



Statutes Mandating Posting on Website of Local Political Subdivisions

Overview

The following document provides information on various statutory mandates which local political subdivisions are legally obligated to post on their websites. For the purposes of this document, the Louisiana Legislative Auditor’s Office considers the term “website” to mean an official web domain address of the public entity located on the world wide web, i.e. [www.\(publicentityname\).gov](#). The term “website” does not include any pages or entries that a public entity may have created on Facebook, LinkedIn, or other social media websites.

This document is limited to discussion of statutory mandates to publish information on their “website”. There may be additional statutory mandates requiring public entities to post information, including the information contained in this document, through other media, i.e. their official journal, or through physical posting of notices at their facilities. These additional statutory mandates are not included in this document.

To facilitate your use of this document, hyperlinks to the referenced statutes have been included.

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General Requirements for All Public Bodies

Audit Law

- [R.S. 24:523.1](#) - All Auditees shall post the Louisiana Legislative Auditor's Notice on Fraud, Waste, and Abuse on their website.

Open Meetings Law

- [R.S. 42:19\(A\)\(2\)\(a\)](#) – All public bodies are required to post a copy of their written notice of meetings under the Open Meetings Law on their website no later than 24 hours before the meeting (exclusive of weekends and legal holidays).
- [R.S. 42:20\(B\)\(2\)](#) – All Public Bodies shall post their written minutes within 10 days of publishing in their Official Journal (those not required to publish in the Official Journal must do so within a reasonable time)

Ad Valorem Taxes / Roll Forward

- [R.S. 47:1705\(B\)\(2\)\(c\)\(ii\)\(aa\)](#) – Recipient bodies of Ad Valorem taxes shall publish notice of public hearing regarding roll forward on its website on the date of the first publication in the Official Journal and remain posted until action is taken to approve or disapprove or abandon action on roll forward increase.

Public Bid

- [R.S. 38:2225.2.4\(F\)\(1\)](#) – Public entities utilizing the Construction Management at Risk Contract for preconstruction and construction services shall advertise in their Official Journal and website (if they have one) the Request For Qualifications (RFQ) to award the contract.
- [R.S. 34:3523\(C\)\(1\)](#) – Requires ports to post notice of intent to select a design-builder for design-build services on their website (in addition to their Official Journal) when utilizing the design-build method.

Collective Bargaining Agreements

- [R.S. 44:67.1\(A\)](#) – Requires publication on public employer website for at least 5 days prior to acceptance and ratification of any collective bargaining agreement to which a public employer is a party.

Requirements for Specific Groups of Entities

Education/Schools

- [R.S. 17:416.18\(D\)](#) – Each city, parish, or other local public school board and every school under their jurisdiction shall post a copy of the Teacher Bill of Rights on their website (if they maintain one)
- [R.S. 17:221.4\(B\)\(5\)\(a\)](#) – City, Parish, and other local public school systems shall post the four-year cohort graduation rate for each high school in the system and for the system as a whole on its internet website.
- [R.S. 17:436.1\(K\)\(3\)](#) – each public elementary and secondary school shall include the medication policy regarding auto-injectable epinephrine required by R.S. 17:436.1(K) to be posted on its website (if it has one).
- [R.S. 17:182.1\(B\)](#) – Each public school shall post on its website (and in its student handbook) links provided by the State Library of Louisiana to its after-school online homework assistance services.
- [R.S. 17:3981.2\(A\)\(2\)](#) – Local charter authorizers are required to publish on their website the following:
 - Guidelines for submitting charter proposals;
 - Forms required for submitting charter proposals;
 - Timelines established for accepting and reviewing charter proposals;
 - Process that will be used to review charter proposals submitted; and
 - The name and contact information for a primary point of contact for charter proposals.
- [R.S. 17:3982\(A\)\(2\)](#) - Local school boards are required to publish on their websites the following:
 - Guidelines for submitting charter proposals;
 - Forms required for submitting charter proposals;
 - Timelines established for accepting and reviewing charter proposals;
 - Process that will be used to review charter proposals submitted; and
 - The name and contact information for a primary point of contact for charter proposals.
- [R.S. 17:53\(C\)\(1\)](#) – Louisiana School Board Association shall post on its website regularly updated information relative to the number and subject matter of training hours completed by each school board member pursuant to R.S. 17:53.

- [R.S. 39:1308\(B\)](#) – the District Attorney for the 16th JDC shall post their proposed budget for their office on their official website or portal.
- [R.S. 39:1309\(D\)](#) - the District Attorney for the 16th JDC shall post their adopted budget for their office on their official website or portal.
- [R.S. 39:1310\(B\)](#) - the District Attorney for the 16th JDC shall post their amended budget for their office on their official website or portal.

Health Facilities

- [R.S. 22:1880\(C\)\(3\)](#) – health facilities who operate a website that includes a listing of physicians who have been granted medical staff privileges to provide medical services at the facility, shall post on the facility's website a list that contains the name and contact information for each facility-based physician or facility-based physician group that has been granted medical staff privileges to provide medical services at the facility, and an update of the list within 30 days of any changes.

Planning Commissions

- [R.S. 33:104\(B\)](#) – the City of Walker shall publish notice of cancellation of any regular (monthly) Planning Commission meeting on its website no less than 5 days prior to the scheduled meeting.

Crime Prevention and Neighborhood Improvement Districts

- [R.S. 33:9097.12\(D\)\(6\)](#) – Jefferson Place/Bocage Crime Prevention and Improvement District is authorized to publish its minutes on its website or in a newsletter.

New Orleans Entities

- [R.S. 40:531\(B\)\(2\)\(b\)](#) – Requires the Landlords Advisory Committee in New Orleans to publish its notice for meetings through the landlord portal on the website of the New Orleans Housing Authority or by publication in the Official Journal of the City of New Orleans at least 7 days prior to the date set for the meeting.
- [R.S. 33:4071\(A\)\(2\)\(b\)](#) – Requires the New Orleans Sewerage and Water Board to publish on its website (in addition to the Official Journal) notices of vacancies on the Board.
- [R.S. 38:2225.2.3\(C\)](#) – the New Orleans Aviation Board is required to post on its website the Request for Proposals when seeking to utilize the Construction Management at Risk Method.