



THE CITY OF WEST POINT

580 COMMERCE STREET • P.O. BOX 1117
WEST POINT, MISSISSIPPI 39773

MAYOR
HARMON A. ROBINSON

SELECTMEN
LETATURNER
WILLIAM BINDER
KEN POOLE
KEITH MCBRAYER
JASPER PITTMAN

TO: WHOM IT MAY CONCERN:

RE: Freedom of Information Act (FOIA) Request to the City of West Point, MS for Public Records*

I, _____, hereby request a copy or copies of:
(Print Name)

which is/are public record/s of the City of West Point, Mississippi **(You may add additional pages if you need more space)*

I understand I shall be responsible for expenses for research, reproduction, and delivery fees (if not picked up at City Hall, 580 Commerce Street, West Point, MS 39773) as outlined in the attached Open Records Policy, effective July 1, 1983, as amended March 13, 2007.

Research and reproduction fees estimated to be greater than twenty-five dollars (\$25.00) must be paid in advance or secured by credit card. Returned check fees and penalties will be in accordance with city and banking policy. We shall send estimate of fees after we receive your application.

Payment for requested research reproduction must be received before delivery.

(Signature)

(Date MM/DD/YY)

(Street/Apartment/P.O. Box)

(City /State/Zip Code)

**(Print Preferred Method of Payment)*

**Make check or money order payable to and deliver or mail to:*

*The Clerk of the City of West Point, MS
P.O. Box 1117
West Point, MS 39773*

06/14/2020