


Uniform Fee Schedule for Copies of Public Records

	Louisiana Department of Health (LDH)	
	Policy Number	74.1
	Content	Guidelines for Offices in determining charges for copying public documents
	Effective Date	April 20, 1986
	Inquiries to	Bureau of Legal Services Baton Rouge, LA 70821 (225) 342-1112

LDH is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our Department's reputation and achievement as well.

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/override/supersede the conflicting section within the Program Office or facility policy.

I. POLICY STATEMENT

It is the policy of the Louisiana Department of Health to adhere to the guidelines promulgated by the Division of Administration regarding charges for copies of public records, and to adhere to ACT 933 of the 1981 Legislative Session (L.R.S. 39:241).

II. PUBLIC RECORDS

For purposes of this policy, public records shall be the same as defined in L.R.S. 44:1 et seq., with certain exceptions such as, but not limited to, the following: client case records, personal or biographical data contained in personnel files and certain Medicaid and Medicare data. Due to the numerous variations contained in federal and state law and regulations on confidentiality, each

Office will have to define which records are considered confidential and which are considered public documents.

III. UNIFORM FEE SCHEDULE

- A. There shall be no charge for examination or review of public records.
- B. Charges for single page copies of public records on either microfiche or paper 8 1/2 x 14 inches or smaller may be up to but no more than twenty-five cents (\$.25) for the first copy. Charges for each additional copy may be no more than one dollar. On multi-page documents, the cost shall be up to but no more than twenty-five cents (\$.25) for the first copy of each page and no more than one dollar for each additional copy of each page.
- C. Charges for copies of public records on paper larger than 8 1/2 x 14 inches shall be the same as the actual cost to the office for copying same.
- D. Charges for copies of public records on preprinted computer reports shall be at the same rate specified in B and C above.
- E. Charges for providing printouts of public records stored in a computer data base utilizing routine utility programs shall be five cents (\$.05) per page. An estimated cost shall be given for requests for reproduction of public records stored in a computer which requires program modification or specialized programs. The requesting party shall be advised of the estimate, and that it is an estimate, but the actual costs for reproduction, including programming costs, shall be charged if it differs from the estimate. This estimate shall be obtained from Division of Information Services.
- F. There shall be no charge for copies of public documents requested by persons who have applied for or are receiving assistance from any office within LDH or any other indigent citizens.

IV. PROCEDURE

All checks received shall be made out to the proper Office and transmitted to the appropriate fiscal office for deposit with an explanatory cover memo. These proceeds will be deposited into the State General Fund as "Income Not Available," unless such proceeds are budgeted as self-generated revenues. In these cases the proceeds would be credited to the proper Office appropriation. A receipt shall be given for all monies received for copies of public documents.

V. EXCEPTIONS

Offices wanting to charge a fee for copying public records that is in excess of those set forth in this policy must justify that fee in writing and have that fee approved by the Division of Administration through the LDH Secretary.

This policy does not apply to copies of public records, for which fees are otherwise fixed by law, such as certified copies of birth certificates, etc.

This policy is not applicable to exchanges of information within state agencies.

VI. REVISION HISTORY

Date	Revision
May 15, 1983	Policy created
April 20, 1986	Policy revised
September 27, 2018	Policy reviewed
October 25, 2023	Policy reviewed
October 31, 2024	Policy reviewed