



PUBLIC RECORDS REQUEST

DATE OF REQUEST: _____ NAME OF PERSON REQUESTING: _____

ADDRESS: _____ PHONE: _____

SUBJECT MATTER: _____

PUBLIC RECORDS REQUESTED: _____

MANNER OF COMPLIANCE (Please check):

____ I wish to personally inspect the specified records, or ____ I request the specified records be provided to me by the County (50¢ per page fee applies for physical copies made by the County, 25¢ per page if copied by requester)

MANNER OF DELIVERY (Please check):

____ By mail to the address above ____ In person at County offices ____ Email: _____

I understand that Scott County will grant my request only as it pertains to records specified as "Public Records" under the Mississippi Public Records Act. I further understand that the actual cost of compliance with my request, if granted, shall be borne by me, including the cost of mailing if applicable. I also understand that any request shall be clear and concise and shall be directed toward only the subject matter indicated above. I acknowledge that all public records requests must be made in writing, either in person, via post, or by other physical delivery, and must be addressed to the Chancery Clerk. Any other delivery, including electronically, will not be considered proper delivery of a records request. Actual costs of compliance with my request, if granted, shall be paid by me in advance of the receipt of any information, and shall include all costs associated with compliance with the request including time to search, review, and duplicate such records. I also acknowledge the County may collect this fee prior to the initiation of any work on this request. I also acknowledge that records may be inspected during normal business hours.

Signature of Requester

Date

This request is directed to: Scott County Chancery Clerk
PO Box 630
Forest, MS 39074

For County Use

Approval granted by: _____

Estimated Date of Compliance: _____

Estimated costs: _____

Actual Date of Compliance: _____

GENERAL INFORMATION CONCERNING PUBLIC RECORDS REQUESTS:

As described in the Public Records Act of 1983, Scott County, Mississippi provides public access to records designated as "Public Record" by the Act. Scott County, 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, Scott County will make such record(s) available in the format in which it is maintained. As allowed by the Mississippi Public Records Act, Scott County, Mississippi is afforded a reasonable time to review the request for public records, locate the records, and assemble and provide the same.

FEES:

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

- Labor Charge: Actual cost of labor for researching, locating, compiling, editing, or otherwise processing information and records as performed by the employee with lowest rate of pay capable to perform
- Copies: \$.50 per page
- Actual cost for use of material and equipment for producing copies of non-standard records
- Actual cost for delivery of records, such as postage fees
- Actual cost of time spent by attorney reviewing public records, redacting material from public records, or segregating the public records into exempt and non-exempt records

Please be advised that Scott County, Mississippi is allowed to charge for the time required in the research of public records even in the event the search 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.

PROCEDURE:

1. The requester is to provide a completed and signed copy of the public records request form to Scott County, Mississippi. The public record officer for Scott County Board of Supervisors is the Chancery Clerk. Other chief elected officials within the County may/may not have their own public records policies for their department(s).
2. Scott County will provide an estimate to the requester of the time necessary to complete the request and the estimated cost associated with the request. Payment of these estimated costs may be required prior to the work being performed on the request. Both the estimated time to complete and the estimated cost of compliance are subject to change, and the County will provide notice to the requester of any such changes.
3. Scott County, will attempt to locate and assemble the records requested, eliminating any records that are exempt from disclosure, and calculate the actual search time and related costs in order to notify the requester of the balance due.
4. The requester provides payment to Scott County for the fees associated with the records request if costs are in excess of the pre-payment of estimated costs.
5. Scott County sends the requested records to the requester and/or makes such records available for inspection, whichever is applicable to the request.

Scott County will produce or make available the records within 7 business days after valid receipt of the request and payment of estimated costs. If the requested public records cannot be produced or made available within 7 business days, Scott County will provide a written explanation to the requester as to why the requested records cannot be provided within such timeframe. In any event, the requested public records will be provided within 14 business days of the request, unless otherwise agreed, subject to any other exemptions as provided by law.

All requests for public records shall be addressed as follows: Scott County, Mississippi
Attention: Chancery Clerk
PO Box 630
Forest, MS 39074

Each request should be clearly noted as a "Public Records Request".