

NORTHWEST MISSISSIPPI COMMUNITY COLLEGE
REQUEST TO INSPECT, COPY, OR REPRODUCE PUBLIC RECORDS

DATE: _____

PERSON REQUIRED: _____

ADDRESS: _____

TELEPHONE: _____

SUBJECT MATTER: _____

MANNER OF COMPLIANCE

- Personally inspect
- Personally copy
- To be copied by College

MANNER OF DELIVERY

- By mail to above address
- In person

I have read and understand the published statement entitled "Policy and Procedure-Mississippi Public Records Act of 1983" and I further understand that the actual cost of the compliance with my request, including mailing costs, if applicable, shall be paid by me in advance of the receipt of any information. I also understand that any request must be clear and concise and shall be directed toward only one subject matter.

SIGNATURE OF REQUESTOR

APPROVAL GRANTED: _____

DATE: _____

REQUEST DENIED BY: _____

DATE: _____

REASON FOR DENIAL: _____

MAIL TO:

Vice President for Finance
Northwest Mississippi Community College
4975 Highway 51 North
Senatobia, MS 38668