



LYCÉE FRANÇAIS DE LA NOUVELLE-ORLÉANS

A Free and Public Accredited French School

The process below details the steps key members of Lycée Français de la Nouvelle-Orleans take to process every Public Records Requests (“PRR”) pursuant to La. R.S. 44.1 et seq. that is received by our Custodian of Records in a thorough, prudent, and efficient manner. This process was approved by our Board of Directors at their August 23, 2021 meeting.

First, please note that the types of PRR, the volume of PRR, and the location of documents that are needed to satisfy a PRR directly impacts our organization’s capacity and ability to satisfy all PRR. Second, the Custodian of Records is currently Dana Henry, Senior Counsel, Schulman, Lopez, Hoffer, & Adelstein LLP, who may be contacted at dhenry@slh-law.com.

Processes for PRR

At a high level, our processes for PRR typically includes, but may not be limited to, the following:

1. receipt and acknowledgement of the PRR by the record custodian or their designee
2. documenting the PRR in a spreadsheet
3. routing the PRR to the appropriate personnel
4. determining whether the PRR is readily available or needs to be retrieved from multiple locations
5. establishing a timeline of anticipated production between the custodian and personnel
6. communicating that timeline and anticipated date of production to the requestor
7. beginning the PRR retrieval process
8. review by legal counsel for confidential/privileged information
9. producing the documents to the requestor to satisfy the PRR
10. documenting the PRR has been satisfied in a spreadsheet

Receipt and acknowledgment process

Once a PRR is received by our custodian or their designee via email, an email is sent to the requestor within three (3) days acknowledging receipt of the PRR. Based upon an initial reading of the PRR, if the PRR appears to not be readily available for production, that is indicated in the

response to the requestor. An anticipated date of production may or may not be given at that time depending on the documents requested.

Timelines

As mentioned above, timelines are based upon the types of documents, the size of the documents, the location of the documents, and the capacity and availability of personnel responsible for retrieving and producing the documents.

For example, if term sheets are requested for the current school year those documents typically are easily retrievable and can be produced to the requester within a three-day period. However, if email communications between twelve (12) board members and three (3) staff members over a six (6) week period are requested, those documents are not easily retrievable and have to be closely coordinated with the IT department for production. So, depending upon the volume of multiple requests and the scope of the requests, production timeline can range from three (3) days to three (3) weeks to three (3) months.

Personnel responsible for PRR

Typically, personnel involved in producing PRR are staff from the Executive Leadership Team (CEO, COO, CFO, HR), the Finance Team (Payroll, Benefits, Accounts Payable/Receivable), the IT Department (Emails), Legal Counsel (Contracts, sub-Contracts with vendors), or Board members (Board meeting minutes, resolutions, Zoom recordings). As stated above in the Processes section (#3), determining the person responsible for retrieving and ultimately producing the PRR is a critical step in our process and depends solely on the type of documents requested and their location.

For example, if term sheets are requested that production can be done fairly quickly by members of the finance team. However, if emails between board members and staff members over a four-week period are requested, that production relies solely on the IT department.