

CITY OF BYRAM
Public Records Procedure

(In compliance with the Mississippi Public Records Act of 1983, Mississippi Code Section 25611)

1. Scope. This rule establishes procedures and fees associated with all public requests for copies and/or inspection of public documents under the purview of the City of Byram.

2. Submission of Requests. All requests for information from the City of Byram should be submitted in writing to:

City of Byram
P O Box 720222
Byram, MS 39272

Requests may be mailed, hand delivered, transmitted via facsimile at (601) 372-7748, or via email at celabor@byram-ms.us. The request should specifically outline the records that are being requested, and the desired format (paper, computer disk, or inspection). No verbal or telephone requests can be accepted.

3. Timetable for processing. All document requests will be approved or denied within seven (7) working days after the request is received. In the event of a denial for all or part of the request, the City of Byram will provide an explanation of the denial to the requestor in writing. Some documents are exempt from publication such as specific personnel records, attorney communications and work products of attorneys. Further, records furnished to City of Byram by third parties which contain trade secrets or confidential commercial or financial information shall not be subject to inspection.

4. Third Party Information. To comply with the Public Records Act, City of Byram is required to give notice to any third party when a request for information is made for required documents submitted to the department. City of Byram will not release any third party information without receiving prior written permission from the third party for the release of documents, and/or the third party has been advised that the documents will be released within seven (7) working days of receipt of the original request. Further, no third party information will be released if a third party obtains a court order prohibiting same. The requestor will be notified of any court orders that will prohibit the release of the requested information.

5. Assessment of Costs to Requestor. Payment for information requested must be made in advance of receipt of documents and must be sufficient to cover the actual costs for the City of Byram to furnish the information. Such costs include, but are not limited to, staff time to evaluate and research the request, to retrieve any relevant files, to organize the information, to notify any Third Parties, to develop a cost estimate and schedule, to reproduce the material, and to deliver the information requested.

No credit cards, debit cards, or personal checks can be accepted. Money orders, Cash, Certified checks, or corporate checks are accepted. The City of Byram will notify the requestor of the costs to obtain the information prior to processing the request. No request will be processed until payment is received. The decision to charge for a public record is at the discretion of the City of Byram.

6. Requests for Standard Documents. City of Byram has established a Schedule of Standard Documents and Fees for frequently requested information. The list of these documents and associated costs is listed in the table that follows.

7. Requests for Special Documents. Upon receipt of a request not included on the Schedule of Standard Documents and Fees, DFA staff will evaluate the request, research the files and other sources to determine the availability and the format in which the information is stored, and estimate the “actual costs” to furnish the requested information. An estimated cost will be provided to the requestor based on the volume of information, the format in which the information is stored and requested, and whether or not third party information has been requested. The requestor may submit payment for processing of the request, amend the request, and or withdraw the request. The requestor should submit written notice of his/her intent to proceed or withdraw the request. If no response is given by the requestor within thirty (30) days, the City of Byram will proceed no further with the request. If at a later date the requestor decides to proceed with the request, he/she should submit a new request.

8. Requests for Document Inspections. The requestor will be billed for the total amount of time expended by the City of Byram employee assisting with the inspection of documents. Additional fees incident to document production may be assessed.

Evaluation and Research Payment (Includes staff time & computer processing)

\$15.00 per hour - 1 Hour Minimum

In-house photocopies, per page	\$0.25 8 ½ x 11”
	\$0.35 8 ½ x 14”
	\$0.75 11” x 17”

Postage, UPS, Federal Express, etc.	Actual cost
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Temporary agency personnel	Actual cost
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Reproduction cost by outside print facility	Actual cost
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Payments are to be made to the City of Byram. **Personal checks are not accepted.**

Acceptable forms are listed below:

Cash

Corporate Checks

Certified Checks

Money orders



City of Byram

Office of the City Clerk
P.O. Box 720222 ~ Byram, MS 39272
Phone: (601) 372-7746 ~ Fax: (601) 373-1470
<http://www.byram-ms.us>

email to: celabor@byram-ms.us

REQUEST TO INSPECT AND/OR RECEIVE PUBLIC RECORDS

(Please Print or Type)

Today's Date: _____

Phone: _____

Person Requesting Records: _____

Fax: _____

Mailing Address: _____

City, ST Zip: _____

If Attorney/Insurance Co. Making Request; Client's Name: _____

Subject Matter: _____

(Any request shall be clear and concise and shall be directed toward only one subject matter. Requests for police records should include the assigned police case number.)

MANNER OF COMPLIANCE

☐ Personally Inspect ☐ Provide Copies ☐ Provide Cost Estimate if it Exceeds \$25.00

MANNER OF DELIVERY DESIRED

☐ By Mail to the Address Above ☐ To Pick Up in Person ☐ Fax (if possible)

☐ Email: _____ (if possible)

Name of Person to Pick Up File _____

For further information regarding this form and the City's Public Records Policy, including fees, please visit the City of Byram Website. A printed copy of the aforementioned policy is available in the Office of the City Clerk for inspection.

A RESPONSE TO YOUR REQUEST WILL BE PROVIDED WITHIN SEVEN (7) WORKING DAYS OF YOUR WRITTEN REQUEST

SIGNATURE OF PERSON REQUESTING RECORDS

DATE OF REQUEST

FOR OFFICE USE

DEPARTMENT SECTION

Date Rec'd: _____

Department Contact Person: _____

Date Completed: _____

CITY CLERK SECTION

Received By: _____

Date: _____

Due Date: _____

City Clerk/Deputy Clerk