

State Records Committee Meeting

October 22, 2020

MDAH is inviting you to a scheduled Zoom meeting.

Topic: October 22, 2020 State Records Committee Meeting

Time: Oct 22, 2020 10:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/92147317923?pwd=cm9WU3ZMdzR4eVRPOUJueno0VHh0dz09>

Meeting ID: 921 4731 7923

Passcode: 652531

One tap mobile

+13017158592,,92147317923#,,,,,0#,,652531# US (Germantown)

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Meeting ID: 921 4731 7923

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Find your local number: <https://zoom.us/u/abuFlzXb0>

AGENDA
STATE RECORDS COMMITTEE
October 22, 2020

1. Call to Order
2. Minutes of Meeting on July 16, 2020
3. Public Comment
4. Application for Disposition / Records Control Schedules
 - A. Office of the State Auditor
 - a. Investigative Files - no. 6237
 - b. Closed Investigative Synopsis/Summarization Files – no. 6238
 - B. Secretary of State
 1. Sixteenth Section Land Classifications – no. 6239
 - C. Mississippi State Department of Health
 1. Children and Youth with Special Health Care Needs (CYSHCN) Program Files – no. 6193
5. Proposed 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. Tax Incentive Program Files G123
 - h. Loan Program Reports G124
 - i. Loan Program Files (Funded) G125
 - j. Loan Program Files (Unfunded) G126
6. Schedule to be Amended in favor of General Schedules
 - a. Property – G116
 - i. Animal Health – 4283
 - ii. Archives & History – 4021, 4089, 4153, 4807
 - iii. Auditor – 466
 - iv. Development Authority – nos. 3952, 3954
 - v. Education – 815, 846
 - vi. Employment Security – 561
 - vii. Environmental Quality – 559
 - viii. Finance & Administration – 1345, 1624, 2233

- ix. Human Services – 1038, 371, 374
- x. Institutions of higher Learning – 1001, 1007, 5849, 5936
- xi. MEMA – 159
- xii. Mental Health – 2035
- xiii. Military – 4467
- xiv. Motor Vehicle Commission – 2340
- xv. Nursing Home Administrators Board – 1144
- xvi. Oil & Gas Board – 4624
- xvii. Revenue – 1, 8
- xviii. Secretary of State – 579
- xix. State Personnel Board 3337

- b. Official Policy & Procedures Manual (General Operations) – G117
 - i. Archives & History – 4874
 - ii. Corrections – 4370
 - iii. Employment Security Commission – 314
 - iv. Secretary of State – 4964
 - v. University of Mississippi Medical Center -3495, 3667
 - vi. Veterinary Diagnostic Laboratory – 4218

- c. Grant Files – G120
 - i. MDA – nos. 3952, 3954

7. Off-Site Lease Applications

- a. Mississippi Department of Health Vital Records Control of MS.
- b. Mississippi Department of Health Data Bank
- c. Mississippi Department of Revenue ACS

8. 2021 Meeting Dates: January 21, April 15, July 15, October 21

9. Other Business

10. Adjournment

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

MINUTES OF A MEETING OF THE STATE GOVERNMENT RECORDS COMMITTEE

Thursday, July 16, 2020

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, July 16, 2020, in a virtual environment using Zoom. David Pilcher, representing Katie Blount, 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:

Earnest Hart, Office of the Secretary of State;
Joseph Sclafani, representing the Honorable Tate Reeves, Governor; and
Lisha Jones, representing the state registrar of vital records, Department of Health.

The following staff of MDAH was present:

Caroline Gray-Primer, Government Records, A&RS; and

The following visitors were present:

Jessica Clark, USM

- I. Mr. Pilcher recognized a quorum, called the meeting to order, and welcomed all present.
- II. Minutes of the January 16, 2020 meeting were presented to the Committee. Lisha Jones moved to approve, and Earnest Hart 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 following schedules for the Committee's consideration:

A. Department of Health

Schedule #:	6236
Series Title:	Syphilis and HIV Patient History Records
Description:	This series consists of the medical history of patients treated at county offices who have tested positive for Syphilis/HIV. Included are demographic information, nurses' notes, method of treatment files, lab results, medication disbursed files, short-term financial receipts, and related files.
Disposition:	Hold paper files six (6) years after dates of last treatment; imaged and verify, then dispose of paper files. Hold electronic files fifty (50) years after verification, then dispose. Records prior to 2019, transfer paper files to SRC; hold twenty (20) years then dispose of paper files.

