

Jennifer Thorn, Director

**City of Sulphur  
Finance**  
P. O. Box 1309  
Sulphur, LA 70664 - 1309  
**Phone:** 337 - 527 - 4509  
**Fax:** 337 - 527 - 4566  
[www.sulphur.org](http://www.sulphur.org)



Mike Danahay, Mayor

## REQUEST FOR PUBLIC RECORDS

In accordance with the provisions of La. R.S. 44:32, which permits the collection of reasonable fees for copies provided pursuant to requests for public records, including the transmission of electronic copies of public records, the City of Sulphur has revised and issued the following fee schedule effective April 25, 2024:

### **Paper or Electronic Copies:**

For paper or electronic copies of records, requestors will be charged a minimum of \$10.00, or \$0.50 per page (whichever is greater).

### **Digital Storage Medium:**

For productions on a digital storage medium (CD, flash drive, DVD, etc.) requestors will be charged \$25.00 in addition to charges for paper or electronic copies.

### **Requests for Email Communication:**

When a request for emails is processed, each email produced will be treated as a single copy.

When submitting such requests, please provide: 1) terms; 2) date parameters; 3) whose accounts you want searched. If, after submitting such a request, you are contacted for clarification of your request, please plan to work together with staff members of the Custodian of Records office to craft a workable, targeted search.

### **Payment Procedure:**

Once a request is submitted and responsive documents are identified, you will be notified of the estimated cost of production. Payment must be made in advance of the production of documents by cash or money order.

Public records requests may be dismissed as a result of failure to pay costs. See La. R.S. 44:32.

### **Questions:**

Should you have any questions, please feel free to contact the office of the Custodian of Records at [informationrequest@sulphur.org](mailto:informationrequest@sulphur.org) or 337-527-4508 and they will make every effort to assist you.

**REQUESTER INFORMATION:** You may either complete this form or send the information below via email to [informationrequest@sulphur.org](mailto:informationrequest@sulphur.org).

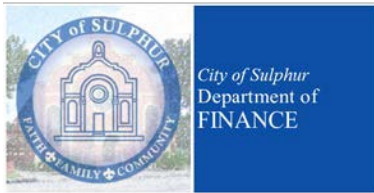
To expedite your request and to eliminate opportunities for error, please fill out this form completely with as much detail as possible. Please identify specifically the records you are requesting.

No duty exists under law to create a record which is not otherwise created or maintained in the normal course of business of the City of Sulphur.

The Custodian of Records reserves the right to determine the method of record delivery as dictated by the volume of records requested and the form in which the original records exist.

You will be contacted once the requested documents have been gathered.





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**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Preferred method of contact in the event of questions:** \_\_\_\_\_

### REQUESTED RECORDS:

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Time covering documents requested: \_\_\_\_\_

Indicate your record delivery preference:

- ☐ Paper Copies
- ☐ PDF Documents sent via email
- ☐ PDF Documents on a digital storage medium

\_\_\_\_\_  
Signature of Requested