

VISIT JACKSON

Public Records Request Form & Procedures Revised: April 2026

HOW TO SUBMIT A PUBLIC RECORDS REQUEST

Visit Jackson provides access to public records in accordance with the Mississippi Public Records Act. A public records request may be submitted in one of the following ways:

info@visitjackson.com

P.O. Box 1450; Jackson, MS 39211

308 East Pearl Street; Suite 301; Jackson, MS 39201

GENERAL POLICY

Visit Jackson's public records practices are governed by the Mississippi Public Records Act of 1983 (Miss. Code Ann. §25-61-1 et seq.)

All public records not exempt from disclosure will be made available in accordance with the procedures outlined below.

Any person requesting public records from Visit Jackson should proceed as follows:

PUBLIC RECORDS PROCEDURES

Availability of Public Records

Access to non-exempt public records will be provided upon proper request, determination of eligibility for disclosure, and payment of applicable fees.

If a record contains both exempt and non-exempt information, Visit Jackson will redact the exempt portions and provide access to the remaining material.

Visit Jackson reserves the right to determine the time, place, and manner of access.

Inspection of records

All inspections will occur at Visit Jackson's office and must not interfere with normal operations.

Organization of Records

Visit Jackson will maintain its records reasonably organized. Visit Jackson will take reasonable actions to protect documents from damage and disorganization. Requestors may not remove

original documents or official forms from Visit Jackson's offices.

Request Submission Requirements

Any person wishing to inspect or copy public records of Visit Jackson should make the request in writing on Visit Jackson's request form or by letter, fax, or email addressed to the public records officer. Requests should include sufficient information to identify and locate the requested records, including:

- Name of requestor
- Address of requestor
- Other contact information, including telephone number and email address
- A description of the requested records sufficient for staff to locate
- The date of the request.

Use of Visit Jackson's request form is encouraged but is not required. Requests initially received by another Visit Jackson employee should be forwarded to the Public Records Officer for tracking and response.

Incomplete or unclear request may delay processing. Visit Jackson may request additional information to fulfill the request.

This requirement may be waived on a case-by-case basis by Visit Jackson to facilitate the orderly and timely release of information.

Additional Information

- If the Requestor wishes to have copies of the records made instead of simply inspecting them, they should indicate this and be prepared to pay applicable costs
- A form is available for use by the Requestor at the office of the public records officer and online at www.visitjackson.com

Processing & Response

Visit Jackson will produce the requested records or provide a written denial within seven (7) working days after receipt of the request. Any denial will identify the specific reason for the denial.

When production within seven (7) working days is not reasonably possible, Visit Jackson will provide the requestor with a written explanation specifying why the records cannot reasonably be produced within the seven-working-day period and stating the anticipated production date. Unless the requestor and Visit Jackson mutually agree to a later production date, the records will be produced no later than fourteen (14) working days after receipt of the request.

Visit Jackson will provide an estimate of any applicable costs. Payment of estimated costs may be required in advance of the release of records. Applicable fees will be calculated in accordance with Visit Jackson's fee schedule and the Mississippi Public Records Act.

A requestor may pursue any remedies available under applicable law regarding the denial of a public records request.

Exempt Records

Examples of exempt records include, but are not limited to:

- Any record expressly exempt from the Public Records Act or specifically declared exempt, confidential, or privileged by any other Mississippi statute, constitutional provision, judicial order, or directive shall not be subject to inspection and copying. Those records which are specifically exempt by law and which fall within the jurisdiction of Visit Jackson include, but are not limited to, the following:
- Personnel records and applications for employment, except those which may be released to the person who made the application or with the prior written consent of the person who made the application. This shall not be construed to prohibit the disclosure of the following information about employees: name, address, date of employment, length of employment, qualifications, and salary;
- Test questions and answers which are to be used in employment examinations;
- Letters of recommendation respecting any application for employment
- Trade secrets and commercial or financial information obtained from outside government to the extent that disclosure would result in substantial harm to the competitive position of the person from whom or about whom the information was obtained

Fees

Fees will be reasonably calculated to reimburse Visit Jackson for its actual costs and will not exceed the actual cost of searching, reviewing, redacting, duplicating, and when applicable, mailing the requested records.

Copies: Up to \$0.50 per page, not to exceed the actual cost of reproduction

Certified copies: \$1.00 per certified page, not to exceed the actual cost of certification and reproduction

Mailing costs: Actual USPS mailing and delivery costs

Staff Time: Actual staff costs based on the pay rate of the lowest-level employee qualified and available to perform the work, billed in 15-minute increments.

Other costs: Actual costs of necessary outside services, electronic media, or other materials required to fulfill the request.

Disclaimer

Submission of a request does not guarantee that all requested records will be provided. Records may be withheld or redacted in accordance with applicable law.

VISIT JACKSON

Public Records Request Form

Requestor Name: _____
Representing: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Email: _____

Material Requested (Please be as clear and concise as possible): _____

Attach additional pages if necessary.

Desired Form of Review:

- ☐ Personally Inspect
☐ Physical Copy of Material
☐ Electronic Copy (if available)

Desired Delivery Method:

- ☐ Mail to the Above Address
☐ Email to the Address Provided Above
☐ Will Pick it Up at the Visit Jackson Office

Please submit this request to one of the following:

U.S. Mail

Visit Jackson
P.O. Box 1450
Jackson, MS 39215-1450

Physical Location

Visit Jackson
308 East Pearl St., Ste. 301
Jackson, MS 39201

Fax or Email

601-960-1827
info@visitjackson.com

Note: The Requestor may be responsible for the actual costs of gathering and reproducing requested materials. Payment of applicable costs may be required before records are released.

Requestor Signature: _____ Date: _____

(TO BE COMPLETED BY VISIT JACKSON STAFF)

Request received by: _____

- ☐ Approved
☐ Denied (attach explanation)

Date Received: _____

Response Due: _____

Date Completed: _____

Staff Costs: \$ _____

Copy Costs: \$ _____

Other Costs: \$ _____

Final Costs: \$ _____

Payment received by: _____