



Office Use Only

Date Received:

Time Received:

PUBLIC RECORDS REQUEST FORM

To expedite your request, please fill out this form completely with as much detail as possible. Once this form has been received, the Clerk's office will respond within the timeframe allowed by law pursuant to *La. R.S. 44:1 et seq.* and inform you of any documents produced. Original documents may never leave the Clerk's Office. Fees will be assessed according to delivery preference, please indicate your delivery preference below along with the accompanying fee schedule. Records will be released upon receipt of payment.

Forward completed forms to the City Clerk, Kelsey Murray at kelsey.murray@walker-la.gov or in person at City of Walker, 13600 Aydell Lane, Walker, LA 70785.

FEE SCHEDULE

Paper Copies - \$1.00/page first 25 pages, \$0.50/page each additional page thereafter.

USB Drive: \$25.00/ USB drive

Email: \$0.25/page

**** Payment may be made in cash, check, or money order ****

REQUESTER INFORMATION

Name: _____

Organization/Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

REQUESTED RECORDS, (Please be as specific as possible, including dates if applicable)

Delivery Information, check appropriate box

- ☐ Segregate records for in-person review. ☐ Email me copies of the requested information.
☐ Make copies for me to pick up in person. ☐ Make copies and mail them to me.

Signature: _____ Date: _____

Do Not Write in this Box – Reserved for Custodian of Records

Total No. of Pages: _____ Amount Invoiced: _____

Date & Amount Received: _____ Date Completed: _____