

<b>Louisiana Board of Regents</b>	
<b>Bylaws Policies and Procedures</b>	
<b>Policy Number</b>	<b>BPP 3.11 (a)</b>
<b>Chapter</b>	<b>Bylaws</b>
<b>Effective Date</b>	<b>3/23/11</b>
<b>Subject</b>	<b>Public Records and Requests</b>

### **Policy and Procedures**

The Board of Regents is a public body and any documents that are created, used, or kept in order to perform the business of the Board are subject to public records laws of the State (R.S. 44:1 et seq).

At no cost, members of the public may examine any public record in the office where it is kept during regular working hours. Special permission must be granted to view a record in a different place or at a different time.

According to the law, the custodian is the person in charge of releasing or protecting records. At the Board of Regents, the custodian is defined in the Bylaws as the Board Secretary. The custodian is also the person that determines, based on the law, if the record is public or not.

A request to view public records may be made to the Board Secretary over the phone, in person, by e-mail, or in a letter. It is recommended that such request be in writing and dated to ensure an accurate and timely response. Written requests for public records can be sent to the address below or faxed to the Office of the Board of Regents at 225-342-9318:

Board Secretary  
Louisiana Board of Regents  
Post Office Box 3677  
Baton Rouge, Louisiana 70821-03677

Upon receipt of the request for public records, the custodian will determine whether the record is public or not and shall notify the Commissioner of Higher Education of the request. The custodian has three business days within receipt of the request to either provide the public document or provide a written response regarding the legal reason that the document is not public.

If the record is a public record and it is available, it must be provided immediately. If it is a public record and it is not available, the custodian must respond in writing giving a specific time, within three business days of the request, as to when the record will be available. Prior to providing the document, the custodian will ask for the name and affiliation of the person making the request and ask the person making the request to sign a list so as to keep track of who has seen or copied a certain record.

There is no cost to examine a public record; however, requests requiring the viewing of records outside of regular working hours may require a fee to cover the cost of keeping the office open.

If copies of the document are requested, the Board of Regents will charge 25 cents per page for regular size paper documents and basic computer printouts. Additional fees may be charged for larger paper copies or if special work is required to pull information stored in a computer system.

Public records must be kept for at least three years from the date on which the public record was made (R.S. 44:36 (A)).