

AGENDA
STATE RECORDS COMMITTEE
January 21, 2021

1. Call to Order
2. Minutes of Meeting on October 22, 2020
3. Public Comment
4. Application for Disposition / Records Control Schedules
 - A. Archives and History
 - a. Section Head Administrative Files - no. 6241
 - b. Section Reports – no. 6242
 - c. Division Reports – no. 6243
5. Schedule to be Amended in favor of new agency schedules
 - a. Section Head Administrative Files – no. 6241
 - i. Archives & History – nos. 4763, 4765, 4769, 4780, 4811, 4911
 - b. Section Reports – no 6242
 - i. Archives & History – nos. 4760, 4768, 4810, 4908
6. Schedules to Amended in favor of General Schedules
 - a. Desk Files – G90
 - i. Archives & History – nos. 2677, 4148, 4297, 4754, 4757,4775, 4816, 4821, 4910, 4916
 - b. Director's Files – G33
 - i. Archives & History – no. 4174
 - c. Invoices – G36
 - i. Archives & History – nos. 3670, 4900
 - d. Organizational Chart – G103
 - i. Archives & History – 4172
 - e. Policies – G117 & G118
 - i. Archives & History – no. 4809
 - f. Purchasing Records – G10
 - i. Archives & History – nos. 3249, 4907, 4926
 - g. Property – G116
 - i. Archives & History – no. 4814
 - h. Resumes – G85
 - i. Archives & History - no 4166
 - i. W-2 Forms – G77
 - i. Archives & History – no. 4157

7. Schedules to be Abolished
 - a. Archives & History
 - i. Beeper Files – no. 5000
8. Off-Site Lease Applications
 - a. Mississippi Development Authority Vital Records Control of MS.
9. 2021 Meeting Dates: April 15, July 15, October 21
10. Other Business
11. Adjournment

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

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

Thursday, October 22, 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. 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
Grant Krag, representing the Honorable Shad White, State Auditor;
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 David Pilcher, division director, A&RS.

- I. Ms. Blount recognized a quorum, called the meeting to order, and welcomed all present.
- II. Minutes of the July 16, 2020 meeting were presented to the Committee. Joseph Sclafani moved to approve, and Earnest Hart seconded. The Committee unanimously approved the minutes.
- III. Ms. Blount 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. Office of the State Auditor

Schedule #:	6237
Series Title:	Investigative Files
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:	Image and verify paper files, then dispose of paper. Hold imaged files (15) fifteen years after close of investigation, then dispose.
Schedule #:	6238
Series Title:	Closed Investigative Synopsis/Summarization Files
Description:	This series consists of summaries of closed investigations.

Disposition: Annually transfer to State Archives closed investigative synopsis electronic files.

Grant Krag moved to approve, and Earnest Hart seconded. The Committee unanimously approved the schedule.

B. Secretary of State

Schedule #: 6239
Series Title: Sixteenth Section Land Classifications
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: Image and verify, then dispose of paper copies. Hold imaged files permanently.

Grant Krag moved to approve, and Earnest Hart seconded. The Committee unanimously approved the schedule.

C. State Department of Health

Schedule #: 6193
Series Title: Children and Youth with Special Health Care Needs (CYSHCN) Program Files
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: 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.

Earnest Hart moved to approve, and Grant Krag seconded. The Committee unanimously approved the schedule.

V. Proposed 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

Earnest Hart moved to approve, and Grant Krag seconded. The Committee unanimously approved the schedule.

