

AGENDA
STATE RECORDS COMMITTEE
April 15, 2021

1. Call to Order
2. Minutes of Meeting on January 21, 2021
3. Public Comment
4. Application for Disposition / Records Control Schedules
 - A. Proposed Agency schedules
 - a. Public Utilities Staff
 - i. 6244 Annual Reports of Utilities (amends 3020)
 - ii. 6245 Central Files, Utility Cases (amends 3028)
 - iii. 6247 Confidential Contracts (amends 3030)
 - iv. 6246 Purchase Gas and Fuel Adjustment Files (amends 3038)
 - B. Proposed General Schedules
 - a. Grant Applications & Closeout Reports (Awarded) – G127
 - b. Grant Operating Files (Awarded – Routine) – G128
 - c. Grant Applications (Not Awarded) – G129
 - d. Civil Litigation Case Files – G130
5. Schedules to be Amended in favor of General Schedules
 - a. Loan Program Files (Unfunded)– G126
 - i. MDA – nos. 5414, 3727, 3726
 - b. Loan Program Files (Funded)– G125
 - ii. MDA – no. 6210
 - c. Grant Files – G127 and G128
 - ii. MDA – no. 5454
 - d. Civil Litigation Case Files – no. G130
 - i. AG – nos. 3417, 4358, 5974, 6138
 - ii. Agriculture & Commerce – no. 4358
 - iii. Animal Health – no. 4290
 - iv. Archives & History – nos. 4501, 4168
 - v. Development Authority – no. 3949
 - vi. Health – no. 1132
 - vii. IHL – nos. 2612, 5842
 - viii. Insurance – no. 4991
 - ix. MDOT – no. 1152
 - x. Military Department – no. 2687
 - xi. Public Broadcasting – nos. 5525, 5526
 - xii. Revenue – no. 4639, 4640
 - xiii. State Personnel Board – no. 2774

xiv. Veterinary Diagnostic Lab – no. 4223

6. Schedules to be amended in favor of existing General Schedules

a. Public Utilities Staff

i. Administrative Files – no. 3022

a. G14, G15, G16, G20, G21, G48, G67, G85

ii. Library Clipping Files – no. 3033

b. G90 Desk Reference Files

iii. General Correspondence – no. 3036

c. G33, G62, G90

7. Off-Site Lease Applications

8. 2021 Meeting Dates: 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, January 21, 2021

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, January 21, 2021, 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 October 22, 2020 meeting were presented to the Committee. Joseph Sclafani moved to approve, and Grant Krag 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. Archives & History

Schedule #:	6241
Series Title:	Section Head Administrative Files
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:	Hold paper and electronic files five (5) years, then dispose.
Schedule #:	6242
Series Title:	Section Reports
Description:	This series includes monthly activity reports compiled by each section and may be combined into monthly, quarterly, and annual reports.
Disposition:	Hold paper and electronic files ten (10) years, then dispose.

Schedule #:	6243
Series Title:	Division Reports
Description:	This series includes division activity reports compiled from the various sections and may be combined into monthly, quarterly, or annual reports.
Disposition:	Hold paper and electronic files ten (10) years, then dispose.

Grant Krag moved to approve, and Joseph Sclafani seconded. The Committee unanimously approved the schedule.

- V. Schedules 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

Joseph Sclafani moved to approve, and Grant Krag seconded. The Committee unanimously approved the schedule.

VI. Schedules to be 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 – no. 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

Joseph Sclafani moved to approve, and Grant Krag seconded. The Committee unanimously approved the schedule

- VII. Schedules to be Abolished
 - A. Archives & History
 - i. Beeper Files – no. 5000

VIII. Off-Site Lease Applications

Agency: Mississippi Development Authority
Records: Disaster Recovery
Dates: 2006- present
Volume: 5,880 cubic feet
Schedule #: 5228, 5312, 5318, 5321
Location: Vital Records
Cost: \$14,820.00
Lease Dates: January 1, 2021 – December 31, 2021
Justification: Regular access required by federal auditors and staff

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

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

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

ADMINISTRATION

G127	Grant Applications & Closeout Reports (Awarded)	This series consists of the original and modified grant applications submitted <u>to</u> a state agency, board, or commission.	Hold five (5) years after close of grant, then dispose.
G128	Grant Operating Files (Awarded-Routine)	This series consists of files related to grants for which a state agency, board, or commission has granted <u>to</u> a state, local, or private entity. Included are budget modifications, correspondence, invoices, pay vouchers, and related files.	Hold five (5) years after close of grant, then dispose. Audit must have been released three (3) years prior to disposal.
G129	Grant Applications (Not Awarded)	This series consists of applications submitted <u>to</u> a state agency, board, or commission seeking grant funds but were not awarded to the submitting entity.	Hold one (1) year after notification of no award, then dispose. All challenges and litigation must be resolved prior to disposal.

