

AGENDA
STATE RECORDS COMMITTEE
January 19, 2023

1. Call to Order
2. Minutes of Meeting on July 21, 2022
3. Public Comment
4. Application for Disposition / Records Control Schedules
 - A. Proposed New General Schedules
 - a. Archives & History
 - i. Museum Comment Cards - 6268
 - B. Proposed Amendments to Agency Schedules
 - a. Dept. of Environment Quality – Pollution Control
 - i. Treatment, Storage and Disposal (TSD) Files – no. 6269 amends 3226
 - ii. Annual Hazardous Waste Reports – no. 6270 amends 3229
 - iii. EPA Files – no. 6271 amends 3230
 - iv. Generator Files – no. 6272 amends 3227
 - C. Proposed Amendments of Agency Schedules to follow General Schedules
 - a. Department of Revenue – Follow G141, G142, G143, G145, or G146 as applicable
 - i. ABC Division – nos. 142, 145, 147, and 150
 - b. University of Mississippi Medical Center – Follow G14, G15, G77, G107, or G136 as applicable
 - i. Human Resources – nos. 4135
5. Off-Site Lease Applications: None at this time
6. 2023 Meeting Dates: April 20th, July 20th, Oct 19th
7. Other Business
8. Adjournment

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

**MINUTES OF A MEETING OF THE
STATE GOVERNMENT RECORDS COMMITTEE**

Thursday, July 21, 2022

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, July 21, 2022, in a virtual environment using Zoom. David Pilcher, archives & services director, Mississippi Department of Archives and History (MDAH), and chair of the Committee, presided. Bob Dent, head, Government Records Section, Archives and Records Services Division (A&RS), presented the agenda for the meeting.

The following members of the Committee were present:

Joseph Sclafani, representing the Honorable Tate Reeves, Governor;
Jennifer Head, representing the Honorable Michael Watson, Secretary of State;
Jeff Goodwin, representing the Honorable Shad White, State Auditor; and
Lisha Jones, representing the state registrar of vital records, Department of Health.

The following visitors were present:

David Minton, Office of the Attorney General
Jessica Clark, University of Southern Mississippi
Clancy Smith, University of Southern Mississippi
Sharon Bridges, CPM project Evaluator and Instructor

The following staff of MDAH were present:

Caroline Gray-Primer, Government Records, A&RS

- I. Mr. Pilcher recognized a quorum, called the meeting to order, and welcomed all present.
- II. Minutes of the April 21, 2022 meeting were presented to the Committee. Joseph Sclafani moved to approve, and Lisha Jones seconded. The Committee unanimously approved the minutes.
- III. Mr. Pilcher acknowledged an opportunity for public comment. Mr. Dent indicated that no public comments were received prior to the meeting.
- IV. Mr. Dent presented the remainder of the schedules for the Committee's consideration:
 - A. Proposed new general schedules - Healthcare
 - a. Medication Acquisition Records – G155
 - b. Medication Control Records, subject to CMS – G156
 - c. Medication Control Records – G157

Lisha Jones moved to approve, and Jeff Goodwin seconded. The Committee unanimously approved the schedules.

- B. Proposed Amendment to general schedules.

- a. Purchasing – nos. G131 and G132 to amend G10 and G11

Lisha Jones moved to approve, and Jeff Goodwin seconded. The Committee unanimously approved the schedules.

C. Proposed Amendments to Agency Schedules

- a. Secretary of State, Land Division
 - i. Strike-offs. No. 6265 amends 702
 - ii. Sixteenth Section Land Classifications – no. 6266 amends 6239
 - iii. Original Patents – no. 6267 amends 716

