



Request for Public Records of Jackson State University

(Please note that requests for records of other State or local agencies must be directed to those agencies.)

Person Requesting: _____

Company/Entity (if applicable): _____

Address: _____

Phone: _____

Email: _____

Documents requested (please be as clear and concise as possible):

Review Documents: _____

Personally Inspect: _____

Copy of Materials: _____

Electronic Copy (if available): _____

Additional Instructions:

Requester's Signature: _____

Date of Request: _____

Please submit this request via U.S. Mail, postage prepaid, to the following (an emailed or faxed request does not satisfy the written request requirements):

Jackson State University
Compliance Officer
Division of General Counsel
P.O. Box 17239
Jackson, MS 39217

Note: Actual costs of gathering, reviewing, and reproducing requested materials will be the responsibility of the requestor. Pursuant to Section 25-61-7 of the Mississippi Code Annotated (1972), as amended, these must be paid in advance. If you do not receive a response from our office within seven (7) business days of submitting your request, please contact our office to confirm that we have received your request.