



# CITY OF RIDGELAND, MISSISSIPPI

## PUBLIC RECORDS REQUEST FORM

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

In Person: City Hall, 304 Highway 51, Ridgeland, MS 39157

Mail: City Clerk, P.O. Box 217, Ridgeland, MS 39158-0217

Fax: 601-856-7819

E-mail: [city.clerk@ridgelandms.org](mailto:city.clerk@ridgelandms.org)

### 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 \_\_\_\_\_

### FOR OFFICIAL USE ONLY

#### Response to Public Records Request:

- Copies of all requested records provided.
- The City of Ridgeland 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 Ridgeland does not possess or is not the custodian of some of the requested records.
- The City of Ridgeland 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 Ridgeland 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			
<b>TOTAL CHARGES</b>			

#### Comments: