record" includes books, records, writings, letters, memos, microfilm, and photographs, including copies and other reproductions. Section 44:32(D) of the Louisiana Public Records Act requires a response within three business days. The custodian may establish and collect reasonable fees for making copies of public records. Copies of records may be furnished without charge or at a reduced charge to indigent citizens of this state. All costs must be paid prior to release.

**OFFICE USE ONLY**

Date request received: \_\_\_\_\_ Date of compliance: \_\_\_\_\_

Request received by: \_\_\_\_\_ Initial when complied: \_\_\_\_\_

Comments: \_\_\_\_\_

- Available for pickup  Mailed to address above  Called requester by phone above  
 Emailed records  No records found  Inadequate information given to fulfill request

Total copies: \_\_\_\_\_ Total cost: \_\_\_\_\_