

PUBLIC INFORMATION PROGRAM

The Superintendent of the Morehouse Parish School Board and the administrative staff shall be responsible for the maintenance of all documents, letters or other printed materials collected, assembled and maintained by the School Board. All written requests by citizens or outside agencies for information shall be directed to the Superintendent or his/her designee. The Superintendent or his/her designee shall review the request to determine if the information requested is public in nature.

If the information is determined to be public in nature, the Superintendent or his/her designee shall direct that it be released. The party requesting the information shall be charged the cost of reproduction and any other expenses entailed in locating and retrieving the information. If the information is in active use or otherwise unavailable, the party requesting the information shall be so notified and shall be notified again when the information becomes available.

Revised: March, 2025
Approved: June 3, 2025

Ref: La. Rev. Stat. Ann. §§17:172, 17:415, 44:1; Board minutes, 6-3-25.