D. Proposed Amendments to Agency Schedules to follow General Schedules

- a. G14, G15, G20, G21 – Personnel Records
 - i. Human Services – no. 1028 Communiqué Files
- b. G16 – Administrative Files, Personnel Office
 - i. Archives & History – no. 4165 Recruitment Files
 - ii. Corrections – no. 3820 Monthly Report
- c. G23, G24, G25, G26, G117, or G118, as applicable
 - i. Real Estate Commission – no. 1412 Real Estate Law Book and Misc. files
- d. G29 – State Plan
 - i. Rehabilitation Services – no. 239 State Plan
- e. G30 - Annual Reports
 - i. Public Employees' Retirement System – no. 1567 Annual Statement
- f. G62 or G147, as applicable. Transitory or Programmatic Correspondence
 - i. Chiropractic Examiners – no. 3347 General Correspondence
- g. G85- Personnel, Applicant Selection Process
 - i. Corrections
 - 1. 3814, Interview Files
 - 2. 3818, Interview Packets
- h. G91 – Personal Service Contract
 - i. Human Services – no. 5129 Personal Service Contract Files
 - ii. Military Department – no. 4417 Contract Services Worker Files
- i. G92, G93, G94, G95, or G97, as applicable. Vehicle Records
 - i. Veterinary Diagnostic Laboratory – no. 4179 Vehicle Files
- j. G103 Organization Charts
 - i. Veterinary Diagnostic Laboratory – no. 4199 Organization Charts
- k. G119, G120, G121, G127, G128 or G129 as applicable. Grant Files
 - i. Human Services
 - 1. No. 393 Grant Files

- 2. No. 3829 Monitoring Files
- 3. No. 4320 Subgrant Contract Files
- ii. Public Safety – no. 3925 Subgrantees' Contract Files
- l. G130 Civil Litigation Case File
 - i. Human Services – no. 1024 Court Suits
- m. G131 or G132, as applicable. Accounting
 - i. Archives & History – no. 4824 Administrative Assistant
 - ii. Education
 - 1. No. 1461 Purchasing Requests
 - 2. No. 3743 Requisitions
 - iii. Finance & Administration
 - 1. No. 2221 Purchase Orders vs Requisitions
 - 2. No. 2450 Purchase Orders and PO Adjustments (FMB copy)
 - iv. Human Services – no. 3104 WD Billing
 - v. Mental Health – MS. State Hospital
 - 1. No. 1855 Requisition Summary
 - 2. No. 1865 Requisition File
 - 3. No. 2004 Printing Requisitions
 - vi. Soil & Water Conservation Commission – no. 819 P-1 Forms
 - vii. Transportation – no. 1185 P-1 Authority
 - viii. University Press – no. 1561 Customer order with invoices
 - ix. Veterinary Diagnostic Laboratory – no. 4176 SPAHRS Files
 - x. Wildlife, Fisheries and Parks – no. 1770 Telephone Billing Files
- n. G136 Agency Payroll Records
 - i. Human Services – no. 333 Deduction Registers
- o. G140, G141, or G142 as applicable. License Files
 - i. Cosmetology – no. 3144 New Salon Application Log
- p. G141 License Files
 - i. Banking & Consumer Finance
 - 1. No. 506 Small Loan/Motor Vehicles, Active
 - 2. No. 507 Small Loan/Motor Vehicles, Inactive
 - 3. No. 3115 Small Loan/Motor Vehicles Files
 - ii. Cosmetology – no. 3146 Insurance Policy
- q. G145 or G146, as applicable. Complaints
 - i. Architecture – no. 6119 Compliant Files
 - ii. Banking & Consumer Finance
 - 1. No. 4682 Compliant Files, Active
 - 2. No. 4745 Compliant Files
 - 3. No. 4943 Compliant Files, Inactive
 - iii. Foresters Board
 - 1. No. 4305 Compliant Letters
 - 2. No. 4306 Complaint Files
 - iv. Health Department – no. 3532 Compliant Files
 - v. Motor Vehicle Commission – no. 2480 Compliant Files

