Deadline	REV07/25
CITY OF SOUTHAVEN	Contact Information
PUBLIC RECORD REQUEST	Name:
	Phone:
8710 Northwest Drive Southaven MS. 38671	Email:
Phone 662.280.2489	
Fax 662.280.6556	
NOTICE: All Public Record Requests pertaining to the Southaven Police Department require additional information. Please use the appropriate form for SPD requests.  Date of Request:	
TO: City Clerk	
I,, hereby request that the City of Southaven ("City") provide the information below (please circle one) as copies or access for review.	
Information will be provided within seven (7) working days of receipt of the request. If the City is unable to produce a public record by the seventh working day after the request is made, the City will provide a written explanation stating that the record requested will be produced and specifying with particularity why the records cannot be produced within the seven-day period. Unless there is mutual agreement of the parties, the City will provide the records no later than fourteen (14) working days from the receipt by the City of the original request.	
Please provide, as specific as possible, including locations and addresses, the information you are requesting:	
I understand that the City of Southaven will assess me the following charges for processing the above request:  Checks should be made payable to the City of Southaven.	
COPIES         BLACK/WHITE           8 ½ x 11         0.15 per side	COLOR 0.15 per side
8 ½ x 14 0.15 per side	0.15 per side
11 x 17 0.15 per side	0.15 per side
Any larger size require by plotter/scanner will be assessed at the actual charge incurred by the City.	
Personnel assistance in processing request shall be charged at a rate of at the pay scale of the lowest level employee or contractor competent to respond to the request. The fees for the request shall be collected by the City in advance of complying with the request. This pre-payment is a deposit, and any unused deposit will be refunded.	
Approved	Number of Pages
Denied	Amount Due

Date

City Clerk/ Deputy City Clerk