

New Orleans Center for Creative Arts

Public Records | Request Form

Date of Request: _____

Request Made By: First _____ Last _____

Company/Organization: _____

Mailing Address: Street _____

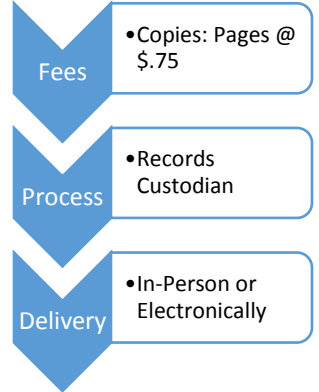
City _____ State _____ Zip _____

Email _____

Telephone _____

Preferred Delivery: Pick-Up _____ Email _____

Signature _____ Date _____



Pursuant to the Public Records Act of Louisiana, R.S. 44:1 et seq., I request a copy of the following information:
(Explain in specific detail what information you are requesting including dates when necessary):

NOCCA Use:



process

- Received By:
- Received Date:
- Ready Date:
- Total Pages:
- Total Cost:



details

- Custodian reasons for delivery, timeline, denial :



costs

- Pages:
- Total Costs:

1. This form can be used to submit records requests to NOCCA.
2. Complete and date this request form and deliver it in person, email to bhammell@nocca.com or by mail to NOCCA | Public Records Requests, 2800 Chartres Street, New Orleans-70117. Your request is not considered filled until received. Within three business days begins once received.
3. The fees for duplication of a government record in printed form are listed on the front of this form. NOCCA will notify you of any special charges, special service charges or other additional charges authorized by state law or regulation before processing your request. Payment shall be made by check or money order payable to NOCCA.
4. If it necessary for the records custodian to contact you concerning your request, providing identifying information, such as your name, address and telephone number or an email address is required. Where contact is not necessary, anonymous requests are permitted; except that anonymous requests for personal information are not honored.
5. You may be charged a 50% or other deposit when a request for copies exceeds \$20. The NOCCA custodian will contact you and advise you of any deposit requirements. Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
6. Under the Louisiana Public Records Act, a custodian must deny access to a person who has been convicted of an indictable offense in Louisiana or the United States, and who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
7. By law, NOCCA must notify you that it grants or denies a request for access to government records within three business/school operational days after the custodian of the record requested receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within three business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
8. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
9. If NOCCA is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
10. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by NOCCA to deny access.