

# REQUEST FOR COUNTY RECORDS

DATE: \_\_\_\_\_

AGENCY OR PERSON MAKING REQUEST: \_\_\_\_\_

TELEPHONE# \_\_\_\_\_

EMAIL: \_\_\_\_\_

RECORDS REQUESTED: \_\_\_\_\_

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DEPARTMENT REQUESTED FROM: \_\_\_\_\_

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**PLEASE RETURN TO:**

Lauderdale County Board of Supervisors  
2600 Courthouse Boulevard  
Meridian, MS 39301  
Email: [records@lauderdalecounty.org](mailto:records@lauderdalecounty.org)

**NOTICE:** The County does not provide research services. If the records requested 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

**Flash Drive** (actual cost)

**Cost of Mailing or Packaging** (actual cost)

**Computer generated reports not requiring programming-** \$10.00 minimum

**All other computer reports requiring programming-** \$65.00 per hour

**COUNTY USE ONLY**

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**CHARGE FOR REQUEST:** \_\_\_\_\_

**DATE REQUEST COMPLETED:** \_\_\_\_\_

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

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**SIGNATURE OF COUNTY OFFICIAL COMPLETING THIS REQUEST**