

Appendix B

RESOLUTION ESTABLISHING AND ADOPTING PROCEDURES UNDER MISSISSIPPI PUBLIC RECORDS ACT OF 1983

WHEREAS, §3(1) of the Mississippi Public Records Act of 983, S.B. No. 2448, provides that certain public records are declared to be public property and that any person shall have the right to inspect, copy or mechanically reproduce or obtain a reproduction of any public record of a public body in accordance with reasonable written procedures adopted by the public body concerning the cost, time, place and method of access, and that public notice of the procedures shall be given by the public body; and

WHEREAS, the Board of Supervisors of _____ County, Mississippi, being a public body within the meaning and intent of said Act desires to establish and adopt such written procedures;

THEREFORE, BE IT RESOLVED by the Board of Supervisors of _____ County, Mississippi, that the following procedures be and the same are hereby established and adopted in accordance with the Mississippi Public Records Act of 1983:

COST

All fees for the cost of searching, reviewing and/or duplicating and mailing copies of public records shall be collected by the Board of Supervisors of _____ County, Mississippi, in advance of complying with each request for access to or copies of public records, on the basis of not less than Fifty Cents (\$.50) for each page of each public record so copied or duplicated, plus such additional costs as may be incurred for searching, reviewing and/or mailing such duplications or copies. Such fees shall be collected by and remitted to the Clerk of the Board of Supervisors of _____ County.

TIME

Copies of public records not determined to be exempted under the provisions of the Mississippi Public Records Act of 1983, shall be produced by the Board of Supervisors of _____ County, Mississippi, no later than fourteen working days from the date of request for production of such records; provided, however, that in the event a request is made for production of public records which are exempted under the provisions of the Mississippi Public Records Act of 1983 or which are exempted as otherwise provided by law, the Board of Supervisors of _____ County, Mississippi, shall provide a written statement setting forth specific reasons for such denial, no later than fourteen working days from the date of such request, which written statement shall be in the form set forth in Exhibit A, attached to and incorporated herein by reference.

PLACE

All requests for access to or copies of public records may be addressed and directed to County Administrator of _____ County, P. O. Box _____, _____, MS _____, or Clerk of the Board of Supervisors, P. O. Box _____, _____, MS _____, which requests shall be in the form set forth in Exhibit B, attached to and incorporated herein by reference.

Inspection and/or copying of non-exempt public records shall be made and provided in the Office of the Chancery Clerk of _____ County, at the Courthouse in _____.

METHOD OF ACCESS

Access to all non-exempt public records shall be provided in accordance with the foregoing provisions, with physical inspection of such records and copying of the same to be performed, made and carried out in the Office of the Chancery Clerk, Courthouse, in _____.

The above Resolution was reduced to writing and was read and considered section by section at a public meeting of said Board at the _____ County Courthouse in _____, Mississippi, and was then adopted section by section and then as a whole at said public meeting, on motion by Supervisor _____, seconded by Supervisor _____, with the following members voting "Aye": _____ . And those voting "Nay" being: _____.

The Clerk of the Board of Supervisors of _____ County, Mississippi, is hereby authorized and directed to publish the above and foregoing Resolution in _____ (newspaper) _____, and to post copies of said Resolution in the _____ County Courthouse in _____, Mississippi, and, further, the above Resolution was directed to be entered on the minutes of the Board of Supervisors of _____ County, Mississippi, at its meeting in _____, Mississippi, on this the ____ day of _____, 200__.

RESOLVED AND ADOPTED this ____ day of _____, 200__.

President