

LAFAYETTE CHARTER FOUNDATION

Public Record and Document Retention Policy

The Lafayette Charter Foundation has adopted this public record and document retention policy to conform to its obligations and duties pursuant to the Louisiana Public Records Law, LRS 44:1, et seq., and specifically LRS 44:36 with regard to the preservation and retention of public records.

The Lafayette Charter Foundation board has designated its President as the “custodian” of the records for the Foundation. The principal for each campus operated by the Lafayette Charter Foundation shall be designated as the “custodian” of records for that campus.

Every written public record request should be provided to the Foundation attorney immediately upon receipt to determine the status of the document as a public record and to determine if the request is subject to any exceptions or exclusions.

Any document(s) immediately available should be presented for viewing upon request. The requestor must be 18 years of age or older and must provide identification. Otherwise, a written response to the public record request should be made within three legal days of the request (excludes weekends and legal holidays). A written response together with all readily available documents shall be provided to the requestor within five legal days. Extraordinary requests for documents (e.g., volume, cost of production, location) may require a deposit for costs necessary for the production of the records. Questions concerning this process should be directed to the Foundation attorney. However, the requestor may not be questioned about the purpose of the document or the request.

All persons and public bodies having custody or control of any public record for the Lafayette Charter Foundation, its campuses or its students shall exercise diligence and care in preserving the public record for the period or periods of time specified in this policy or for a three years unless otherwise specified.

The digital images from the campus surveillance cameras shall be retained for twenty-one days or such time as may be maintained on the camera memory until it is over-written.

Any document that is requested in connection with a legal action for which the custodian has received written notice whether by petition, subpoena or public records request shall be preserved until the request has been resolved.

Adopted by the Lafayette Charter Foundation board on the 25th day of January, 2018.