LEGAL

G130	Civil Litigation Case Files	This series consists of files related to civil litigation by or against a state agency, board or commission and may include correspondence, attorney work product, pleadings, transcripts, evidence, briefs, court orders, and related material.	Hold five (5) years after case and all associated appeals are closed. All settlements must have been satisfied prior to disposal.
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Public Utility Commission – Schedule to amend in favor of General Schedules

3022	Administrative Files	General administrative files maintained by the Director of Administrative Services. Includes applications for leave, travel requests, blank personnel forms, employee work records, lists of consultants, copies of major case orders, etc. It is cut off at the end of the serial year.	Hold in the current files area weed and destroy as necessary.	Amend: Use existing General Schedules G67, G48, G14/15, G20/21, G16, and G85.
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G14	Personnel Files - Active (Subject to Personnel Board)	Included are: Application for employment, personnel data summary, attendance records, personnel actions, performance evaluations, cumulative leave records, discipline record, letters of commendation, payroll deduction data, bond, training records, etc.	Hold original or authenticated reproduction until employment is separated; then transfer to Personnel Files - Separated Employees. Active personnel files may be routinely purged of the following material three (3) years after receipt: Request for Leave, Cumulative Leave Records, Attendance Records and Performance Evaluations.	04/06/1989
G15	Personnel Files - Separated Employees (Subject to Personnel Board)	Included are: Application for employment, personnel data summary, attendance record, personnel actions, performance evaluations, cumulative leave records, discipline record, letters of commendation, payroll deduction data, bond, training records, etc.	Original or authenticated reproduction of Personnel Files may be destroyed after 6 years PROVIDED personnel reference data is maintained by agency for all employment activity prior to 1978. The information retained must include employee name, social security number, date of birth, race, sex, job titles, dates held, salary history and termination date. This information is maintained by the State Personnel Board for personnel actions after 1977. Personnel reference information should be retained for a period of fifty-five years. Personnel summary data may be retained in any format and media selected by the agency. NOTE: Personnel files for separated employees may be transferred to the State Records Center for storage until the expiration of the six year period.	04/06/1989

			All files transferred to the State Records Center MUST contain certification from the agency that personnel summary data has been prepared for all files dated prior to 1978.	
G16	General Administrative Files - Personnel Office	Included are: Certificate of eligibility, job applications (unsuccessful), job announcements, employee count printouts, requests for certificate of eligibility, performance evaluations due, manpower project and occupational analysis.	Hold original or authenticated reproduction three (3) years; then destroy.	01/18/2018
G20	Personnel Files - Active (Not Subject to Personnel Board)	Included are: Application for employment, personnel data summary, attendance records, personnel actions, performance evaluations, cumulative leave records, discipline record, letters of commendation, payroll deduction data, bond, training records, etc.	Hold original or authenticated reproduction until employee is separated; then transfer to PERSONNEL FILE - SEPARATED EMPLOYEES. Active personnel files may be routinely purged of the following material three (3) years after receipt: Request for Leave, Cumulative Leave Records, Attendance Records and Performance Evaluations.	06/28/1989
G21	Personnel Files - Separated Employees (Not Subject to Personnel Board)	Included are: Application for employment, personnel data summary, attendance records, personnel actions, performance evaluations, cumulative leave records, discipline records, letters of commendation, notice of separation/resignation, payroll deduction records, bond, training records, other records relating to an individual's employment.	Original or authenticated reproduction of Personnel Files may be destroyed after six (6) years PROVIDED personnel reference data is maintained by agency for all employment activity. The information retained must include employee name, social security number, date of birth, race, sex, job titles, dates held, salary history, and termination date. Personnel reference information should be retained for a period of fifty-five years. Personnel summary data may be retained in any format and media selected by the agency. NOTE: Personnel files for separated employees may be transferred to the State Records Center for	06/28/1989

			storage until the expiration of the six (6) year period. All files transferred to the State Records Center MUST contain certification from the agency that a personnel summary data has been prepared for all files.	
G67	Request for Leave	Employee's personal and medical leave	Hold original or authenticated reproduction four (4) years; then destroy.	01/19/2017
G85	Applicant Selection Process Records	This series include certificates of eligibles, applications, resumes, cover letters, interview notes, and other documents presented for a position of employment.	Agencies will hold two (2) years after the final decision is made on the position for which the information was received. Supervisors and selection committee members to hold copies one (1) year after completion of interview and decision process, then dispose.	04/20/2017
G48	Travel Reimbursement Files	This series documents travel expenses of agency personnel. Included, but not limited to, travel authorization forms, vouchers for reimbursement, original and copies of receipts, invoices, correspondence, and other related documentation.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	01/22/2009

