



THE CITY OF WEST POINT

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

November 12, 2024

MAYOR
RODRICK M. BOBO

SELECTMEN
TEREL HARRIS
WILLIAM BINDER
KEN POOLE
KEITH MCBRAYER
COLE BRYAN

OPEN RECORDS POLICY AMENDMENT FOR THE CITY OF WEST POINT, MS

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 (14) 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 a.m. and 5:00 p.m. Under no circumstances may original documents be removed from the premises of city property 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 -will be specific to the employee's hourly compensation rate.
2. 8 1/2 x 11 or 8 digital printed or paper reproductions- black & white -\$.50/per page
color - \$1.00/per page
3. Oversized reproductions, maps, tapes, and other documents \$.02cents/per square inch
4. Other sections and subsections of previous editions remain in full force

Randolph W. Jones
Chief Administrative Officer