

**RESOLUTION OF THE MAYOR AND BOARD
OF ALDERMEN OF THE TOWN OF WESSON, MISSISSIPPI ESTABLISHING
AMENDED WRITTEN GUIDELINES AND PROCEDURES FOR
ACCESS TO, AND REPRODUCTION OF PUBLIC RECORDS OF SAID TOWN**

WHEREAS, Section 25-61-5 MCA defines the rights, duties and procedures concerning Public Records of the Town of Wesson, and authorizes the Town to adopt written guidelines and procedures for public access to public records, and

WHEREAS, on October 2, 2018, the Mayor and Board of Aldermen established such guidelines.

WHEREAS, the Mayor and Board of Aldermen of the Town of Wesson find it in the best interest of said Town to adopt the hereinafter written guidelines and procedures for public access and reproduction of public records,

THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN OF THE TOWN OF WESSON, MISSISSIPPI, AS FOLLOWS:

Section 1. "Public Records" shall mean all items as so defined in the aforesaid laws of the State of Mississippi Section 25-61-5 and which are not exempt under Mississippi law.

Section 2. Any person requesting access to, inspection of, copies or reproductions of, any public records of the Town of Wesson shall file a written request for said records with the Town Clerk of the Town of Wesson, at Town Hall. The written request must contain the following information:

- a. The name and address of the person requesting the public record.
- b. A detail itemization of the public records sought, including a description of the item, its location, if known, and whether the person seeks inspection or reproduction of the records.
- c. The written request must be signed by the person requesting the records and dated.

Section 3. The Town Clerk shall inspect the written request and make an initial determination of whether the request is proper, the Clerk shall, within seven (7) working days of the receipt of the request, notify the person requesting the documents of the time and place of the inspection, or reproduction, the cost thereof, and the date the documents will be reproduced or inspected. Prior to the reproduction of, or inspection of any public records the person requesting the same must prepay the cost of reproduction as is determined under Section 4 of this Resolution.

In the event the Town Clerk cannot comply with the request within seven (7) working days, the Clerk shall provide a written explanation to the person requesting the documents stating that the documents will be produced and explaining why the documents cannot be produced within the seven (7) day period. Unless agreed to otherwise by the Town Clerk and requesting

party, the documents or inspection will be made not less than fourteen (14) working days from the date of receipt of the original request.

Section 4. In the event the Town Clerk determines the request is for items not public records or exempt under state law; she shall notify the requesting party in writing that the documents are not public records or exempt and shall not be produced and shall include a statement of the specific exemptions relied upon.

Section 5. Upon the written request herein, the Town Clerk shall estimate and notify the requesting person of the actual cost of inspection and or reproduction which shall include the actual cost of searching, reviewing, duplication of the records, and the redaction of any confidential or privileged information, together with mailing fees if applicable. The cost of Town employees necessary for inspection or reproduction shall be calculated at that employee's rate of gross salary and benefits paid by the Town. Any staff time or contractual services included in the actual cost shall be at the pay scale of the lowest level employee or contractor competent to respond to the request.

Section 6. Upon the prepayment of the cost under Section 4 herein the Town Clerk shall cause the public records to be reproduced and or be available to the requesting person within the time allowed by this resolution.

Section 7. All inspections and or reproduction shall be made in the Town Hall, during regular Town business hours, except where it is impossible to do so. No public records shall be removed from Town Hall without the express written consent of the Town Clerk.

Section 8. All notices to persons making a request herein may be sent United States Mail to the address in the application.

Section 9. This resolution shall take effect from and after passage.

Following the reading of the foregoing resolution, Alderman _____ moved the resolution be adopted, Alderman _____ seconded the motion for its adoption. The Mayor put the question to a roll call vote and the result was as follows:

Town of Wesson, Mississippi
Public Records Request

Office of the City Clerk
Post Office Box 297
1011 Spring St.
Wesson, Mississippi 39191

Phone: (601) 643-5221
Fax: (601) 643-5201
angela.hester@wessonms.org

Name: _____ Phone: _____

Address: _____ City/State/Zip: _____

Email: _____ Fax: _____

I request the following record(s) under the Mississippi Public Records Act of 1983, Miss. Code Ann § 25-61-1 *et seq.* regarding the following information. All requests must identify with reasonable particularity the specific record(s) sought and shall include only one subject matter.

I understand that I will be charged for the costs of this request, including, but not limited to, a \$10.00 fee for fire department run reports, copies at \$0.25 per page, \$20.00 per hour for research and review, if necessary, the cost of mailing the requested information, and all other costs associated with the request, including without limitation, \$5.00 per certification, redaction fees, and attorney's fees. Payment must be received by the Town prior to the production of the requested public records.

Signature of Applicant: _____ Date: _____

Pursuant to Miss. Code Ann. § 25-61-1 *et seq.*, a response to your request will be provided within seven (7) working days after receipt of your written request.

TO BE COMPLETED BY THE CITY:

Date received: _____ Due date: _____

Amount due: _____ Comments: _____

Request granted () Yes () No Comments: _____

Other: _____