REQUEST FOR COUNTY RECORDS

DATE: _____________________________________________

AGENCY OR PERSON MAKING REQUEST: ____________________________

____________________________________________________________________

TELEPHONE # _________________________________________________

RECORDS REQUESTED: ___________________________________________

____________________________________________________________________

DEPARTMENT REQUESTED FROM: _________________________________

CHARGE FOR REQUEST: __________________________________________

DATE REQUEST COMPLETED: _________________________________

(All requests will be filled within seven (7) working days)

SIGNATURE OF COUNTY OFFICIAL COMPLETING THIS REQUEST

PLEASE RETURN TO: Lauderdale County Board of Supervisors
410 Constitution Ave., 11th Floor
Meridian, MS 39301
Fax: (601) 482-9744
Email: records@lauderdalecounty.org

NOTICE: The County does not provide research services. If the records requested will require an extensive amount of time to gather, you will be billed the actual wages rate of the person gathering the material. The following schedule applies:

Copy Machine Copies - $.15 per page
Cost of Mailing or Packaging (actual cost)
DVD of Board meetings- Actual cost of production
Computer generated reports not requiring programming - $10.00 minimum
All other computer reports requiring programming- $65.00 per hour