

ACCESS TO PUBLIC RECORDS

The University of Mississippi's policy on Access to Public Records: <https://secure24.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=12285722>

establishes the procedures for seeking access to public records, to protect the privacy of certain records, to ensure compliance with the Mississippi Public Records Act, and to ensure compliance with applicable privacy and other laws. The policy applies to all University of Mississippi employees and departments receiving a request for public records. The policy also applies to any individual requesting to inspect, copy or review public records possessed by the University of Mississippi. When submitting a request for public records, all individuals are required to comply with the policy. Any questions regarding the policy should be directed to the Office of General Counsel.

Any person wishing to inspect or copy public records should make the request in writing by completing the University of Mississippi's request form. The form can be accessed via the following link: <https://legal.olemiss.edu/index/public-records-request-form/>. Any person may also submit a written request by letter, fax, or e-mail addressed to the University of Mississippi's public records officer:

Charlotte Fant Pegues
Assistant Provost and Registrar
The University of Mississippi
Office of the Registrar
104 Martindale
University, MS 38677

Email: publicrecords@olemiss.edu
Phone: (662) 915-7014
Fax: (662) 915-5640

Requests for public records must include the following information:

- Name of requestor;
- Address of requestor;
- Other contact information, including telephone number and any e-mail address;
- Identification of the public records adequate for the public records officer or designee to locate the records; and
- The date and time of the request.