This schedule is withdrawn from the agenda. The Department of Health wants to modify the disposition, but the public comment period already began.

B. Institutions of Higher Learning – University of Southern Mississippi

Schedule #: 6225
Series Title: Demolished Building Records
Description: This series consists of files of demolished buildings. Included are legal descriptions, survey plats, building documentation drawings, and related files.
Disposition: Once structure is demolished, transfer files to University Archives.

Schedule #: 6226
Series Title: Design Development Files
Description: This series consists of building design drawings that show the detailed scope of the projects with limited engineering information.
Disposition: Hold three (3) years after completion of project, then dispose.

Schedule #: 6227
Series Title: Construction Photographs & Slides
Description: This series consists of photographs and slides depicting the construction progress for new renovation building projects.
Disposition: Hold six (6) years after project completion, then send representative sample of dated and identified photographs to University Archives. Dispose of remaining materials.

Schedule #: 6228
Series Title: Architectural Renderings
Description: This series consists of files related to renderings of visually described new construction projects.
Disposition: Once renderings are finalized, transfer approved designs to University Archives. Renderings of unrealized designs will be disposed.

Schedule #: 6229
Series Title: Schematics
Description: This series consists of preliminary design drawings showing the scope of a project before engineers become involved.
Disposition: Hold permanently. Transfer one copy to University Archives upon project completion.

Schedule #: 6230
Series Title: Utility Records
Description: This series consists of survey and topographic plans showing locations of all campus utilities.
Disposition: Hold permanently.

Schedule #: 6231
Series Title: Maintenance Manuals

Description: This series consists of equipment and maintenance manuals for major mechanical, electrical and plumbing items, kitchen and lab appliances, communications, and audiovisual equipment.
Disposition: Hold until no longer of administrative use, then dispose.

Schedule #: 6232
Series Title: Training Material Files
Description: This series consists of instructional material files used to train maintenance personnel and users in operating building equipment including but not limited to air handling units, elevators, broilers, and transformers.
Disposition: Hold until no longer of administrative use, then dispose.

Schedule #: 6233
Series Title: Fire Protection Files
Description: This series includes manufacturer's fire alarm files, fire suppression product data, sprinkler floor plans and diagrams, and related files.
Disposition: Hold until no longer of administrative use, then dispose.

Schedule #: 6234
Series Title: Equipment and Product Warranties
Description: This series consists of warranties for various parts and equipment in buildings. They also contain information on roofs, elevators, air handlers, boilers, lighting, electrical plumbing, and finish items.
Disposition: Hold until no longer of administrative use, then dispose.

Schedule #: 6235
Series Title: Architectural Project Proposals
Description: The series consists of architectural project proposals related to descriptions of firm requests for qualification information. Included are letters of interest, evaluation criteria, summaries of design team participants and qualifications, relevant projects experience with project summaries, M-55 forms (architect engineer related services for specific project questionnaires) and M-54 forms (architect engineer and related questionnaires), summaries of firms' accomplishments, and related files.
Disposition: Hold winning proposals until no longer needed for administrative use, then dispose. Dispose of rejected proposals upon notice of rejection.

Lisha Jones moved to approve, and Earnest Hart seconded. The Committee unanimously approved the schedules.

C. Division of Medicaid

Schedule #: 6223
Series Title: Provider Enrollment

Description: This series consists of health care provider files enrolled in the Medicaid program. Included are provider applications and supporting documents.

Disposition: Image and verify digital copy, then dispose of paper. Once imaged, hold digital files three (3) years after termination of provider, then dispose. Audit must have been released three (3) years prior to disposal.

Earnest Hart moved to approve, and Lisha Jones seconded. The Committee unanimously approved the schedule.

D. Mississippi Development Authority

Schedule #: 6222
Series Title: New and Expanded Industry Reports
Description: This series includes new and expanded industry reports, survey forms, local chamber of commerce reports, newspaper clippings, Balance Agriculture with Industry (BAWI) Reports, and related files.
Disposition: Hold two (2) years, then transfer to State Archives.

