

How to Request Campaign Finance Reports

1. Must provide the **report number, the agency box number** and the **candidate's name** which can be found by calling the Ethics Board at 225.763.8777 (Fax# 225.763.8780).
NOTE: If the reports requested exceed ten (10), please fill out the *Campaign Finance Report Supplemental Form (LFP5)* provided by the reference library staff.
2. After requesting the Campaign Finance Report(s) at the library reference desk, the Archives staff will pull the reports with the information needed, allowing the patron to view only three (3) at one time.
3. All copying of the Campaign Finance Reports will be completed by the library staff ONLY.
4. The patron will be informed of the number of pages and copying fee (25 cents per page) prior to copying.

During periods where Campaign Finance Reports are more frequently requested, please refer to the notice below which is also posted on our website at www.sos.la.gov:

“Due to an increase in requests for archived **Campaign Finance Reports**, we may require at least 24 hours’ notice to pull reports for review. We are sorry for any inconvenience and thank you for your patience.”

Listed below are all the collections under the heading Campaign Reports & Campaign Finance/Expense held at the Louisiana State Archives:

Accession No.	Title
P1988-055	SECRETARY OF STATE CAMPAIGN FINANCE REPORTS: 1982–1985
P1994-027	FEDERAL ELECTION COMMISSION CAMPAIGN REPORTS: 1974–1986
P1996-058	CAMPAIGN FINANCE REPORTS, FED. ELECTION COMM.: 1992–1994
P1992-016	CAMPAIGN FINANCE: 1983–ongoing
P2001-002	SPEECHES OF UNITED STATES SENATOR RUSSELL B.LONG: 1946–1983

Most important points to remember:

- Patrons may view the reports; however, all copies for patrons are made by the library staff.
- Copying by library staff may require more than one business day depending on the number of pages.
- Payment must be received prior to copying.
- The archives staff can only pull one day in advance; however it may take up to 24 hours if it is a large quantity or a time of more frequent request.
- For preservation and security purposes Campaign Finance Reports can only be viewed three (3) reports at one time.
- The archives staff cannot pull or provide campaign finance reports after 3 p.m.
- The **name of candidate, report number and agency box number** are **required** to process patron's request.