

### What is JustFOIA?

JustFOIA is an online platform that allows you to submit and track public records requests quickly and conveniently. Lafayette Consolidated Government launched the use of JustFOIA in March 2025 in keeping with its commitment to transparency and ensuring public access to records.

### How do I submit a public records request?

Visit [lafayettela.gov/publicrecords](https://lafayettela.gov/publicrecords) and follow directions on webpage. In the event special assistance is needed, please contact the Legal Department at 337-291-8015.

### What kind of information can I request?

As explained in the Public Records Law, La. R.S. 44:1, et seq., any person of the age of majority may inspect, copy or reproduce, or obtain a reproduction of any public record. Examples of public records include meeting minutes, maps, reports, permits, contracts, and more. Note some information may be redacted or exempt from disclosure due to privacy or legal restrictions.

### How do I start a new public records request?

After accessing the JustFOIA portal, simply click on 'Submit a New Request' and complete the form and provide detailed information about the document(s) you are seeking.

### What contact information do I need to provide?

You'll need to enter your name and preferred contact details so the custodian can communicate with you about your request.

### Is there a cost to submit a records request?

LCG may collect fees per [adopted fee schedule here](#), as established in Ordinance No. JO-069-2024 and as required by La. R.S. 44:32, for copies of public records, which may include transmission of electronic copies. You will be notified of any potential charges before the request is fulfilled and receipt of payment of such fees will be required prior to releasing of responsive documents. Online credit card payments are accepted using the current platform. LCG also accepts mail-in or in-person payments.

### How do I finalize and submit my request?

Review all the details you entered, then click 'Submit'. A confirmation email will be sent to you via provided email address with a tracking/confirmation number. Please be sure to keep this number handy in the future as it's required to track the status of your request.

### Do I need an account to use JustFOIA?

No, but creating an account is recommended. It allows you to manage multiple requests, receive updates, and download records more easily. With your account, an email will be sent with a security key and request number per single request.

### How can I track the status of my request?

Use your request ID or log into your JustFOIA account to track the progress, view status updates, and see estimated completion times. An email notification will also be sent to the requestor as it processes through the system. If further clarification is needed, you can communicate through the solution to track timing and responses.

### How long will it take to receive the requested record(s)?

Although most of our records are public and, therefore, available for public inspection and duplication, the Public Records Law allows for a reasonable amount of time of up to seventy-two (72) hours to make public records available or to provide written notification of when the records will be available. You'll get an email notification once your request is ready. Log in to the portal to view and download the documents securely.

### What should I do if I have more questions or need assistance?

You can reply directly through the JustFOIA portal or contact LCG's Legal Department directly via email at [publicrecords@lafayettela.gov](mailto:publicrecords@lafayettela.gov) or by phone at 337-291-8015.