Earnest Hart moved to approve, and Lisha Jones seconded. The Committee unanimously approved the schedule.

E. University of Mississippi Medical Center

Schedule #: 6224
Series Title: Medication Management Notes (Pre-EPIC)
Description: This series consists of medication management notes.
Disposition: Hold ten (10) years after discharged, then dispose.

Lisha Jones moved to approve, and Earnest Hart seconded. The Committee unanimously approved the schedule.

V. New General Schedules

- A. Property, Fixed Asset – 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

Mr. Dent withdrew the proposed General Schedules because they did not appear on the MDAH website for public comment.

VI. Records Control Schedules to be Amended in favor of General Schedules

A. Property – G116

- i. Animal Health – no. 4283
- ii. Archives & History – nos. 4021, 4153, 4807
- iii. Auditor – no. 466
- iv. Development Authority – nos. 3952, 3954
- v. Education – 815, 846
- vi. Employment Security – 561
- vii. Environmental Quality – 559
- viii. Finance & Administration – 1345, 1624, 2233
- ix. Human Services – 1038, 371, 374
- x. Institutions of Higher Learning – 1001, 1007, 5849, 5936
- xi. MEMA – 159
- xii. Mental Health – 2035
- xiii. Military – 4467
- xiv. Motor Vehicle Commission – 2340
- xv. Nursing Home Administrators Board – 1144
- xvi. Oil & Gas Board – 4624
- xvii. Revenue – 1, 8
- xviii. Secretary of State – 579
- xix. State Personnel Board – 3337

Mr. Dent withdrew the proposed schedule since it did not appear on the MDAH website for public comment.

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

- i. Human Services – no. 2657

Lisha Jones moved to approve, and Earnest Hart seconded. The Committee unanimously approved to amend the schedule.

C. Official Policy & Procedures Manual (General Operations) G117

- i. Archives & History – 4874
- ii. Corrections – 4370
- iii. Employment Security Commission – 314
- iv. Secretary of State – 4964
- v. University of Mississippi Medical Center -3495, 3667
- vi. Veterinary Diagnostic Laboratory – 4218

D. Grant Files – G120

- i. MDA – nos. 3952, 3954

Mr. Dent withdrew the proposed schedule since it did not appear on the MDAH website for public comment.

E. Receiving Records / Freight Files – G49

- i. MDA – no. 3955

Earnest Hart moved to approve, and Lisha Jones seconded. The Committee unanimously approved to amend the schedule.

- VII. Schedules to be Abolished – Records are no longer active
 - A. Board of Public Accountancy
 - 4236 – Prior Executive Director’s Files
 - 4245 – Practice Reviews Correspondence
 - 4246 – Practice Reviews
 - 4247 – Positive Enforcement Program Reports
 - B. Agriculture & Commerce
 - 904 –Grocery Store Survey
 - C. Archives & History
 - 4929 –Purchasing Administration Regulation Log
 - 2678 – State Personnel Board Files (Walls Case)
 - D. Board of Cosmetology
 - 3151 – Renewal Cards
 - 3152 –Renewal Index Cards
 - 3158 – Prior Licensing Board Administrator’s Correspondence
 - E. Employment Security Commission
 - 432 - Trial Balances (Old)
 - F. Finance & Administration
 - 2205 - State Records Center Billings
 - G. Health Department
 - 2104 - State Coordinator Request (HEW)
 - 1741 – Conference Schedules
 - 1742 – Grant Files
 - 2102 – In-Kind Contribution
 - 2107 – Hypertension Screening Files
 - 2472 – Dental Clinic Files (Children)
 - 1446 – Family Planning Billing
 - H. Human Services
 - 355 - Outreach History & Resource File
 - 2532 – Client Case File
 - I. Institutions of Higher Learning
 - 781 – Emergency Employment Act
 - J. Mississippi Military Department
 - 4439 –Equipment Concentration Site Files
 - K. Rehabilitation Services
 - 246 –Employer Services Program
 - L. State Personnel Board
 - 2823 – Salary Survey
 - 2826 – Realignment History
 - 2831 – Compensation Action
 - 2850 – Productivity Awards Listing
 - 2780 – Special Interest File
 - 2848 – Employee Performance Appraisal Agency Files
 - M. Wildlife, Fisheries & Parks
 - 1515 – Daily Activity Books

Earnest Hart moved to approve, and Lisha Jones seconded. The Committee unanimously approved to abolish the schedules.

- VIII. Off-Site Lease Applications
 - Agency: State Aid Road Construction
 - Records: Half-Scale Plans
 - Dates: 1951-2020

Volume: 447.20 cubic feet; 459 containers
Schedule #: 1357
Location: VRC
Cost: \$1291.56
Lease Dates: July 1, 2020 – July 31, 2021
Justification: Records require climate control storage

Earnest Hart moved to approve, and Lisha Jones seconded. The Committee unanimously approved the off-site lease application.

IX. In other business, Mr. Pilcher announced that the next committee meetings will be held October 22nd.

X. Adjournment

There being no further business before the Committee, Mr. Pilcher 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

[Click to Print This Page](#)

SCHEDULE #: 6237

SCHEDULE NUMBERS TO BE AMENDED: 6110

AGENCY: Auditor, Office of the State

DIVISION: Investigative Audit

OFFICE/SECTION:

RECORDS SERIES TITLE: Investigative Files

DATES: 1997 - 2020

Does this series continue to accumulate? y

ARRANGEMENT: Alphabetically

DESCRIPTION:

This series consists of files related to investigations of alleged or suspected violation of laws by state, county, or municipal public officials. Included are the complaint form, case reports and investigative documentation which may include photographs, correspondence, copies of checks, copies of bank statements and related files.

DISPOSITION INSTRUCTIONS:

Image and verify paper files, then dispose of paper. Hold imaged files (15) fifteen years after close of investigation, then dispose.

RIGHTS MANAGEMENT:

MCA Section 25-1-102 (Attorney's Work Product)

REMARKS:

This schedule amends schedule 6110 to include document imaging, retention, and destruction of paper. The State Records Center and Archives may dispose of existing material.

STATE RECORDS COMMITTEE STATUS: Pending

2 hits



State Government Records Office

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

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SCHEDULE #: 6238

AGENCY: Auditor, Office of the State

DIVISION: Investigative Audit

OFFICE/SECTION:

RECORDS SERIES TITLE: Closed Investigative Synopsis/Summarization Files

DATES: 1997 - 2020

Does this series continue to accumulate? y

ARRANGEMENT: Alphabetically

DESCRIPTION:

This series consists of summaries of closed investigations.

DISPOSITION INSTRUCTIONS:

Annually transfer to State Archives closed investigative synopsis electronic files.

RIGHTS MANAGEMENT:

REMARKS:

This new schedule separated the files from synopsis.

STATE RECORDS COMMITTEE STATUS: Pending

[Back](#)

1 hit



State Government Records Office

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

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SCHEDULE #: 6239

SCHEDULE NUMBERS TO BE AMENDED: 5132

AGENCY: Secretary of State

DIVISION: Public Lands

OFFICE/SECTION:

RECORDS SERIES TITLE: Sixteenth Section Land Classifications

DATES: 1950 - 2020

Does this series continue to accumulate? y

ARRANGEMENT: Alphabetically

DESCRIPTION:

This series consists of records relating to sixteenth section land in each county. Included is correspondence with school districts, aerial photos, maps, classification of each parcel of land according to function, lease agreements, computer printouts, and other related files. The Public Lands Division will electronically image these records.

DISPOSITION INSTRUCTIONS:

Image and verify, then dispose of paper copies. Hold imaged files permanently.

RIGHTS MANAGEMENT:

REMARKS:

This schedule amends schedule 5132 by imaging and verifying, then dispose of paper copies and holding imaged files permanently instead of disposing of lease agreements one (1) year from expiration or termination of lease.

