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Mr. Charlie Caldwell
City Marshal
1230 Texas Avenue
Shreveport, LA 71101

VIA Facsimile No. 318-673-6816 &
U. S. Mail

Re: Public Records Request

Dear Marshal Charlie Caldwell:

Pursuant to the provisions of La. R.S. 44:1, et seq., I request that the CUSTODIAN OF RECORDS FOR THE OFFICE OF CITY MARSHAL FOR THE CITY OF SHREVEPORT to make available for inspection the following public records from the relevant time period:

RELEVANT TIME PERIOD: June 1, 2010 to November 10, 2014

RECORDS REQUESTED:

1. List of all **Fuel Man Cards** (with some identifying designation) issued to the Shreveport City Marshal's Office
2. Monthly fuel purchases for the above cards since June 1, 2010 including date, location of purchase, driver of vehicle who signed for purchase, mileage of vehicle on date of purchase (where applicable)
3. List of all out-of-town travel performed by members of the Office of City Marshall, persons holding commission cards, or persons using vehicles owned by, assigned to, or rented/leased by the Office of City Marshall

Please respond within five (5) business days of your receipt of this public records request per La. R.S. 44:35. Should you have any questions or concerns regarding this public records request, please do not hesitate to contact me.

Under the provisions of R.S. 44:32, if you raise a question as to whether the record requested is a public record, you are required to notify in writing the person making the request of your determination and the reasons, including the legal basis. Said notice shall be made within three days of the receipt of the request, exclusive of Saturdays, Sundays, and legal public holidays.

Under the provisions of R.S. 44:33, if the public record is not immediately available you are required to certify this in writing promptly, and in your certificate fix a day and hour within three days, exclusive of Saturdays, Sundays, and legal public holidays, for the exercise of the right granted in the Public Records Act.

Under R.S. 44:34, "If any public record applied for by any authorized person is not in the custody or control of the person to whom the application is made, such person shall promptly certify this in writing to the applicant, and shall in the certificate state in detail to the best of his knowledge and belief, the reason for the absence of the record from his custody or control, its location, what person then has custody of the record and the manner and method in which, and the exact time at which it was taken from his custody or control. He shall include in the certificate ample and detailed answers to inquiries of the applicant which may facilitate the exercise of the right granted by this Chapter."

If you are invoking R.S. 44:34 to deny this request, please answer the following questions in detail.

1. Is a copy of the requested public record usually located in your office?
2. Why is your copy of the requested public record absent from your office?
3. Where is your copy of the requested public record?
4. Who has received your copy of the requested public record?
5. How and from whom did the present custodian gain control of your copy of the requested public record?
6. What was the exact time your copy of the requested public record was taken from your custody and control?
7. When will your copy of the requested public record be returned to your office?
8. Is there any other public official who has a copy of the requested public record?
9. State the name or names of anyone who has a copy of the requested public record.
10. State the location(s) where the requested public record can be viewed.
11. State the hours and dates when the requested public record can be viewed.

Please provide notice of copy and data acquisition costs, in advance, and provide an appropriate time within the legal time delays, within which the materials responsive to this Public Records Request might be viewed. Thank you for your assistance.

Very truly yours,

Daniel R. Keele
Attorney at Law