

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 36

March 19, 1976

TO: All Departments, Boards, Agencies, and Commissions

FROM: Richard Kernion, Chief Administrative Officer

SUBJECT: FEES FOR MAPS AND DOCUMENTS

1. PURPOSE.

The purpose of this memorandum is to implement a fee schedule for copies of maps and documents furnished by City departments, boards, agencies, and commissions.

2. COUNCILMANIC AUTHORIZATION.

Ordinance No. 5867 M.C.S. dated December 1, 1975, a copy which is attached to this memorandum, authorizes all City departments, boards, agencies, and commissions to charge for photocopies of maps and documents furnished by request and establishes a fee schedule.

3. PROCEDURE.

- A. City departments, boards, agencies, and commissions shall charge private citizens, businesses, and organizations for photocopies of maps and documents according to the fee schedule enumerated in paragraph 4 of this memorandum.
- B. The provisions of Ordinance No. 5867 M.C.S. dated December 1, 1975 do not apply to City departments, boards, agencies, and commissions for copies of maps or documents for internal governmental use. Charging the Mayor or City Councilmen for copies of maps or documents is not applicable under this policy memorandum.
- C. If a citizen objects to paying the fee for the document the department may offer a copy of the document for review in the office and the citizen may take notes or copy in longhand any portion of the document under review. If the documentation requested is minutes of a hearing or a lengthy report the 50 cent a page shall apply as indicated in paragraph 4(a), but the department should consider preparing summaries of lengthy reports and offer the summary for purchase under the provisions of Ordinance No. 5867 M.C.S. at the rate of 50 cent per page. Agency heads should take particular care in appointing someone to deal with the public so that the citizen

will understand what is available. The employee should use tact and explain in detail the reason for the charge.

4. FEE SCHEDULE.

A. Copies of documents (letter or legal size)	\$.50 (per page)
B. Copies of Square Plat	\$1.00
C. Duplicate copies of Square Plat	\$.50 each
D. Copies of Square Plat (mailed)	\$1.00
E. Copy of prints of City maps	\$.40 (per square foot of portion thereof)
F. Copies of the Code of the City of New Orleans	\$50.00
G. Supplements to Code	\$10.00
H. Copies of Home Rule Charter of City of New Orleans	\$3.00
I. Copy of traffic Code (Chapter 38)	\$9.15
J. Copy of Minimum Standards Housing Code	\$2.25

5. MONTHLY REPORT AND REMITTANCE.

- A. City departments, boards, agencies, and commissions shall submit a monthly report to the Director of Finance listing all funds collected and shall remit such funds to the Department of Finance not less than monthly.
- B. Remittances shall be made and receipts and records maintained in accordance with standards established by the Director of Finance.
- C. All remittances shall be deposited by warrant by the proper organization code and credited to the general revenues of the City, Code 9723, Fees for Maps and Documents.

6. INQUIRIES.

Any questions concerning this memorandum should be addressed to the Director of Finance.

RK/KS/ag