

Public Records Request/Report

“Streamlined” Public Records

- ✓ Child Care Center Inspection Reports
- ✓ Dairy Inspection Reports
- ✓ Drinking Water System Inspection Reports
- ✓ Food Service Establishment Inspection Reports
- ✓ Lists of
 - Ambulance Services
 - Dairy Farms
 - Public Water Supplies
 - Radioactive Materials Handlers
 - Restaurants/Food Service Establishments

Records Never Open To Public Access

(Including, but not limited to —)

- ✗ Applications For Licensure
- ✗ Complaints
- ✗ Personnel Files
- ✗ Trade Secrets

Fees For Access To Public Records

Whenever possible, The Health Department supplies public records at little or no cost. But the agency may charge reasonable fees as follows to cover cost:

- \$.25 per page . . . copies
- \$10 per hour . . . clerical assistance
- \$40 per hour . . . technical or professional assistance
- \$50 per hour . . . automated records search

All Requests Must Be Submitted In Writing To —

(Either on this form or letterhead stationery)

Office of Communications
Mississippi State Department of Health
Post Office Box 1700
Jackson, Mississippi 39215-1700
Telephone 601-576-7667
Fax 601-576-7517

Requestor Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone (____) _____ Fax (____) _____

Email Address _____

Records Requested — *(Please provide clear, concise description with dates, if applicable. Attach a separate page if needed.)*

Notify me if fee exceeds: \$10 \$25 \$50

Agency's Response —

Date _____

Request Received By _____

Title _____ Location _____

“Streamlined” Records Produced and Provided

(Send open records white copy to Communications)

Fee For Access _____

Fee Collected By _____

Request Sent To Legal Staff By _____

Legal Staff —

Request Approved By _____ *(Send open records white copy to Communications)*

Request Denied By _____

Reason _____

_____ *(Send open records white copy to Communications)*

Records Produced And Provided By _____

Fee For Access _____

Requestor Informed By _____

Fee Collected By _____

Fee Closed By _____

Comments _____

*White Copy = Communications
Yellow Copy = Requestor
Pink Copy = District/County/Office*