

LOUISIANA PUBLIC SERVICE COMMISSION

To: Interested Members of the Public
From: Secretary Lawrence C. St. Blanc
Date: October 24, 2003
Re: Reproduction of Commission Documents

As of November 1, 2003, the LPSC will be implementing new procedures for requests for documents, as set forth below.

You are encouraged to utilize the Commission's document management website, temporarily located at <http://204.196.11.47>, accessible from anywhere via the Internet, including the public viewing cubicle in the LPSC office. If the documents you desire are not located on this system or you wish to make a written request for documents, please complete the Public Records Request Form, available in the public viewing cubicle, as well as on our website. Please follow the instructions on this Form carefully.

Each and every page of documents provided by the Commission to the public shall now incur the charges set forth below. There shall be ***no*** exceptions to the fee schedule, other than those set forth in La. R.S. 44:32. Please note that the complete fee schedule for the reproduction of documents from the Commission is as follows:

- \$0.25 for each page (copies made from hard copies ***and*** those printed from any data source using Commission property and/or paper);
- \$10.00 surcharge for every 100 pages copied (i.e., the charge for 343 copies would be \$115.75 = (343 x \$0.25) + (3 x \$10.00));
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