STATE RECORDS COMMITTEE STATUS: Pending



State Government Records Office

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

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SCHEDULE #: 6193

SCHEDULE NUMBERS TO BE AMENDED: 5998

AGENCY: Health, Department of
DIVISION: Field Operations
OFFICE/SECTION: Records Management

RECORDS SERIES TITLE: Children and Youth with Special Health Care Needs
(CYSHCN) Program Files

DATES: 1970 - 2020

Does this series continue to accumulate? y

ARRANGEMENT: Alphabetically

DESCRIPTION:

This series consists of files and medical records of patients of the Mississippi State Department of Health's Children and Youth with Special Health Care Needs (CYSHCN) Program. The CYSHCN Program collaborates to increase access to patient and family-centered medical homes and resources for children from birth to 21 years of age with chronic and complex medical conditions. Included are demographic information files, progress notes, method of treatment files and specific diagnoses and referrals from other physicians, x-rays and related files.

DISPOSITION INSTRUCTIONS:

Hold for six (6) years; transfer to off-site storage. Retain records seven (7) years after patient reaches the age twenty-one (21), then dispose.

RIGHTS MANAGEMENT:

45 CFR Parts 160, 162, & 164 Health Insurance Portability and Accountability Act (HIPAA), MCA Section 41-9-68 (Medical Records) & MCA Section 25-1-111 (Social Security Numbers)

REMARKS:

This schedule amends schedule 5998 by extending retention in office and to clarify the records series title.

STATE RECORDS COMMITTEE STATUS: Pending

PROPOSED GENERAL SCHEDULES

Property - Fixed Assets

G116

Description: This series consists of the records related to specific assets as outlined by the Office of the State Auditor. Documentation may include additions, deletions, property inventory, affidavit of lost or stolen property, assignment of property, authority to dispose, hand receipt, logs, reports, transfers to surplus, duplicate purchasing records, court order, equipment manuals, and related files.

Disposition: Hold three (3) years after asset has been removed from inventory, then dispose. Audit must have been released three (3) years prior to disposal.

Policy & Procedure Manuals (General Operations)

G117

Description: This series includes Policy and Procedures Manuals to direct routine business operations of an agency.

Disposition: Hold one (1) year after the document has been superseded, then dispose. Duplicate copies held at a state agency of state-wide policies are not required to be retained except as reference material. The creator of the Policy/Procedure Manual is the agency responsible for final disposition of the "official" copy. This includes both paper and electronic files.

Policy & Procedure Manuals (Historical)

G118

Description: A Manual which includes policy not filed under the Administrative Procedures Act, but impacts the citizens of Mississippi. These Manuals may also include the enforcement or transactions of state government as it relates to the laws of the federal or state government.

Disposition: Transfer one (1) copy of document to State Archives. Confidential or Proprietary information must be clearly marked prior to transfer.

Grant Application & Closeout Report (Awarded)

G119

Description: This series consists of the original and modified grant applications submitted by a state agency, board or commission

Disposition: Hold five (5) years after close of grant, then transfer to Archives.

Grant Operating Files (Awarded - Routine)

G120

Description: This series consists of files related to grants for which a state agency, board or commission has received from the state, federal or private funds. Included are budget modifications, correspondence, invoices, pay vouchers, and other related files

Disposition: Hold five (5) years after close of grant, then dispose

Grant Applications (Not Awarded)

G121

Description: This series consists of applications submitted by a state agency, board or commission seeking grant funds, but not awarded to the submitting agency.

Disposition: Hold one (1) year after notification of no award, then dispose.

Tax Incentive Program Files

G123

Description: This series consists of application forms, supplemental information, agency approval certification, work product, correspondence, and information transmittals to the Mississippi Department of Revenue for a state agency responsible for the review of tax incentive or credit programs.

Disposition: Hold seven (7) calendar years after receipt, then dispose.

Loan Program Reports

G124

Description: This series consists of reports created to identify the loan recipient and may include name, property address, purpose and status of the loan.

Disposition: Annually transfer report to Archives.

Loan Program Files (Funded)

G125

Description: This series consists of loans provided by state government to individuals, businesses, or local government as part of a statutorily approved program. May include applications, confidential banking information, collateral, closing documents, appraisals, deed of trust, invoices, promissory notes, correspondence, work product, bond documents, insurance information, status reports, and related material.

Disposition: Hold three (3) years after loan is paid in full, then dispose.

Loan Program Files (unfunded)**G126**

Description: This series consists of loans documents offered by state government to individuals, businesses, or local government as part of a statutorily approved program. May include applications, confidential banking information, collateral, appraisals, deed of trust, correspondence, work product, status reports, and related material.

