

NESHOPA COUNTY

CAME ON FOR CONSIDERATION the matter of the policy for public records of Neshoba County.

After discussion, Motion was made by Honorable Harold Reynolds and seconded by Honorable Mike Moorehead to adopt the following policy and procedure related to public records of Neshoba County, Mississippi:

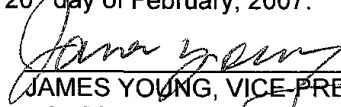
PROCEDURE FOR REQUESTING PUBLIC RECORDS OF NESHOPA COUNTY
CHAPTER 424 SENATE BILL NO. 2448
1983 SESSION CODE SECTION 25-61-1 ET. SEQ.

1. ANY PERSON SHALL HAVE THE RIGHT TO INSPECT ANY PUBLIC RECORD DURING REGULAR WORKING HOURS. THEY MAY BE HAND COPIED AT NO COST OR MECHANICALLY REPRODUCED AT A COST OF \$.50 PER PAGE ON ANY COPY MACHINE THAT IS AVAILABLE IN THE OFFICE IN WHICH THE RECORD IS LOCATED.
2. ANY PERSON DESIRING A COPY OF A PUBLIC RECORD TO BE PROVIDED BY A COUNTY EMPLOYEE MUST SUBMIT A REQUEST IN WRITING TO THE OFFICE HAVING CUSTODY OF THAT RECORD. THE REQUEST MUST STATE THE PARTICULAR RECORD THAT IS DESIRED, SUCH AS: A WARRANTY DEED; A DEED OF TRUST; A COURT ORDER; A FINANCIAL RECORD; MARRIAGE RECORD; VOTER RECORDS; ETC..... IT MUST ALSO STATE THE NAME OF THE PROPERTY IF KNOWN, AND OTHER PERTINENT INFORMATION. THERE WILL BE A MINIMUM DEPOSIT OF THIRTY DOLLARS (\$30.00) TO COVER THE COST OF EMPLOYEE'S TIME FOR SEARCHING, COPYING, AND MAILING. DEPOSITS FOR RECORDS THAT WILL REQUIRE EXTENSIVE RESEARCH WILL BE ESTIMATED ON AN HOURLY RATE AT THE TIME OF REQUESTS AND DEPOSITS MADE AT THAT TIME.
3. RECORDS WILL BE PROVIDED WITHIN FOURTEEN (14) DAYS AFTER THE REQUEST HAS BEEN RECEIVED BY THE PROPER OFFICE. IF THE OFFICE IS UNABLE TO PRODUCE THE RECORD AT THE TIME THE PERSON REQUESTING THE INFORMATION WILL RECEIVE A LETTER STATING THE SPECIFIC REASON WHY THE RECORD OR RECORDS CANNOT BE PRODUCED.
4. THE AMOUNT OF DEPOSIT WHICH IS NOT USED IN THE PROCESS OF LOCATING, COPYING OR MAILING THE RECORDS WILL BE REFUNDED WITH THE REQUESTED RECORDS OR IF THE RECORD CANNOT BE FOUND, AT THE TIME OF SUCH NOTICE.
5. NOTICES GRANTING ACCESS TO RECORDS MAY BE GIVEN TO THE PERSON REQUESTING THE RECORDS IF THE OFFICE TO WHICH THE REQUEST IS MADE CANNOT COMPLY WITH THE REQUEST FOR SEARCHING BECAUSE OF THE WORK LOAD IN SAID OFFICE.

Motion passed on the following vote:

Keith Lillis, Supervisor, District I	Aye
Mike Allen, Supervisor, District II	Absent
Harold Reynolds, Supervisor, District III	Aye
Mike Moorehead, Supervisor, District IV	Aye
James Young, Supervisor, District V	Aye

ORDERED AND ADJUDGED, this the 20th day of February, 2007.



JAMES YOUNG, VICE PRESIDENT
BOARD OF SUPERVISORS
NESHOPA COUNTY, MISSISSIPPI

ORDER ACCEPTING BID