

## **Mississippi Department of Finance & Administration Public Records Procedure**

(In compliance with the Mississippi Public Records Act of 1983, Mississippi Code Section 25-61-1)

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 Mississippi Department of Finance & Administration.
2. **Submission of Requests.** All requests for information from the Mississippi Department of Finance & Administration should be submitted in writing to:

Public Information Officer  
Department of Finance & Administration  
501 North West Street  
Jackson, MS 39201

Requests may be mailed, hand delivered, transmitted via facsimile at (601) 359-3402, or via email at [publicinformation@dfa.state.ms.us](mailto:publicinformation@dfa.state.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 fourteen (14) working days after the request is received. In the event of a denial for all or part of the request, DFA 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 DFA 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, DFA is required to give notice to any third party when a request for information is made for required documents submitted to the department. DFA 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 fourteen (14) 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 DFA 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 cash, credit or debit cards, or personal checks can be accepted.** Money orders, certified checks, or corporate checks are accepted.

DFA 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 public records is at the discretion of the DFA.

- 6. Requests for Standard Documents.** DFA 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, DFA 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 DFA 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, is free of charge on the DFA website at [www.dfa.state.ms.us](http://www.dfa.state.ms.us).

Also, <https://merlin.state.ms.us/merlin/merlin.nsf/Navigation?OpenForm&Home> offers information about the State’s budget, expenditures, workforce, & property. These websites

offer access to public information free of charge.

<b>Schedule of Documents</b>		
Standard Documents		
<b>Document</b>	<b>Paper (includes book rate postage)</b>	<b>Diskette or CD (Microsoft Office)</b>
SAAS Manuals (each)	Actual cost to reproduce	Actual cost to reproduce
SPAHRS Manuals (each)	Actual cost to reproduce	
Mississippi Agency Accounting Policies & Procedures Manual (MAPP)	Actual cost to reproduce	Actual cost to reproduce
MMRS Training Materials and Job Aides	Actual cost to reproduce	Actual cost to reproduce
Consolidated Annual Financial Report	\$25.00	\$15.00
RFP's from the Office of Purchasing & Travel	Actual Cost to reproduce	Actual cost to reproduce
RFP's from the Bureau of Building	Actual Cost to reproduce	Actual cost to reproduce
<b>Special Reports</b>		
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	
<b>Acceptable Forms of Payment</b>		
Payments are to be made to the Department of Finance & Administration. <b>Cash and personal checks are not accepted.</b> Acceptable forms are listed below:		
Corporate Checks		
Certified Checks		
Money orders		