

**ITAWAMBA COUNTY, MISSISSIPPI  
P.O. 776  
FULTON, MS 38843  
662-862-5600**

**Request for Public Records**

To request information pursuant to the Mississippi Public Records Act (Miss. Code Ann. § 25-61-1), please fill out the form below and submit it to the Office of the Itawamba County Chancery Clerk, 201 W. Main St., Fulton, MS 38843. Requests may be mailed, hand delivered, transmitted via email or fax. All requests will be answered within seven (7) days following the statutory guidelines of the Mississippi Public Records Act and Administrative Procedures of the Office of Itawamba County, Mississippi.

**A. INFORMATION ON INDIVIDUAL MAKING THE REQUEST**

1. \_\_\_\_\_  
NAME/NAME OF ORGANIZATION
2. \_\_\_\_\_  
PERSONAL/BUSINESS ADDRESS
3. \_\_\_\_\_  
CITY STATE ZIP
4. \_\_\_\_\_  
PERSONAL/BUSINESS TELEPHONE NUMBER
5. \_\_\_\_\_  
PERSONAL/BUSINESS EMAIL ADDRESS

6. Are you a member of the media? \_\_\_\_\_ YES or \_\_\_\_\_ NO

**B. DESCRIPTION OF REQUEST**

Please describe the public record you wish disclosed, in detail. If clarification of the request is needed, the requestor will be contacted at the contact information listed above. If necessary, attach an additional page(s) for description.

---

---

---

---

---

**C. ACKNOWLEDGMENT OF COST**

I understand a fee may be charged to cover the direct costs of search, review, and

reproduction, as authorized by statute. I understand such costs must be paid prior to the production of the public record. I understand the costs for searching, reviewing, and reproducing the records may exceed initial estimates and I agree to pay additional costs if they exceed the original estimate. Should the request require extensive research, notice, production from third parties, or copies, the requestor agrees and consents to allow additional time for processing the requested documentation. IMPORTANT: THEFT OR ALTERATION OF STATE RECORDS IS A CRIME PUNISHABLE BY LAW, MISS. CODE ANN. § 25-59-23 (1972).

\_\_\_\_\_  
DATE OF REQUEST

\_\_\_\_\_  
SIGNATURE

**ITAWAMBA COUNTY, MISSISSIPPI  
PUBLIC RECORDS ACCESS  
POLICY AND PROCEDURES / FEE SCHEDULE**

Public records, unless exempt by state law, are available for inspection and copying during normal business hours of the office, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays. Records must be inspected at the offices of where the items are located. The time, place and manner of inspection and copying of records will not be allowed to interfere with the essential duties of the office staff.

All search requests and copy requests must be made in writing accompanied by advanced payment of fees as indicated below. The office staff will make every effort to make records available for inspection or produce records for copying within seven (7) working days of payment of fees.

Public record fees are charged when a request involves staff/contractor time for searching, redacting, reviewing, or duplicating records or when time and/or cost is associated with retrieving the records.

**FEES**

The Mississippi Code Annotated § 25-61-7(1), reads as follows: "Except as provided in subsection (2) of this section, each public body may establish and collect fees reasonably calculated to reimburse it for, and in no case to exceed, the actual cost of searching, reviewing and/or duplicating and, if applicable, mailing copies of public records. Any staff time or contractual services included in actual cost shall be at the pay scale of the lowest level employee or contractor competent to respond to the request. Such fees shall be collected by the public body in advance of complying with the request".

- Costs for searching, inspecting, examining, reviewing and redacting and costs for electronic documents or records. The actual cost of searching, reviewing, inspecting, examining, and, if necessary, redacting exempt information from public records shall be based upon the hourly rate of compensation for the lowest paid employee qualified to perform the task, which shall be multiplied by the actual time to complete the task. There will be no additional charge for e-mailing electronic records to a requestor, unless other costs are applied such as a scanning fee or system cost allowed under Miss. Code Ann. § 25- 61-7(2).

- Such costs include, but are not limited to, staff time to evaluate the request, time to retrieve any relevant files, time to organize the information, time to notify any Third Parties, time to develop a cost estimate and schedule, time to reproduce the material, and time to deliver the information requested.

External storage devices provided by the requestor are not allowed due to security and virus vulnerabilities. New external storage devices from the office, if available, can be purchased for a nominal fee.

Paper Copies \$1.00 per page

All other fees are subject to the statutory guidelines of the offices or will be based on an estimate of the actual cost.