Office of State Procurement

Public Records Request

Agency Training
OVERVIEW

- Public Records Law Generally
- Directives to agencies for success
- “Search” vs. “Request”
- Exemptions
- Miscellaneous/Recent Opinions
LOUISIANA PUBLIC RECORDS LAW

- Title 44
- Louisiana Constitution Article XII, §3
- Who does it apply to?
- Purpose
- Public Record Defined
- Who may request?
- Who is the custodian?
DIRECTIVES TO AGENCIES

- Be Organized
- Have a system in place
- Anticipate documents that will be sought
- Be ready to respond – Who, When, How
- Consider carefully what the request is asking for (i.e., “what is responsive?”) as well as potential exemptions
- Know the deadlines to respond!
- Think about the record you are creating!
“SEARCH” vs. “REQUEST”

- What’s the difference?
- Not captured in the black-letter law but great practical implications
- For Search:
  - Multi-Level when appropriate
  - Involve OTS if necessary (FORM)
  - Be able to defend it
STATE WIDE EMAIL SEARCH REQUEST

SEARCH NAME: PRR
REQUESTOR: STEVE KOGOS
DIVISION/TITLE: 
DATE: JUNE 21, 2018

MAILBOXES TO BE SEARCHED
DATE RANGE OF SEARCH 1/1/18 - PRESENT

KEYWORDS TO SEARCH FOR

MAIL TO/FROM EMAIL ADDRESSES

Save this form in Microsoft Word & email a copy of the SAVED form to Email_Administrator@la.gov
If you need assistance filling out the form, please contact Tom Lewis @ 225-219-4360
EXEMPTIONS

- Confidentiality
- Pending Litigation
- Attorney Work Product
- Privacy – Article I, Section 5
- Proprietary/Trade Secrets
  - Vendors & Indemnification
  - Wording of the solicitation
MISCELLANEOUS/RECENT OPINIONS

- Burden
- Enforcement
- Penalties
- Retention Requirements
- Uniform Fee Schedule
- Recent Opinions
Office of State Procurement

OSP Main Phone Number: 225-342-8010

Professional Contracts Help Desk: DOA-PChelpdesk@la.gov

Purchasing Helpdesk: DOA-OSPhelpdesk@la.gov