

**PUBLIC RECORDS REQUEST FORM**

In accordance with Treasury Policy and Procedure Memorandum #54, this form is provided for requests for public records. Please fill out the form and return to the Records Custodian at:

 Email: rfree@treasury.la.gov

 Fax: (225) 342-0046

 Mail: P.O. Box 44154

 Baton Rouge, LA 70804-4154

|  |  |
| --- | --- |
| Date: | Address: |
| Name of Requester: | Phone: |
| Email: | Fax: |

Requested Documents:

Inspect and Copy

Obtain Reproductions\*­­

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Signature of Requester

\*Please be advised there may be a fee for reproductions.