

UNIFORM FEE SCHEDULE		
ITEM	REGULAR FEE	FREE or REDUCED FEE
Printed Reproduction Fees		
Paper Copy	\$0.25 Per Page	\$0.12.5 Per Page
Color Photo	\$5.00 Each	\$2.50 Each
Digital Reproduction Fees		
Page/Photo Digitally Scanned	\$5.00 /100 pgs. in addition to applicable device or delivery charge Not to exceed \$3,000.00	\$2.50 /100 pgs. in addition to applicable device or delivery charge Not to exceed \$1,500.00
Copy of CDS/ Disk/ DVDS	\$10.00 per device Plus, the applicable per page fee	\$5.00 per device Plus, the applicable per page fee
USB/Flash Drive	\$15.00 per device Plus, the applicable per page fee	\$7.50 per device Plus, the applicable per page fee
Digital File Share	\$15.00 per digital file share Plus, the applicable per page fee	\$7.50 per digital file share Plus, the applicable per page fee
Videos/ Audio Recordings	\$5.00 each	\$2.50 Each
Miscellaneous Fees		
Viewing of Records	No charge and by appointment, unless such viewing is determined by the custodian to interfere with the normal operations of the office, in which case the viewing will occur outside of normal working hours, with the requested party paying the anticipated actual costs of necessary overtime for the custodian's representative in advance (La R.S. 44:32)	No charge and by appointment, unless such viewing is determined by the custodian to interfere with the normal operations of the office, in which case the viewing will occur outside of normal working hours, with the requested party paying the anticipated actual costs of necessary overtime for the custodian's representative in advance (La R.S. 44:32)
Any Request less than 10 pgs. Deliverable via encrypted email	No Charges	No Charges
Postage & Handling	Actual Cost	Actual Cost

This Fee Schedule is effective Feb. 24, 2025.