

**POLICY OF THE PRENTISS COUNTY CIRCUIT CLERK CONCERNING
PUBLIC RECORDS IN ACCORDANCE WITH MISSISSIPPI CODE
ANNOTATED 25-61-1 ET SEQ.**

Public records are available during regular business hours, Monday through Friday from 8:00 am to 5:00 pm, excepting legal holidays, for inspection and copying of public records.

FORM OF THE REQUEST AND TIME FOR COMPLIANCE

All requests for inspection or copying of records must be in writing. The office of the clerk will either deny or produce the record(s) within seven (7) working days from the date of the written request. However, if costs are payable for staff time or copying the records, the costs must be paid in advance.

**REQUESTS FOR COPIES OR RECORDS AND RESEARCHING
RECORDS**

All requests for the clerk to copy records must specify the records being sought with a description that allows the clerk to identify the record. The clerk will not conduct a general search or research records for a requesting party. If a record exists and is sufficiently identified, the clerk will make a copy of it for the requesting party. A person is free to inspect the records during regular business hours.

COSTS

The clerk will estimate the cost of staff time, copying, and postage in a request for the record. The clerk will notify the requesting party of the estimated costs within the time for compliance state above. The requesting party must pay the estimated costs in advance. If any additional costs become apparent during compliance with the request, the clerk will notify the requesting party of the same. All costs are actual costs. Below is a schedule of the costs:

\$ 2.00 per each ten (10) minutes of staff time used in compliance with the request. This is a charge of \$ 12.00 per hour.

\$.50 per each page of a copy.

\$ RATE IN EFFECT The First Class Postage, if any, needed to mail the copy or copies via United States Postal Service.

NOTE: This fee schedule does not replace certain fees the clerk may charge under other statutes. This includes, but is not limited to, certification of a copy of marriage records.

DENIALS OF REQUESTS

All denials for request for copying or inspection of records will be in writing and will state the specific reason for the denial. The clerk will not allow inspection or coping of records exempt from disclosure.