



## Great Hearts Louisiana, Inc.

### PUBLIC RECORDS PROCEDURES

**Adopted: June 27, 2023**

The Board of Directors of Great Hearts Louisiana, Inc. (the "Board") recognizes its responsibility to provide access to its school and Board public records and to make such records available for inspection and reproduction. The following procedures are established for public records requests submitted to the Board that are subject to Louisiana's Public Records Act.

#### Exemptions from Public Records

"Public Records" are defined in State statutes; however, "public records" do not include student records, medical records, confidential law enforcement investigatory records, records of release of which is prohibited by State or Federal law, and any other exceptions set forth in Louisiana Law. Exemptions from public records are defined in La. R.S. 44:4(33), 44:4(34), 44:11. The custodian of records shall act in accordance with the statute.

Additionally, public records are records that actually exist. If a requested record does not exist, the Board does not have to create a new record to comply with the request.

#### Access and Responding to Public Records

Any individual over the age of 18 may request to inspect, copy, or request copies of public records during the regular business hours of the office in which such records are maintained. The custodian of public records is authorized to grant or refuse access to the records of the School in accordance with the applicable law. Exemptions from public records are defined in La. R.S. 44:4(33), 44:4(34), 44:11.

In accordance with Louisiana law, the custodian of public records shall permit the record to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision of the custodian of public records or their designee. The principal shall be designated as the custodian of public records and may designate another school employee to permit the inspection and copying of public records. The custodian of public records and/or a designee must acknowledge requests to inspect or copy records within 3 days (exclusive of weekends and legal holidays) as to if and when the request will be granted. If the requested information is unavailable, does not exist, or is privileged, then the custodian of public records must state why the request is being denied.

Duplicated copies of the school's public records shall be provided upon payment of the appropriate fee set forth in the Louisiana statutes. If the request for copies of a public record in any form could result in the collection of a special service charge, an estimate of the fee that will be due and payable shall be provided to the requestor.

### Fees

Pursuant to La. R.S. 44:32 (C), the custodian of records for the Board is authorized to establish and collect reasonable fees for making copies of public records. Additionally, pursuant to the law, those fees must be paid in advance of production. Please see the fee schedule below:

- A. A duplication fee of twenty-five cents (\$0.25) per page shall be charged. The requestor shall also be charged the cost of mailing the records, when requested to do so. The requestor shall be advised of these costs in advance of the duplication of the requested records.
- B. The duplication of the requested records will commence upon payment of the estimated fee by the requestor. Upon the completion of the records request, an exact fee for the services rendered will be determined.
- C. Any overpayment will be returned to the requestor within a reasonable time period.
- D. Any underpayment will be due from the requestor prior to receiving the documentation.
- E. In the event the requestor fails to remit additional monies to cover costs in excess of the monies deposited, custodian of records may withhold releasing any public records produced pursuant to the request until those amounts are paid in full.

### Review/Exam of Records

Requestors shall not be charged a fee for just reviewing or examining the record in person.

All examinations will need to take place during regular office and working hours. The requestor will be provided with a room/area to review the record.