

**Hattiesburg Tourism Commission**  
**REQUEST FOR PUBLIC INFORMATION**

*It is the policy of the Hattiesburg Tourism Commission to complete a Public Information Request within seven working days of the date of receipt of the request in accordance with § 25-61-5. Public Access to Records. All requests to inspect, copy, or obtain a reproduction of a public record of the Hattiesburg Tourism Commission shall be submitted in writing via email or postal mail.*

*A fee of 25 cents per copy will be charged for each page when digital copies are not available. Requests for inspection of records shall be honored when the documents are not being used in the day-to-day operation of the Tourism Commission.*

**Request Date:** \_\_\_\_\_  
**Requested By:** \_\_\_\_\_  
**Organization Name:** \_\_\_\_\_

**CONTACT INFORMATION**

Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**INFORMATION REQUESTED**

Use space below. For additional space, please attach another sheet.

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**INTERNAL USE**

Request Received By: \_\_\_\_\_ Date Due: \_\_\_\_\_

*Research, Documentation & Retrieval* \_\_\_ hours at \$15.00/hour Total: \$\_\_\_  
*Copies* \_\_\_ pages at \$.25/page Total: \$\_\_\_  
**Total Applicable Charges:** **Total: \$\_\_\_**

**DENIAL**

Explanation of Denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request Denied By: \_\_\_\_\_ Date Denied: \_\_\_\_\_