

**ORDINANCE REGARDING REQUESTS  
MADE PURSUANT TO THE MISSISSIPPI  
PUBLIC RECORDS ACT AND THE  
PROCEDURES THEREFORE**

BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Morton, Mississippi:

**SECTION 1. Scope.**

This ordinance shall set forth the procedure for filing requests made of the City pursuant to the Mississippi Public Records Act to ensure the proper and timely provision of such information.

**SECTION 2. Submission of Request.**

All requests for public records pursuant to the Mississippi Public Records Act (the “Act”) shall be in writing and either hand-delivered to City Hall located at 97 West First Avenue, Morton, Mississippi 39117 or mailed to the City Clerk at Post Office Box 555, Morton, Mississippi 39117. No written request may be submitted electronically. No department heads, employees, vendors, agents or officials, except the office of the City Clerk, are authorized to accept or receive requests for public records under the Act.

**SECTION 3. Duties of City Clerk.**

Upon receipt of the written request to inspect, copy or mechanically reproduce and/or obtain any public records which identifies with reasonable particularity the specific records sought in accordance with SECTION 2 hereof, the City Clerk will provide such records to the party requesting the same in accordance with the provisions of Mississippi Code Annotated, Section 25-61-1, et seq. (as amended) and such other applicable Mississippi statute or authority regarding the same, if not otherwise exempt in accordance with the Act or such other applicable Mississippi statute or authority.

**SECTION 4. Processing the Request.**

The office of the City Clerk shall be responsible for processing any request and for coordinating the City’s response and/or objection thereto, if any, in accordance with the Act and any other Mississippi statute or authority regarding the same. All provisions of the Act and such other Mississippi statute and/or authority regarding public records including, but not limited to, the nature, production and exemptions regarding the same and all other provisions applicable to any such request shall be applicable and are incorporated herein by reference.

**SECTION 5. Fees, Costs and Expenses.**

- a) The fee for photocopies of public records shall be twenty-five cents (.25¢) per page plus a reasonable fee reflective of the time involved in searching, reviewing and/or duplicating and mailing such records. Any staff time or contractual services included in actual cost shall be at the pay scale of the lowest level employee competent to respond to the request.
- b) The Clerk shall, within seven (7) working days, either provide the information requested, give reason for denial or provide an estimate of fees/costs to process such request. In accordance with the Act, "...such fees shall be collected in advance of complying with the request." Miss. Code Ann. §25-61-7(1).

**SECTION 6. Conflicting Provisions.**

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 7. Effective Date of Ordinance.**

This ordinance shall take effect immediately for good cause.

SO ORDAINED, this the 5<sup>th</sup> day of August 2025.

/s/: Jimmy Steadman  
JIMMY STEADMAN  
MAYOR

ATTEST:

/s/: Tara Yates  
TARA YATES  
CITY CLERK