## **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 OFFICAL COMPLETING THIS REQUEST

PLEASE RETURN TO:

Lauderdale County Board of Supervisors

612 22nd Ave South 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