City of McComb
Public Records Request

1. Requestor Name_____Tel. #_____

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)
   - ❑ Personally Copy $1.00 per page)
   - ❑ Have copied by staff $1.00 per page plus hourly charge for staff time)

4. ***Desired delivery method:***
   - ❑ Mail to address above
   - ❑ In Person at office (We will notify by mail or phone when ready for pick up.)
   - ❑ Wait for copies (We will attempt to comply with all requests in a timely manner.)

5. ***Payment:*** Costs for staff time, copying, postage and other cost 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 (5) five minutes of staff time, the charge will be limited to copying costs only. Staff time will otherwise be charged at fifteen (15) minute intervals. The charge for staff time is based on the cost of the staff person or persons assigned to provide the information. If exact cost can not be determined prior to providing the information, an estimate will be provided. Computer generated report charges are $50.00 per hour or part thereof.

6. My signature indicates that I have read and understand City policy and Procedure No. 2.5 - Open Records. 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_____:_____

For Offical Use Only

To be completed by City Staff

1. Received By_____Date_____

2. Information Release Approved By_____Date_____

3. Cost: (A) ❑ No Charge ❑ Exact Charge ❑ Estimated Charge

   (B) Cost Calculations:

   (1.) # Pages Copied _____X $1.00 = $_____

   (2.) Staff Hourly _____ X _____ No of Hrs. = $_____

   Name _____ Position _____ Pay Grade & Step_____

   (3.) Computer Records = $50.00 X _____ No. of Hrs = $_____

   (4.) Other_____ $_____

4. Payment of $_____ Received By _____ Total $_____

White/Original - City Clerk Yellow/ Copy - Requestor