

The City Clerk's Office maintains the Minute Book of Board meetings and the Ordinance Book, acts as custodian of the city's seal and records, signs official papers for the city, posts and publishes notices, ordinances and resolutions, as required. The City Clerk is responsible for all finance and accounting along with participating in planning budgets, budget expenditures and vendor payments.

The City Clerk serves as the voter registrar and assists the Municipal Election Commissioners in conducting municipal elections.

In accordance with Title 25, Chapter 61, Mississippi Code of 1972: The City of Bay St. Louis recognizes and supports the public's right to inspect and make copies of public records in accordance with State Law.

The City of Bay St. Louis charges a \$1.00 document filing fee assessment as mandated by MS Code 25-60-5. The filing fee will apply only to those documents for which the City of Bay St. Louis currently applies a fee.

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