

AGENDA
STATE RECORDS COMMITTEE
July 16, 2020

1. Call to Order
2. Minutes of Meeting on January 16, 2020
3. Public Comment
4. Application for Disposition / Records Control Schedules
 - A. Department of Health
 1. Syphilis and HIV Patient Records – no. 6236
 - B. Institutions of Higher Learning – University of Southern Mississippi
 1. Demolished Building Records – no. 6225
 2. Design Development Files – no. 6226
 3. Construction Photographs & Slides – no. 6227
 4. Architectural Renderings – no. 6228
 5. Schematics – no. 6229
 6. Utility Records – no. 6230
 7. Maintenance Manuals – no. 6231
 8. Training Material Files – no. 6232
 9. Fire Protection Files – no. 6233
 10. Equipment and Product Warranties – no. 6234
 11. Architectural Project Proposals – no. 6235
 - C. Division of Medicaid
 1. Provider Enrollment – no. 6223
 - D. Mississippi Development Authority
 1. New and Expanded Industry Reports – no. 6222
 - E. University of Mississippi Medical Center
 1. Medication Management Notes (Pre-EPIC) – no. 6224
5. General Schedules
 - A. Property – Fixed Assets – G116
 - B. Policy & Procedure Manuals (General Operations) – G117
 - C. Official Policy & Procedures Manual (Historical) – G118
 - D. Grant Applications & Closeout Reports (Awarded) – G119
 - E. Grant Operating Files (Awarded-Routine) – G120
 - F. Grant Applications (Not Awarded) – G121
 - G. Grant Files (Historical) – G122
 - H. Tax Incentive Program Files – G123
 - I. Loan Program Reports – G124
 - J. Loan Program Files (Funded) – G125
 - K. Loan Program Files (Unfunded) – G126

6. Schedule to be Amended in favor of General Schedules

A. Property

1. Animal Health – no. 4283
2. Archives & History – nos. 4021, 4153, 4807
3. Auditor – no. 466
4. Development Authority – nos. 3952, 3954
5. Education – no. 815, 846
6. Employment Security – no. 561
7. Environmental Quality – no. 559
8. Finance & Administration – nos. 1345, 1624, 2233
9. Human Services – nos. 1038, 371, 374
10. Institutions of Higher Learning – nos. 1001, 1007, 5849, 5936
11. MEMA – no. 159
12. Mental Health – no. 2035
13. Military – no. 4467
14. Motor Vehicle Commission – no. 2340
15. Nursing Home Administrators Board – no. 1144
16. Oil & Gas Board – no. 4624
17. Revenue – nos. 1, 8
18. Secretary of State – no. 579
19. State Personnel Board – no. 3337

B. Accounting Files – Use G39, G41, G42, G43

1. Human Services – no. 2657

C. Official Policy & Procedures Manual (General Operations)

1. Archives & History – no. 4874
2. Corrections – no. 4370
3. Employment Security Commission – no. 314
4. Secretary of State – no. 4694
5. University of Mississippi Medical Center – nos. 3495, 3667
6. Veterinary Diagnostic Laboratory – no. 4218

D. Grant Files

1. MDA – nos. 3952, 3954

E. Receiving Records/Freight Files

1. MDA – no. 3955

7. Schedules to be Abolished – Records are no longer active

A. Board of Public Accountancy

1. 4236 – Prior Executive Director's Files
2. 4245 – Practice Reviews Correspondence
3. 4246 – Practice Reviews
4. 4247 – Positive Enforcement Program Reports

B. Agriculture & Commerce

1. 904 – Grocery Store Survey

C. Archives & History

1. 4929 – Purchasing Administration Regulation Log
2. 2678 – State Personnel Board Files (Walls Case)

D. Board of Cosmetology

1. 3151 – Renewal Cards
 2. 3152 – Renewal Index Cards
 3. 3158 – Prior Licensing Board Administrator's Correspondence
 - E. Employment Security Commission
 1. 432 - Trial Balances (Old)
 - F. Finance & Administration
 1. 2205 - State Records Center Billings
 - G. Health Department
 1. 2104 – State Coordinator Request (HEW)
 2. 1741 – Conference Schedules
 3. 1742 – Grant Files
 4. 2102 – In-Kind Contribution
 5. 2107 – Hypertension Screening Files
 6. 2472 – Dental Clinic Files (Children)
 7. 1446 – Family Planning Billing
 - H. Human Services
 1. 355 – Outreach History & Resource File
 2. 2532 – Client Case File
 - I. Institutions of Higher Learning
 1. 781 – Emergency Employment Act
 - J. Mississippi Military Department
 1. 4439 – Equipment Concentration Site Files
 - K. Rehabilitation Services
 1. 246 – Employer Services Program
 - L. State Personnel Board
 1. 2823 – Salary Survey
 2. 2826 – Realignment History
 3. 2831 – Compensation Action
 4. 2850 – Productivity Awards Listing
 5. 2780 – Special Interest File
 6. 2848 – Employee Performance Appraisal Agency Files
 - M. Wildlife, Fisheries & Parks
 1. 1515 – Daily Activity Books
8. Off-Site Lease Applications
 9. 2020 Meeting Dates: July 16th; October 22nd
 10. Other Business
 11. Adjournment