

Mayor Jay Trapani

CITY RECORDS RELEASE FORM

The City of Waveland reserves the right as designated by State Law to use the allotted time of 7 business days to provide the requested documents by that date (unless written explanation is provided). There will be a charge assessed according to the employee's time, equipment used, postage if needed and a charge per page.

		(Please print)		
Address:				
Phone: ()		email address:		
Date:	//_			
Specific Docu	ument(s) Requ	uested please write on ba	ack if more space is needed:	
·				
I am requestir	ng (please che	eck all that apply):		
 I am requestir		eck all that apply): Copies		
I am requestin	<u> </u>		city staffmyself my representative	

Research time by city staff will be charged at a rate of \$17 per hour, equipment usage time will be charged at a rate \$8 per hour. Time will be accrued beginning with a 1 (one) hour minimum and then in ½ hour increments for each hour after. Any request requiring postage, additional services or services the city cannot provide in house, will be billed to the requester at direct cost to the City. Any review of record drawings and plans will require an hourly member of staff to be present while review is in process and will be billed at the lowest hourly rate staff member available and will be scheduled within 7 days from request.

Fees:

Copies	
a pages @ .25 per page (letter size)	\$
b pages @ .50 per page (legal size)	\$
cpages @ 1.00 per page (11 x 17)	\$
Research:	
d hours @ \$17.00 per hour	\$
Plan review:	
e. c hours @ \$ per hour	\$
Equipment:	
f hours @ \$8.00 per hour	\$
Postage:	
g. Direct cost of postage by the USPS	\$
Total Amount due:	\$
documentation. I also agree to all of the above fees	
Signature:	Date:
Received Signature:	Date:
Approved Signature:	Date:
(Jay Trapani, Mayor or h	nis designee)
Department received:	Date:
Returned to: : (Title of Employee) (Name of employ	Date:
Date requestor contacted:	Method:
Signature of person receiving record:	
	Date:
Amount paid	(eyact cash or credit card navment)

ALL FORMS (or Copy thereof) TO BE TURNED IN TO CITY CLERKS OFFICE