The City of Vicksburg

Request to Inspect-Copy-Reproduce Public Records
Fax#-601-631-3778

DATE __________________ PERSON REQUESTING ____________________________
ADDRESS ________________________________
CITY/STATE/ZIP ________________________________
TELEPHONE ________________________ EMAIL/FAX ____________________

*SUBJECT MATTER
DESCRIBE RECORDS REQUESTED
________________________________________________________________________
________________________________________________________________________

MATTER OF COMPLIANCE COST
PERSONALLY INSPECT COMPUTER RECORDS = $85.00 PER HOUR
PERSONALLY COPY COPIES = $0.25 PER COPY
CAUSE TO BE COPIED MAKING COPIES = $8.00 PER HOUR
VIDEO TAPE REPRODUCTION RESEARCH TIME = $17.00 PER HOUR

DVD = $10.00 PER TAPE

MANNER OF DELIVERY DESIRED
BY MAIL TO THE ADDRESS
IN PERSON AT YOUR OFFICES
VIA FAX OR EMAIL

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) WORKING DAYS FROM THE DATE OF REQUEST TO PRODUCE SUCH RECORDS.

SIGNATURE OF PERSON REQUESTING INFORMATION ____________________________ DATE ________________
APPROVAL GRANTED BY: ____________________________ DATE ________________

FOR OFFICE USE ONLY

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 ____________