

Document # WPCD 22-0009 Addendum	Title: Public Records Request Form
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Fees for records requests may be charged in accordance with LRS 44:32 and are payable by money order payable to Webster Parish Communications District based on fee schedule below.

“Exact copy” documents	\$1.00/page
Redacted copy documents	\$2.00/page
“Exact copy” CDR	\$5.00/CDR
Redacted copy CDR	\$10.00/CDR
Overtime hours	TBD

To begin a request for public records, please complete the information below to the best of your ability. Be specific as to what you are requesting. You should note that if the record does not exist in the format that you are requesting the Webster Parish Communications District is under no obligation to customize or generate forms to fit your needs.

The requestor will be notified in writing when the information will be provided and an estimated cost before completing the request.

Name:		Contact Phone:	
Contact Email: (to provide estimated cost to reproduce records)			
Type of Record(s) Requested	<input type="checkbox"/> Schedule a time to view only	Copies of: <input type="checkbox"/> Documents <input type="checkbox"/> CDR/Audio <input type="checkbox"/> All records pertaining to incident	
Date of Incident		Time of Incident	
Nature of Incident:			
<input type="checkbox"/> Mailing address to send report/results to		<input type="checkbox"/> Fax or email to send report/response to	
To be completed by Webster Parish Communications District			
_____	Exact copy documents	@ \$1.00/page =	_____
_____	Redacted copy documents	@ \$2.00/page =	_____
_____	Exact copy CDR	@ \$5.00/CDR =	_____
_____	Redacted copy CDR	@ \$10.00/CDR =	_____
_____	Overtime hours	@ \$ _____ =	_____
TOTAL COST: \$			