Natchez Convention Promotion Commission

Public Records Request Form

Today’s Date________________ Request Date ____________________

Name ________________________________________________________

Address ______________________________________________________
(Mailing) (City) (State) (Zip)

Phone # ______________________ Fax # __________________________

Subject Matter ______________________________________________

Articles Requested
1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________

Fees:  Computer Records (Printouts) - $85.00 per hour
       (in add’n to other costs) __________
       Copies - $ .50 per page ____________
       Copying Time - $ 8.00 per hour ____________
       Research Time - $20.00 per hour ____________
       Fax Transmittal - $ 2.00 plus $.25/pg ____________
       Other - ________________________________ ____________

       TOTAL PAID: ________________

__________________________________________
(Signature – NCPC treasurer or designated agent)

__________________________________________
(Print name of NCPC treasurer or designated agent)

__________________________________________
(Signature – Person Requesting Records)

For official use only:

Date Completed: ______________ By: ____________________________
Natchez Convention Promotion Commission

Public Records Policy & Procedure

 Adopted August 24, 2016 by Natchez Convention Promotion Commission

1. Request must be made in writing on a form provided by the Natchez Convention Promotion Commission (NCPC) and shall include only one subject matter.

2. Request must be produced or denied within 7 working days.

3. If the request is honored, an estimate of the total cost must be included with notice.

4. Payment must be made before records are produced using the following schedule:

   - Computer Records (Printouts) - $85.00 per hour (in add’n to other costs)
   - Copies - $.50 per copy or page
   - Copying Time - $8.00 per hour
   - Research Time - $20.00 per hour
   - Fax Transmittal - $2.00 plus $.25 per page

5. The Director and NCPC President/Chairman must evaluate and pass on all requests for information.

6. The Director and/or NCPC President/Chairman shall advise the NCPC at its next regular meeting of all such actions since the last meeting.

7. The Director and/or NCPC President/Chairman’s report of same shall be recorded in the minutes.

8. Record must be kept for three (3) years.

Lance Harris, President/Chairman, Natchez Convention Promotion Commission

Jennifer Ogden Combs, Executive Director, Natchez Convention Promotion Commission & Visit Natchez