

CITY OF PETAL  
POLICY AND PROCEDURE  
ON MISSISSIPPI PUBLIC RECORDS ACT OF 1983

This statement of policy and procedure is drafted and published in compliance with and implementation of the Mississippi Public Records Act of 1983, being Mississippi Code Annotated, Sections 25-61-1,(Supp. 1983), passed in the 1983 Regular Session of the Mississippi Legislature.

It shall be the policy of the Mayor and Board of Aldermen of the City of Petal that the terms, conditions, mandates, and provisions of the Mississippi Public Records Act of 1983 shall be strictly adhered to in the operation of this City and that no policy in contravention of such statutes shall be condoned. The Mississippi Public Records Act of 1983 is hereby and herein incorporated by reference, and each and every term and condition set forth therein is adopted for the use of this City.

The following procedures in implementation of the referenced Act are hereby and herein adopted and shall be complied with by the City of Petal and by any person exercising the right to inspect, copy, mechanically reproduce, or obtain a reproduction of any public record held and controlled by the City of Petal.

1. A person requesting any public record held or controlled by the City of Petal (hereinafter, the City) may do so by completing in writing a form provided by the City of Petal. The request shall be clear and concise and shall include only one subject matter. The date of the request shall be the date such request on the proper form is received by the City Clerk. The

City Clerk shall see that each request bears the date of its receipt in a prominent place on its face.

2. The City shall produce or deny a request for production of documents or records within seven (7) working days of the request. Within that period, the City Clerk shall notify the person requesting the information as to whether such request shall be honored. If the request is to be honored the notice of such shall contain an estimate of the total cost of compliance with such request. The party requesting production must then tender payment in the amount of that estimate before the requested records are produced. The notice shall be timed so as to allow the requested production within seven (7) working days of the request. If the request is refused, the City Clerk shall give notice in writing as to the reason why the request has been refused.
3. The City Clerk shall maintain at all times a file showing all requests made, the subject of the request, whether the request was honored or not, the time frames involved in compliance or in response to the request, and if the request was denied, a copy of the written notice given to the person making the request stating why the request was denied. All records kept and maintained hereunder shall be reserved for a period of three (3) years from the compliance with or denial of a request.
4. The City shall receive request for information on forms prescribed by the City, at the address shown below:

IN PERSON OR BY MAIL

CITY CLERK  
CITY OF PETAL  
P O BOX 564  
PETAL, MS 39465

Request made in person shall be during normal business hours (8:00 a.m. to 5:00 p.m.) on normal working days.

5. The City shall charge the person requesting information for the actual cost of producing the information according to the following schedule of fees:
  - a. City officers and employee's time in locating records--\$10.00 per hour
  - b. City Attorney's, Engineer's, or Auditor's time in complying with any request- \$40.00 per hour
  - c. Photocopies-\$.50 per copy (one side only)
  - d. Printouts of computer records-\$1.00 per page (one side only)

Cost shall in no instance exceed the actual cost of searching, reviewing and/or duplicating such records and such cost chargeable to a person requesting public information shall include postage. Any cost charged, shall be collected by the City Clerk in advance of compliance with a request.

6. It shall be the duty of Mayor, or the acting Mayor, if the Mayor be absent from the City, to evaluate and pass on all request for information.
7. The Mayor shall advise the Board of Aldermen as its next regular meeting of all such actions taken by him since the Board's last meeting. His report shall be recorded in the minutes of the City.
8. A copy of this policy and procedure shall be available for public inspection at the office of the City Clerk.

## REQUEST FOR INFORMATION

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TIME: \_\_\_\_\_

TELEPHONED NO: \_\_\_\_\_

TYPE OF INFORMATION REQUESTED: (BE SPECIFIC)

\_\_\_\_\_

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\_\_\_\_\_

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NUMBER OF COPIES REQUESTED: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

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FOR OFFICIAL USE ONLY

DATE FOR RESPONSE: \_\_\_\_\_

### **ESTIMATED COST:**

ADMINISTRATIVE TIME: \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

REPRODUCTION COST: \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

TOTAL ESTIMATED COST: \_\_\_\_\_

### **ACTUAL COST:**

ADMINISTRATIVE TIME: \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

REPRODUCTION COST: \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

TOTAL ACTUAL COST: \_\_\_\_\_

AMOUNT DUE OR REIMBURSEMENT \_\_\_\_\_

REQUEST DENIED: \_\_\_\_\_  
\_\_\_\_\_

PAID BY RECEIPT NO: \_\_\_\_\_ BY: \_\_\_\_\_  
CITY CLERK