



MEMA

MEMA Official Public Records Request

All public records requests must be submitted by use of this form and delivered to:

By Mail:
Mississippi Emergency Management Agency
External Affairs Division
P.O. Box 5644
Pearl, MS 39288

By Hand Delivery:
Mississippi Emergency Management Agency
External Affairs Division
#1 MEMA Drive
Pearl, MS 39208

By Email:
memainfo@mema.ms.gov

By Fax:
601-933-6810

Name of Person Requesting Records Sarah Smith

Organization of Person Requesting Records (if applicable) ProPublica

Contact Information: Mailing Address 155 Avenue of the Americas, 13th Floor, New York, New York 10013

Phone Number 917 512 0242

Email sarah.smith@propublica.org

In many instances, MEMA must contact a requestor to clarify their request. Please provide your preferred method of contact, understanding that contact by mail will not be as timely as a phone number or email contact and may delay your public records request. Please circle your preferred method of contact:

Mail Phone **Email**

Description of Public Records Request (please attach additional pages if necessary) I request all emails of Lee Smithson and Ben

Gaston about the Red Cross between March 8,2016 and April 1, 2016 and all emails to or from the Red Cross. This includes, but is not limited to, the subject line, body, and attachments of the emails. Thank you for accommodating this request, and please contact me if you need clarification on anything or if there's any way I can make this request easier to fill.

(Detailed and descriptive requests generally are more cost effective to the requestor and prevent the production of unwanted or unnecessary information and the subsequent charging for said unwanted and/or unnecessary information).

Please check your preferred method of production:

- Inspection (no charge)
- Paper copies (\$0.25 per page)
- Electronic copies (\$0.10 per page)

Preferred method of delivery if not inspecting:

- Pick up at Pearl office (no charge)
- Mail for paper or electronic copies (charged U.S. Postal Services Standard Mailing Rate for appropriate package size)
- Email for electronic copies (available only if the electronic file is small enough to be emailed according to MEMA's server capacity)

(Please remember that inspections will be conducted pursuant to MEMA's published Policy on Public Records)

If estimated costs exceed \$30.00 (Thirty Dollars), approximately two hours of clerical assistance, 15 minutes of legal assistance, and 40 paper copies or 100 electronic copies, MEMA will provide the requestor with an estimate of cost. This estimate must be paid prior to any production. If costs for actual production exceed the estimate cost paid, MEMA will produce documents up the cost provides and will send a second invoice for the remaining production.

I, Sarah Smith (print name), hereby acknowledge the terms provided in MEMA's Policy on Public Records Requests and further acknowledge the willingness to remit any costs associated with my public records request as described above.

SIGNATURE OF REQUESTOR

April 26, 2016

DATE