

## **PUBLIC REQUEST FOR INFORMATION**

### **OF THE**

### **LAFAYETTE CITY-PARISH CONSOLIDATED GOVERNMENT**

Welcome to the Lafayette City-Parish Consolidated Government (“LCG”). 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.

The request should be made to the “custodian.” The word “custodian” means the public official or head of any public body having custody or control of a public record, or a representative specifically authorized by him to respond to requests to inspect any such public records.

For example, if you are interested in documents pertaining to public works, the request should be made to the Director of Public Works. If you wish to review documents pertaining to another department of LCG, the Director of that Department would be the custodian.

Although most of our records are public and, therefore, available for public inspection and duplication, the Public Records Law allows a reasonable amount of time of up to seventy-two (72) hours to make public records available. These statutes also allow for the charging of a fee for the cost of duplicating these records. While we would be more than happy to assist in the location of information requested, we need your assistance and cooperation. Please realize that it may not be feasible to immediately provide information requested because it may not be readily available or because the staff member who usually provides this service may be unavailable or involved in other important work.

To obtain information, please complete the form below. Please be as specific as possible in order that we might locate the requested documents. Include a daytime telephone number at which you may be reached, in case we have questions regarding the information you are requesting.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

DATE AND TIME REQUESTED: \_\_\_\_\_

DESCRIBE INFORMATION REQUESTED AS COMPLETELY AS POSSIBLE

(Include, if known, date(s), relevant numbers, etc.)

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(If additional space is needed, the back of this form may also be used, or additional sheets added.)

