



REQUEST FOR PUBLIC RECORD POLICY

Date of Request _____ Name _____

Address: _____

Person Requesting Information: _____ Phone _____

Reason for Request: _____

Telephone Number: _____

Subject of Request (Please be clear and concise and direct your request to only one subject matter)

MANNER OF COMPLIANCE

Personally Inspect _____ Provide Copies _____ Provide Cost estimate if it Exceeds \$25 _____

MANNER OF DELIVERY DESIRED

By Mail to the Address Above _____ To Pick Up In Person _____ Fax (if Possible)

Email _____ (if possible)

The **Mayor and Board of Aldermen** of the City of Lucedale on this the 1st day of September, 2020 do hereby declare this as the Request for Public Records and the rate for charges thereof.

- Search Fee - \$16.00 per hour (Minimum – 1 minute to 60 minutes)
- Minutes and Ordinances - \$1.00 per page plus applicable search fees
- 1st Page (Police Reports) - \$10.00
- Subsequent Pages (Police Reports) - \$2.00
- Fingerprinting Services – 1 card- \$10.00
- Additional Cards - \$4.00 each
- Voter Registration Listing (County Circuit Clerk)
- Privilege License Listing (Business Listing) - \$50
- Utility Deposit Listing - \$100
- Court Dockets (Each page plus search fee) - \$5 per page
- Background Check - \$10 each
- Accident Report - \$10