



## Public Records Access Policy

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## Overview

**It is public policy of the City of Jackson (City) to provide service and information to its citizens and all other persons who request information consistent with the provisions of the Mississippi Public Records Act of 1983, as amended.**

## Definitions

**Identifiable Record:** A requested record is identifiable if the specific description of the record is given, including, but not limited to, the date of the record, the subject matter, division or staff person involved, or other identifiers. The identification must be specific.

**Day:** Any day other than a weekend, a state holiday, federal holiday, or other day which the City is closed by Executive Order.

## Procedure

**Records Available:** Public records not otherwise exempt by law are available for inspection and/or copying pursuant to these procedures.

**Request in Writing:** The individual requesting records shall complete and submit the designated form to the Office of the City Clerk. City of Jackson Department Directors may waive the requirements for information needed in the performance of their duties.

**Response:** The City of Jackson will respond to the public records request within seven (7) working days, pursuant to the provisions of the Mississippi Public Records Act of 1983, as amended.

**Denials:** Any denial of a request shall be made by the Office of the City Attorney in writing, and shall contain a statement of the specific reasons for the denial. The Office of the City Clerk shall maintain a file of all denials for a period of not less than three (3) years. No department shall deny a public records request submitted pursuant to the City's procedures without the express written authority of the Office of the City Attorney.

## Trade Secret Notice

**Notice of Request:** When an individual seeks inspection, examination, copying or reproduction of information which includes trade secrets, confidential, commercial or financial information submitted to the City by a third party, the City will provide thirty (30) days notice to the third party. The City will release the requested public record(s) at the expiration of the notice period, unless the third party objects in writing.

## Fees

**Determination of Fees:** The person requesting access to public records is required to pay the actual cost of retrieving such records(s) prior to access. Fees are calculated based on the prorated salary of the City employees retrieving, compiling, and producing the records(s). Photocopies of the requested records are billed at .50 per page; certified copies are \$1.50 each. Prepayment of all fees is required.

**Free Service:** There shall be no charge if the record(s) requested is not found, or said record(s) is exempt from public disclosure. No charge shall be made for staff hours spent in resolving any legal or policy questions concerning the request.