

AMENDMENT TO THE MINUTES OF THE JANUARY 9, 2007 MEETING OF THE MAYOR AND BOARD OF SELECTMEN. SAID AMENDMENT WAS PRESENTED TO THE BOARD AND APPROVED ON MARCH 13, 2007

The following motion was inadvertently omitted for the aforesaid minutes. A request of amendment was presented by the City Clerk to the Board of Mayor and Selectmen as follows:

Upon **motion** by Linda Hannah, second by James Watson, the Board **voted to amend** the Open Records Policy of the City of West Point as follows:

**AMENDMENT OF THE OPEN RECORDS POLICY
CITY OF WEST POINT, MISSISSIPPI**

The Open Records Policy adopted by the Mayor & Board of Selectmen on July 12, 1983, shall be amended to read as follows:

Section 1: In accordance with the provisions of Senate Bill 24-48, approved by the Mississippi Legislature March 29, 1983, and effective July 1, 1983, it shall be the policy of the City of West Point, Mississippi to provide access by any person to the records of the City of West Point, in the manner provided by law.

Section 2: In accordance with Senate Bill 24-48, Sections 3 and 4, the following procedures concerning the cost, time, place, method of access, and public notice are hereby adopted:

- A. All requests for the examination and/or copy of public records of the City of West Point shall be made in writing.
- B. The right to inspect or obtain a reproduction of a public record of the City of West Point will be provided within one working day after a written request for the public record is made, provided, however, that the record is readily available. If the record is not readily available, a diligent search will be initiated within one working day after a written request and said search will continue until the record is found. In the event that a public record requested cannot be obtained within fourteen (140) working days from the date of the request for the reproduction of such record, the person requesting the record shall be notified in writing that the record cannot be found.
- C. Persons making requests for public documents shall specify, in as much detail as possible, the exact record or records which they wish to examine or have copied.
- D. Original documents and records may be examined in the City Hall, West Point, Mississippi, any working day between the hours of 8:00 o'clock a.m. and 5:00 o'clock p.m. Under no circumstances may original documents be removed from the premises of the City for any reason whatsoever.
- E. The following fees are established which have been reasonably calculated to reimburse the City for the cost of searching, reviewing, and/or reproducing copies of public records:
 1. Personnel costs for searching, reviewing, and/or duplicating records - \$15.00/hr.
 2. 8½x11 or 8½x14 Xerox reproductions - black & white - \$.50/per page, color - \$1.00/per page
 3. Oversized reproductions, maps, tapes, and other documents \$.02/per square inch

All other Sections and sub-sections of the previously adopted policy shall remain in full force and effect. No other amendments to the January 9, 2007, minutes were necessary.

(SEAL)

(Signature)

H. Scott Ross, Mayor

(Signature)

Carole B. Ramsey, City Clerk