



Alcorn
State University

MEMO

TO: University Community

FROM: Alfred Rankins Jr. *ARMJ*
President

DATE: March 1, 2016

RE: **University Public Records Policy**

Mississippi law (Miss. Code Ann. § 25-61-1) requires that public entities, including Alcorn State University, provide access to or copies of public records in response to a written request.

The law requires a public entity that receives a public records request to comply with a 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 University follows IHL [Policy 301.0804](#), which guarantees responses to public records requests within seven working days.

The vice president for marketing and communication has been designated as the public records administrator. Therefore, all public records requests must be transmitted to the vice president for marketing and communication. Alcorn employees should not grant or deny access to any public records requests in person, via telephone or email. Instead, direct the requester to the vice president for marketing and communication.

In order to obtain a public record from Alcorn, the request must be dated and signed by the requester, and submitted in one of the following ways to the public records administrator:

1. Personally delivered to the Division of Marketing and Communication, Bowles Hall (1st Floor, Office 105) on the Lorman campus;
2. Emailed via publicrecords@alcorn.edu;
3. Mailed to Alcorn State University, Division of Marketing and Communication, 1000 ASU Drive #389, Lorman, MS 39096

The process of gathering potential public records often involves queries to multiple individuals and units across the University as part of a good-faith effort to identify all responsive records.

To ensure compliance with the law, Alcorn employees must respond promptly (within one day) to records requests from the vice president for marketing and communication. A timely response is required to review the materials for possible redactions to protect the privacy rights of students or employees or other information deemed confidential under federal or state law.

For additional information on Alcorn's public records policy, visit www.alcorn.edu/publicrecords.

Failure to comply with this policy will result in disciplinary actions and/or termination.