



# City of Byram

Office of the City Clerk  
P.O. Box 720222 ~ Byram, MS 39272  
Phone: (601) 372-7746 ~ Fax: (601) 373-1470  
<http://www.byram-ms.us>  
email to: [celabor@byram-ms.us](mailto:celabor@byram-ms.us)

## **REQUEST TO INSPECT AND/OR RECEIVE PUBLIC RECORDS**

(Please Print or Type)

Today's Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Person Requesting Records: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, ST Zip: \_\_\_\_\_  
 If Attorney/Insurance Co. Making Request; Client's Name: \_\_\_\_\_  
 Subject Matter: \_\_\_\_\_

(Any request shall be clear and concise and shall be directed toward only one subject matter. Requests for police records should include the assigned police case number.)

### MANNER OF COMPLIANCE

- Personally Inspect    Provide Copies    Provide Cost Estimate if it Exceeds \$25.00

### MANNER OF DELIVERY DESIRED

- By Mail to the Address Above    To Pick Up in Person    Fax (if possible)

- Email: \_\_\_\_\_ (if possible)

Name of Person to Pick Up File \_\_\_\_\_

For further information regarding this form and the City's Public Records Policy, including fees, please visit the City of Byram Website. A printed copy of the aforementioned policy is available in the Office of the City Clerk for inspection.

### **A RESPONSE TO YOUR REQUEST WILL BE PROVIDED WITHIN SEVEN (7) WORKING DAYS OF YOUR WRITTEN REQUEST**

\_\_\_\_\_  
SIGNATURE OF PERSON REQUESTING RECORDS

\_\_\_\_\_  
DATE OF REQUEST

### FOR OFFICE USE

DEPARTMENT SECTION

Date Rec'd: \_\_\_\_\_ Department Contact Person: \_\_\_\_\_

Date Completed: \_\_\_\_\_

CITY CLERK SECTION

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

City Clerk/Deputy Clerk

To Whom It May Concern:

Pursuant to the Mississippi Public Records Act, I hereby request the following records:

All policies, practices, procedures, rules, or orders concerning the use of force.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 7 business days, as the statute requires.

Sincerely,

Blake Feldman