

OPEN RECORDS POLICY

MADISON COUNTY, MISSISSIPPI

This Statement of Policy and Procedure is drafted and published in compliance with the Mississippi Public Records Act of 1983, being Chapter 424 of the General Laws of the State of Mississippi, passed in the regular session 1983 of the Mississippi Legislature, Section 25-61-1 thru 25-61-17, Mississippi Code 1972, *Annotated*.

It shall be the policy of the Madison County Board of Supervisors (herein referred to as "Board") that the following procedures and implementation of the referenced act are hereby and herein adopted and shall be complied with by the Board and by any person exercising the right to inspect, copy, mechanically reproduce, and or obtain a reproduction, whether in paper or electronic form, of any public record held and or controlled by the Board.

1. A request for public records held and or controlled by the Board may be made in writing, via facsimile, or in person, so long as said request is in a form that is clear and concise. Requests made in person shall be during normal business hours between the hours of 8:00 A.M. and 5:00 P.M. on normal working days. The date of the request shall be the date such request is received by Madison County. The Board shall see that each request bears a date of its receipt in a prominent place on its face.
2. The Board shall charge the person requesting the reproduction of public records in a paper format at the rate of 10 cents per page (one side only) after the first 100 pages. If public records are requested in electronic format, the Board reserves the right to charge the actual cost for the electronic storage media or device on to which said public records are reproduced. If research and reproduction time is utilized by County employees to locate and or copy the requested public records, the Board shall charge the person requesting such records at the rate of \$10.00 per hour after the first hour. If applicable, a written notice of the estimated cost of research and reproduction time shall be forwarded to the party requesting said records. The party requesting production of records shall tender payment in the estimated amount before the requested materials are produced.
3. Although the Board and its employees shall strive to produce all requests for public records within two working days, it shall be the policy of the Board that all requests for production of public records shall be complied with within five working days. However, the aforementioned time limits for production of public records shall not begin running until the requestor has tendered any required estimated of the cost of producing the requested public records.
4. If requested records are allowed by law to be withheld from the public but are not specifically required by law to be withheld from the public, the County Administrator or Chancery Clerk shall determine whether or not said records shall be released to the

requestor. Any requestor aggrieved by the decision of the County Administrator or Chancery Clerk may appeal said decision to the Board.

5. The Board shall maintain a file of all open records requests. All requests kept and maintained hereunder shall be preserved for a period of three years form the date of request.

6. All requests shall be made to the Madison County Administrator or Chancery Clerk:

In Person: Madison County Board of Supervisors
Administrator's or Chancery Clerk's Office
Second Floor, Chancery Courthouse
146 Center Street
Canton, MS 39046

By Mail: Madison County Board of Supervisors
Administrator's or Chancery Clerk's Office
P. O. Box 608
Canton, MS 39046

By Facsimile: County Administrator or Chancery Clerk
601-859-5875