

PUBLIC RECORDS FEE SCHEDULE

| TRAFFIC RECORDS | PAGES | FEE |
|--|------------------------|---|
| Initial Traffic Crash Report | No limit | \$7.50 |
| Supplemental Traffic Crash Report(s) <i>*Do not release in the event of pending criminal investigation or charges.</i> | 1-25 26-500 501+ | \$1.00 per page \$0.50 per page \$0.25 per page |
| Photographs (digital images sent via link) Images burned onto CD(s) (upon request) | Per image Per CD | \$1.00 + \$25.00 |
| Video Recordings (dash & body camera footage sent via link) Video(s) burned onto CD(s) (upon request) <i>*Submission of request for video recordings shall be considered as requester's consent to pay the nonrefundable minimum \$50.00 search & review fee. Estimates to be provided where production costs exceed the minimum fee and will not be processed further until requester agrees to pay the additional costs.</i> | Per hour Per CD | \$50.00 + 25.00 |

CRIMINAL RECORDS

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| Initial Report | No limit | \$10.00 |
| Supplemental Report(s) <i>*Do not release in the event of pending criminal investigation or charges.</i> | 1-25 26-500 501+ | \$1.00 per page \$0.50 per page \$0.25 per page |
| Crime Reports (file numbers, date, time, address, incident type) Report with charts and graphs analysis <i>*See Archive Retrieval Fee below.</i> | Per request Per request | \$10.00 \$25.00 |
| Records/Background Check | Per request | \$10.00 |
| Photographs (digital images sent via link) Images burned onto CD(s) (upon request) | Per image Per CD | \$1.00 + \$25.00 |
| Video Recordings (dash & body camera footage sent via link) Video(s) burned onto CD(s) (upon request) <i>*Submission of request for video recordings shall be considered as requester's consent to pay the nonrefundable minimum \$50.00 search & review fee. Estimates to be provided where production costs exceed the minimum fee and will not be processed further until requester agrees to pay the additional costs.</i> | Per hour Per CD | \$50.00 + 25.00 |

JAIL RECORDS

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|---|-------------------------|-------------------|
| Booking Records (includes information required under C.Cr.P. art. 228) Other documents | Per request Per page | \$10.00 \$1.00 |
| Mugshots <i>*See C.Cr.P. art. 234(B), (C)(1)(d), (e). Do not produce unless person was convicted or charged with a crime of violence defined in R.S. 14:2(B), except stalking.</i> | Per person | \$10.00 |

AUDIO RECORDS

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| Audio Recordings Search and review fee Audio file(s) via link Audio file(s) burned onto CD(s) (upon request) <i>*Submission of request for audio recordings shall be considered as requester's consent to pay the nonrefundable minimum \$20.00 search & review fee.</i> | Per request Per hour Per CD | \$20.00 \$30.00 + \$25.00 |
| CAD Printout | Per report | \$7.50 |

MISCELLANEOUS

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|---|------------------------|---|
| Mailing fee/Postage | Per request | Actual cost |
| Fax Charge | Per request | \$5.00 |
| Redactions | Per page | \$1.00 |
| Miscellaneous Records | 1-25 26-500 501+ | \$1.00 per page \$0.50 per page \$0.25 per page |
| Tax Record Search (for every 3 years) | Per property | \$10.00 |
| Record Archive Retrieval Fee <i>*Additional fees may apply for records requested beyond the past 5 years and subject to retention policy. Estimates to be provided upon request.</i> | Per request | \$20.00 |
| Evidence Retrieval Fee <i>*Additional fees may apply depending on evidence requested.</i> | Per request | \$50.00 |
| Computer Printouts, Payroll, Tax, etc. <i>*Fee estimates for other records to be provided upon request.</i> | Per page | \$2.00 |