

# NOTICE OF PROPOSED RULE ADOPTION

## STATE OF MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION Public Information Office

Department of Finance and Administration  
c/o Public Information Officer  
501 North West Street  
Suite 1301A  
Jackson, Mississippi 39201  
(601) 359-3402  
[publicinformation@dfa.state.ms.us](mailto:publicinformation@dfa.state.ms.us)

Specific Legal Authority authorizing the promulgation of  
Rule: {Mississippi Code §25-61-1. Rules and regulations.}  
Reference to Rules repealed, amended or suspended by the  
Proposed Rule: Public Records Amendment

**Explanation of the Purpose of the Proposed Rule and the reason(s) for proposing the rule:** Per Miss. Code Ann. § 25-61-1 et seq. certain electronic documents, including e-mail are legally discoverable and accessible under the Mississippi Public Records Law. The guidelines set forth in this policy of the Mississippi Department of Finance & Administration ensure DFA's full compliance with any records request made under this section and in accordance with this policy.

This rule is proposed as a  Final Rule, and/or a  Temporary Rule (Check one or both boxers as applicable.)

**Persons may present their views on the proposed rule by addressing written comments to the agency at the above address. Persons making comments should include their name and address, as well as other contact information, and if you are an agent or attorney, the name, address and telephone number of the party or parties you represent.**

**Oral Proceeding:** Check one box below:

An oral proceeding is scheduled on this rule on Date: {Insert Date} Time: {Insert Time}  
Place: {Insert Place}

If you wish to be heard and present evidence at the oral proceeding you must make a written request to the agency at the above address at least \_\_\_\_ day(s) prior to the proceeding to be placed on the agenda. The request should include your name, address, telephone number as well as other contact information; and if you are an agent or attorney, the name, address and telephone number of the party or parties you represent.

An oral proceeding is not scheduled on this rule. Where an oral proceeding is not scheduled, an oral proceeding will be held if a written request for an oral proceeding is submitted by a political subdivision, an agency or ten (10) persons. The written request should be submitted to the agency contact person at the above address within twenty (20) days after the filing of this notice of proposed rule adoption and should include the name, address and telephone number of the person(s) making the request; and if you are an agent or attorney, the name, address and telephone number of the party or parties you represent.

**Economic Impact Statement:** Check one box below:

The agency has determined that an economic impact statement is not required for this rule, or  
 The concise summary of the economic impact statement required is attached.

The entire text of the Proposed Rule including the text of any rule being amended or changed is attached.

**Date Rule Proposed:** 09/18/08

**Proposed Effective Date of Rule:** 10/20/08

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**Kym Wiggins, Public Information Officer**