



Parish of Ascension Public Records Request Form

Date of Request: _____ Time: _____

Accept this as my written request for the following public records:

I understand that the parish policy provides for delivery of public records within three (3) working days. The fee schedule for reproduction of public records is as follows:

- A. \$.25 per page for Black & White copy (8.5" x 11" and 8.5" x 14")
- B. \$.50 per page for Color copy (8.5" x 11" and 8.5" x 14")
- C. \$1.00 per page for Black & White OR Color copy (11" x 17")
- D. \$10.00 per DVD of any archived file(s).

Signature: _____

Print Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

E-Mail Address: _____

Authorization: _____

Delivery Confirmation (Date, Initials) _____

Number of Pages x Fee _____

Other Charges _____

PAID _____ Check No. _____ Cash _____ Date _____

Payment Received By: _____

EXHIBIT A

PRICING:

Number of hours worked - \$100 Dollars per hour (Minimum of 1 hour)

Conversion Fee - \$100 Dollars per data layer

Number of Disks used - \$10.00 per disk

SUBSCRIPTION FEE

Subscription (Annually) - \$350.00 per year per layer (except \$500.00 parcels w/ owner info) & \$5000.00 all layers.

MAP PRICING

Standard Maps

MAP SIZE	PRICE (Without Fill)	PRICE (With Fill)
"A" SIZE 8.5" X 11"	\$1	\$2
"B" SIZE 11" X 17"	\$5	\$10
"C" SIZE 17" X 22"	\$15	\$30
"D" SIZE 22" X 34"	\$20	\$40
"E" SIZE 34" X 44"	\$25	\$50

Custom Maps

Map costs are based on the amount of paper, ink cartridges, and employee time required to produce a plot. Any map larger than an 8 1/2" X 11" ("A" SIZE) will require a completion of a map request form and receipt of a deposit prior to starting. Custom maps will require a deposit of 50% of the estimated cost or \$100, whichever is smaller.

An additional charge of \$100 per hour to collect the data will be assessed if the data is not readily available.