

**CITY OF MADISON  
Public Records Request**

1. Requestor Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Date: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

2. Information Requested: Any request must be clear and concise and shall be directed toward only one (1) subject matter.

3. Desired Form of Review:     \_\_\_ Personally Inspect (No Charge)  
  \_\_\_ Have Copied by Staff (\$.25 per page plus hourly  
  charge for staff for staff time)
4. Desire Delivery Method:    \_\_\_ Mail to Address Above  
  \_\_\_ In Person at Office (we will notify requestor by  
  mail or telephone when ready)  
  \_\_\_ Wait for Copies (we will attempt to comply with  
  all request in a timely manner)

5. Payment: Costs for staff time, copying, postage, and other costs related to complying with this request must be paid prior to receipt of any information or prior to any research being conducted. For information requiring less than five (5) minutes of staff time, the charge will be limited to copying cost only. Staff time will otherwise be charged at fifteen (15) minute intervals. The charge for staff time is based on cost of the staff person or persons assigned to provide the information. If exact cost cannot be determined prior to providing the information, an estimate will be provided.

6. My signature indicated that I have read and understand City Policy as adopted on September 29, 1983. I further understand that the actual cost of compliance with my request, if granted, shall be borne by me, including mailing costs if applicable.

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

\*\*\*\*\*

**TO BE COMPLETED BY CITY STAFF**

1. Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

2. COST: (A) No Charge \_\_\_\_\_ Exact Charge: \_\_\_\_\_ Estimated Charge: \_\_\_\_\_

(B) Cost Calculations:

- (1) \_\_\_\_\_ X .25 = \_\_\_\_\_  
    # Pages Copied
- (2) \_\_\_\_\_ X .25 = \_\_\_\_\_  
    Other
- (3) \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
    # of Hours       Staff (Hourly Rate)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Payment of \$

Received by:

AN ORDINANCE CONCERNING THE ADOPTION OF THE  
MISSISSIPPI PUBLIC RECORDS ACT OF 1983

CHAPTER IV - ADMINISTRATION

ARTICLE 4 - PUBLIC RECORDS

BE IT ORDAINED by the Mayor and Board of Aldermen of the Town of Madison, Mississippi, as follows:

The following Ordinance is enacted for the purpose of providing reasonable written procedures concerning the cost, time, place and method of access, under the provisions of the Mississippi Public Records Act of 1983 without imposing an undue burden on the Town Clerk or Deputy Town Clerks. It is not intended that these procedures shall apply to any public record or other document which is exempt from the provisions of said Act. The following procedures are adopted by the Mayor and Board of Aldermen:

Section 4-30: Any individual seeking to inspect, copy or mechanically reproduce or obtain a reproduction of any public record of the Town of Madison, Mississippi shall cause a written request for such to be delivered to the Town Clerk of Madison at least three working days prior to the date that the requested activity is to take place. The written request must be typed or clearly hand printed on a letter size piece of paper and shall specify in detail the public record sought; specify what the applicant proposed to do with the record, i.e., inspect, copy, etc.; state the date and time for the proposed activity; state the number of persons scheduled to participate; and shall provide the name, address and home and office telephone number of the applicant. The request should be signed by the applicant. In calculating the three working days the day of delivery and the day of the proposed inspection shall not be included. The Town Clerk, upon receipt of any such request, shall review same and be prepared no later than the first working

EXHIBIT "H"

day prior to the day of the proposed activity to advise the applicant as to whether the proposed activity can take place at the time proposed and on the date proposed and to give an estimate of the cost thereof, if any. In the event, for any reason, the activity cannot take place on the day or at the time proposed in the application, the Town Clerk shall make arrangements to allow the requested activity to take place at such other reasonable time and/or date not to exceed 14 working days from the date of the receipt of the request.

All inspection, copying or mechanical reproduction shall be done in the Town Hall of Madison or such other reasonable place within the State of Mississippi as may be designated by the Town Clerk. It shall be the duty of the applicant to contact the Town Clerk of Madison by phone before noon of the first working day preceding the proposed date set out in the application to determine if same is acceptable and, if not, what date and/or time will be substituted.

4.31 The Town Clerk is authorized to calculate the estimated cost of searching, obtaining from storage, reviewing, shipping and/or duplicating records and to require payment in advance of such estimated charges prior to complying with the request. In the event the actual cost of such activity exceeds the estimate the Town Clerk is authorized to withhold mailing or delivery of said documents or to delay the inspection until the difference is paid.

There shall be no charge for inspection of the current board records maintained at the Town Hall of Madison, Mississippi. Cost of obtaining records from any storage facilities and the search for same shall be charged to the applicant.

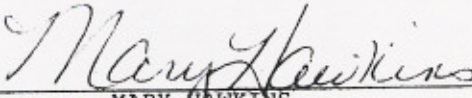
4.32 The Town Clerk may, when requested, waive any or all of the foregoing requirements related to notice, time

and prepayment of expenses.


It is the Mayor's and Board's intention that access to records covered by the Act not be unduly delayed and cooperation between the applicant and the Town Clerk is encouraged. A phone call to the Secretary prior to making written application is suggested to work out possible problems concerning schedules and location of the inspection.

4.33 The Town Clerk should maintain in a file for 3 years from receipt all requests received with notation of the response made to each request.

SO ORDAINED AND ADOPTED by the Mayor and Board of Aldermen of the Town of Madison, Mississippi, at its recessed September meeting held on the 29th day of September, 1983.

  
MARY HAWKINS  
Mayor

ATTEST:

  
ROBERT H. SOUKUP, JR.  
Town Clerk

The above and foregoing Ordinance was first reduced to writing and offered by Alderman Collins who moved its adoption, which motion was seconded by Alderman Verucchi. Said Ordinance was read, considered and adopted section by section and was then adopted as a whole and the vote on the final passage thereof was as follows, to-wit:

Voting "YEA": Aldermen Boykin, Collins, Tisdale  
and Verucchi

Voting "NAY": None

Absent or not voting: Alderman Bates

Whereupon the Mayor declared the Ordinance passed, approved, ordained and adopted, on this the 29th day of September, 1983.