

Department of Finance and Administration  
Administrative Rule No. 2

DATED: April 7, 1994

PURPOSE: To Establish Procedure for Uniform Charges and Fees for Reproduction of Documents of the Department of Finance and Administration

All requests for public documents shall be made in writing to the Executive Director of the Department of Finance and Administration at Post Office Box 267, Jackson, MS 39205.

All document searches and reproduction of documents will be made by staff of the Department of Finance and Administration.

All document requests will be approved or denied within fourteen (14) working days after request is made.

Some documents are exempt from publication such as personnel records, attorney communications, and work products of attorneys. Further, records furnished to public bodies by third parties which contain trade secrets or confidential commercial or financial information shall not be subject to inspection. To comply with the Public Records Act, prior written permission should be given by the third party for release of documents. If no permission is obtained, the third party must be advised that the documents will be released within fourteen (14) working days of the original request unless third party obtains a court order prohibiting same.

Cost of reproductions will be payable in advance of receipt of documents.

CHARGES ARE AS FOLLOWS

XEROGRAPHIC REPRODUCTIONS:

8 ½ X 11"	\$0.25 per page
8 ½ x 14"	\$0.35 per page
11" x 17"	\$0.75 per page

Minimum charge of \$2.00 per request

Additional fees incident to document production may include personnel charges for time expended in the actual searching, reviewing and/or duplicating of documents and, if applicable, the mailing of copies of said public documents.