

**STATE OF LOUISIANA
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
CORRECTIONS SERVICES**

Department Regulation
No. A-05-008



10 July 2009

**ADMINISTRATIVE
Information Services
Requests for Statistical Information**

1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections as contained in Chapter 9 of Title 36.
2. **PURPOSE:** To state the Secretary's policy regarding requests for statistical information.
3. **APPLICABILITY:** Deputy Secretary, Undersecretary, Information Technology (IT) Director and employees of Information Services. The Undersecretary is responsible for ensuring that appropriate unit written policy and procedures are in place to comply with the provisions of this regulation.
4. **POLICY:** It is the Secretary's policy to provide access to the Department's demographic population profiles and management reports via the Internet at no cost. These profiles and reports can be found on the Department's web site at www.doc.louisiana.gov. Individual requests for statistical information not otherwise available shall require payment at a rate of \$50.00 for each hour of computer processing time and \$50.00 for each hour of computer programmer time per programmer. Each request shall be approved on a case-by-case basis by the Secretary or Undersecretary.
5. **PROCEDURES:**
 - A. Written requests for statistical information shall be addressed to the Department's IT Director.
 - B. Requests for statistical information shall be reviewed by the IT Director for compliance with the provisions of this regulation. If the IT Director deems the request feasible, a cost estimate shall be provided to the requestor. Upon approval by the Secretary or Undersecretary and prior to processing the request, an executed Letter of Agreement for Statistical Information (Form A-05-008-A) signed by all parties, along with a check made payable to the Department of Public Safety and Corrections must be received.

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- C. Requests for information on the names of individual offenders or a specific group of named offenders shall not be processed.
- D. Shipping charges shall be billed at cost.

s/James M. Le Blanc

Secretary

Form: A-05-008-A Letter of Agreement for Statistical Information

This regulation supersedes Department Regulation No. A-05-008 dated 08 July 2002.