

## Chapter 5. ADRA Documents and Payment of Costs

### §503. ADRA Documents

A. -Al. ...

2. All official records of the ADRA excluding materials containing information considered confidential, shall be open for inspection during regular office hours.
3. Any person desiring to examine official nonconfidential records shall be required to provide proper identification and sign a statement listing the records to be questioned and examined. Records which are stored in historical files or which have been authorized for off-site storage, may require the payment of costs for research and location.
4. Official records shall not be taken from the ADRA office without the express authorization of the executive director of the ADRA. Copies of records may be obtained upon written request and by paying a fee prescribed by the Division of Administration.

B. ...

1. The ADRA shall provide to each credentialed professional a certificate which lists the individual's name, the credential issued, date of initial certification, and certification number.
2. ...
3. Replacement certificates shall be issued when the request has been received and the cost of issuing the replacement certificate paid. Replacement certificates shall contain the same information as the original certificate.
4. Official certificates shall be signed by the executive director and be affixed with the official seal of the state of Louisiana.

B.5. -C ....

1. Each year the ADRA shall make available a roster of all ADRA persons holding a credential or learning status issued by the ADRA. The ADRA may also make the roster available on its website.
2. The roster shall include the name, professional address, professional telephone number and credential(s) of each individual, and other information as the individual may permit.
3. The ADRA shall make copies of the roster available upon formal request and payment of the cost incurred by the ADRA for providing the copy.

#### C.4. -D ....

1. All communications, including but not limited to notices, are official and are considered served when signed by the executive director of the ADRA, or other authorized person, and mailed to the address of record. It is the responsibility of the individual to ensure that the mailing address maintained by the ADRA is current and to advise the ADRA immediately of any change of mailing address.
2. The receipt of applications, forms, notices, and other communications to the ADRA shall be considered received in the ADRA office.

#### §505. Advice and Consultation

Repealed.