



12281 Intraplex Parkway, Gulfport, MS 39503
phone 228-896-5020

Public Records Request

Instructions: Complete the information below and submit to Blavers@mscoast.org. Harrison County Development Commission will respond within 7 working days of receipt of this request. Costs for research/review, reproduction, postage expense will be included. Fees must be paid prior to records being released. Fees must be paid by personal check or money order and made payable to Harrison County Development Commission.

Date Requested: _____
Requested By: _____
Organization: _____
Phone: _____
Email Address: _____

Please Select Format Below:

Map (Y/N) _____
Electronic (Y/N) _____
Hardcopy (Y/N) _____
Delivery Method _____

Records Requested:

Date range (if applicable) _____

Description: _____

Summary of fees

If unable to produce records, indicate reason below:

- Nonexistent
- Private Data
- Costs Prohibitive
- Other, (see attached explanation)

Rate ___ x hours= _____
Storage Retrieval cost: _____
Hardcopy costs: ___ copies@ _____
Total of Production costs: _____

Date Request Received: _____

Response Date: _____

Request Received by: _____

Response Prepared By: _____

SIGNATURE BELOW INDICATES APPROVAL TO PROCEED WITH REPRODUCTION OF RECORDS AND AGREEMENT TO PAY ASSOCIATED FEES:

Signature: _____

Date: _____