

Public Records Request Policy

Public records are a fundamental tenet of democracy, as public records belong to the people who enabled their creation and use. Keeping and providing access to public records is an essential element of government, and this is even more important in public libraries as our mission as is to provide information to our patrons.

As part of our commitment to open access and transparency, we strive to facilitate public access to information about library operations. One such way is through our provision of records as governed by Mississippi Public Records Act (Miss. Code Ann. §25-61-1, et seq.).

Under Miss. Code Ann. §25-61-1, et seq., a public record is “all books, records, papers, accounts, letters, maps, photographs, films, cards, tapes, recordings or reproductions thereof, and any other documentary materials, regardless of physical form or characteristics, having been used, being in use, or prepared, possessed or retained for use in the conduct, transaction or performance of any business, transaction, work, duty or function of any public body, or required to be maintained by any public body.”

Authority

As per Miss. Code Ann. § 25-61-1 (2017) of the Mississippi Public Records Act of 1983, every person has the right to examine public records, except as otherwise provided by law. If your request is denied, specific reasons for the denial will be provided. We are authorized to charge fees for providing copies of records, pursuant to Miss. Code Ann. § 25-61-7 (2017).

Fee Schedule

Item	Regular Fee	Reduced Fee
Black and White Photocopies	\$0.25 per page (single sided)/\$0.50 per page (double sided)	\$.05 per page (single sided)/\$0.10 per page (double sided)
Color Photocopies	\$1 per page (single sided)/\$2 per page (double sided)	\$.50 per page (single sided)/\$1 per page (double sided)
Existing Electronic File(s)	\$0.25 per printed page of file	\$0.05 per printed page of file
CD/DVD/Flash Drive	Cost of CD/DVD/Flash Drive	Cost of CD/DVD/Flash Drive

Data processing time, including redaction processing	\$25 per hour plus cost of CD/DVD/Flash Drive	\$5 per hour plus cost of CD/DVD/Flash Drive
Data processing time by third-party	\$50 per hour	\$35 per hour
Fax (20 page maximum)	\$1.00 per page (cover sheet and invoice free)	\$1.00 per page (cover sheet and invoice free)
Video/audio recording	Cost of CD/DVD/ Flash Drive	Cost of CD/DVD/ Flash Drive
Postage and Handling	Actual cost	Actual cost

Payment Methods and Authorization

Cash, check, or money order is accepted for all charges. Checks and money orders need to be made out to Pearl River County Library System. All payments must be made in advance. Failure to submit payment within 10 business days of request will require the submission of a new request.

Your Rights

- Provide only as much information as is needed to fulfill your request.
- Examine public records created and maintained by Pearl River County Library System.
- Obtain a response within three (3) business days after your request is received.
- Appeal a denial of your request. For more information on this process, consult the [Records Request Appeal Form](#).
- Apply for fee reductions/waivers.
- View redacted and/or partial records if your request includes confidential records in which unfettered access may violate employee or patron privacy.
- Receive thorough, timely request and appeal responses.

Public Records Request Form

Submit a Public Records Request Form <https://pearlriver.lib.ms.us/prq/request-form/>

I. Contact Information

Please provide any information necessary to fulfill and deliver your request. The bold items are required, as well as at least one method of communication if you are requesting a copy of records.

Last Name	First Name	MI
Organization (If Applicable)		
Mailing Address		
City	State	Zip Code
Telephone Number		Fax Number
Email Address	Are you a convicted felon?	Date (MM/DD/YYYY)

II. Request Description

Describe the records requested. Be as specific as possible, using names, dates, locations, departments, etc. Please attach additional sheets as necessary.

III. Delivery Preference

Please check all that apply.

- ☐ View duplicate and/or original records at the Pearl River County Library System Headquarters during normal business hours at no cost to requestor. You will be contacted to schedule an appointment for on-site access, or be provided with immediate access if the request is made in person and the records are not currently in use
- ☐ Receive duplicate(s) via mail and/or fax. See reverse for fee schedule.
- ☐ Receive duplicate(s) via email. Some records will not be available for electronic transmission.
- ☐ Pick up duplicate(s) during normal business hours. See reverse for fee schedule.

Please submit completed form to: Pearl River County Library System Headquarters Attn: Public Records Access 900 Goodyear Boulevard Picayune, MS 39466 (601) 798-5081 (Telephone)/(601) 798-5082 (Fax).

IV. Fee Reduction/Waiver

In some instances, requestors may qualify for a fee reduction or waiver. If you meet the following criteria, please complete and submit "Certification for Records Request Rate Reduction/Waiver."

- ☐ I am a citizen of the State of Mississippi who is indigent and lacks the means to pay \$.025 per copy.
- ☐ The use of the copies requested is limited to a public purpose (including, but not limited to, use in a hearing before any government regulatory commission). The information is not for personal or proprietary use.

Fee Waiver Certification

☐ The copies requested are solely for use by the federal agency or Mississippi state government agency making the request. (Local, City, and County entities do not qualify for fee adjustments).

Public Records Request and Fee Reduction/Waiver Form

<https://pearlriver.lib.ms.us/prq/appeal-form/>

I. Contact Information

Please provide any information necessary to fulfill and deliver your request. At least one method of communication is required.

Last Name	First Name	MI
Organization (If Applicable)		
Mailing Address		
City	State	Zip Code
Telephone Number		Fax Number
Email Address	Are you a convicted felon?	

II. Request Description

Describe the records requested. Be as specific as possible, using names, dates, locations, departments, etc. Please attach additional sheets as necessary.

Description of Requested Records <field to complete>

III. Delivery Preference**Delivery Options**

- ☐ View duplicate and/or original records at the Pearl River County Library System Headquarters during normal business hours at no cost.
- ☐ Pick up duplicate(s) during normal business hours at the cost outlined in the fee schedule.
- ☐ Receive duplicate(s) via mail and/or fax at the cost outlined in the fee schedule.
- ☐ Receive duplicate(s) via email, understanding that some records will not be available for email transmission.
- ☐ Receive duplicate(s) via Dropbox and/or website, understanding that some records will not be available for electronic transmission.

IV. Fee Waiver/Reduction

Please check all that apply. Local, City, or County entities may qualify for fee reduction, but do not qualify for fee waivers.

Fee Reduction Certification

☐ I am a citizen of the State of Louisiana who is indigent and lacks the means to pay \$0.25 per single-sided black and white copy.

☐ The use of copies requested is limited to a public purpose (including, but not limited to, use in a hearing before any government regulatory commission).

Fee Waiver Certification

☐ The copies requested are solely for use by the Federal Agency named above under “Organization.”

☐ The copies requested are solely for use by the Mississippi State Government Agency named above under “Organization.”

Adopted May 16, 2023

Revised May 20, 2025