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| Policy Name: | Mississippi Public Records Act (Responses to) | | | | | |
| Section Number: | 4.09 | Section Title: | Office of the President | | | |
| Policy Owner: | Vice President of Marketing | | Last updated: | August 2024 | Reviewed: | May 2025 |
| Status: | Active | | Due for Review: | May 2030 | | |

Policy

Mississippi law (Miss. Code Ann. 25-61-1) requires that public entities, including Jones County Junior College (Jones College), provide access to or copies of public records in response to a written request. Public records include books, records, papers, accounts, letters, maps, photographs, etc. possessed by the college and used in conducting public business. The law requires a public entity that receives a public records request to comply with the written request within one day of the receipt unless the governing body for that public entity has adopted a written policy extending the time for compliance for up to, but not to exceed, seven working days. The college adopts a policy which provides for responses to public records requests to be made within seven working days from the date of the request. This policy will apply to any public records request (sometimes described as a “freedom of information” or “FOIA” request).

Despite the mandate for open disclosure of public records, there are a number of exceptions which would limit disclosure. For example, academic records, personnel files, and trade secrets are exempt from disclosure.

Procedures

The Office of the Vice President (VP) of Marketing and also the Office of the VP of Business Affairs have been designated as the Public Records Officers for the college. Therefore, all public records requests must be submitted to the appropriate Public Records Officer. Any person contacting a college department in person, via telephone, or via e-mail to request access to any college records should be advised that all requests must be submitted to the appropriate Public Records Officer. Under no circumstances should any employee other than the appropriate Public Records Officer grant or deny any request for access to records. Public records request must be submitted to the appropriate VP based on the nature of the request. If the specific information sought relates to non-business related matters (i.e., photographs, athletic information, and enrollment) these requests must be submitted to the VP of Marketing. If the specific information sought relates to business related matters (i.e., budget, employment, college operations and any undesignated topic) these requests must be submitted to the Office of the VP of Business Affairs.

In order to request public records from Jones College, all public records requests must be written on paper, dated, signed by the requestor, and transmitted in one of the following ways to the college’s Public Records Officer.

- a. Personally delivered to either the Office of the VP of Marketing and Recruiting or the Office of the VP for Business Affairs on the Ellisville campus; or
- b. Mailed to Jones County Junior College, care of the Office of the VP of Marketing or the Office of the VP of Business Affairs, 900 South Court Street, Ellisville, MS 39437.

Additionally, the request must identify the specific information sought and include the name of the requestor, the address of the requestor, and the current contact information of requestor.

Requestors will be charged for the actual cost of searching for, reviewing and, if necessary, redacting exempt information from public records. Likewise, requestors will be charged for photocopies of requested documents as well as actual costs of mailing, including the cost of the shipping container. The college requires payment in advance via cash, bank check or money order, for all costs as noted above before providing copies or access to records.

JONES COLLEGE STATEMENT OF NON-DISCRIMINATION

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Sarah Jones, Director of Counseling & ADA Coordinator, Student Affairs, phone 601-477-4070; email ADACoordinator@jcc.edu and (Title IX) Dr. Brittany Barron, Title IX Coordinator, Hutcheson Hubbard Administration Building, phone 601-477-4127; email brittany.weatherford@jcc.edu. Jones County Junior College, 900 South Court Street, Ellisville, MS 39437.