

**MISSISSIPPI HOME CORPORATION
PUBLIC RECORDS REQUEST POLICY**

[The change to the Public Records Request Policy changes MHC's response time from 14 days to 7 days to comply with the new statute adopted by the legislature.]

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 seven (7) working days from the receipt of the request. If Mississippi Home Corporation is unable to produce the requested information within seven (7) working days from the receipt of the request, it will provide a written explanation to the person making the request. However, 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 notice to the third party will include a copy of the request. The records shall be released within seven (7) working days after receipt of the request, 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.