

RANKIN COUNTY CIRCUIT CLERK

Michelle Adcock, Circuit Clerk

215 East Government Street - Brandon MS 39042 Phone: 601.825.1466

Request for Public Records

Section 1. Person/Party requesting Public Records

Name of Applicant: _____

Title: _____

Telephone: _____ Email: _____

Firm Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Section 2. Records Requested

Describe the record you are requesting. Please be as specific as possible and include enough detail to assist the staff of the Circuit Clerk's office in locating the records. You are limited to only one subject matter per request. For a request that includes multiple subject matters, you are required to submit separate Public Record Request forms.

Description of Documents Requested (please describe the documents requested as accurately as possible):

Section 3. Receiving Records Certification

Please specify the preferred method of receiving the requested records and whether you require the records to be certified. I would like to receive the records in the following format (check all that apply)

*US Postal Mail **Certified Requested Pickup in Person Emailed
* extra fee ** extra fee and must be mailed or picked up in person

Section 4. Other Parties, Political Subdivisions or Agencies contracted by the requestor concerning this request

List below each political subdivision that you have contacted regarding this request:

Please list below any third-party other than a political subdivision that you have contacted concerning this request:

By signing below, I certify that the information that I have provided is true and correct to the best of my knowledge.

SIGNATURE: _____ Date: _____

Printed Name: _____

Section 5. General Information concerning your Public Record Request

As described in the Mississippi Public Records Act of 1983 and as set forth in the Rankin County, Mississippi policies and procedures for compliance with the Mississippi Public Records Act, citizens have the right to inspect any records of a political subdivision of the State of Mississippi pursuant to the Public Records Act. The Rankin County Clerk will provide copies of public records requested, in the requested format, if available. If a public record is not available in the format requested, it will be made available in the format maintained. Rankin County Circuit Clerk will certify true copies of public request upon request. As allowed by the Mississippi Public Records Acts, Rankin County Circuit Clerk is afforded a reasonable time to review the request for public records, locate the records, and assemble.

Section 6. Rankin County Record Fees

Unless otherwise provided by statute or administrative rule, the fees associated with any public records request made to Rankin County Circuit Clerk shall be calculated as follows:

- A. Labor charge, \$20 per hour. This includes researching, locating, compiling, editing, or otherwise processing information and records.
- B. Photocopies \$1.00 per page.
- C. Certification request. \$1.50 per document.
- D. Actual cost of use of material and equipment for producing copies of non-standard records.
- E. Actual cost of delivery of records including postage.
- F. Actual cost of time spent by an attorney reviewing the public records, redacting material from the public records, or segregating the public records into exempt and non-exempt records.

Please be advised that the Rankin County Circuit Clerk is allowed to charge for the time required in research of public records even though the research fails to locate any record that may be responsive to the request, or if the record located is subsequently determined to be exempt from disclosure.

Section 7. Procedure for responding to a public records request

Once the requester submits a completed Public Records Request to the address shown below, Rankin County Circuit Clerk will act upon the request.

- A. Rankin County Circuit Clerk will attempt to locate and assemble the records requested, eliminating any records that are exempt from disclosure, and calculate the actual costs to notify the requester of the balance due. We do not accept credit card payments.
- B. Once the balance is received, Rankin County will produce the public records within 7 business days after receiving the request. If the request cannot be produced within 7 business days, the Circuit Clerk's office will provide a written explanation as to why the records cannot be produced. In any event, the requested records will be provided within fourteen (14) business days unless otherwise agreed.
- C. Rankin County Circuit Clerk sends the requested records to the requester.

Section 8. Submitting requests

All requests for public records shall be submitted to:

**Rankin County Circuit Clerk
Attn: Records Request
P O Box 1599
Brandon MS 39043**

Each request should be clearly notated upon the delivery envelope or other transmission concerning the request such that it is noted as **Public Records Request**.