

## **O. ACCESS TO PUBLIC RECORDS**

All books, records, writings, accounts, letters, maps, papers, tapes, or any other documentary materials used, in use or for use in the conduct of agency business is a “public record” unless otherwise specifically exempted by law.

The official custodian or records for the Greater Lafourche Port commission is the Executive Director.

The following guidelines will be observed when there is a request to access agency records. In the event of a discrepancy between these guidelines and Louisiana’s Public Record Law, Louisiana’s Public Record Law shall govern.

1. Anyone under the age of majority does not have the authority to access public records.
2. Each person requesting access to an agency record shall sign an official register and provide their name, age and the date of the request. When a person requests a copy of a public record and that person is not present, the person receiving the request will complete the official register and initial it.
3. All records that are published or recorded with the Clerk of Court can be accessed without the authority of the custodian of records. Copies of complaints and police records are accessed per harbor police and administrative policy. All other requests must be approved by the custodian of record or his designee.
4. In any case in which a record is requested and a question is raised by the custodian of records as to whether it is a public record, such custodian shall within three days of the receipt of the request, exclusive of Saturdays, Sundays and legal holidays, notify in writing the person making such request of his determination and the reasons therefor.
5. Records can be viewed during normal working hours.
6. At no time, shall a complete file be provided for viewing without the consent of the custodian of records.
7. Public records can be segregated from non-public records for viewing.
8. When copies of records are provided, reasonable fees for making copies shall be charged.