- vi. The Mississippi Bar – no. 3369 Complaint Files (Dismissed)
- r. G147 Programmatic Correspondence
 - i. Cosmetology – no. 3159 Information Requests
- s. G148 Patient Billing
 - i. Health Department – no. 3119 Sterilization Files
 - ii. Mental Health – MS. State Hospital
 - 1. No. 1942 Reimbursement Claims File
 - 2. No. 1943 Reimbursement Reports
 - iii. University of Mississippi Medical Center
 - 1. No. 2096 Medicaid
 - 2. No. 2170 Billing Records/Billing Invoices
 - 3. No. 2343 Billing Records
- t. G150 Hospital Patient Records, Mental Health
 - i. Mental Health – Ellisville State School
 - 1. No. 5117 Clinic Forms (Misc.) Permanent Files
 - 2. No. 5215 Consent Files
 - ii. University of Mississippi Medical Center – no. 2893 Clinic Files
- u. G152 Hospital Radiological Records
 - i. University of Mississippi Medical Center – no. 4117 X-Rays
- v. G153 Patient Records, Adults
 - i. University of Mississippi Medical Center – no. 4501 Client Charts
- w. G155 – Medication Acquisition Records
 - i. University of Mississippi Medical Center – no. 3092
- x. G156 – Medication Control Records, Subject to CMS
 - i. Mental Health, Ellisville State School
 - 1. No. 5137 Pharmacy Order Records Forms
 - 2. No. 5138 Pharmacy Medication Control Record
 - 3. No. 5139 Pharmacy Inventory Record Forms
- E. Agency Schedule to Amend in favor of existing agency schedule
 - i. State Personnel Board - no. 2861 to use 5385 Subpoena Ledger. Duplicate schedule.

Lisha Jones moved to approve, and Jeff Goodwin seconded. The Committee unanimously approved the schedules.

- F. Schedules to Abolish
 - a. Human Services – no. 2899 Client Case Files. No longer created or received
 - b. Military – no longer created or received
 - i. No. 4447 – Armory Construction General Files
 - ii. No. 4452 – Armory Construction General Files
 - c. Public Utilities Staff – no. 3039 Public Utilities Regulatory Policies Act (PURPA) Files.
 - d. Foresters – no. 4308 – Sponsorship Files

Lisha Jones moved to approve, and Jeff Goodwin seconded. The Committee unanimously approved the schedules.

G. Off-Site Lease Applications – None at this time.

H. In other business, Mr. Pilcher announced that the next committee meetings will be held October 27, 2022.

I. Adjournment

There being no further business before the Committee, Ms. Blount thanked all present for their attention and dedication and adjourned the meeting.

Katie Blount, Chair

DRAFT

**200 North Street
Jackson, Mississippi 39201**

Records Control Schedule

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SCHEDULE #: 6268

AGENCY: Archives and History, Department of

DIVISION: Museum

OFFICE/SECTION: Administration

RECORDS SERIES TITLE: Museum Comment Cards

DATES: 2017 - 2022

Does this series continue to accumulate? y

ARRANGEMENT: Chronologically

DESCRIPTION:

This series consists of comment cards collected by guests who visit MDAH Museums. Information from the comment cards may be transcribed to an electronic spreadsheet or database.

DISPOSITION INSTRUCTIONS:

Hold paper cards until information is compiled in an electronic file, then dispose paper copies. Hold electronic files or unconverted cards ten (10) years, then dispose.

RIGHTS MANAGEMENT:

REMARKS:

STATE RECORDS COMMITTEE STATUS: Pending

200 North Street
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Records Control Schedule

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SCHEDULE #: 6269

SCHEDULE NUMBERS TO BE AMENDED: 3226

AGENCY: Environmental Quality, Department of

DIVISION: Pollution Control

OFFICE/SECTION: Hazardous Waste

RECORDS SERIES TITLE: Treatment, Storage and Disposal (TSD) Files

DATES: 2010 - 2022

Does this series continue to accumulate? y

ARRANGEMENT: Alphabetically

DESCRIPTION:

This series consists of files related to regulation of facilities disposing of treating or storing hazardous waste required by federal law to obtain a permit to operate. The sub files cover four areas: Permitting (containing application, supporting data, permits); financial files, monitoring files and compliance files. This series is cut off at the end of the calendar year.

DISPOSITION INSTRUCTIONS:

Image and verify files, then dispose of paper. Hold electronic files permanently and transfer digital copies to the State Archives.

