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**Part 1 Chapter 9: Administrative Procedures Rules**

**Rule 9.1. METHOD OF OPERATION**

3. Where and How the Public may Obtain Information. The Board *Rules and Regulations*, as well as information regarding the Board meetings and regulatory requirements, may be obtained by visiting the Board's website at [www.mspba.ms.gov](http://www.mspba.ms.gov). Requests for declaratory opinions may be made pursuant to Part III of these administrative procedure rules. Otherwise, requests made pursuant to and in accordance with the Mississippi Public Records Act may be made by submitting written requests. Other requests for information, applications, requirements, complaints, fees and other inquiries may be made to:

Mississippi State Board of Public Accountancy  
5 Old River Place, Suite 104  
Jackson, Mississippi 39202-3449  
Telephone - (601) 354-7320  
Facsimile - (601) 354-7290  
Web site - [www.msbpa.ms.gov](http://www.msbpa.ms.gov)  
Email – [email@msbpa.ms.gov](mailto:email@msbpa.ms.gov)

Within seven (7) working days of the Board's receipt of a public records request, the Board shall review same and determine whether the records sought are exempt or privileged by law and shall either: i) produce the records; ii) allow access to records; iii) if the request is unclear or does not sufficiently identify the record sought, request clarification from the requestor; or iv) deny access to or production of the records sought. If the Board is unable to produce a public record by the seventh working day after the request is received, the Board will provide the requester with a written explanation stating that the record requested will be produced and specify the reason why the records cannot be produced within the seven-day period. Unless there is mutual agreement between the Board and the requester, the date for production of the requested record will be no later than fourteen (14) working days from the Board's receipt of the original public record request.

Source: *Miss. Code Ann.* § 73- 33-5 (f)

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