

REQUEST TO EXAMINE AND/OR OBTAIN COPIES OF PUBLIC RECORDS

INSTRUCTIONS for obtaining public records from the City of Amory:

1. Fill out a City of Amory Public Records Request form. Mark and supply the appropriate information.
2. Turn the form into the City Clerk's office. The form will be evaluated, and if a fee is involved, you will be advised of the amount. If the information you request is not a public record of the City of Amory, you will be advised of that fact.
4. Once you pay the fee, the information will be supplied to you in the manner indicated on the form and within 7 working days.

I hereby request access to the following public records of the City of Amory: _____

(Ordinance number, Board Minutes date, report name, etc...attach additional page if necessary)

I do not desire copies, but only the right to examine these records, and I agree to pay in advance the sum of \$16.00 per hour with a minimum of \$2.00 for the necessary search of records by City personnel;

OR:

I request that the City mechanically reproduce copies of the requested records, and I agree to pay in advance for this service the sum of \$16.00 per hour with a minimum of \$2.00 for the necessary search of records by City personnel, the sum of \$.15 for each page mechanically reproduced by the City, and the additional sum of \$.50, plus postage, for any mailing of copies.

OR:

I request that the City mechanically reproduce copies of the requested records, and I agree to pay in advance for this service the sum of \$16.00 per hour with a minimum of \$2.00 for the necessary search of records by City personnel, the sum of \$1.00 for faxed or scanned documents, where copies already exist.

OR:

I request the City electronically send copies of the records, and I agree to pay in advance for this service the sum of \$16.00 per hour with a minimum of \$2.00 for the necessary search of records by City personnel, and No Charge for transmitting.

I request a listing by ward of registered voters. I understand the cost for producing this listing for me is \$15.00.

I request a listing of all registered voters. I understand the cost for producing this listing for me is \$25.00.

I request a copy of a local complaint/incident or accident report, as listed above. I understand the cost for producing this listing for me is \$5.00.

I request a copy of a State accident report. I understand the cost for producing this listing for me is \$15.00.

I understand that if my request for access to or copies of the above records is denied because of statutory restrictions, I will be so advised in writing with a statement of the specific reasons for denial.

This the _____ day of _____, 20__.

Signature of Requestor

Printed Name of Requestor: _____

Mailing Address: _____ (Street Number & Name)

(City & State)

Phone Number: _____ Fax Number: _____

Email Address: _____