City of Jackson

Office of the City Clerk
P.O. Box 17
Jackson, Mississippi 39205-0017
(601) 960-1035 * (601) 960-1032 (fax)

REQUEST TO INSPECT AND/OR RECEIVE PUBLIC RECORDS

(Please Print or Type)

TODAY'S DATE: _____ **PHONE:** _____

PERSON REQUESTING: _____ **FAX:** _____

ADDRESS: _____

CITY/STATE/ZIP: _____

If Attorney/Insurance Co. Making Request, Clients Name: _____

SUBJECT MATTER:

_____

_____

_____

_____

_____

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

MANNER OF COMPLIANCE

☐ **PERSONALLY INSPECT** ☐ **PROVIDE COPIES** ☐ **PROVIDE COST ESTIMATE IF IT EXCEEDS $25.00**

MANNER OF DELIVERY DESIRED

☐ **BY MAIL TO THE ADDRESS ABOVE** ☐ **TO PICK UP IN PERSON** ☐ **FAX IF POSSIBLE**

☐ **EMAIL:** _____ **(If Possible)**

For further information regarding this form and the City's Public Records Policy, including fees, please visit the City of Jackson website. A hardcopy of the policy is available in the Office of the City Clerk.

A RESPONSE TO YOUR REQUEST WILL BE PROVIDED WITHIN SEVEN (7) WORKING DAYS OF YOUR WRITTEN REQUEST

_____ _____

SIGNATURE OF PERSON REQUESTING RECORDS **DATE**

FOR OFFICE USE

REQUEST IS DIRECTED TO: **CITY CLERK/CITY HALL**

ESTIMATE OF COST

Copies	@ $ .50	_____
Certification	@ $1.50	_____
Research	@ $ ____	_____
Computer Time	@ $ ____	_____
Other Cost	@ $ ____	_____
Total Estimate		
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 7 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 Legal Department within three (3) working days after the Department Contact Person receives the request.

DEPARTMENT SECTION

Date of Compliance _____ Department Contact Person _____

Date Completed _____

CITY CLERK SECTION

Received By _____ Date _____Due Date _____

City Clerk/Deputy Clerk