



REQUEST FOR PUBLIC RECORD

Name:

Address (include city/town, state and zip code):

Company or organization (if applicable):

Phone number:

E-mail address:

Signature of Requester:

Date:

PUBLIC RECORD INFORMATION:

Describe the public records you are requesting. Please be as specific as possible.

[Empty box for describing public records]

Please indicate the manner in which you would like to receive the public record(s) requested:

Photocopy _____

E-mail _____

US Postal Service _____

FEES and RESPONSE TIME:

We will endeavor to respond to every request expeditiously and will deliver to the requester within seven (7) working days. In the rare occasion where records are difficult to retrieve and cannot be delivered within this time frame, the requester will be informed within the seven working days of the reason for the delay, and such a request will be delivered within fourteen (14) working days.

State and Federal law, as well as other statutes and court decisions, provide that certain public records are exempt from public inspection and copying. If such a ruling applies, we will notify you within seven (7) working days.

Requests to obtain a print or electronic reproduction of a public record of the Hattiesburg Convention Commission may be submitted on this form. Copy fees: Photo copies of 20 pages or less will be free of charge. For copies exceeding 20 pages, the requester will be charged \$0.15 per copy beginning from page twenty-one. Labor fees: If the retrieval of the records takes Commission employees more than one hour to complete, the requester will be charged the cost of the hourly rate of the appropriate person to retrieve the document at the number of hours of labor involved. A deposit of half the estimate may be required for requests of \$50 or more. Any fees charged must be paid in full, prior to delivery of the documents.

OFFICE USE ONLY:

Request received by:

Date Request Recvd:

Date Completed:

Applicable Charges:

Research, Documentation and Retrieval:

hours at \$ each

Total \$

Photo Copies:

copies at \$.15 each

Total \$

Grand Total:

\$