If the public record is unable to be produced by the seventh (7<sup>th</sup>) working day after the request is made, a written explanation will be provided to the person making the request stating that the record requested will be produced and specifying with particularity why the records cannot be produced within the seven-day period. Unless there is mutual agreement of the parties, in no event shall the date for production of the requested records be any later than fourteen (14) working days from the receipt of the original request.

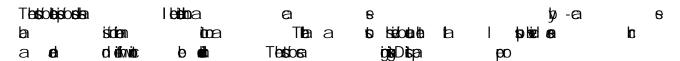
Requests for public records, such as information made available for distribution, shall be made available at no charge.

As allowed by statutes for requests made for public records that require staff time to research, review, redact, duplicate, and mail, a charge will be applicable. An additional charge may also be charged for documents that require legal review.

Please note that the following types of public records requests usually require additional research and staff time and can have significant costs associated with filling the request:

a. Requests for very large volumes of materials;

- b. Requests that are too broad or unspecific in scope;
- c. Requests for information that have already been archived; and
- d. Requests for documents that are unusual in size.



respecting admission to any educational agency or institution.

- 9. Records that are maintained regarding the process of detection and investigation of unlawful activity, in addition to such records as defined in Section 45 29-1 of the Mississippi Code of 1972.
- 10. Commercial and financial information of a proprietary nature required to be submitted to the district.

In the event that the district denies a request for access to or copies of public records, the denial will be in writing and contain a statement of the reasons for the denial. The district will maintain a record of all denials for a period of three (3) years.