Disposition: Hold one (1) year after notice to not fund, then dispose.

Schedules to be amended in favor of General Schedules

- a. Property, Fixed Assets G116
 - Animal Health – 4283
 - Archives & History – 4021, 4089, 4153, 4807
 - Auditor – 466
 - Development Authority – nos. 3952, 3954
 - Education – 815, 846
 - Employment Security – 561
 - Environmental Quality – 559
 - Finance & Administration – 1345, 1624, 2233
 - Human Services – 1038, 371, 374
 - Institutions of higher Learning – 1001, 1007, 5849, 5936
 - MEMA – 159
 - Mental Health – 2035
 - Military – 4467
 - Motor Vehicle Commission – 2340
 - Nursing Home Administrators Board – 1144
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 - Secretary of State – 579
 - State Personnel Board 3337

- b. Official Policy & Procedures Manual (General Operations) G117
 - Archives & History – 4874
 - Corrections – 4370
 - Employment Security Commission – 314
 - Secretary of State – 4964
 - University of Mississippi Medical Center -3495, 3667
 - Veterinary Diagnostic Laboratory – 4218

- c. Grant Files – G120
 - MDA – nos. 3952, 3954

APPLICATION FOR RECORDS STORAGE LEASE

1. AGENCY Mississippi State Department of Health		2. CONTACT NAME: Lisha Jones CONTACT PHONE: (601) 576-7224 CONTACT E-MAIL: lisha.jones@msdh.ms.gov	
3. ADDRESS 570 E Woodrow Wilson Avenue Jackson, MS 39215		4. RECORDS SERIES TO BE STORED Patient Records	
5. APPLICABLE SCHEDULE NUMBER(S) 6208	6. VOLUME OF RECORDS (Cubic feet or type and number of containers) 7,000	7. DATE SPAN OF RECORDS 1992	
8. PROPOSED STORAGE SITE (Name, physical address, city, state, zip) Vital Records Control of Mississippi, LLC 202 Northwest Progress Parkway		9. ATTACH FEMA FLOOD MAP (FIRMette) FOR PROPOSED LOCATION (http://msc.fema.gov) <input checked="" type="checkbox"/> ATTACHED	10. ANNUAL COST OF LEASE \$25,333.33
11. PERIOD FOR WHICH APPROVAL IS REQUESTED (mm/dd/yyyy – mm/dd/yyyy) 06/01/2020 - 05/31/2021		All new or extended leases require approved records control schedules. Contact a Government Records Analyst for assistance. <div style="text-align: right; font-family: cursive;"> Lisha Jones 5/18/2020 AGENCY HEAD/DESIGNEE SIGNATURE DATE </div>	
12. DETAIL REASON(S) FOR NOT UTILIZING THE STATE RECORDS CENTER Records must be kept in a climate controlled environment. SRC facility is not climate controlled.			

FOR STATE RECORDS COMMITTEE ONLY

Reviewed by: <i>Bob M. RA</i>	Flood Map Verified: <input checked="" type="checkbox"/>
Review date: <i>9/11/20</i>	Zone Designation: <i>X</i>
SRC meeting date: <i>10/22/20</i>	Inspection Date (if applicable)

STATE RECORDS COMMITTEE ACTION

_____ Approved for period _____ through _____
 _____ Disapproved _____ Tabled


 Chairman, State Records Committee

 Date


Send original application to Department of Archives and History, Government Records Section,
 P.O. Box 571, Jackson, MS 39205-0571.

