

**HOW TO  
REQUEST RESEARCH**  
Mississippi Department of Archives and History  
Archives and Records Services Division

## **1.0 How to Request Research**

### **1.1 In the Reading Rooms**

The Archives and Records Services Division (A&RS Div.) maintains reading rooms, which are open for public research, in the William F. Winter Archives and History Building at 200 North Street in Jackson, Mississippi. Staff provides on-site guidance and limited assistance. For more information visit our Web site.

- Visit <http://www.mdah.state.ms.us/arrec/index.php>

The A&RS Div. “ready reference” help desk is available by telephone and email. Ready reference requests are those which may be answered by staff by referring to the reference works and finding aids in the immediate area of the help desk. Any request requiring further research must be submitted by letter.

### **1.2 By Telephone**

- Call 601-576-6876, Monday, 9:00 a.m. – 5:00 p.m. (Central Time Zone)  
Tuesday – Friday, 8:00 a.m. – 5:00 p.m.

### **1.3 By Email**

- Send to [refdesk@mdah.state.ms.us](mailto:refdesk@mdah.state.ms.us)

### **1.4 By Letter**

The A&RS Div. offers in-depth, on-site research by the hour.

All **out-of-state** written reference requests must be accompanied by a service fee. This fee will provide for up to one hour of research time by our staff to answer your request. It does not cover the cost of any copies that may result in the search.

There is no service fee for **in-state** (Mississippi) written reference requests and each request will receive up to one hour of research time. Copies that may result from the search must be paid for separately.

Upon completion of our search, or the expiration of one hour’s research time, you will be notified of the results of the search to that point and the projected copying charges, and

you will be given the option to order copies of the materials related to your research request and, if necessary, submit another request for further research.

**Please do not submit more than the service fee for one hour of research.** Because of the number of requests we receive, we must limit our search time to one hour per request.

- Write a letter in which you state your question clearly and provide as many pertinent details as possible to assist us in conducting the research.
- Print or write legibly.
- Enclose payment, if **out-of-state**, in the form of a check or money order made out to **MDAH, Archives and Records Services** for **\$27.00**.
- Mail your letter and payment to:

Mississippi Department of Archives and History  
**Attn.: Reference Request, A&RS Div.**  
P.O. Box 571  
Jackson, MS 39205-0571