Matthew L. Dillon, Ph.D.,
Superintendent of Schools

Jennifer Carr
Director of Human Resources

PETAL SCHOOL DISTRICT - OFFICE OF HUMAN RESOURCES
103 East Central Avenue | P.O. Drawer 523 | Petal, MS 39465
Phone: 601.545.3002 | Fax: 601.554.7251 | www.petalschools.com

REQUEST FOR ACCESS TO PUBLIC RECORDS

Date of Request _____

Name of Person Making Request _____

Organization Making Request _____

Address _____

_____

Phone # _____ Email _____

I hereby request the following information maintained by the Petal School District:

_____

_____

_____

Requests shall be specific enough to allow the school district employees to identify and retrieve records requested.

My request is to: Check appropriate item(s)

____ 1. Review the records listed above ____ 3. Mail copies of records to address shown above

____ 2. Receive photocopies of records listed above ____ 4. Email copies of records to email address shown above

By signing this request, I understand that appropriate charges will be invoiced for personnel time and expenditures used for searching, copying, and/or mailing and shall be paid in full to the Petal School District prior to granting permission for this request.

Signature of Person Making Request: _____

Approval to move forward with request by PSD Supt. of Education _____ Date _____

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Public Records Request Fee Schedule

Purpose

This fee schedule is adopted in accordance with the **Mississippi Public Records Act of 1983 (Miss. Code Ann. § 25-61-1 et seq.)**, which allows public bodies to recover actual, reasonable costs incurred in responding to records requests.

The purpose is to ensure fair access to public records while protecting the District's staff time and resources.

1. General Guidelines

- All public records requests must be submitted in hard-copy form using the District's designated request form, either in person or by mail or recognized delivery service, in accordance with Board Policy CNA.
- Requests submitted electronically, including by email, fax, or online submission, will not be accepted or processed.
- Requests will be acknowledged within 14 working days unless records are voluminous or archived, in which case the requester will be notified of the expected completion date.
- An estimated cost of request will be shared with payment information included prior to moving forward.
- Records will not be released until payment in full has been received.
- The District is not required to create new documents or compile information in a new format.
- Fees are based on actual costs for searching, reviewing, redacting, and duplicating records.

2. Copying and Reproduction Fees

Type of Record / Service		
Black & White Copies	$0.25 per page	Standard 8.5" x 11" or 8.5" x 14" paper
Color Copies	$0.50 per page	Upon requester's approval
Large Format Copies	Actual cost	Example: blueprints, maps
Electronic Copies (PDF, Excel, etc.)	$0.10 per page equivalent, covers scanning and electronic transmission	
Postage / Shipping	Actual cost	Based on USPS or carrier rates

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3. Labor Charges

Searching and Reviewing: An hourly charge of any staff time or contractual services included in actual cost may be at the pay scale of the lowest level employee or contractor competent to respond to the request. Such fees may be collected by the district in advance of complying with the request.

Time is calculated in **15-minute increments**, with a one-hour minimum for any request requiring staff time.

4. Estimates and Prepayment

- Requesters will receive a **written cost estimate** before work begins.
- For estimates exceeding **$25.00**, prepayment is required.

5. Exempt or Confidential Records

Certain records are exempt from disclosure under state or federal law, including (but not limited to) student educational records (FERPA), personnel evaluations, and attorney-client communications.

6. Payment

Payments shall be made by **cash, check, or money order** payable to **Petal School District.**

Please sign below if you accept the following terms and conditions and want to proceed with the records request.

_____ _____

Name & Title Date

PUBLIC RECORDS REQUEST SUBMISSION INSTRUCTIONS

In accordance with Petal School District Board Policy CNA – Access to Public Records, all requests must be submitted in writing using this form through one of the following methods:

In Person: Deliver to the Superintendent's Office, 115 East Central Avenue, Petal, MS 39465, between 9:00 a.m. and 3:00 p.m. on working days.

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By Mail or Recognized Delivery Service: Address to Director of Human Resources, Petal School District, 115 East Central Avenue, Petal, MS 39465.
Requests submitted electronically, including by email or fax, will not be accepted or processed. The District's response timeline begins upon physical receipt of a compliant written request.