



City of Gautier



Office of City Clerk
3330 Hwy 90
Gautier, Mississippi 39553
228.497.8000 - 228.497.8028 (Fax)

REQUEST TO INSPECT, COPY OR REPRODUCE PUBLIC RECORDS

(Please Print or Type)

Today's Date: Phone:

Person Requesting: Fax:

Address:

Name of Business (If Applicable):

If Attorney/Insurance Co. Making Request; Client's Name:

Subject Matter:

(Any request shall be clear and concise and shall be directed toward only one subject matter.)

- MANNER OF COMPLIANCE: Personally Inspect, Personally Copy, Photocopy of Document(s)
MANNER OF DELIVERY: By Mail to Address Above, Pick Up In Person, Fax (If Possible), Email (If Possible)

For further information regarding this form and the City of Gautier's Public Records Policy; Please see Chapter 2, Article I, Section 2-1, Code of Ordinances, City of Gautier, MS and Section 25-61-7 of the Mississippi Annotated Code, "Public Records Act of 1983". A copy of these Code Sections is available for review upon request. I understand that there may be a charge for this information including but not limited to \$.30 per copy and the actual cost of searching, reviewing, and if applicable, mailing copies and cost for certification thereof, if required.
A RESPONSE TO YOUR REQUEST WILL BE PROVIDED WITHIN SEVEN (7) WORKING DAYS OF YOUR WRITTEN REQUEST.

Signature of Person Requesting Records

FOR OFFICE USE ONLY

REQUEST IS DIRECTED TO: City Clerk/City Hall

ATTENTION

ESTIMATE OF COST:

Copies @ \$.30 each
Research @
Computer Time @ \$
Other Cost @ \$
Postage @ \$
Total Amount Due \$
Receipt # Amount Paid

Pursuant to City policy and Mississippi Law, a public record must be produced or a denial of production must be given within 14 days of the date of request to ensure a timely response to the public record request the Department Contact Person should make certain that the requested record is retrieved from the Department files and forwarded to the Clerk's Office within three (3) working days after the Department Contact Person receives the request.

DEPARTMENT SECTION

Request Approved Request Denied

Date of Compliance: Department Contact Person:

Date Completed:

CLERK'S OFFICE

Due Date:

Rec'd by:

Date: