

ADAMS COUNTY CHANCERY CLERK
115 S. WALL ST
Natchez, MS 39120
(601) 446-6684

Acknowledgement of Receipt of Request of Public Records

To Whom It May Concern:

We have received your written request dated _____ requesting a copy(s) of

_____ document(s).

“It is the policy of the Legislature that public records must be available for inspection by any person unless otherwise provided by this act. Furthermore, providing access to public records is a duty of each public body and automation of public records must not erode the right of access to those records.” Section 25-61-1, Miss. Code of 1972.

COSTS OF PROVIDING PUBLIC RECORDS, RULE 8. COSTS FOR PAPER COPIES. Section 225-61-7(10, Miss. Code of 1972 reads as follows: “Except as provided in subsection (2) of this section, each public body may establish and collect fees reasonably calculated to reimburse it for, and in no case to exceed, the actual cost of searching, reviewing and/or duplicating and, if applicable, mailing copies of public records.”

Requestor may obtain standard black and white photocopies for fifty cents per page. Copy charges for some specific types of records are set by statute and may exceed the amount stated above. An additional dollar will be charged for each copy which is certified.

Adams County will acknowledge receipt of request within seven (7) business days from the date of the receipt of the request. Unless there is mutual agreement of the parties, in no event shall the completion date of request be any later than fourteen (14) working days from the receipt date of original request.

The payment (cash, check or money order made out to Adams County Chancery Clerk) is due in full at the time copies are retrieved by the requestor.

Sincerely,

BRANDI B. LEWIS
ADAMS COUNTY CHANCERY CLERK

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Request for Public Records

Date: _____

Name: _____ **Title:** _____

Company Name: _____ **Address:** _____

Telephone # _____ **E-mail address:** _____

SUBJECT OF INFORMATION: _____

Date needed by: _____

Arrangements for payment: _____ **Cash** _____ **Check** _____

Money Order to Adams County _____