RIGHTS MANAGEMENT:

REMARKS:

Records must be imaged to meet the MDAH imaging and reformatting standards found at <https://www.mdah.ms.gov/sites/default/files/2020-11/Public-Records-Reformatting-Policy-2013.pdf> [mdah.ms.gov]

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200 North Street
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Records Control Schedule

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SCHEDULE #: 6270

SCHEDULE NUMBERS TO BE AMENDED: 3229

AGENCY: Environmental Quality, Department of

DIVISION: Pollution Control

OFFICE/SECTION: Hazardous Waste

RECORDS SERIES TITLE: Annual Hazardous Waste Reports

DATES: 2017 - 2022

Does this series continue to accumulate? y

ARRANGEMENT: Chronologically

DESCRIPTION:

This series consists of reports filed annually by each large quantity waste generator and TSD facility, together with annual summary reports prepared by the agency from these reports. Included in these reports is data on type of waste generated, manner of treatment where waste is disposed of and nature of transportation. Statistics are kept as to types of treatment, waste, and methodology. This series is cut off at the end of the fiscal year.

DISPOSITION INSTRUCTIONS:

Image and verify files, then dispose of paper. Hold electronic files permanently and transfer digital copies to the State Archives.

RIGHTS MANAGEMENT:

REMARKS:

Records must be imaged to meet the MDAH imaging and reformatting standards found at <https://www.mdah.ms.gov/sites/default/files/2020-11/Public-Records-Reformatting-Policy-2013.pdf> [mdah.ms.gov]

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200 North Street
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Records Control Schedule

[Click to Print This Page](#)

SCHEDULE #: 6271

SCHEDULE NUMBERS TO BE AMENDED: 3230

AGENCY: Environmental Quality, Department of

DIVISION: Pollution Control

OFFICE/SECTION: Hazardous Waste

RECORDS SERIES TITLE: Environmental Protection Agency Files

DATES: 2017 - 2022

Does this series continue to accumulate? y

ARRANGEMENT: Chronologically

DESCRIPTION:

This series consists of files related to the relationship between the agency and the U.S. EPA. Included are agency applications for EPA. Certification, agreements, regulations, correspondence and other related documentation. It is cut off at the end of the fiscal year.

DISPOSITION INSTRUCTIONS:

Image and verify files, then dispose of paper. Hold electronic files permanently and transfer digital copies to the State Archives.

RIGHTS MANAGEMENT:

REMARKS:

Records must be imaged to meet the MDAH imaging and reformatting standards found at <https://www.mdah.ms.gov/sites/default/files/2020-11/Public-Records-Reformatting-Policy-2013.pdf> [mdah.ms.gov]

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Records Control Schedule

[Click to Print This Page](#)

SCHEDULE #: 6272

SCHEDULE NUMBERS TO BE AMENDED: 3227

AGENCY: Environmental Quality, Department of

DIVISION: Pollution Control

OFFICE/SECTION: Hazardous Waste

RECORDS SERIES TITLE: Generator Files

DATES: 2000 - 2022

Does this series continue to accumulate? y

ARRANGEMENT: Alphabetically

DESCRIPTION:

This series consists of files related to facilities which discharge hazardous waste, but are exempted by federal law from the requirement of obtaining a permit. Included are notification forms advising the agency of the hazardous waste discharge, inspection reports, enforcement information and related correspondence.

DISPOSITION INSTRUCTIONS:

Image and verify files. Hold digital files until facility is closed, then transfer to CERCLA files and apply schedule 3228.

RIGHTS MANAGEMENT:

REMARKS:

Records must be imaged to meet the MDAH imaging and reformatting standards found at <https://www.mdah.ms.gov/sites/default/files/2020-11/Public-Records-Reformatting-Policy-2013.pdf> [mdah.ms.gov]

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200 North Street
Jackson, Mississippi 39201

Records Control Schedule

[Click to Print This Page](#)

SCHEDULE #: 142

AGENCY: Revenue, Department of

DIVISION: ABC

OFFICE/SECTION: Office Manager

RECORDS SERIES TITLE: Hearings and Correspondence

DATES: 1966 - 2022

DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: alphabetically

DESCRIPTION:

This series consists of files related to the administration of the ABC division. Included are general correspondence, minutes, and hearings. This series is cut off at the end of the calendar year.

