



ENHANCE \* PROTECT \* CONSERVE

**REQUEST FOR DISCLOSURE OF PUBLIC RECORDS**

**I. INFORMATION ON INDIVIDUAL MAKING REQUEST**

PURSUANT to the MISSISSIPPI PUBLIC RECORDS ACT of 1983, the undersigned requests disclosure of the described public record.

- 1. \_\_\_\_\_  
(FULL NAME – Printed or Typed)                      (COMPANY or ORGANIZATION)
- 2. \_\_\_\_\_  
(PERSONAL ADDRESS)                                      (BUSINESS ADDRESS)
- 3. \_\_\_\_\_  
(CITY)    (CITY)
- 4. \_\_\_\_\_  
(STATE)                                      (ZIP)                      (STATE)                                      (ZIP)
- 5. \_\_\_\_\_  
TELEPHONE (HOME)                                      TELEPHONE (BUSINESS)
- 6. \_\_\_\_\_  
EMAIL ADDRESS                                      EMAIL ADDRESS
- 7. \_\_\_\_\_  
FAX NUMBER                                      FAX NUMBER

**II. DESCRIPTION OF PUBLIC RECORD REQUESTED**

- 8. Please describe the specific public record you wish disclosed, including the date of the record, subject matter, work area or person involved, or other identifier which will permit location or retrieval of the public record:

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9. Does the information sought contain a trade secret, confidential, commercial or financial information, to your knowledge? (*check yes or no*) YES \_\_\_\_\_ NO \_\_\_\_\_
10. Is the information sought contained in a large volume or records, to your knowledge? (*check yes or no*) YES \_\_\_\_\_ NO \_\_\_\_\_

III. AGREEMENT TO PAY COSTS

I UNDERSTAND that a fee shall be charged to cover the direct costs of search, review, and reproduction, and I agree to pay such costs prior to the production of the public record. The fee charged will be in accordance with the fee schedule of the Department of Marine Resources and all costs associated with any records search. I understand that the costs for reproducing/searching and reviewing records may exceed initial estimates and I agree to pay additional costs if they exceed the original estimates.

IMPORTANT: Theft or alteration of state records is a crime punishable by law, Mississippi Code Annotated § 25-59-23 (1972). This office prosecutes violators.

\_\_\_\_\_  
(DATE OF REQUEST)

\_\_\_\_\_  
(PLEASE PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

<u>For Office Use Only</u>	

ESTIMATE OF COST:

Copies	_____ @ \$00.25 a page	= _____
Research Time	_____ @ \$25.00 an hour	= _____
Other Cost	_____ @ _____	= _____
Total Cost	_____	= _____