

Taylor, Mississippi

Public Records Request Policy

Section 25-61-5 of the Mississippi Code of 1972 gives the public the right of access to public records in accordance with reasonable written procedures adopted by the public body. When requesting public records from Taylor, Mississippi, the following procedures and fees apply:

Records must be requested in writing from the Clerk of the Town of Taylor. Requests may be mailed to P.O. Box 6, Taylor, Mississippi 38673, or made in person at Taylor Town Hall, 12 Main Street, Taylor, Mississippi 38673.

Requested records shall be provided within 7 days of receipt of the request.

Any denial of requests shall be in writing and contain specific reasons for the denial.

Records can be mailed to the requestor or inspected at Taylor Town Hall, 12 Main Street, Taylor, Mississippi 38673.

If copies of records are requested, copies shall be provided at a cost of \$0.25 per page, plus the actual cost of searching, reviewing and mailing copies of records.

James E. Hamilton, Mayor

Certified by:

Richard Williams, Clerk

Seal

Taylor, Mississippi
Public Records Request Policy

Request for Public Records

Name: _____

Mailing Address: _____

Telephone: _____

Records Requested: _____

Mark one choice:

- I would like copies of records mailed to me at the address listed above. I agree to pay \$0.25 per copy, plus cost of research, review and mailing fees.
- I would like to schedule an appointment to view records at Taylor Town Hall. Please contact me at the telephone number listed above.

Signature: _____

Date: _____

For Office Use Only:

Date Received _____ Received by _____

Date of Mailing or Appointment _____

Cost Billed _____ Collected _____