

The City of Vicksburg

REQUEST TO INSPECT • COPY • REPRODUCE PUBLIC RECORDS



DATE _____

PERSON REQUESTING _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE _____

† SUBJECT MATTER _____

DESCRIBE RECORDS REQUESTED _____

†† MATTER OF COMPLIANCE

MANNER OF DELIVERY DESIRED

- PERSONALLY INSPECT
- PERSONALLY COPY
- CAUSE TO BE COPIED
- VIDEO TAPE REPRODUCTION

- BY MAIL TO THE ADDRESS
- IN PERSON AT YOUR OFFICES

COST - COMPUTER RECORDS = \$85.00 PER HOUR | COPIES = \$.25 PER COPY | MAKING COPIES = \$8.00 PER HOUR | RESEARCH TIME = \$17.00 PER HOUR | VIDEO TAPE = \$10.00 PER TAPE | DVD = \$15.00

I HAVE READ AND UNDERSTAND THE PUBLISHED STATEMENTS ENTITLED "POLICY AND PROCEDURE - MISSISSIPPI PUBLIC RECORDS ACT OF 1983" AND I FURTHER UNDERSTAND THAT THE ACTUAL COST OF COMPLIANCE WITH MY REQUEST, IF GRANTED, SHALL BE BORNE BY ME, INCLUDING MAILING COST IF APPLICABLE. I ALSO UNDERSTAND THAT:

† - ANY REQUEST SHALL BE CLEAR AND CONCISE AND SHALL BE DIRECTED TOWARD ONLY ONE SUBJECT MATTER.

†† - ACTUAL COSTS OF COMPLIANCE WITH MY REQUEST, IF GRANTED, SHALL BE PAID BY ME IN ADVANCE OF THE RECEIPT OF ANY INFORMATION.

FOR ANY REQUEST WHICH APPEARS TO BE OVER \$50.00, THE CITY OF VICKSBURG RESERVES THE RIGHT TO REQUEST A DEPOSIT BASED ON THE ESTIMATED COST OF PRODUCTION. ACCORDING TO MISSISSIPPI CODE §25-61-5, THE CITY OF VICKSBURG HAS THE RIGHT TO ALLOW UP TO (7) SEVEN WORKING DAYS FROM THE DATE OF REQUEST TO PRODUCE SUCH RECORDS.

SIGNATURE OF PERSON REQUESTING INFORMATION _____

DATE _____

APPROVAL GRANTED BY _____

DATE _____

FOR OFFICE USE

DEPOSIT INFORMATION

IS DEPOSIT REQUIRED YES NO
 AMOUNT OF DEPOSIT \$ _____ DATE DEPOSIT RECEIVED _____

RECORD INFORMATION

IF APPLICABLE, COMPUTER TIME _____ NUMBER OF PAGES COPIED _____
 TIME SPENT MAKING COPIES _____ RESEARCH TIME _____
 PERSON COMPLETING REQUEST _____

DELIVERY INFORMATION

IF MAILED, DATE RECORDS MAILED _____ IF PICKED-UP, DATE RECORDS PICKED-UP _____

TOTAL AMOUNT DUE _____