

Louisiana – State Public Record Laws

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| Citations | <p>La.R.S. 44:1 et seq. http://legis.la.gov/lss/lss.asp?doc=99632</p> |
| Exemptions to Disclosure | <ul style="list-style-type: none"> • The disclosure of proprietary and trade secret information is not required |
| Access Rights | <ul style="list-style-type: none"> • Any person of age of majority may inspect, copy, or reproduce; any person may obtain copy or reproduction • Burden of proof that not subject to inspection, copying, or reproduction is on the custodian • Cannot get access if you are a felony convict in custody whose request isn't limited to grounds upon which you can get post-conviction relief; custodian can make any inquiry necessary to determine if this is the case. • Uniform fee schedule • Can be inquired re: age/identification • Regular office hours unless custodian agrees otherwise • May not have to pay or may pay less if indigent and request is for a public purpose • Notification of reasons for denial w/in 3 business days |
| Destruction of Public Records | <ul style="list-style-type: none"> • All persons and public bodies having custody or control of any public record, other than conveyance, probate, mortgage, or other permanent records required by existing law to be kept for all time, shall exercise diligence and care in preserving the public record for the period or periods of time specified for such public records in formal records retention schedules developed and approved by the state archivist and director of the division of archives, records management, and history of the Department of State. However, in all instances in which a formal retention schedule has not been executed, such public records shall be preserved and maintained for a period of at least three years from the date on which the public record was made. La. R.S. 44:36 |