INSTRUCTIONS FOR COMPLETING THE FORM

APPLICATION FOR RECORDS STORAGE LEASE

1. AGENCY Mississippi State Department of Health		2. CONTACT NAME: Lisha Jones CONTACT PHONE: (601) 576-7224 CONTACT E-MAIL: lisha.jones@msdh.ms.gov	
3. ADDRESS 570 E Woodrow Wilson Avenue Jackson, MS 39215		4. RECORDS SERIES TO BE STORED Patient Records and TB Records	
5. APPLICABLE SCHEDULE NUMBER(S) 5890 and 6208	6. VOLUME OF RECORDS (Cubic feet or type and number of containers) 4 Ten drawer filing cabinets of microfiche 3,399 rolls of microfilm	7. DATE SPAN OF RECORDS 1930 - 1990	
8. PROPOSED STORAGE SITE (Name, physical address, city, state, zip) Data Bank 3000 Desoto Street Monroe, LA 71201		9. ATTACH FEMA FLOOD MAP (FIRMette) FOR PROPOSED LOCATION (http://msc.fema.gov) <input checked="" type="checkbox"/> ATTACHED	10. ANNUAL COST OF LEASE \$2,400.00
11. PERIOD FOR WHICH APPROVAL IS REQUESTED (mm/dd/yyyy – mm/dd/yyyy) 08/01/2020 - July 31, 2021		All new or extended leases require approved records control schedules. Contact a Government Records Analyst for assistance. <div style="text-align: center;">  AGENCY HEAD/DESIGNEE SIGNATURE </div> <div style="text-align: right;"> 5/18/2020 DATE </div>	
12. DETAIL REASON(S) FOR NOT UTILIZING THE STATE RECORDS CENTER Records must be kept in a climate controlled environment. SRC facility is not climate controlled.			

FOR STATE RECORDS COMMITTEE ONLY

Reviewed by: 	Flood Map Verified: <input checked="" type="checkbox"/>
Review date: 9/11/20	Zone Designation: X
SRC meeting date: 10/22/20	Inspection Date (if applicable)

STATE RECORDS COMMITTEE ACTION

_____ Approved for period _____ through _____
 _____ Disapproved _____ Tabled


 Chairman, State Records Committee

 Date

Send original application to Department of Archives and History, Government Records Section,
 P.O. Box 571, Jackson, MS 39205-0571.

INSTRUCTIONS FOR COMPLETING THE FORM

APPLICATION FOR RECORDS STORAGE LEASE

1. AGENCY Mississippi Department of Revenue (1181)		2. CONTACT NAME: Erica Greenwood, SR Contract Analyst CONTACT PHONE: 601-923-7860 CONTACT E-MAIL: Erica.Greenwood@dor.ms.gov	
3. ADDRESS Post Office Box 22828 Jackson, Mississippi 39225		4. RECORDS SERIES TO BE STORED Original title applications, replacement titles, general correspondence, six (6) month rejects, designated agent cards, and master original titles.	
5. APPLICABLE SCHEDULE NUMBER(S) 47 142 148 150	6. VOLUME OF RECORDS (Cubic feet or type and number of containers) 26,360 rolls of microfilm	7. DATE SPAN OF RECORDS 1969 through 2000	
8. PROPOSED STORAGE SITE (Name, physical address, city, state, zip) ACS 4848 Virililia Road Flora, Mississippi 39071		9. ATTACH FEMA FLOOD MAP (FIRMette) FOR PROPOSED LOCATION (http://vmcsc.fema.gov) <input type="checkbox"/> ATTACHED	10. ANNUAL COST OF LEASE \$12,500
11. PERIOD FOR WHICH APPROVAL IS REQUESTED (mm/dd/yyyy – mm/dd/yyyy) 01/01/2021 through 12/31/2021		All new or extended leases require approved records control schedules. Contact a Government Records Analyst for assistance. <div style="text-align: center;">  9/03/2020 </div> <hr style="width: 100%;"/> AGENCY HEAD/DESIGNEE SIGNATURE DATE	
12. DETAIL REASON(S) FOR NOT UTILIZING THE STATE RECORDS CENTER Permanent records. Files must be kept in climate controlled environment; very old and fragile.			

FOR STATE RECORDS COMMITTEE ONLY

Reviewed by: <i>Bob Deard</i>	Flood Map Verified: <input checked="" type="checkbox"/>
Review date: <i>9/11/20</i>	Zone Designation: <i>Y</i>
SRC meeting date: <i>10/22/20</i>	Inspection Date (if applicable)

STATE RECORDS COMMITTEE ACTION

_____ Approved for period _____ through _____
 _____ Disapproved _____ Tabled

Chairman, State Records Committee

Date

Send original application to Department of Archives and History, Government Records Section,
P.O. Box 571, Jackson, MS 39205-0571.

INSTRUCTIONS FOR COMPLETING THE FORM