



City of Baker School District

# PUBLIC RECORDS REQUEST FORM

Louisiana Revised Statute 44.1

**STEP 1: PROVIDE** all information below, please print or type. Be sure to date and sign request.

**STEP 2: SUBMIT** completed form to: Custodian of Records via U.S. Mail or via email at the addresses provided below.  
Do not send payment at this time.

**STEP 3: PAY FEE** if applicable. Wait to receive a notice of estimated cost. Once you have received notice, send payment (money order ONLY). Copies will be mailed upon receipt of payment, or copies can be picked up with payment. If ten (10) working days pass after notice is sent and payment is not received, it will be necessary to initiate a new request.

## REQUESTOR'S INFORMATION

Name		Date
Organization/Company		
Mailing Address		
City	State	ZIP
Contact Telephone Number	Email Address	

## REQUESTED DOCUMENTS

(Please be as specific as possible; attach additional pages as necessary.)

I certify that I am of 18 years of age.

Requestor's Signature X	Date
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*A signature is not required if the request is submitted electronically.*

**All public records requests submitted to the City of Baker School System must be in writing via a Public Records Request Form, which may be submitted in one of the following three ways:**

- (1) Mail: Tiffany Burney, P.O. Box 680, Baker, LA 70704-0680
- (2) Email: CBSSPRR@bakerschools.org
- (3) Public Records Request Form hand-delivered to physical address: 14750 Plank Road, Baker, LA

### RECORDS REQUEST FEES:

Pursuant to Louisiana Revised Statute 44:32 C, the City of Baker School Board is authorized to establish and collect reasonable fees for making copies of public records. Additionally, pursuant to the law, those fees must be paid in advance of production. To this end, the City of Baker School Board in its 7-1-2014 meeting, voted to authorize the Superintendent to charge \$1.00 per page for copies of documents/information requested by the public exceeding four (4) pages.