



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Access to Public Records

Policy:

Alcorn State University adopts the regulations and procedures as set forth in the Mississippi Public Records Act of 1983 and the policies of the Board of Trustees of State Institutions of Higher Learning (IHL) with respect to access to public records in the University's possession. Personnel records and applications for employment are exempt from the provisions of the Mississippi Public Records Act of 1983.

Other than exempt documents, the following guidelines will be followed with regards to public records requests:

1. Any entity wishing to inspect or copy public records must make the request in writing to the university and must clearly identify the specific information sought. Any response by the University will be submitted to the requesting party within seven (7) working days after the request is received.
2. Denial by the University of a request to access copies of our public records shall be in writing and shall contain a statement of the specific exemptions relied upon by the University for such denial.
3. Recipient(s) will be charged (\$.25) per page for standard black and white photocopies. For all non-standard photocopies, actual costs of reproduction will be assessed to recipient(s).
4. Records will be available for inspection and copying by appointment during regular working hours (8 a.m. to 5 p.m.) on Monday through Thursday, holidays excluded.
5. Recipient(s) may be charged costs for mailing in addition to reproduction fees.