

PUBLIC RECORDS REQUESTS FEES

The Town of Benton firmly believes in the transparency of all records, except those specifically exempted by law. R.S Code 44:1 – 44:42

Charges for public records shall be a minimum of \$1.00 per page for paper copies up to 8 1/2 by 11 inches.

A two-sided copy shall be considered two pages.

\$1.50 per page for paper sizes, legal-size paper

Digital Copies of the Record on a flash drive will be \$1.00 per page plus a \$20.00 fee for the flash drive (we do not accept outside flash drives for protection of our computers)

Copies of video recordings are \$20.00 for every hour, plus a \$20.00 fee for the flash drive (we do not accept personal flash drives for the protection of our computers)

In-person examination of records during regular business hours:
No charge.

In-person examination of records outside regular business hours: A charge will be prepaid for the time of the employee who is overseeing the examination of the records.

ALL FEES MUST BE PRE-PAID

APPOINTMENTS NEED TO BE SCHEDULED FOR IN-PERSON EXAMINATION

The custodian shall immediately present to a requestor any public record that is immediately available and not in use. If the record is not immediately available, i.e., is in active use at the time of the application requesting it, the custodian shall promptly certify the unavailability of the record to the requestor in writing, and in this certificate fix a day and hour within three (3) days, exclusive of Saturdays, Sundays, or legal holidays, for the exercise of the requestor's right to examine or receive a copy of the record.

May a custodian deny a request for public records if the request would substantially disrupt government operations? R.S. 44:32(B)(2)

A.21. If the custodian reasonably determines that the request would substantially disrupt required government operations, the custodian may deny access only after reasonable attempts to narrow or specify the request with the requestor.

The custodian of public records, not of a state agency, may establish and collect reasonable fees for making copies of public records, which may include the transmission of electronic copies. If a custodian elects to establish and collect fees for copies, the custodian shall establish a reasonable fee schedule and post the schedule where it can be readily accessed by the public.

The custodian of any public records may furnish copies without charge or at a reduced charge to indigent citizens of the state. Custodians of public records of state agencies may also furnish free copies or at reduced charge for individuals whose use of the copies, as determined by the custodian, will be limited to a public purpose, including but not limited to use in a hearing before any governmental regulatory commission.

The custodian may require that examination of public documents occur during regular office and working hours or may authorize examination at other times, with any additional costs for staffing paid out of funds paid in advance by the person examining the public records outside of regular office and working hours.