Name

Address

City, State, Zip

Date of Request:

Georgia Craven

Sabine Parish Tourist & Recreation Commission

1601 Texas Highway

Many, LA 71449

RE: Request for Documents and/or Records

Dear Mrs. Craven:

Under the **Louisiana Public Records Act ꭍ 44:1 et seq.** I am requesting an opportunity to inspect and/or obtain copies of public records that contain the

Additional details:

**I understand a fee for copies in the amount of $.25 per page will be assessed.**

**Section 44:32(D) of the Louisiana Public Records Act** requires a response within three business days of the formal request. I understand the request will be filled during normal hours of operation. Business hours are Monday through Friday 8:00 AM until 4:30 PM. Office staff is not available on weekends, and this may delay my request no more than two business days.

If I am denied any of this request, I will be provided with formal notification from the Commission for the specific exemption that justifies the refusal to release the information and I will be given an opportunity to appeal the process.

I understand that all requests must be submitted in writing, utilizing this form including an original signature to be considered valid. Attachments may be included if necessary.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Print Name

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature