

Louisiana State Archives Committee Hearing Audio Tape Request Form

Please fill in required information to process request*:

House or Senate	Exact Date (Month, Day & Year)	Name of Committee

**For this information contact: House of Representatives 225.342.6124, Senate 225.342.2370 or the Legislative Library 225.342.6945*

Legislative Audio Tape Fee Schedule:

For Public\$20.00 per tape
 For State Agency\$10.00 per tape
 Additional charge for bankcard usage:\$5.00 per bankcard transaction

Submit bankcard information for phone or email requests
 Email: archives@sos.la.gov Phone: 225.922.1207 or 225.922.1208

Submit postal requests (check or money order payments):
 Secretary of State, Research Library, P.O. Box 94125, Baton Rouge, LA 70804-9125

NOTE: Payment must be received in full prior to processing request. Please do not send cash!
 Phone requests are only accepted when using a debit/credit bankcard. For further assistance, please call 225.922.1207 or 225.922.1208.

Name/Agency: _____

Address: _____

City/State/Zip: _____

Daytime Phone Number: _____ Email: _____

Bankcard Number: _____ Expiration Date: _____

Please check one box: Will Pick Up Mail

Policy Regarding Hearing Committee Audio Tape Requests

1. To process a Committee Hearing Tape Request we require the following:¹
 - Body of Legislature of Committee (House or Senate)
 - Exact Date of Hearing (Month, Day & Year)
 - Committee Name
2. All Committee Hearing Tape Requests are typically processed in one full business day depending on the number of tapes requested.
3. Committee Hearing Tape Requests will be processed in the order that they are received.
4. Tape requests are processed Monday through Friday, 8 a.m. to 3:30 p.m. (except on State or Federally designated holidays).
5. Tape requests received after 9 a.m. on Friday will be processed by 4 p.m. on the following Monday (except on State or Federally designated holidays).
6. Audio quality of tape copies will be consistent to the original, as many are of poor quality by comparison to current standards and/or originally recorded in low speed.
7. Tape copies will be reproduced on audio cassette tape media.²
8. The Louisiana State Archives is not authorized or staffed to engage in comprehensive legislative/legal research or to verify committee tape information.

NOTE: Some committee hearing tapes were recorded at inaudible low speeds. The Louisiana State Archives has the equipment for hearing such tapes within the library at an audible speed, but cannot provide duplication at the same level.

If, after reading the information, you still have questions, please feel free to call, email or write the Louisiana State Archives Research Library:

Louisiana State Archives
Research Library
P.O. Box 94125
Baton Rouge, LA 70804-9125
Phone: 225.922.1207 or 225.922.1208
Email: archives@sos.la.gov

¹ For this information contact: House of Representatives 225.342.6124, Senate 225.34.-2370 or the Legislative Library 225.342.6945

² Committee tapes can be digitally reproduced to CD upon request. Please note that this process requires more time as they are digitized in real time (actual length of original committee hearing).