



CITY OF RIDGELAND, MISSISSIPPI

PUBLIC RECORDS REQUEST FORM

Form submission contact information:

In Person: City Hall, 100 West School Street, Ridgeland, MS 39157

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

Fax: 601-856-7819 • E-mail: 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 Only

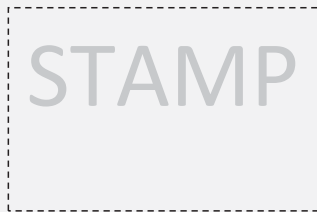
I understand that actual cost of compliance with my request, if granted, shall be borne by me, including mailing cost if applicable. Actual cost of compliance with my request if granted, shall be paid by me in advance of the receipt of any information. Certain records may be exempt from publication under 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			
TOTAL CHARGES			

Comments: