



**Recreation District #1 of St Tammany**  
**PUBLIC RECORDS REQUEST FORM**

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Date: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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Description of records requested - Be as specific as possible as to what information you are requesting.

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**View Records:** The requestor will be notified when the records are available for review. There is no cost to view the records during business hours.

**Obtain a copy:** A letter providing reproduction options {physical or electronic} and costs. Costs will be provided to the requestor once the documents have been collected, reviewed, & redacted (if necessary). Please note that the District charges .50 per page.

Please submit all public record requests in person or send by below methods:

Email: [mariedupre@pelicanpark.com](mailto:mariedupre@pelicanpark.com)

Phone: 985-626-7997

Mail: 63350 Pelican Drive, Mandeville, LA 70448

Any questions, feel free to call Marie Dupre, Custodian of Records, at 985-626-7997