

MISSISSIPPI LOTTERY CORPORATION PUBLIC RECORDS REQUEST POLICY

The Public Records Request Policy of the Mississippi Lottery Corporation has been adopted in accordance with the Mississippi Public Records Act of 1983, codified at Mississippi Code Annotated §§ 25-61-1 et seq., subject to the exemptions of the Alyce G. Clark Mississippi Lottery Law as set forth at Miss. Code Ann. §§ 27-115-13 and 27-115-23.

Any request for access to or copies of a public record must be written and addressed to:

Mississippi Lottery Corporation
1080 River Oaks Drive
Building B-204
Flowood, MS 39232
mannison@mslot.org

The request should be clearly marked "Request for Public Records," should describe in as much detail as possible the information sought, should include the request date and the requestor's name, address, and telephone number, and should state whether examination or copying of the information is requested.

Mississippi Lottery Corporation shall respond in writing within seven (7) working days from the receipt of the request. If Mississippi Lottery Corporation is unable to produce the requested information within seven (7) working days from the receipt of the request, it will provide a written explanation to the person making the request. All denials shall contain the specific reasons for denial. Copies of all denials shall be maintained on file by Mississippi Lottery Corporation for not less than three years from the date denial is made. If any public record which is held to be exempt from disclosure contains material which is not exempt, Mississippi Lottery Corporation shall separate the exempt material and make the non-exempt material available for examination and/or copying.

The following shall not be deemed public records of the Mississippi Lottery Corporation: any record that relates to or was provided by a confidential source or informant and relates to lottery security, applicant, vendor, or retailer qualifications or conduct; any record involving a trade secret of the Mississippi Lottery Corporation or one of its vendors; any record whose disclosure would endanger the security of the lottery or its retailers; or any record covered by another exemption under Mississippi or federal Law. Further, all public records, documents, and information received by the Mississippi Lottery Corporation pursuant to an intelligence sharing, reciprocal use, or restricted use agreement entered into by the Mississippi Lottery Corporation with a federal department or agency, a law enforcement agency, or the lottery regulation or gaming enforcement agency of any jurisdiction shall be exempt from the Mississippi Public Records Act of 1983 and shall not be released by the Mississippi Lottery Corporation without the permission of the person or agency providing the record or information.

Records furnished to Mississippi Lottery Corporation by a third party which is not a public body, as defined in the Mississippi Public Records Act, will not be released until notice to the third party has been given. The notice to the third party will include a copy of the request. The records shall be released within seven (7) working days after receipt of the request, unless the third party seeks a court order protecting the records as confidential.

Mississippi Lottery Corporation shall charge and collect a reasonable fee to reimburse it for the actual cost of searching, reviewing, duplicating, and, if applicable, mailing copies of public records. When a fee is appropriate, the fee must be paid prior to Mississippi Lottery Corporation's compliance with the request.