

## ATTACHMENT A

### DUPLICATION OF RECORDS SCHEDULE OF FEES

Type of Record Request	Explanation	Service	Fee
Public Records Requests	<p>Public records consist of any documents created, used, or kept in order to perform the business of a public body.</p> <p>If any record contains material, which is not a public record or contains private information of a sensitive nature, the custodial must separate the nonpublic records.</p> <p>The custodian of records for Lafayette Parish School System is authorized to establish and collect reasonable fees or charges to help offset costs associated with producing copies for record requests pursuant to Louisiana Revised Statute 44:32 C.</p> <p>If records are to be mailed, requestor will incur the cost of mailing/shipping in addition to the cost of the request.</p>	<p>Single page copy, 8 by 11 Black/white Color</p> <p>Single page copy, 8½ by 14 Black/white Color</p> <p><i>Note: 2 sided copy charged as 2 pages</i></p> <p>Mailing/shipping of records.</p>	<p>\$ .50 per page \$1.00 per page</p> <p>\$1.00 per page \$2.00 per page</p> <p>Actual mailing/shipping costs</p>
Employee Record Requests	<p>Personnel File, meaning records used to determine employee qualifications for employment, promotion, performance, termination, and additional compensation, or that relate to any grievance or disciplinary action involving the employee. Also any documents signed by the employee such as employment contracts.</p>	<p>Single page copy, 8 by 11 Black/white Color</p> <p>Single page copy, 8½ by 14 Black/white Color</p> <p><i>Note: 2 sided copy charged as 2 pages</i></p> <p>USB drive with information copied</p>	<p>\$ .50 per page \$1.00 per page</p> <p>\$1.00 per page \$2.00 per page</p> <p>\$5.00 each</p>
	<p>Payroll Records, meaning wage statements (payslips), W-2s.</p>	<p>Single page copy, 8 by 11 Black/white Color</p> <p>Single page copy, 8½ by 14 Black/white Color</p> <p><i>Note: 2 sided copy charged as 2 pages</i></p> <p>USB drive with information copied</p>	<p>\$ .50 per page \$1.00 per page</p> <p>\$1.00 per page \$2.00 per page</p> <p>\$5.00 each</p>
	<p>Employee Confidential File, meaning confidential records with personal identifiable information, such as tax documents, medical records, workers' compensation records, I-9 records, benefits packages, etc.</p>	<p>Single page copy, 8 by 11 Black/white Color</p> <p>Single page copy, 8½ by 14 Black/white Color</p> <p><i>Note: 2 sided copy charged as 2 pages</i></p>	<p>\$ .50 per page \$1.00 per page</p> <p>\$1.00 per page \$2.00 per page</p>

		USB drive with information copied	\$5.00 each
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<b>Type of Record Request</b>	<b>Explanation</b>	<b>Service</b>	<b>Fee</b>
Student Record Requests	<p>Student records may be requested by an adult student, previous adult student, the student's parent if the student is below the age of 18, or an institution with permission from the adult student or minor student's parent.</p> <p>Copies of student records are all certified, must be paid in advance, and take up to 48 hours to produce.</p>	<p>1-3 single page certified records per student black/white</p> <p>4 or more single page certified records per student black/white</p>	<p>\$5.00 per page</p> <p>\$20.00 per student</p>
	<p>Duplicate Transcripts may be requested by an adult student, previous adult student, the student's parent if the student is below the age of 18, or an institution with permission from the adult student or minor student's parent.</p> <p>Duplicate Transcripts are certified, must be paid in advance, and take up to 48 hours to produce.</p>	<p>1-3 certified duplicate transcripts per student black/white</p> <p>4 or more certified duplicate transcripts per student black/white</p>	<p>\$5.00 per transcript</p> <p>\$20.00 per student</p>
	<p>Copies of Diplomas are not on file and cannot be reproduced; therefore, a student in need of a diploma will receive a reissued diploma.</p> <p>Reissued Diplomas may be requested by an adult student, previous adult student, the student's parent if the student is below the age of 18.</p> <p>Reissued Diplomas are mailed directly to LPSS from the Louisiana Department of Education. They require the signatures of the current Superintendent, School Board President, and High School Principal of the school the student graduated from.</p> <p>Reissued Diplomas are authentic and take 2 to 3 weeks to complete.</p>	Reissued Diplomas	\$20.00 each
General Information	<p>Attorney Record Requests.</p> <p>In the event that records are asked to be mailed, shipping cost will be added to the duplication costs.</p>	Attorney requested records will be subject to the costs associated with the type of records listed above.	See above
	Subpoena/Subpoena Duces Tecum, unless exempt.	Subpoena/Subpoena Duces Tecum requested records will be subject to the costs associated with the type of records listed above, unless exempt.	See above
	If records are to be mailed, requestor will incur the cost of mailing/shipping in addition to the cost of the request.	Mailing/shipping of records.	Actual mailing/shipping costs
	A stop payment fee will be charged if a check is lost or destroyed.	Stop payment fee.	\$10.00 per check

	Forms of payment accepted.	Money orders, Cashier's checks, Company Checks, or cash. No personal checks accepted.	
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