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**POLICY NUMBER: 1103.0**

**TITLE:** Fulfilling Requests  
for Public Records

**APPROVED:** \_\_\_\_\_

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**I. INTRODUCTION AND PURPOSE**

The Teachers' Retirement System of Louisiana's ("TRSL") is a public body as set forth in the Louisiana Public Records Law, La. R.S. 44:1 *et seq.* As such, TRSL complies with all laws related to the production of records determined to be public records.

The purpose of this policy is to provide TRSL employees with guidelines related to the receipt and processing of requests for public records. This policy will assist with ensuring compliance with all applicable laws and the appropriate and timely response to public records requests.

**II. PUBLIC RECORDS**

- A. Public records include all documents and electronically-stored information created by, received by, under the authority of, or coming into the custody, control or possession of TRSL. Examples of public records are specifically identified in the Louisiana Public Records Law.
- B. The Louisiana Public Records Law and the Louisiana Constitution provide for certain exceptions to what is considered a public record and thus what must be produced pursuant to a public records request.

**III. REQUESTS FOR, ACCESS TO, AND PRODUCTION OF PUBLIC RECORDS**

- A. The TRSL Deputy Director is the official custodian of all TRSL records. The following individuals have been designated as TRSL's representatives and may receive and respond to public records requests:

Ms. Michelle Millhollon  
Public Information Director  
Email: [michelle.milhollon@trsl.org](mailto:michelle.milhollon@trsl.org)  
Fax: 225.925.3944

Mr. Kenneth L. "Trey" Roche  
Executive Counsel  
Email: [trey.roche@trsl.org](mailto:trey.roche@trsl.org)  
Fax: 225.925.3944

Mr. Douglas Swenson  
Deputy Director  
Email: [douglas.swenson@trsl.org](mailto:douglas.swenson@trsl.org)  
Fax: 225.925.3944

Mr. Jeff LaCour  
Assistant Director  
Email: [jeff.lacour@trsl.org](mailto:jeff.lacour@trsl.org)  
Fax: 225.925.3944

- B. Any individual making a public records request (hereafter referred to as "requestor") must be age of majority. Any individual meeting such qualification may inspect, copy, or reproduce any public record.
- C. A request to inspect a public record may be made in person during regular office hours at the business offices of TRSL at 8401 United Plaza Blvd., Baton Rouge, Louisiana. If the public record applied for is available, because it is not in active use at the time of the request, the record will immediately be made available for inspection. If a public record applied for is not immediately available because it is in active use, TRSL will certify the same in writing and provide the applicant with a day and time within three (3) business days that the records can be examined.
- D. All written requests for public records should be made to the TRSL Deputy Director or his or her designated representatives at P.O. Box 94123, Baton Rouge, LA 70804-9123. Such requests may be submitted by hand delivery, U.S. Postal Service delivery, other delivery service, facsimile or electronic mail (email).
- E. In accordance with law, TRSL may make inquiries of the requestor regarding the specificity of the records requested if further clarification is needed.
- F. TRSL will respond to all requests for public records in the manner and within the timelines set forth in applicable law and interpretations thereof.
- G. If an initial request is determined to be overly broad after review and reasonable attempts to narrow or specify the request are not successful, TRSL may deny access to records upon determination that it would substantially disrupt required agency operations.
- H. In any case in which a record is requested and a question is raised as to whether it is a public record, TRSL will provide written notice of the determination and the reasons therefore as provided by law. Such written notification will contain a reference to the basis under law which TRSL has determined exempts a record, or any part thereof, from inspection, copying, or reproduction.

- I. Fees for producing physical copies (paper copies) of public records will be charged in accordance with the provisions of this policy and applicable law or regulation.
  - 1. All applicable fees must be paid prior to the release of public records.
  - 2. The requestor will be notified of the amount in advance of the production of copies.
  - 3. Release of records can be denied if the requestor fails to pay the applicable copying fees or has an outstanding balance with the agency from a prior request.
- J. Copies of public records that exist in an electronic format when the request is made will be furnished without charge, provided the production of such records does not require TRSL staff to perform any additional work task. (See Section IV.A.1. for information on potential programming costs for reproduction of electronic files.)
- K. An active, inactive or retired member, a beneficiary, or a survivor will be furnished copies of records contained in their member file, or from the file of the member making them an eligible benefit recipient, or the eligible recipient of a refund of member contributions, at no charge.
- L. Louisiana state agencies will not be charged for public records requests.
- M. Copies of public records requested will be furnished without charge, or at a reduced charge, to indigent citizens of this state or the persons whose use of such copies will be limited to a public purpose, including, but not limited to, use in a hearing before any governmental regulatory commission.

#### **IV. FEES FOR PUBLIC RECORDS**

- A. TRSL will produce copies of public records in accordance with the uniform fee schedule adopted by the commissioner of administration.
  - 1. The production of a copy of a record, in response to a subpoena or otherwise, shall be at a cost of 25 cents per page for paper copies up to 8½ by 14 inches. A two-sided copy will be considered two pages.
  - 2. The cost of reproduction of public records stored in a computer, which require program modification or specialized programs shall be the actual cost of reproduction, including programming costs.
- B. Attorneys requesting copies of public records on behalf of a member for use in legal proceedings will be furnished copies based upon the above fee schedule.

- C. If the TRSL Deputy Director authorizes examination of records at a time other than regular office hours, fees will be calculated pursuant to applicable law.

**V. AUTHORITY/APPLICABLE LAW**

La. R.S. 44:1 *et seq.*; La. Admin. Code, IV:3:301

**VI. HISTORY**

Adopted 6/6/1991

Revised 8/20/2002; 10/4/2004; 8/21/2007; 2/26/2014; 1/19/2018, 7/16/2018, 2/9/2021; 10/7/2021; 08/25/2022