

## **Public Records Policy**

The public records policy of the Mississippi Office of the State Auditor (OSA) 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 OSA may be submitted in writing and delivered to OSA 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 [Public-Records@osa.ms.gov](mailto:Public-Records@osa.ms.gov)

Mississippi Office of the State Auditor  
Attention: Public Information Officer  
Post Office Box 267  
Jackson, Mississippi, 39205

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 OSA to facilitate the orderly and timely release of the information.

OSA 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 OSA for not less than three years from the date denial is made.

If the records will be disclosed, OSA will give an estimate of the total cost, if any, for compliance with the request. If the estimate is agreeable to the requestor, OSA 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 Office of the State Auditor.

Please note that investigative files, audit work papers, 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 OSA 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.

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