



## **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) 373-1470, or via email at [lwhite@byram-ms.us](mailto:lwhite@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 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. These documents may be accessed via the Internet at no cost. Should a requestor require a paper copy of these documents, he/she must initiate a request as described in this document and submit the fee listed on the Schedule of Standard Documents.

**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.

**9. Public Information via the Internet.** Frequently requested information, including many of the standard documents listed on the following table, will be free of charge on the City of Byram website at [www.byram-ms.us](http://www.byram-ms.us) .

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
Temporary agency personnel	Actual cost
Reproduction cost by outside print facility	Actual cost

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 order