



## PUBLIC RECORDS REQUEST FORM

### Ridgeland Tourism Commission

Public Record Requests can be submitted using the contact information below:  
 In Person: 1000 Highland Colony Parkway, Suite 6006 Ridgeland, MS 39157  
 Mail: 1000 Highland Colony Parkway, Suite 6006, Ridgeland, MS 39157  
 Fax: 601-605-5248  
 E-mail: cchapman@visitridgeland.com

**Requested By: (Person / Organization)**

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Records Requested:**

Description of records requested (Be as specific as possible, attach additional pages if necessary):

Preferred format of records (Check all that apply):

- Original (For Visual Inspection Only)
- Electronic Media (CD, DVD)
- Paper Copy

Preferred method of delivery (Check all that apply):

- E-mailed
- Mailed
- Visual Inspection

I understand that actual cost of compliance with my request, if granted, shall be borne by me, including mailing cost if applicable. Actual cost of compliance with my request, if granted, shall be paid by me in advance of the receipt of any information. Certain records may be exempt from publication under the "Mississippi Public Records Act of 1983" Miss Code Ann. § 25-61-11. Allow up to 7 working days for the Commission to process the request

\_\_\_\_\_  
Requestor Signature

FOR OFFICIAL USE ONLY

Response to Public Records Request

- Copies of all requested records provided.
- The Ridgeland Tourism Commission can only provide a portion of the requested records because:
  - Some of the records requested are exempt from publication (Miss Code Ann. § 25-61-11).
  - The Ridgeland Tourism Commission does not possess or is not the custodian of some of the requested records.
- The Ridgeland Tourism Commission cannot provide any of the requested records because:
  - All or some of the records requested are exempt from publication (Miss Code Ann. § 25-61-11).
  - The Ridgeland Tourism Commission does not possess or is not the custodian of all or some of the requested records.



Fee Paid      Request Completed: Initial / Date

FEES FOR SERVICES			
DESCRIPTION	RATE	QUANTITY	COST
Photocopies	\$0.25		
Photocopies (color)	\$1.50		
CD/DVD/Digital	\$25.00		
Large Format Copy	\$15.00		
Copy / Scanning Time	\$8.00/hour		
Research	\$17.00/hour		
Computer Records	\$55.00/hour		
Postage			
<b>TOTAL CHARGES</b>			

Comments: