

MISSISSIPPI HOME CORPORATION PUBLIC RECORDS REQUEST POLICY

The Public Records Request Policy of the Mississippi Home Corporation has been adopted in accordance with the Mississippi Public Records Act of 1983, codified at Mississippi Code Annotated §§ 25-61-1 et seq.

Any request for access to or copies of a public record must be written and addressed to:

Executive Director
Mississippi Home Corporation
735 Riverside Drive
Jackson, Mississippi 39201

The request should be clearly marked "Request for Public Records," should describe in as much detail as possible the information sought, should include the request date and the requestor's name, address, and telephone number, and should state whether examination or copying of the information is requested.

Mississippi Home Corporation shall respond in writing within fourteen (14) work days from the date of the request. Denials shall contain the specific reasons for denial. Copies of all denials shall be maintained on file by Mississippi Home Corporation for not less than three years from the date denial is made. If any public record which is held to be exempt from disclosure contains material which is not exempt, Mississippi Home Corporation shall separate the exempt material and make the non-exempt material available for examination and/or copying.

Records furnished to Mississippi Home Corporation by a third party which is not a public body, as defined in the Mississippi Public Records Act, will not be released until notice to the third party has been given. The records shall be released within fourteen (14) days after the request is made, unless the third party seeks a court order protecting the records as confidential.

Mississippi Home Corporation shall charge and collect a reasonable fee to reimburse it for the actual cost of searching, reviewing, duplicating, and, if applicable, mailing copies of public records. When a fee is appropriate, the fee must be paid prior to Mississippi Home Corporation's compliance with the request.