

Title 9- Education- Mississippi Community College Board

Part 1- Board Operations

Part 1 Chapter 2: Public Access to MCCB Records

Rule 2.1 Public Access to MCCB Records. Except where prohibited by law, any person will have the right to inspect or obtain reproduction of any public record of the Mississippi Community College Board.

The right to inspect public records will be acquired by a written request. Within five working days after the receipt of the request, notification of the time, place and method of access will be provided.

The right to obtain reproduction of a public record will be acquired by written request. The request must specify which records are to be reproduced and whether the reproductions are to be mailed or received in person. Copies of public records will be available at a rate of 25 cents per page or an established fee per document plus postage.

The financial provisions of this section may be waived by the Executive Director for requests from official representatives of community and junior colleges, colleges and universities, and state and federal agencies.

Denial of a request for access to or copies of Mississippi Community College Board public records will be in writing and will contain a statement of the specific reasons for the denial.

All written requests must be submitted to:

Executive Director
Mississippi Community College Board
3825 Ridgewood Road
Jackson, MS 39211

Sources: *Miss. Code Ann.* §37-4-3 and 25-61-1 etc.

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Rule 2.1 Public Access to MCCB Records. The public records policy of the Mississippi Community College Board (“MCCB”) has been adopted in accordance with the Mississippi Public Records Act of 1983, Section 25-61-1, et seq., Miss. Code Ann. (1972), as amended. All records and portions of records not exempt or otherwise protected by law from disclosure will be made available in accordance with the procedures outlined below.

Access to all non-exempt records of the MNCCB that have been properly requested, deemed subject to disclosure under the Mississippi Public Records Act, and for which applicable cost payment has been made will be allowed at a scheduled time during regular business hours (8:00 to 5:00 on working days). These records will be made available for inspection and/or copying. If any public record which is exempt from disclosure, as designated below, contains material which

is not exempt, the MCCB shall separate the exempt material and make the non-exempt material available for examination and/or copying. The Executive Director, or the Executive Director's designee, has the authority to specify the mode, manner, time and place of access.

Procedures for Handling Public Record Requests

All requests to examine, copy or obtain copies of public records, shall be in writing utilizing the standard Request for Public Records form, approved by the Executive Director, a copy of which is available at www.mccb.edu , or upon request. The request must describe the records with sufficient detail to enable MCCB to identify and locate same, give the name, address and telephone number of the requesting entity or individual, and must be signed by or on behalf of the requesting party. This requirement may be waived on a case by case basis by the Executive Director or the Executive Director's designee when the cost of producing the record is nominal and production of the record benefits the public.

Requests may be submitted by U.S. Mail to Executive Director, Mississippi Community College Board, 3825 Ridgewood Road, Jackson, Mississippi 39211; by facsimile to 601-359-5025; and by email to publicrecords@mccb.edu.

MCCB will respond to the request in writing within 7 working days from the date of the receipt of the request by:

- 1) producing the record for inspection or copying at the MCCB office at a specific date, time, and place;
- 2) providing copies of the record to the requestor;
- 3) notifying requestor of the estimated actual cost of searching, reviewing, copying, and, if applicable, mailing copies to the requestor, or
- 4) denying access to the record with specific reasons for the denial.

If the records will be made available, MCCB will give an estimate of the total cost, if any, for compliance with the request. Once payment is received, MCCB will produce the records requested no later than 14 working days from the date the request and payment are received.

Records furnished to MCCB by third parties, which may contain trade secrets or confidential commercial or financial information, will not be subject to inspection, examination, copying or reproduction until notice to the third parties has been given. Such records will be released no later than 21 days from the date notice is given to the third parties, unless the third parties have filed a petition in chancery court within the 21-day period seeking a protective order.

Fees

Any staff time or contractual services included in the actual cost of complying with a records request shall be assessed at the pay scale at the lowest level employee or contractor competent to respond to the request.

Copies will be made at a rate of .25 cents per page.

Mailing costs calculated at the applicable United States Postal Service rates shall be charged where appropriate. The cost of mailing a notice to third parties via certified mail, return receipt requested, shall be charged to persons requesting the public records.

Electronic copies will be made at actual cost depending on the format in which such records are provided.

Sources: *Miss. Code Ann.* §37-4-3 and 25-61-1 etc.