

Records Never Open to Public Access

(including but not limited to-)

Personal Identifying Information

Grand Jury Dockets

Personnel Files

Expunged Files

Fees for access to Public Records

Whenever possible, Greene County supplies public records at little or no cost. But the agency may charge reasonable fees as follows to cover cost:

\$1.00 per page . . . copies

\$10 per hour . . . clerical assistance

\$40 per hour . . . technical or professional assistance

All Requests Must Be Submitted In Writing To-

Greene County Circuit Clerk
Post Office Box 310
Leakesville, Mississippi 39451
Telephone 601-394-2379
Fax 601-394-2334
cbounds@greencountymiss.gov

Public Records Request/Report

Requestor Name _____

Address _____

City _____ State _____ Zip Code _____

Records Requested- *(Please provide clear, concise description with dates, if applicable. Attach a separate page if needed.)*

Notify me if fee exceeds: \$10 \$25 \$50

Agency's Response -

Date

*(We will answer or refer your request within 7 days of receipt)

Request Received By _____

Title _____ Location _____

Records Produced And Provided By _____

Fee For Access _____

Requestor Informed By _____

Fee Collected By _____

Fee Closed By _____

Request Sent To Legal Staff By _____

Legal Staff-

Request Approved By _____

Request Denied By _____

Reason _____

Comments _____