



MSBOC Policy on Public Records Request

Disclosure of Information

Policies and procedures concerning the availability of and disclosure of records and information maintained by Mississippi State Board of Contractors is in accordance with Section 25-61-1 et seq., Mississippi Code Ann., "The Public Records Act of 1983." This applies to all records and information materials generated, developed, or held by MSBOC.

Public Records Policy

It is the policy of the Mississippi State Board of Contractors (MSBOC) to provide access to public records in a prompt and reasonable manner consistent with the Mississippi Public Records Act.

The public records policy 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 request for information from this agency should be submitted in writing using the form attached to this policy and delivered to MSBOC via mail, email, or in person. These requests should be sent to the attention of the Public Information Officer (PIO) at the address noted below or electronically to info@msboc.us.

Mississippi State Board of Contractors
Attention: Public Information Officer
Post Office Box 320279
Jackson, Mississippi 39232-0279

The request must reasonably describe the records sought and should include sufficient information to adequately identify the records requested as well as contact information of the requesting party including name, address and telephone number. This requirement may be waived on a case-by-case basis by the PIO or his/her designee to facilitate the orderly and timely release of information.

If the records will be disclosed, MSBOC will give an estimate of the total cost, if any, for compliance with the request. MSBOC will produce the records requested within seven (7) working days from the date the request and payment are received. If more additional time is needed to comply with the request (due to size, complexity, etc. of the request), MSBOC will contact the requestor to arrange additional time and/or or to arrange for answering the request in installments. Payment methods include check, money order, or cashier's check made out to the MSBOC.

Records furnished to MSBOC by third parties, which may contain trade secrets or confidential commercial or financial information, may not be released until reasonable notice to the third parties has been given. For the purpose of providing advance notice to submitters 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 certain records or portions of records may be exempt from disclosure pursuant to state or federal law, including but not limited to personnel records, medical records, and confidential commercial or financial information. Any exempt information will be redacted in accordance with applicable law.

If public records requests are not directed through the channels provided above, official receipt of your public records request may be delayed as it may take additional time to route your request to the correct agency department.

Requests should be submitted in writing using MSBOC Official Public Records Request form. The purpose of using this form is to readily identify your request as a public records request made pursuant to applicable state laws, and will provide the agency with the information necessary to efficiently and expeditiously comply with your request.

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 MSBOC qualified and available to do the job. Below is a breakdown of costs:

Public Information Request (charge for copying records)	\$0.50/pg
Public Information Request (administrative time/shipping & handling)	\$25.00

If costs for actual production exceed the estimated cost paid, MSBOC will produce documents up to the cost provided and will send a second invoice for the remaining cost of production. The method is employed to avoid non-payment of charges for a public records request that has already been performed. To fulfill a public records request MSBOC employees must stop work on their everyday duties to identify, retrieve, and review public records. This method ensures that these efforts will be compensated for, especially when fulfillment of the request has been extensive and time consuming.

Inspection of Public Records

Inspection of public records is available at no charge. Inspection must be conducted at Mississippi State Board of Contractors, 2679 Crane Ridge Drive, Suite C, Jackson, Mississippi 39216, during normal hours of operation (Monday through Friday from 8 a.m. to 5 p.m. excluding state holidays.) Requests for inspection of public records should be made on the attached MSBOC Official Public Records Request form and submitted according to the guidelines above. Appointments for inspection of public records will be made no sooner than two (2) business days after receipt of an official public records request for inspection made

according to this policy. If it is required that information must be redacted from public records available for inspection pursuant to the Miss. Code, the timeframes outlined below will be employed for inspection of public records. If redaction of information is necessary, the charges will apply as outlined above pursuant to Section 25-61-5 Miss. Code Ann. 1972.

Timeframes for Responses to Public Records Requests

The agency will make all efforts to respond to each request within seven (7) working days as provided by Section 25-61-5 Miss. Code Ann. 1972. However, MSBOC may not be able to produce all requests for public records within seven (7) working days and will produce within fourteen (14) working days after providing the requestor with a written explanation of why production cannot be made within seven (7) days.

Per Section 25-61-5 Miss. Code Ann. 1972, denials by MSBOC of a request for access to or copies of public records will be made in writing and will contain a statement of the specific exemption relied upon by the public body for the denial.

Copies of all denials shall be maintained on file by MSBOC for not less than three (3) years from the date denial is made. The person making the request may appeal any denial directly to the MSBOC Executive Director. This internal review process does not limit any rights available under law.

Record of Other Agencies

If a request is submitted to MSBOC for current records that are the primary responsibility of another agency, MSBOC will refer the request to the pertinent agency for appropriate action.

MSBOC will advise the requestor that the application has been forwarded to the responsible agency.



For MSBOC Official Use Only
Date Request Received Stamped Here:

REQUEST FOR PUBLIC RECORDS

Name of Person Making Request	NAME		
Organization of Person Requesting Records, if applicable			
Contact information for person making request	ADDRESS, CITY, STATE, ZIP	TELEPHONE	EMAIL
<p>In many instances, MSBOC may need to contact a requestor to clarify a request. Please provide your preferred method of contact, understanding that contact by mail not be as timely as a phone number or email contact and may delay your public records request. Please circle your preferred method of contact:</p> <p style="text-align: center;"> <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Email </p>			
Documents requested: Please be as clear and concise as possible			
<p>Detailed and descriptive requests generally are more cost effective to the requestor and prevent the production of unwanted or unnecessary information and the subsequent charging for said unwanted and/or unnecessary information.</p>			
Please check your preferred method of production: <input type="checkbox"/> Inspection <input type="checkbox"/> Paper Copies <input type="checkbox"/> Electronic Copies	Preferred method of delivery if not inspecting: <input type="checkbox"/> Pick up at MSBOC office <input type="checkbox"/> Mail <input type="checkbox"/> Email (available only if the electronic file is small enough to be emailed)		
Requestor's Signature:	Date:		
<p>Signing above means you understand the MSBOC Public Records Request Policy and agree to pay any costs related to your request.</p> <p>Note: Actual costs of gathering, reviewing, and reproducing materials will be the responsibility of the requestor. Pursuant to Section 25-61-7 Miss. Code Ann. 1972, these costs must be paid in advance. Payment may be made by check, money order, or cashier's check payable to MSBOC.</p>			

Submit this request to:

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Jackson, Mississippi 39232-0279
info@msboc.us