

PUBLIC RECORDS POLICY

PUBLIC RECORDS REQUESTS

As an independent political subdivision of the State of Louisiana, the Board of Commissioners of the French Quarter Management District complies with Public Record Law, La. R.S. 44.

TO SUBMIT A PUBLIC RECORDS REQUEST, PLEASE COMPLETE THE FORM BELOW

You may also submit your request via First-Class Mail addressed to:

Custodian of Records
French Quarter Management District
400 N. Peters Street, Suite 206
New Orleans, Louisiana 70130

Requests for public records are processed during normal business hours, 8:30 a.m. – 4:30 p.m., Monday through Friday. Please see the fee schedule below for fees relating to the duplication of requested records. The Custodian will contact you regarding any applicable fees prior to processing your request.

FEES

Paper: \$0.25 per page (up to 8½"x14", 1-sided)
\$0.50 per page (up to 11"x17", 1-sided)
\$1.10 per page (up to 24"x36", 1-sided)

Electronic: Base fee of \$25 for records copied onto a compact disc.

Delivery: Additional delivery/postage fees may apply depending on form and/or bulk of delivery.

Additional Fees: Additional service fees may apply depending on the scope of the request. For requests which require the FQMD to spend considerable time (greater than 60 minutes) in compiling and reproducing the records, additional labor costs of \$40/hour may apply for processing the request.

If you have any additional questions, please email info@fqmd.org.

ONLINE SUBMISSION FORM

Public Records Request

Name*

First Last

Organization / Affiliation

Mailing Address*

Street Address Address Line 2 City

Bottom of Form

Approved by Board of Commissioners 2021.01.11

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French Quarter MANAGEMENT DISTRICT

State ZIP Code

Phone*

Email*

Description of items requested:*

To expedite your request, please be as specific as possible.

Method of Delivery:*

Please select one. Cost of copies shall be paid in advance of delivery.

- Send records to me electronically if available.
- Segregate records for me to review in person. The Custodian will notify me when records are ready to review.
- Make copies for pickup by requestor. The requestor will be invoiced and must pay for the copies before the copies are released.
- Make copies and mail to requestor. The requestor will be invoiced for duplication fees as well as postage, and must pay before the copies are released.