TITLE 30 – PROFESSIONS AND OCCUPATIONS

PART I MISSISSIPPI STATE BOARD OF AGRICULTUAL AVIATION

Chapter 05 Public Records Requests

Section 100 Scope

This document sets forth procedures for the public review and reproduction of documents of the Mississippi State Board of Agricultural Aviation (AAB).

200 General

In 1983 the Mississippi Legislature passed the Mississippi Public Records Act (the Act), Miss. Code Ann. §§ 25-61-1 through 25-61-17. These state statutes define "public records," mandate public access to "public records," require a written explanation of denial to access, declare certain records to be exempt from public access, allow fees to cover costs, and provide a penalty for wrongful denial of access to records.

The AAB practices an open records policy and allowed individuals the opportunity to review and reproduce records not exempt from disclosure in as expeditious and efficient manner as is practicable. Examples of records that are exempt as privileged by law and not available for inspection include personnel records, appraisals, attorney communications and work produce, and certain enforcement/investigative materials. Further, records furnished to public bodies by third parties which contain trade secrets or confidential commercial or financial information may be held as confidential.

300 Agency Response to Public Documents Requests

300.01 Public records requests are managed by AAB's Director. Any request for access to or copies of public records must be made in writing and addressed to Director, Agricultural Aviation Board, 124 N. Dunn St., Eupora, MS 39744. The request may be faxed to the Director at 662-258-5262 or sent by e-mail to egriavbd@network-one.com. The written request should describe in reasonable detail the information sought, the date of the request, and the requestor's name, address, and telephone number.

300.02 AAB will provide records not exempt from disclosure for review or reproduction as soon as practicable, but no later than 14 working days from the date of the request, as allowed by the Act. On many occasions, AAB will be able to honor routine document requests within 2-3 days or less.

300.03 When an individual submit a written request, the Director determines the exact location of the records requested. All records normally will be reviewed at the

AAB office location where the records are housed. If an individual seeks to review records that are housed at multiple locations, the Director will work with the individual requesting the record review to set up an appointment at the appropriate location.

400 Document Production

AAB allows individuals submitting a written request for records to copy documents that are not exempt from disclosure or to have the documents copies for them. The costs of reproduction and certification are payable by the requesting individuals, firm, or their representative. Reproductions and certifications will be released once an invoice is signed by the individual, firm, or their representative requesting the records. AAB will mail a bill for payment once the invoice is signed, to be paid upon the receipt of the bill. Failure to pay a bill will result in the individual, firm or their representative having to pay in cash prior to the release of subsequent reproductions and certifications.

500 Document Reproduction and Certification Costs

500.01 The schedule of charges and/or fees will be filed with the Secretary of State's Office, in accordance with the Public Records Act, and will be posted at the AAB office, and follows herein beginning at Chapter 05, Section 700.

500.02 Certification of documents – AAB public record files are working documents, and documents are added to the files regularly. No certification will be made that the records reviewed and the "complete" file, only that the document(s) produced are certified as a true copy from the records. Certifications will be signed and dated by the AAB Director. Copies of certified documents will be provided at the following cost:

$3.00 for first page or document certified
$1.00 for each additional page or document to be certified
Minimum charge of $3.00 per request

500.03 Additional fees incident to document reproduction may include the cost of postage if reproduction and/or certification of documents are requested to be mailed to the individual making the records review request.

600 Reproduction by AAB Staff

AAB is not staffed sufficiently to respond to requests for AAB personnel to copy documents for members of the public. Although AAB staff will attempt to facilitate document availability and review, AAB usually will (and reserves the right to) deny requests to assign AAB staff the task of copying records for members of the public.

700 Mississippi State Board of Agricultural Aviation – Review and Reproduction of Public Records – Copy Cost Policy

700.01 All records will be reviewed and reproduced in the offices of the Mississippi State Board of Agricultural Aviation (AAB). Records will not be sent out for copying. Local copying services may be retained to copy documents, but they will copy documents in the AAB's offices and at the expense of the party making the request.

700.02 There is no charge for up to 10 single page copies. For more than 10 single page copies, there will be a charge of 30 cents per page, beginning with the first page. We encourage the use of 2-sided copies; however, each 2-sided copy will be computed as 2 pages.

700.03 Charges for copies will be invoiced. At the time copying is completed, the appropriate invoice form should be completed by the AAB Director, signed by both parties, and forwarded to the AAB office, 124 N. Dunn St., Eupora, MS 39744. No form needs to be prepared for less than 10 single page copies. The AAB will prepare and mail an invoice as indicated on the form.

700.04 Certification of documents will be provided at the following costs.

$3.00 for first page or document certified.
$1.00 for each additional page or document to be certified.
Minimum charge of $3.00 per request.

700.05 Additional fees incident to document reproduction may include the cost of postage if reproduction and/or certification of documents are requested to be mailed to the individual making the records review request.