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

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

Earnest Hart moved to approve, and Grant Krag seconded. The Committee unanimously approved the schedule

VII. Off-Site Lease Applications

Agency: Mississippi Department of Health
 Records: Patient Records
 Dates: 1992- present
 Volume: 7,000 cubic feet
 Schedule #: 6208
 Location: VRC
 Cost: \$25,333.33
 Lease Dates: June 1, 2020 – May 31, 2021

Justification: Records require climate control storage

Agency: Mississippi Department of Health
Records: Patient & TB Records
Dates: 1930-1990
Volume: 4 – Ten drawer filing cabinets of fiche; 3,300 rolls of microfilm
Schedule #: 5890 & 6208
Location: Databank
Cost: \$2,400.00
Lease Dates: August 1, 2020 – July 31, 2021
Justification: Records require climate control storage

Agency: Mississippi Department of Revenue
Records: original title applications, replacement titles, designated agent cards, master original titles
Dates: 1969 - present
Volume: 26,360 rolls of microfilm
Schedule #: 47, 142, 148, 150
Location: ACS
Cost: \$12,500.00
Lease Dates: January 1, 2021 – December 31, 2021
Justification: Records require climate control storage; permanent records

Agency: Board of Licensure for Professional Engineers and Surveyors
Records: Licensure records on microfiche
Dates: 1936 - present
Volume: 23 units of 3,900 fiche
Schedule #: 5906
Location: ACS
Cost: \$1,800.00
Lease Dates: January 1, 2021 – December 31, 2021
Justification: Records require climate control storage

Agency: Information Technology Services
Records: Daily backup of State Data Center
Dates: 2000; 7 days a week
Volume: 5 turtles
Schedule #: multiple
Location: Conduent Image Solutions, Inc.
Cost: \$3,500.00
Lease Dates: October 1, 2020 – September 30, 2021
Justification: Records require climate control storage

Agency: East Mississippi State Hospital
Records: Patient Records
Dates: 1909 - present
Volume: 3,354 legal/letter size file boxes
Schedule #: 5724
Location: M&M Storage, LLC
Cost: \$16,000.00
Lease Dates: January 1, 2021 – December 31, 2021
Justification: Records require climate control storage

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

VIII. In other business, Ms. Blount announced that the next committee meetings will be held January 21, April 15, July 15, October 21, 2022

IX. 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

SCHEDULE #: 6241

SCHEDULE NUMBERS TO BE AMENDED: 4763, 4765, 4769, 4780, 4811 & 4911

AGENCY: Archives and History, Department of

DIVISION: All

OFFICE/SECTION:

RECORDS SERIES TITLE: Section Head Administrative Files

DATES: 2015 - 2020

Does this series continue to accumulate? y

ARRANGEMENT: Alphabetically

DESCRIPTION:

This series consists of administrative support materials, which may include budgets, procurement records, policy and procedure drafts, duplicate personnel records, project tracking files, general correspondence and related files.

DISPOSITION INSTRUCTIONS:

Hold paper and electronic files five (5) years, then dispose.

RIGHTS MANAGEMENT:

MCA Section 25-1-100 (Personnel Records) and MCA Section 25-1-111 (Social Security Numbers)

REMARKS:

This schedule amends schedules 4763, 4765, 4769, 4780, 4811, and 4911 by applying schedule 6241 to all divisions.

STATE RECORDS COMMITTEE STATUS: Pending

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

SCHEDULE #: 6242

SCHEDULE NUMBERS TO BE AMENDED: 4760, 4768, 4810, 4908

AGENCY: Archives and History, Department of

DIVISION: All

OFFICE/SECTION:

RECORDS SERIES TITLE: Section Reports

DATES: 2010 - 2020

Does this series continue to accumulate? y

ARRANGEMENT: Chronologically

DESCRIPTION:

This series includes monthly activity reports compiled by each section and may be combined into monthly, quarterly, and annual reports.

DISPOSITION INSTRUCTIONS:

Hold paper and electronic files ten (10) years, then dispose.

RIGHTS MANAGEMENT:

REMARKS:

This schedule amends schedules 4760, 4768, 4810, and 4908 by applying schedule 6242 to all divisions.

STATE RECORDS COMMITTEE STATUS: Pending

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

SCHEDULE #: 6243

AGENCY: Archives and History, Department of

DIVISION: All

OFFICE/SECTION:

RECORDS SERIES TITLE: Division Reports

DATES: 2010 - 2020

Does this series continue to accumulate? y

ARRANGEMENT: Chronologically

DESCRIPTION:

This series includes division activity reports compiled from the various sections and may be combined into monthly, quarterly, or annual reports.

