



VERMILION PARISH LIBRARY

PO DRAWER 640 ABBEVILLE, LA 70511
405 E. ST. VICTOR ST. ABBEVILLE, LA 70510
337-893-2674 FAX: 337-898-0526

Public Records Requests

The Vermilion Parish Library complies with Louisiana Public Records Law. The purpose of this law is to allow the public to examine the records of the Library within the exceptions permitted by law and following procedures established by the Library Board of Control.

Definitions

Record means all documents created by, received by, under the authority of, or coming into the custody, control, or possession of the Vermilion Parish Library.

Public official means any official or employee of the Vermilion Parish Library.

Record Custodian is the library employee designated to provide access to records, copy as requested and receive fees.

Exceptions

- Library users' records are specifically exempted by R.S. 44:13.
- As per R.S. 44:11, personnel records may be kept confidential: which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation; or where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired by the library. Note: All personnel records not specifically falling within the exceptions are available for public inspection and copying.
- Purchasing records may be kept confidential if disclosure would give an unfair advantage to competitors or bidders.
- Gifts or donations where anonymity is a condition of the donation.

Inspection and Copying

Providing access to public records and the fee involved in the copying or mechanical reproduction of them are fully described in R.S. 44:1.



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Procedure

This procedure has been established to provide reasonable access to the records of the Vermilion Parish Library subject to the release under the R.S. 44:1, to protect the integrity and organization of library records, and to help prevent disruption of the library's essential functions.

The Record Custodian shall be the Library Director of the Vermilion Parish Library.

The following procedures will be followed for the inspection and copying of open public records:

1. Consistent with the policy, duties and procedures established by the R.S. 44:1, the Record Custodian will provide full access and assistance in a timely and efficient manner to persons who request access to open public records.
2. The Record Custodian will protect the integrity and organization of public records with respect to the way such records are inspected and copied.
3. The Record Custodian will seek to provide records at the earliest possible time.
4. All inspections and copying of open public records will be performed by, or under the supervision of, the Records Custodian or their designee.
5. All persons requesting records must be 18 years of age. The Records Custodian may request proof of age, such as a government issued ID.
6. All persons requesting the inspection of or copying of open public records will be required to provide a written request before the request is honored. The request may be mailed to PO Drawer 640, Abbeville, LA, 70511 or sent electronically to records@vermilion.lib.la.us. Requests may also be hand delivered to the Abbeville Branch at 405 E. St. Victor St., Abbeville, LA, 70510. All requests should be addressed to the Record Custodian.
7. All records requests must be signed by the requester.
8. All Public Records Requests must be completed by the person requesting the record.
9. In instances where the requester cannot provide sufficient information to identify a record, the Record Custodian will assist in making such identification.
10. Any fees involved in the copying of records are due at the time the copies are provided to the requesting party. The fee per page of records will be established and adjusted from time to time in accordance with and equal to the fee per copy of the copying machines available to the public in the library. Fees can be paid for by cash only.



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11. Hours for accepting requests for inspection or copying will be all regular working hours for each day the office maintains regular office hours.
12. Removal of public records from the location where they are kept and maintained, for purposes of inspection and/or the copying, will not be permitted.
13. If the Record Custodian denies the inspection and/or the copying of any record, such denial is to be stated on the request form along with the reason for the denial.
14. A copy of each request will be retained according to the Vermilion Parish Library Retention Schedule. All requests will be subject to R.S. 44:1 and available for public inspection and copying.

Approved by the Vermilion Parish Library Board 7/23/2024