



PUBLIC RECORDS REQUEST FORM

City of Gretna
Gretna City Hall
740 2nd Street
Gretna, LA 70053-5829

All public records requests for copies from City of Gretna, Louisiana will be in the following manner:

1. Complete the information requested below.
2. E-mail to: ncruz@gretnala.com (preferred) or Fax: (504) 363-1509 (Call prior to faxing at (504) 227-7614)
2. When the requested information is retrieved and ready, you will be contacted via e-mail or phone.
3. Copying charges apply for the first page **\$1.00 minimum** and **\$.50 per page** thereafter.
4. **Archives Search**

To the extent that a request seeks, the cost of a search of the municipality's archives is sixty-five dollars (\$65.00) per hour. Please note that the \$65.00 charge is separate and apart from the general copying charges. **Advance payment must be made for the first hour of search.** The City of Gretna will process public document request upon receipt of the \$65.00 advance payment.

Request Date: _____

Name _____

Address _____
No. Street City State Zip Code

Home Phone Office Phone Cell Phone E-Mail address

Briefly describe the public record(s) asked: _____

Signature of person requesting information

Requested records
Inspected by: _____ Date: _____
(PLEASE PRINT)

I, _____ acknowledge I was given the opportunity to inspect the records requested above and (if applicable) received all copies of the records for the fee as shown below.

Page(s) count: _____ **PAID \$** _____

Signature acknowledging inspection and receipt of desired copies.