

PUBLIC RECORDS REQUESTS

SCHEDULE OF FEES

Effective October 1, 2025

Description of Service Provided	Rate
Letter Copies: Pages-Single Sided (black & white)	\$0.25
Letter Copies: Pages-Single Sided (color)	\$0.50
Letter Copies: Pages – Double Sided (black & white)	\$0.50
Letter Copies: Pages – Double Sided (color)	\$1.00
Legal Copies: Pages- Single Sided (black & white)	\$0.25
Legal Copies: Pages- Single Sided (color)	\$0.50
Legal Copies: Pages-Double Sided (black & white)	\$0.50
Legal Copies: Pages-Double Sided (color)	\$1.00
Ledger Copies: Pages-Single Sided (black & white)	\$0.75
Ledger Copies: Pages-Single Sided (color)	\$1.50
Ledger Copies: Pages-Double Sided (black & white)	\$1.50
Ledger Copies: Pages-Double Sided (color)	\$3.00
Oversized Copies: Pages-Single Side (black and white)	\$5.00
Oversized Copies: Pages-Single Side (color)	\$6.00
Scanning (letter, legal or ledger)	\$0.25
Jump Drive (each)	\$8.00
Computerized Records Hours	\$85.00
Staff Labor Time (Hourly rate billed 1/4 hours)	\$29.00
City Clerk or Police Chief Review (Hourly rate billed ¼ hours)	\$50.00
City Attorney Review (Hour rate billed ¼ hours)	\$200.00
Mailing Fees	TBD

Note: Staff and city clerk labor time includes salary and benefits for hourly rate.

Please make check payable to:

City of Bay St. Louis
688 Highway 90
Bay St. Louis, MS 39520