Proposed Rule Change – (Changes are noted in bold with underlines)

1.24 Procedures for Inspection/Copying of Public Records - All non-exempt public records used, prepared, possessed or retained by this Board in the performance of its function as a public body will be made available to any person for the purpose of inspection, copying or mechanical reproduction of same in accordance with the Mississippi Public Records Act of 1983 and the following procedures as duly adopted by this Board.

1. All requests shall be made in writing to the Executive Director of the Board, preferably upon the standard form provided by the Board. Each item of the request shall be concise, clear, specific, and dated and signed by the requesting party.
2. The Board will respond to such request no later than fourteen (14) government workdays from the date of the receipt of the request.
3. After the Board's response, non-exempt public records will be made available to the requesting party. The records may be reviewed Monday through Friday from 9:00 a.m. until 5:00 p.m. except on government holidays and any period during which the Board is in session. All such production of records shall be accomplished with a minimum of disruption of the on-going business of the Board and its employees.
4. The cost, to be pre-paid by the requesting party, for the mechanical reproduction of records will be calculated on the basis of **fifty (50)** cents per copy, with a minimum fee set at **$15.00**.
5. Any postage costs in excess of one (1) dollar will be pre-paid by the requesting party.
6. The cost of labor to be pre-paid by the requesting party for the search, review and mechanical reproduction of records will be the actual cost to the Board.
7. No copies of records will be released to the requesting party until full payment in advance has been made hereunder.
8. The Board or its employees reserve the right to postpone copying or mechanically reproducing any records pending receipt of satisfactory prepayment covering the above-mentioned labor, reproduction and/or postage costs.