

**POLICY PERTAINING TO REQUESTS
FOR INFORMATION/PUBLIC RECORDS**

The Mississippi Public Records Act of 1983, as amended (hereinafter referred to as the Act) declares all public records of a public body to be public property available to any person for inspection, copying, or mechanical reproduction in accordance with reasonable procedures concerning the cost, time, place, and method of access, subject, however, to the exemptions and exceptions listed in the Act. The procedure set forth below shall be applicable for individuals making requests for non-exempt public records.

1. Any party desiring to inspect, copy, or otherwise produce a public record of the office of Sheriff of Lincoln County, Mississippi, shall file with the Sheriff written application thereof signed by the applicant on the form prescribed by the governing authority of Lincoln County, Mississippi, and attached to this policy.

2. The application shall be considered by the Sheriff or a staff member designated by the Sheriff, who shall within five (5) days after the filing of the application

2-1. determine whether the public record involved is exempt under the Act or available to the applicant;

2-2. advise the applicant in writing of such determination and

2-2-1(a). if not exempt, provide a good faith estimate of the expense involved in searching, reviewing, and/or duplicating and, if applicable, mailing copies of the requested public records based on the following charges:

- (i) Lowest per hour wage of an employee whose time is actually spent searching, reviewing, and/or duplicating the requested material.
- (ii) Twenty-five Cents (\$0.25) per sheet involved, except the first three (3) sheets, which will be provided without charge
- (iii) The actual cost of mailing

2-2-1(b). advise the applicant that the public record involved will be made available for inspection and copying or that reproductions thereof will be provided to the applicant during regular office hours within seven (7) working days from the date of the request. The expenses set out in Section 2-2-1(a) above shall be paid in advance of compliance with the request.

2-2-1(c). In the event the Sheriff's office is unable to produce the records requested by the seventh working day after the request is made, a written explanation will be provided to the person making the request stating that the records requested will be produced and setting forth why the records cannot be produced within the seven-day period. Unless there is a mutual agreement between the Sheriff's office and the person requesting,

in no event shall this extension be more than fourteen (14) working days from the receipt of the original request.

2-2-2. If the requested record is exempt, the Sheriff's office advise applicant of the reason for the determination and that under the Act the applicant has the right to seek determination as to whether the public record involved is exempt as provided by Miss. Code Ann. § 25-61-13.

Basic rate for employee who has the authority to review, copy, and duplicate body camera video is:

\$25.00 per hour with minimum of 1 hour per video requested.

If provide by sheriff's office, there will be an additional cost of \$10.00 for data storage device.

Records requested are to be mailed or picked up by person listed on the form.