

OPEN RECORDS POLICY CANTON MUNICIPAL UTILITIES (“CMU”)

This Statement of Policy and Procedure is drafted and published in compliance with the Mississippi Public Records Act of 1983, being Chapter 424 of the General Laws of the State of Mississippi, passed in the regular session 1983 of the Mississippi Legislature, Section 25-61-1 thru 25-61-17, Mississippi Code 1972, *Annotated*.

It shall be the policy of the Canton Municipal Utilities Commission (herein referred to as “the Commission”) that the following procedures and implementation of the referenced act are hereby and herein adopted and shall be complied with by the Commission and by any person exercising the right to inspect, copy, mechanically reproduce, and or obtain a reproduction, whether in paper or electronic form, of any public record held and or controlled by the Commission.

1. A request for public records held and or controlled by the Commission must be made in writing, on a form provided by the Commission.
2. The Commission shall charge the person requesting the reproduction of public records in a paper format at the rate of 25 cents per page (one side only) after the first 100 pages. If public records are requested in electronic format, the Commission reserves the right to charge the actual cost for the electronic storage media or device on to which said public records are reproduced. If research and reproduction time is utilized by CMU employees to locate and or copy the requested public records, the Commission shall charge the person requesting such records at the rate of \$10.00 per hour. If applicable, a written notice of the estimated cost of research and reproduction time shall be forwarded to the party requesting said records. The party requesting production of records shall tender payment in the estimated amount before the requested materials are produced. The amount tendered shall be to the Chief Financial Officer of the Commission. If maps, plats, or engineering design documents are requested to be furnished, the cost of doing so shall be the actual commercial cost of reproducing the documents to the desired scale.
3. Although the Commission and its employees shall strive to produce all requests for non-exempt public records within seven working days, it shall be the policy of the Commission that all requests for production of public records shall be complied with within seven working days, however, the aforementioned time limits for production of non-exempt public records shall not begin running until the requestor has tendered any required estimate of the cost of producing the requested public records. All payments shall be tendered to the Chief Financial Officer. Checks should be made payable to Canton Municipal Utilities with the memo line note “Open Records Request.” If the Commission is unable to produce a public record by the seventh working day after the request is made, the Commission shall provide a written explanation to the person making the request stating that the record requested will be produced and specifying with particularity why the records cannot be produced within the seven-day period.

4. If requested records are allowed by law to be withheld from the public but are not specifically required by law to be withheld from the public, the General Counsel shall determine whether or not said records shall be released to the requestor. Any requestor aggrieved by the decision of the General Counsel may appeal said decision to the Commission.
5. The Commission shall maintain a file of all open records requests. All requests kept and maintained hereunder shall be preserved for a period of three years from the date of request.

SO ORDERED AND ADOPTED, this the 17th day of October, 2017.

**CANTON MUNICIPAL UTILITY COMMISSION
("The Commission")**

REQUEST FOR PUBLIC RECORDS OF THE COMMISSION

Person Requesting: _____

Representing: _____

Street/Mailing Address: _____

City, State, Zip: _____

Telephone: _____ Date of Request: _____

Material Requested (Please be as clear and concise as possible.): _____

Review Requested: _____ Personally Inspect _____ Copy of Material _____

Further Instruction: _____

Requestor's Signature: _____

Please submit this request to one of the following:

By U. S. Mail-
General Manager
P. O. Box 114
Canton, MS 39046

By facsimile-
601-855-5477

By email-
infodesk@cmu.com