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**Sec. 2-120. Parish financial procedures, accounting policies and procedures; accounting and financial manuals.**

- (a) The finance director is authorized and directed to compile, implement and maintain an accounting policies and procedures manual to encompass all budgeting, controlling, managing and accounting for parish funds in compliance with the ordinances, regulations and statutes of the parish and state that are not provided for in this division.
- (b) The manual referred to in subsection (a) of this section shall be available for public inspection in the office of the president during regular working hours.

(Code 1990, § 2:132(A), (B); Code 1997, § 2-126)

**Sec. 2-121. Documents provided to the general public; uniform procedure and fees.**

- (a) The parish does hereby establish the following fee schedule to be used by all parish departments:

Document	Fee
Copies or computer-generated documents listed below:	
Black and white 8½ × 11	\$0.50 per page
Black and white 8½ × 14	\$0.60 per page
Black and white 11 × 17	\$0.75 per page
Color 8½ × 11	\$0.55 per page
Color 8½ × 14	\$0.65 per page
Color 11 × 17	\$0.80 per page
Black and white map	\$10.00 per page
Color map	\$15.00 per page
Aerial map	\$30.00 per page
Electronic media (audio or video files)	\$10.00 per file
Digital pictures	\$2.00 per picture
USB flash drives	\$30.00
Bid specification packet	As determined in bid advertisement
Code of Ordinances	\$75.00
Subdivision regulation	\$0.50 per page
Mail labels	\$0.05 per label
Mail labels on electronic media	\$0.05 per label, \$50.00 minimum
Non-sufficient funds check fee	Bank fee plus \$15.00
Credit card transaction fee	\$2.00 per transaction
Additional fees:	
Processing fee for public records	\$10.00 per request

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The actual cost for postage shall be added to all documents which are mailed.

- (b) The fees set forth in subsection (a) of this section are hereby waived for copies of documents requested by a governing body, a parish board or agency, or a parish elected official or parish employee acting in his official capacity.
- (c) Such fees as are collected under this section shall be the property of the parish and shall be accounted for by the officer or employee receiving same. All employees providing documents to the public shall complete an invoice for proper billing at the time the services are rendered.

(Code 1997, § 2-127; Ord. No. 01-09, §§ 1—3, 9-5-2001; Ord. No. 11-05, §§ I—III, 5-18-2011; Ord. No. 15-02, § 1, 3-4-2015 ; Ord. No. 16-07, §§ I—III, 4-20-2016 ; Ord. No. 18-05 , § 1, 6-13-2018)