



CITY OF MANDEVILLE
PUBLIC RECORDS REQUEST FORM

Date: _____

Name: _____

Telephone: _____

E-Mail: _____

Mailing Address: _____

Description of records requested - Be as specific as possible as to what information you are requesting.

View Records: The requestor will be notified when the records are available for review. There is no cost to view the records during business hours.

Obtain a copy: A letter providing reproduction options {physical or electronic} and costs. Costs will be provided to the requestor once the documents have been collected, reviewed, & redacted (if necessary). Please note that the City charges .50 per page.

Please submit all public record requests in person or send by below methods:

Email: dschmidt@cityofmandeville.com

Fax: 985-626-7929

Mail: 3101 East Causeway Approach, Mandeville, LA 70448

Any questions, feel free to call Douglas Schmidt, City Clerk & Custodian of Records, at 985-626-3144 ext. 250