DISPOSITION INSTRUCTIONS:

Hold paper and electronic files ten (10) years, then dispose.

RIGHTS MANAGEMENT:

REMARKS:

STATE RECORDS COMMITTEE STATUS: Pending

Schedules to be amended in favor of General Schedules

- a. Desk Files, G90
Archives & History – 2677, 4148, 4297, 4754, 4757, 4775, 4816, 4821,
4910, 4916
- b. Director's Files, G33
Archives & History – 4174
- c. Invoices – G36
Archives & History – 3670, 4900
- d. Organizational Chart – G103
Archives & History – 4172
- e. Policies – G117 & G118
Archives & History – 4809
- f. Purchasing Records – G10
Archives & History – 3249, 4907, 4926
- g. Property – G116
Archives & History – 4814
- h. Resumes – G85
Archives & History – 4166
- i. W-2 Forms – G77
Archives & History – 4157

Schedule to be Abolished

Archives & History

Beeper Files – 5000

No longer an active record



200 North Street
Jackson, Mississippi 39201

Records Control Schedule

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SCHEDULE #: 5000

AGENCY: Archives and History, Department of

DIVISION: Administration

OFFICE/SECTION: Information Systems

RECORDS SERIES TITLE: Beeper Files

DATES: 2006 - 2020

DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: chronologically

DESCRIPTION:

This series consists of files related to problematic issues related to beepers issued to MDAH staff. The Information Systems Section is responsible for assisting with technological issues regarding computers and all communication devices. Included are e-mails and notes.

DISPOSITION INSTRUCTIONS:

Hold paper and electronic files in the current files area two (2) years, then dispose.


RIGHTS MANAGEMENT:

N/A

REMARKS:

STATE RECORDS COMMITTEE STATUS: Approved on 01/18/2007

APPLICATION FOR RECORDS STORAGE LEASE

1. AGENCY Mississippi Development Authority		2. CONTACT NAME: Amanda Hughes CONTACT PHONE: 601-359-2909 CONTACT E-MAIL: ahughes@mississippi.org	
3. ADDRESS 501 N West Street Jackson, MS 39201		4. RECORDS SERIES TO BE STORED Disaster Recovery	
5. APPLICABLE SCHEDULE NUMBER(S) 5228,5312,5318,5321	6. VOLUME OF RECORDS (Cubic feet or type and number of containers) 5,880 cu ft	7. DATE SPAN OF RECORDS 2006 - present	
8. PROPOSED STORAGE SITE (Name, physical address, city, state, zip) Vital Records 40 Northtown Circle Jackson, MS 39211		9. ATTACH FEMA FLOOD MAP (FIRMette) FOR PROPOSED LOCATION (http://msc.fema.gov) <input checked="" type="checkbox"/> ATTACHED	10. ANNUAL COST OF LEASE \$14,820
11. PERIOD FOR WHICH APPROVAL IS REQUESTED (mm/dd/yyyy – mm/dd/yyyy) 01-01-2021 to 12-31-2021		All new or extended leases require approved records control schedules. Contact a Government Records Analyst for assistance. <div style="text-align: right;">  _____ AGENCY HEAD/DESIGNEE SIGNATURE </div> <div style="text-align: right; margin-top: 10px;"> 9.9.2020 _____ DATE </div>	
12. DETAIL REASON(S) FOR NOT UTILIZING THE STATE RECORDS CENTER These are active records pertaining to Hurricane Katrina. They must be accessed by Federal auditors and staff at regular intervals. They are not subject to storage by SRC.			

FOR STATE RECORDS COMMITTEE ONLY

Reviewed by:	Flood Map Verified: <input type="checkbox"/> Zone Designation: Inspection Date (if applicable)
Review date:	
SRC meeting date:	

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