



Keith Havard
Sheriff

GEORGE COUNTY SHERIFF'S OFFICE

355 Cox Street, Suite B
Lucedale, MS 39452
(601) 947-4811



Ronnie Castille
Chief Deputy

POLICY OF THE GEORGE COUNTY SHERIFF'S OFFICE

I, _____ request that the Sheriff's Office of George County, Mississippi, provide me with the following copies and/or search of records:

DESCRIPTION OF ITEM(S) TO BE RESEARCHED OR COPIED: _____

COST FOR RESEARCHING RECORDS AND PROVIDING COPIES

Copies (copier or computer generated): _____ pages @ \$.50 each...\$ _____
Material & Information: _____ hrs @ \$11.00 per hour...\$ _____
Computer Information: _____ hrs @ \$11.00 per hour...\$ _____
Video Requests (Redaction): _____ hrs @ \$20.00 per hour...\$ _____
Postage:\$ _____

RECEIPT NUMBER: _____ TOTAL AMOUNT PAID: _____

No personal checks. Business checks, M. O. or cash only. (Please have correct change if paying in cash.)

George County Sheriff's Office Records Clerk

Date

Public records are available during regular business hours, Monday through Friday 8:00 a.m. to 5:00 p.m. except legal holidays.

The George County Sheriff's Office will contact you within 7 days with an approval or denial. You will be responsible for any cost incurred.

SIGNATURE: _____

DATE: _____

Please do not write in the areas below. This area is for Sheriff's Department use only

RECORDS REQUEST RESPONSE

Request received by _____ Date _____

Request approved/denied by _____ Date _____

Reason for denial

