

CITY OF MAGEE

PUBLIC RECORDS REQUEST FORM

Public Records Requests can be submitted using the contact information below:

In Person: City Hall, 123 Main Ave. N. Magee, MS 39111

Mail: City Clerk, City of Magee, 123 Main Ave. N. Magee, MS 39111

Email: jstyron@cityofmagee.com

NOTICE: Public Records Requests Pertaining to the City of Magee Police Department may require additional information.

Date of Request: _____

Requestor Contact Information:

Name _____

Company Name _____ (if applicable)

Phone _____

Email _____

Description of records requested (Be as specific as possible):

Preferred Format of Records

- Paper Copy
 Electronic Media (CD, DVD)
 Original (For visual inspection only)

Preferred Method of Delivery

- Emailed
 Mailed
 Visual Inspection
 Pick up from City Hall

I understand that the actual cost of compliance with my request, if granted, shall be borne by me, including copies at \$0.25 per page (or the actual costs incurred by the Governing Authority or its departments, as appropriate, for copying the records, whichever is greater), the cost for labor at an hourly rate of the lowest paid qualified employee available to perform the necessary work should the labor exceed more than ¼ hour of work, charges for certified copies, and mailing cost, if applicable. Actual cost of compliance with my request, if granted, shall be paid by me in advance of the receipt of any information. Certain records may be exempt from publication under the "Mississippi Public Records Act of 1983" Miss. Code Ann. § 25-61-11. PLEASE ALLOW UP TO 7 WORKING DAYS FOR THE CITY TO PROCESS THIS REQUEST.

Requestor Signature

-----**BELOW THIS LINE FOR OFFICIAL USE ONLY**-----

Date Request Received by City of Magee _____

Due Date _____

Fee Amount Due: \$ _____

Fee Breakdown: _____

- Copy of all requested records provided.
- The City of Magee can only provide a portion of the requested records because:
- Some of the records requested are exempt from publication (Miss. Code Ann. §25-61-11).
 - The City of Magee does not possess or is not the custodian of some of the requested records.
- The City of Magee cannot provide any of the requested records because:
- All or some of the records requested are exempt from publication (Miss. Code Ann. §25-61-11).
 - The City of Magee does not possess or is not the custodian of some of the requested records.

Fee Paid

Request Completed: Initial/Date