

## MISSISSIPPI STATE BOARD OF MASSAGE THERAPY

### PUBLIC ACCESS TO RECORDS REQUEST

All meetings of the Board are open to the public, and citizens are encouraged to attend meetings. The following regulation is enacted for the purpose of providing reasonable written procedures concerning the cost, time, place, and method of access, under the provisions of the Mississippi Public Record Act of 1983 (Open Records Act). It is not intended that these procedures shall apply to any public record or other document, which is exempt from the provisions of said Act or not covered by the provisions of the Open Records Act.

1. Any individual seeking to inspect, copy or mechanically reproduce or obtain a reproduction of any public record of the board should make a written request, signed by themselves to be mailed to the Executive Director, Mississippi State Board of Massage Therapy, Post Office Box 20, Morton, MS 39117.
2. The written request must be typed or clearly hand printed on a letter size piece of paper and shall specify in detail the public record sought. The request should include, if possible, a description of the type of record, dates, title of a publication, and other information which may aid in locating the record.
3. The written request must specify what the applicant proposes to do with the record, i.e., inspect, copy, etc. state the date and time for the proposed activity; state the number of persons scheduled to participate; and shall provide the name, address, and home and office telephone number of the applicant.
4. The Executive Director, upon receipt of any such request, shall review same and determine whether the records sought are exempt under the Mississippi Public Records Act, and shall either produce records or access to records or deny access to or production of the records sought within seven (7) working days from the date of the receipt of the request for the production of the record. If the Board is unable to produce a public record by the seventh working day after the request is made, the Board will provide a written explanation to the person making the request stating that the record requested will be produced and specifying with particularity why the records cannot be produced within the seven-day period. Unless there is a mutual agreement of the parties, in no event shall the date for the Board's production of the request records be any later than fourteen (14) working days from the receipt of the original request.
5. All inspection, copying or mechanical reproduction shall be done in the offices of the Board or such other reasonable place within the State of Mississippi as may be designated by the Board. It shall be the duty of the applicant to contact the Executive Director by phone before noon of the

first working day preceding the proposed date set out in the application to determine if same is acceptable and, if not, what date and/or time will be substituted.

6. Where possible, nonexempt material will be separated from exempt material and only the exempt material will be withheld.

7. If the Executive Director determines that the records requested are exempt or privileged under the law, she shall deny the request and shall send the person making the request a statement of the specific exemption relied upon by the Board for the denial. Such denials shall be kept on file for inspection by any person for three (3) years. This file shall be made available for inspection or copying or both during regular office hours to any person upon written request.

8. The Executive Director is authorized to calculate the estimated cost of searching, obtaining from storage, reviewing, shipping and/or duplicating records and to require payment in advance of such estimated charges prior to complying with the request. There shall be a charge of \$0.50 per page for each copy. Copies printed on both sides (front & back) shall be considered as two pages for copy charge purposes. Mailing cost shall be calculated at the applicable rate for each such mailing. If request involves notice to be given to a third party, the cost of mailing such notice via certified mail return receipt requested shall be charged to the person requesting such public records. In the event the actual cost of such activity exceeds the estimate, the Executive Director is authorized to withhold mailing or delivery of said documents or to delay the inspection until the difference is paid.

9. There shall be no charge for inspection of the current Board's records maintained at the Board office. Cost of obtaining records from any state storage facilities and the search for it shall be charged to the applicant.

10. The Executive Director may waive any or all of the foregoing requirements related to written notice, time, and method of access prepayment of expenses whenever the determination is made that such waiver would be in the public interest.

INFORMATION ON INDIVIDUAL MAKING THE REQUEST

Name/Name of Organization	
Personal/Business Address	
City	
State	
Zip	
Personal/Business Telephone Number	
Personal/Business Email Address	
Are you a member of the media?	
<p>Description of the Request – Please describe the public record you wish disclosed,, in detail, if clarification of the request is needed, the requestor will be contacted at the contact information listed above. If necessary, attach an additional page(s) for description</p>	
<p><b>Acknowledgement of Cost</b>          I understand a fee may be charged to cover the direct costs of search, review, and reproduction, as prescribed by the Mississippi State Board of Massage Therapy. I understand such costs must be paid prior to the production of the public record. I understand the cost of searching, reviewing, and reproducing the records may exceed initial estimates and I agree to pay additional costs if they exceed the original estimate. Should the request require extensive research or copies, the requestor agrees to allow additional time for processing the requested documentation to be mutually agreed upon by the parties. <b>IMPORTANT: THEFT OR ALTERATION OF STATE RECORDS IS A CRIME PUNISHABLE BY LAW, MISS. CODE ANN. § 25-59-23 (1972).</b></p>	
Date of Request	
Signature	