DISPOSITION INSTRUCTIONS:

Hold in the current files area two (2) months; transfer to local holding facility; hold permanently. Microfilm records for security purposes and send State Archives a copy.

RIGHTS MANAGEMENT:

REMARKS:

STATE RECORDS COMMITTEE STATUS: Approved on 04/28/1983

AMEND TO FOLLOW: G141, G142, G143, G144, G145, or G146 as applicable

200 North Street
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Records Control Schedule

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SCHEDULE #: 145

AGENCY: Revenue, Department of

DIVISION: ABC

OFFICE/SECTION: Office Manager

RECORDS SERIES TITLE: Military License Records

DATES: 1969 - 2022

DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: by permit number assigned

DESCRIPTION:

This series consists of files related to permits-military. Included are ABCD forms 1000, 1011, 2000RN, and legal notice format.

DISPOSITION INSTRUCTIONS:

Hold in the current files area three (3) years; microfilm, then dispose. Place microfilm copy at State Records Center for security purposes.

RIGHTS MANAGEMENT:

REMARKS:

STATE RECORDS COMMITTEE STATUS: Approved on 04/28/1983

AMEND TO FOLLOW: G141, G142, G143, or G144 as applicable

200 North Street
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Records Control Schedule

[Click to Print This Page](#)

SCHEDULE #: 147

AGENCY: Revenue, Department of

DIVISION: ABC

OFFICE/SECTION: Office Manager

RECORDS SERIES TITLE: Finger Print Cards

DATES: 1966 - 2022

DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: alphabetically by last name

DESCRIPTION:

This series consists of files related to fingerprint cards. Included is FBI Applicant Fingerprint Card.

DISPOSITION INSTRUCTIONS:

Hold in the current files area indefinitely.

RIGHTS MANAGEMENT:

REMARKS:

STATE RECORDS COMMITTEE STATUS: Approved on 04/28/1983

AMEND TO FOLLOW: G141, G142, or G143 as applicable

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

[Click to Print This Page](#)

SCHEDULE #: 150

AGENCY: Revenue, Department of

DIVISION: ABC

OFFICE/SECTION: Office Manager

RECORDS SERIES TITLE: Liquor Store Personnel Data

DATES: 1966 - 2022

DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: alphabetically by last name

DESCRIPTION:

This series consists of files related to personal record forms. Included are ABCD 1001-personal record.

DISPOSITION INSTRUCTIONS:

Hold in the current files area three (3) years; microfilm, then dispose. Place microfilm copy at State Records Center for security purposes.

RIGHTS MANAGEMENT:

REMARKS:

STATE RECORDS COMMITTEE STATUS: Approved on 04/28/1983

AMEND TO FOLLOW: G141, G142, or G143 as applicable

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

[Click to Print This Page](#)

SCHEDULE #: 4135

AGENCY: University of Mississippi Medical Center

DIVISION: Human Resources

OFFICE/SECTION: Benefits Section

RECORDS SERIES TITLE: Employee Files

DATES: 1999 - 2022

DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: chronologically

DESCRIPTION:

This series contains personnel files for all employees at the University of Mississippi Medical Center. Included are all insurance documentation, personnel action requests, tax documentation, performance employee evaluations, any certification documentation, grievances, commendations, correspondence, garnishments, child support information, & security agreements. It is cut off at the end of the year.

DISPOSITION INSTRUCTIONS:

Hold in the current files area until reproduced; transfer hard copy to State Records Center and hold seven (7) years; then dispose. Hold authenticated reproduction until administrative need is exhausted; then dispose.

RIGHTS MANAGEMENT:

REMARKS:

STATE RECORDS COMMITTEE STATUS: Approved on 06/15/2000

AMEND TO FOLLOW: G14, G15, G16, G20, G21, G65, G67, G68, G79, G80, G81, G82, G83, G84, G85, G86, G87, G91, G107, G108, G109, G110 as applicable.