

PUBLIC RECORD REQUEST

The City of Kosciusko, Mississippi

SECTION 1. INFORMATION REGARDING REQUESTING INDIVIDUAL:

Name: _____

Title: _____

Telephone No. _____ Facsimile No. _____ E-Mail Address _____

Firm Name or Trade Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

SECTION 2. RECORDS REQUESTED:

Describe the record you are requesting. Please be as specific as possible and include enough detail to assist the staff of the City of Kosciusko, Mississippi, in locating the records. You are limited to only one subject matter per request. For a request that includes multiple matters, you are required to submit separate Public Record Request forms.

Description of Documents Requested (please describe the documents requested as accurately as possible):

SECTION 3. RECEIVING RECORDS, CERTIFICATION:

Please specify the preferred method of receiving the requested records and whether you require the records to be certified. I would like to receive the records in the following format (check all that apply):

- By postal mail at the mailing address shown above.
- By e-mail at the e-mail address shown above.
- I require that the records be certified.
- I prefer to retrieve the records in person.
- I prefer the records in hard copy format.

SECTION 4. OTHER PARTIES, POLITICAL SUBDIVISIONS, OR AGENCIES CONTACTED BY THE REQUESTER CONCERNING THIS REQUEST:

List below each political subdivision that you have contacted regarding this request:

Please list below any third-party other than a political subdivision that you have contacted concerning this request:

By signing below, I certify that the information that I have given above is true and correct to the best of my knowledge.

Signature: _____

Printed Name: _____

Title: _____

Date of Request: _____

PUBLIC RECORDS REQUEST
POLICY OF THE CITY OF KOSCIUSKO, MISSISSIPPI

SECTION 1. GENERAL INFORMATION CONCERNING PUBLIC RECORD REQUEST FROM THE CITY OF KOSCIUSKO, MISSISSIPPI:

As described in the Mississippi Public Records Act of 1983, as set forth in Sections 25-61-1, *et seq.* of the Mississippi State Code of 1972, Annotated, as amended, citizens have the right to inspect any public records of a political subdivision of the State of Mississippi pursuant to the Public Records Act. The City of Kosciusko, Mississippi, will provide copies of public records as requested, in the requested format, if available. If a public record is not available in the format requested, it will be made available by the City of Kosciusko, Mississippi, in the format in which it is maintained. The City of Kosciusko, Mississippi, will certify the true copies of public records upon request. As allowed by the Mississippi Public Records Act, the City of Kosciusko, Mississippi, is afforded a reasonable time to review the request for public records, locate the records, and assemble same.

SECTION 2. THE CITY OF KOSCIUSKO, MISSISSIPPI, RECORD FEES:

Unless otherwise provided by statute or administrative rule, the fees associated with any public records request made to the City of Kosciusko, Mississippi, shall be calculated as follows:

- A. Labor charge, \$15.00 per hour (includes researching, locating, compiling, editing, or otherwise processing information and records).
- B. Photocopies, \$.15 per page.
- C. Records transmitted by facsimile - \$5.00 for the 1st page and \$1.00 for each additional page, with a maximum of 20 pages, not including the cover page.
- D. Certification request - \$10.00 per certification.
- E. Actual cost for use of material and equipment for producing copies of non-standard records.
- F. Actual cost for delivery of records, such as postage or courier fees.
- G. Actual cost of time spent by an attorney reviewing the public records, redacting material from the public records, or segregating the public records into exempt and non-exempt records.

The City of Kosciusko, Mississippi, shall charge for the time required in research of public records even though the research fails to locate any record that may be responsive to the request, or if the record located is subsequently determined to be exempt from disclosure.

SECTION 3. PROCEDURE FOR RESPONDING TO A PUBLIC RECORD REQUEST:

Once a requester submits a completed Public Records Request to the address shown below, the City of Kosciusko, Mississippi, will act upon the request as follows:

- A. The City of Kosciusko, Mississippi, will respond to the requester within 7 business days after receiving the request. The response will acknowledge the request, include an estimate of the expected cost of meeting the request, and provide an approximate date and location at which the information will be made available, if applicable.
- B. The City of Kosciusko, Mississippi, will attempt to locate and assemble the records requested, eliminating any records that are exempt from disclosure, and calculate the actual search time and reproduction costs in order to notify the requester of the balance due.
- C. The requester tenders the balance due to the City of Kosciusko, Mississippi.
- D. The City of Kosciusko, Mississippi, sends the requested records to requester.

SECTION 4. SUBMITTING REQUESTS:

All requests for public records shall be addressed as follows:

The City of Kosciusko, Mississippi
Attention: City Clerk
222 E. Washington Street
Kosciusko, Mississippi 39090

Each request should be clearly notated upon the delivery envelope or other transmission concerning the request such that it is noted as a A Public Record Request, and shall use the form attached hereto for said request.