

## **Public Records Policy**

The public records policy of the Mississippi Department of Finance and Administration (DFA) has been adopted in accordance with the Mississippi Public Records Act of 1983, Section 25-61-1, et seq, Miss. Code Ann. (1972).

Public records requests for DFA may be submitted in writing and delivered to DFA via mail, email, or in person. These requests should be sent to the attention of the Public Information Officer at the address noted below or electronically to [info@dfa.ms.gov](mailto:info@dfa.ms.gov).

Mississippi Department of Finance and Administration  
Attention: Public Information Officer  
Post Office Box 267  
Jackson, Mississippi, 39205

View the [Request for Public Records](#) form.

The request must identify the records, give the name, address and telephone number of the requesting agency or individual, and must be signed by the requesting party. This requirement may be waived on a case by case basis by the DFA Executive Director or her designee to facilitate the orderly and timely release of the information.

DFA shall respond to the request in writing within 7 working days from the date of request. Denials shall contain the specific reasons for the denial. Copies of all denials shall be maintained on file by DFA for not less than three years from the date denial is made. The person making the request may appeal any denial directly to the DFA Executive Director.

If the records will be disclosed, DFA will give an estimate of the total cost, if any, for compliance with the request. If the estimate is agreeable to the requestor, DFA will produce the records requested no later than 14 working days from the date the request and payment are received. Payments must be made by certified check, money order, or cashier's check made out to the Mississippi Department of Finance and Administration.

Records furnished to DFA by third parties, which may contain trade secrets or confidential commercial or financial information, will not be released until reasonable notice to the third parties has been given. For the purpose of providing advance notice to submitter's of trade secret or confidential commercial or financial information, twenty-five days from the submitter's receipt of written notice shall be deemed a reasonable time for the disclosure of the requested records in the absence of a court order to the contrary.

Please note that client files, medical records, and personnel files are not considered public records.

## **Fees**

Any person desiring copies of public records shall be entitled to obtain mechanically reproduced standard black and white copies at a charge which represents the actual cost of such

reproduction. Official representatives of public bodies, as defined in the Public Records Act, shall be entitled to reasonable copies of such records with no charge.

If the searching, reviewing, duplicating or separating of non-exempt material from documents, etc., containing exempt material requires more than one hour of work, then any requesting party may be charged for the work time above an hour in addition to the reproduction charges. The charge for the hours shall be based upon the hourly salary of the lowest paid employee of DFA qualified and available to do the job. Below is a breakdown of costs:

8 ½" x 11" – \$.25 per page

8 ½" x 14" – \$.35 per page

11" x 17" – \$.75 per page

\$15 per hour.....for basic copies or clerical assistance

\$15-\$75 per hour....to evaluate, research, redact, reproduce based on the pay scale of the lowest level employee competent to respond to the request

\$40 per hour.....for technical or professional assistance

\$50 per hour.....for automated records search

Actual costs.....for postage, UPS, Federal Express, temporary agency personnel, and reproduction at an outside print facility.

Mailing costs calculated at the applicable United States Postal Service rates shall be charged where appropriate. The cost of mailing a notice to third parties via certified mail, return receipt requested, shall be charged to persons requesting the public records.

No request for information shall be granted until the fees have been received by the agency.