3033	Library Clipping File	This series consists of newspaper clippings relating to utility matters. Included are newspaper clippings, 1985 to Present. It is cut off at the end of the serial year.	Hold in the current files area weed and destroy as necessary.	Amend to use G90 (Desk Reference Files)
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G90	Staff Desk Reference Files	Any document or copy of a document made or kept in the course of routine daily activity solely for reference purposes. These files may include copies of policies, procedures, interoffice memos; copies of individual personnel files; draft copies of correspondence and speeches; form letters, etc.	Hold until lapse of administrative need, then dispose.	07/20/2017
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3036	General Correspondence	This series consists of general correspondence of the divisions and executive director of the Public Utilities Staff. Included are correspondences to legislators, inquiries to utilities, communication with other regulatory bodies, etc. It is cut off at the end of the Calendar year.	Hold in the current files area two (2) years; transfer to State Archives for retention of historically valuable material.	Amend to use G62 (Transitory Correspondence) & G90 (Desk Reference Files) & G33 (Director's
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G62	Transitory Correspondence	Routine correspondence, including e-mail and typed memos of non-executive staff. Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures; certify a transaction, or become a receipt. Includes reminders about scheduled meetings or appointments, telephone messages, announcements of office events and recipient copies of announcements of events such as lectures, exhibits, workshops, etc.	Delete or dispose of upon receipt or after event.	10/20/2011
G90	Staff Desk Reference Files	Any document or copy of a document made or kept in the course of routine daily activity solely for reference purposes. These files may include copies of policies, procedures, interoffice memos; copies of individual personnel files; draft copies of correspondence and speeches; form letters, etc.	Hold until lapse of administrative need, then dispose.	07/20/2017

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

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SCHEDULE #: 6244

SCHEDULE NUMBERS TO BE AMENDED: 3020

AGENCY: Public Utilities Staff

DIVISION: Public Utilities Staff

OFFICE/SECTION:

RECORDS SERIES TITLE: Annual Reports of Utilities

DATES: 2010 - 2020

Does this series continue to accumulate? y

ARRANGEMENT: Alphabetically

DESCRIPTION:

This series consists of annual reports filed by utilities under the jurisdiction of the Public Service Commission.

DISPOSITION INSTRUCTIONS:

Image and verify, or accept born digital files. Once verified, dispose of paper files. Hold digital files three (3) years after receipt, then dispose.

RIGHTS MANAGEMENT:

REMARKS:

This schedule amends schedule 3020 by imaging and verifying and then disposing of the paper files.

STATE RECORDS COMMITTEE STATUS: Pending

200 North Street
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SCHEDULE #: 6245

SCHEDULE NUMBERS TO BE AMENDED: 3030

AGENCY: Public Utilities Staff

DIVISION: Public Utilities Staff

OFFICE/SECTION:

RECORDS SERIES TITLE: Central Files - Utilities Cases

DATES: 1956 - 2020

Does this series continue to accumulate? y

ARRANGEMENT: Numerically

DESCRIPTION:

This series consists of central case files maintained on each utility case filed with the Public Service Commission. Includes copies of applications, petitions, pleadings, supporting data, maps and plats, transcripts of testimony, and related files.

DISPOSITION INSTRUCTIONS:

Hold until all mapping information is entered into GIS and files have been imaged and verified, then dispose of paper files. Hold imaged files ten (10) years, then dispose.

RIGHTS MANAGEMENT:

REMARKS:

The schedule amends schedule 3030 by imaging and verifying and then disposing of paper files.

STATE RECORDS COMMITTEE STATUS: Pending

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SCHEDULE #: 6246

SCHEDULE NUMBERS TO BE AMENDED: 3038

AGENCY: Public Utilities Staff

DIVISION: Public Utilities Staff

OFFICE/SECTION:

RECORDS SERIES TITLE: Purchase Gas and Fuel Adjustment Audits

DATES: 1985 - 2020

Does this series continue to accumulate? y

ARRANGEMENT: Alphabetically

DESCRIPTION:

This series consists of documents relating to audits of purchase gas and fuel adjustment activities of utilities. Includes copies of annual reports, quarterly audit data, and related files.

DISPOSITION INSTRUCTIONS:

Image and verify files, then dispose of paper copies. Hold imaged files five files (5) years, then dispose.

RIGHTS MANAGEMENT:

REMARKS:

The schedule amends schedule 3038 by imaging and verifying and then disposing of paper files.

STATE RECORDS COMMITTEE STATUS: Pending

200 North Street
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Records Control Schedule

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SCHEDULE #: 6247

SCHEDULE NUMBERS TO BE AMENDED: 3028

AGENCY: Public Utilities Staff

DIVISION: Public Utilities Staff

OFFICE/SECTION:

RECORDS SERIES TITLE: Confidential Contracts

DATES: 1986 - 2020

Does this series continue to accumulate? y

ARRANGEMENT: Alphabetically

DESCRIPTION:

This series consists of files related to producer and distributor contracts, such as contracts for spot market gas purchases, filed with the Public Service Commission and which the utility wishes to be treated as exempt from public access. Including are copies of contracts, correspondence and related files.

DISPOSITION INSTRUCTIONS:

Image and verify. Once verified, hold one (1) years after close of contract, then dispose.

RIGHTS MANAGEMENT:

REMARKS:

The schedule amends schedule 3028 by imaging and verifying and then disposing of paper files.

STATE RECORDS COMMITTEE STATUS: Pending