

Guidelines for Requesting Copies of Legislative Scholarship Awards

All requests for copies of awards under the Tulane University Legislative Scholarship program must be approved by the Clerk of the House of Representatives, Custodian of Records. Written requests should be sent to *both* the Clerk of the House of Representatives and Tulane University at the addresses indicated below. Please see sample letter on the following page for proper protocol.

Sample Request Letter

DATE:

Michelle Fontenot, Clerk
Clerk of the House of Representatives
Custodian of Records
State Capitol Building
P.O. Box 44281, Room G106
Baton Rouge, Louisiana 70804

The Administrators of the Tulane
Educational Fund
Custodian of Louisiana Legislators Records
6823 St. Charles Avenue
300 Gibson Hall
New Orleans, Louisiana 70118

Re: Custodian of Public Records Request

To whom it may concern:

Pursuant to the Public Records Act of Louisiana, R.S. 44:1 et seq., I request copies of the following public records:

Any and all records of scholarship awards under the Tulane University legislative scholarship program from [DATE] to [DATE].

This request is being served on Tulane University as the custodian of the legislators public records (see *The Time Picayune Publishing Company et al v. Jon D. Johnson et al*, 645 So. 2nd 1174; 1994 Court of Appeal of Louisiana, Fourth Circuit).

If you raise a question as to whether any requested record is a public record, you are required by the Public Records Act to notify me in writing of your determination and the reason(s) for it, including the legal basis. This notice must be made within three days of your receipt of the request (excluding Saturdays, Sundays, and legal public holidays).

If any requested public record is not immediately available, you are required by the Public Records Act promptly to certify this in writing and to fix a day and hour within three days (excluding Saturdays, Sundays, and legal public holidays) for the exercise of the rights granted in the Public Records Act.

If any requested public record is not in your Office's custody or control, you are required by the Public Records Act promptly to certify this in writing and to state in detail, to the best of your knowledge, the reason(s) for the absence of the record, its current location, who currently has custody of the record, and the manner and method in which, and the exact time at which, it was taken from your Office's custody or control.

Please contact me at [requestor's phone number] if you have any questions about the scope of this request or to obtain approval for payment of any significant expenses incurred in connection with this request.

Thank you in advance for your assistance.

Sincerely,

[NAME OF REQUESTOR]