



# City of Yazoo City

Office of the City Clerk  
P. O. Box 689  
Yazoo City, Mississippi 39194  
(662) 746-1401 (662) 746-6506 (fax)

## **REQUEST TO INSPECT \* COPY \* REPRODUCE PUBLIC RECORDS**

(Please Print or Type)

TODAY'S DATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

PERSON REQUESTING: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

SUBJECT MATTER: \_\_\_\_\_

DESCRIBE RECORDS REQUESTED \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Any request shall be clear and concise and shall be directed toward only one subject matter.)

MANNER OF COMPLIANCE:	_____ Personally Inspect
	_____ Personally Copy
	_____ Cause to Be Copied
	_____ Other

MANNER OF DELIVERY:	_____ By Mail to Address Above
	_____ Pick Up In Person
	_____ Fax if Possible

I have read and understand the published statements entitled *Policy and Procedure- Mississippi Public Records Act of 1983*, and I further understand that the actual cost of compliance with my request, if granted, shall be borne by me, including mailing costs, if applicable. I also understand that any request shall be clear and concise and shall be directed toward only one subject matter and that actual costs of compliance with my request, if granted, shall be paid by me in advance of the receipt of any information. The City of Yazoo has 7 business days to respond to public records requests.

For Blake Feldman

**SIGNATURE OF PERSON REQUESTING RECORDS**

### (FOR OFFICE USE ONLY)

REQUEST DIRECTED TO:	CITY CLERK/CITY HALL
Request Sent To: _____	COPIES _____ @ \$ .50 _____
Department on _____	RESEARCH _____ @ \$ _____
Response rec'd from _____	COMPUTER TIME _____ @ \$ _____
On _____	OTHER Cost _____ @ \$ _____
	*(Pro Rater Salary of City Employee)
	Total Estimate: _____
	Receipt # _____ Amount Paid _____

REQUEST APPROVED: \_\_\_\_\_ REQUEST DENIED: \_\_\_\_\_ / LETTER SENT: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_  
(MUNICIPAL CLERK/DEPUTY MUNICIPAL CLERK)

DATE OF COMPLIANCE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

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