

TOWN OF SMITHVILLE, MISSISSIPPI

PUBLIC RECORDS REQUEST FORM



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

In Person: Town Hall, 63443 Highway 25 North, Smithville, MS 38870

Mail: Town Clerk, P.O. Box 10, Smithville, MS 38870

Fax: 662-651-5226

E-mail: td.stc@tracergad.net

Requested By: (Person / Organization)

Company:	_____	Date:	_____
Requestor:	_____	Phone:	_____
Street Address:	_____	City, State, Zip:	_____
E-mail Address:	_____		

Records Requested:

Description of records requested (Be as specific as possible, attach additional pages if necessary):

Preferred format of records (Check all that apply):

- ☐ Original (For Visual Inspection Only)
- ☐ Electronic Media (CD, DVD)
- ☐ Paper Copy

Preferred method of delivery (Check all that apply):

- ☐ E-mailed
- ☐ Mailed
- ☐ Visual Inspection

I understand that actual cost of compliance with my request, if granted, shall be borne by me, including 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 THE REQUEST.

Requestor Signature _____

Response to Public Records Request:

FOR OFFICIAL USE ONLY

- ☐ Copies of all requested records provided.
- ☐ The Town of Smithville 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 Town of Smithville does not possess or is not the custodian of some of the requested records.
- ☐ The Town of Smithville 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 Town of Smithville does not possess or is not the custodian of all or some of the requested records.

☐ Fee Paid

Request Completed: Initial / Date _____

FEES FOR SERVICES

DESCRIPTION	RATE	QUANTITY	COST
Photocopies	\$0.25		
Photocopies (color)	\$1.50		
CD/DVD/Digital	\$25.00		
Large Format Copy	\$15.00		
Copy / Scanning Time	\$8.00/hour		
Research	\$17.00/hour		
Computer Records	\$55.00/hour		
Postage			
TOTAL CHARGES			

Comments: