

AGENDA
STATE RECORDS COMMITTEE
July 15, 2021

1. Call to Order
2. Minutes of Meeting on April 15, 2021
3. Public Comment
4. Application for Disposition / Records Control Schedules
 - A. Proposed General Schedules
 - a. Fiscal – Accounting & Budget
 - i. G131, Accounting & Budget – State funded
 - ii. G132, Accounting & Budget – Federal & non-state funded
 - b. Fiscal – Payroll
 - i. G133, DFA Master Payroll
 - ii. G134, DFA Payroll Reports
 - iii. G135, PERS Wage Reports
 - iv. G136, Agency Payroll Records
 - v. G137, Timesheets and Time Cards – State funded employees
 - vi. G138, Timesheets and Time Cards – Federal or other funded employees
 - B. Proposed Schedules - Attorney General, Consumer Protection Division
 1. Consumer Protection Consumer Files – no. 6250
 2. Forms & Notices – no. 6251
 3. Correspondence & Notifications – no. 6252
5. Schedules to be amended in favor of General Schedules
 - a. Fiscal – Accounting & Budget G131, G132
 - i. General Schedules - nos. G1, G2, G6, G7, G8, G22, G36, G37, G38, G39, G40, G41, G42, G43, G44, G45, G46, G47, G48, G49, G50, G51, G52, G101, G102
 - ii. Board of Public Accountancy – nos. 4235, 4264
 - iii. Agriculture & Commerce – no. 1787
 - iv. Animal Health – no. 4279
 - v. Archives & History – nos. 4508, 4933, 5006
 - vi. Barber Examiners – nos. 2903, 2904, 2905
 - vii. Community & Junior College Board – nos. 940, 3068
 - viii. Public Contractors Board – nos. 2086, 2087
 - ix. Board of Cosmetology – nos. 3141, 3433
 - x. DEQ – nos. 2186, 2188, 2191, 2192, 2197, 2199, 2200, 3219, 3224, 3643

- xi. DFA – nos. 1334, 1338, 1339, 1342, 1343, 2210, 2211, 2212, 2213, 2214, 2217, 2218, 2220, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2258, 2259, 2260, 2262, 2264, 2268, 2269, 2271, 2275, 2277, 2934, 2949, 2950, 3790
 - xii. Education – nos. 882, 1230, 1433, 1434, 1435, 2329, 2617, 3443, 3745
 - xiii. Employment Security – nos. 425, 426, 427, 429, 430, 431, 433, 444, 446, 449, 450, 458, 1323
 - xiv. Health – nos. 1447, 1734, 1735, 1737, 2334, 2335, 2474, 2711, 2922, 3093, 3095
 - xv. Human Services nos. 343, 351, 354, 2652, 2653, 2654, 2659, 2898, 3944, 3945, 4576, 5163
 - xvi. IHL – nos. 1005, 2357, 5933, 5950, 5951, 5952, 5954, 5979, 5989, 5983, 5987
 - xvii. Insurance – nos. 109, 5015, 5767, 5783
 - xviii. ITS – nos. 2682, 3127, 3128, 4003
 - xix. Library Commission – nos. 4026, 4029, 4039, 4040
 - xx. Marine Resources – no. 6006
 - xxi. Medicaid – no. 1643
 - xxii. Medical Licensure – no. 3924
 - xxiii. MEMA – no. 157
 - xxiv. Mental Health – nos. 1822, 1826, 1828, 1831, 1832, 1836, 1850, 1851, 1858, 1887, 1909
 - xxv. Military – nos. 3368, 4443, 4444, 4445, 4462
 - xxvi. Motor Vehicle Commission – nos. 2337, 2338
 - xxvii. MS. Business Finance Corporation – no. 4528
 - xxviii. Nursing Board – no. 3538
 - xxix. Nursing Home Administrators – no. 1140
 - xxx. Oil & Gas Board – no. 4625
 - xxxi. Public Service Commission – no. 2988
 - xxxii. Real Estate Comm. Nos. 1405, 1409, 1416
 - xxxiii. Rehabilitation Services – nos. 19, 189
 - xxxiv. Revenue – nos. 35, 36, 38, 39, 55, 59, 66, 123, 487, 1331, 1332, 2523
 - xxxv. Soil & Water Conservation Comm. – no. 817
 - xxxvi. State Personnel Board – nos. 2862, 2863
 - xxxvii. Tort Claims – no. 3833
 - xxxviii. Transportation – nos. 1073, 3293, 3609, 3610
 - xxxix. Treasury – nos. 1084, 1475, 1477, 1482, 2524, 2525, 2526, 2527, 3120, 3121, 4486, 4494, 4495, 5969
 - xl. UMMC – nos. 2281, 2312, 2324, 2325, 2412, 2414, 2415, 2497, 2735, 3345, 3486, 3498, 3612, 3618, 3719, 3772, 3775, 3776, 3855
 - xli. University Press – nos. 1559, 1562, 1565
- b. Fiscal – Payroll G133, G134, G135, G136, G137, G138 (separate by agency)
- i. General Schedules – nos. G73, G74, G75, G76
 - ii. Board of Public Accountancy – no. 4260
 - iii. Archives & History – no. 4092
 - iv. Dept. of Finance & Administration – no. 2272

- v. Dept. of Human Services – nos. 336, 338, 3103
 - vi. House of Representatives – no. 3941
 - vii. Institutions of Higher Learning, USM – nos. 5628, 5748, 5860, 5985
 - viii. Dept. of Insurance – no. 82
 - ix. MS. Military Department – nos. 4458, 4459, 4460, 4461, 4463, 4464, 4465, 4425, 4426
 - x. Rehabilitation Services – no. 191
 - xi. UMMC – nos. 2280, 2416, 3090, 3773, 3930,
- c. Grant Files – nos. G119, G120, G121, G127, G128, G129
- i. Agriculture & Commerce – no. 2732
 - ii. Archives & History – nos. 4143, 4777, 4784, 4785, 4823, 4848, 4849, 4850, 4853, 4854, 4890, 4920, 4937
 - iii. Arts commission – nos. 5737, 5743,
 - iv. DEQ – nos. 3218, 3221, 3222, 5044
 - v. DFA – nos. 2607, 3072
 - vi. DHS – nos. 330, 1615, 2094, 2332, 2667, 2900, 3291, 5160, 5162, 5125, 5126, 5127, 5128, 5130, 5131, 5161, 5499, 5498
 - vii. Education – nos. 844, 1268, 1689, 1712, 2449, 3323, 3324, 3355, 3358, 3360, 3583, 3584, 3585, 3629, 3734, 3740, 3786, 6095
 - viii. Health – nos. 1448, 1729, 2181, 3098, 3462
 - ix. IHL, University of Sothern Miss. – nos. 5626, 5754, 5859, 5978
 - x. Library commission – nos. 4025, 4030, 4031, 4070, 4071
 - xi. Marine Resources – nos. 6005, 6018
 - xii. MDA – no. 5919
 - xiii. Medicaid – no. 5531
 - xiv. MEMA – nos. 642, 1543, 1544, 2733, 3327
 - xv. Mental Health – nos. 1835, 1889, 3885, 3869, 5301
 - xvi. MS Home Corporation – nos. 6217, 6218
 - xvii. Oil & Gas Board – no. 4627
 - xviii. Public Service Commission – nos. 3002, 3478
 - xix. Rehab Services – no. 241
 - xx. Revenue – no. 31
 - xxi. Soil & Water Conservation Comm. – no. 4062
 - xxii. MDOT – nos. 3340, 3341, 5528
 - xxiii. UMMC – nos. 2300, 2590, 3410, 3781
 - xxiv. Wildlife, Fisheries & Parks – no. 1498
- d. Agency History Files – G56
- i. Institutions of Higher Learning – no. 573
- e. Annual Reports – G30
- i. Treasury, MPACT – no. 4484
- f. Administrative Procedures Act – G23, G24, G25, G26
- i. Dept. of Environmental Quality – no. 3238
 - ii. Motor Vehicle Commission – no. 2479

- g. Director's Files – G33
 - i. Education – no. 2111
 - ii. Mental Health
 - 1. MS State Hospital – no. 1900
 - 2. North MS Regional Center – no. 3860
 - iii. Public Service Commission - nos. 216, 3016
- h. Minutes and Support Minutes – G34, G35
 - i. Board of Public Accountancy – no. 4231
 - ii. Attorney General – no. 416
 - iii. Engineer & Land Surveyor's – no 5912
 - iv. Institutions of Higher Learning – no. 573
 - v. Dept. of Transportation – no. 1350
- i. Organizational Chart/Five-Year Plan – G103, G104
 - i. Education – no. 1687
- j. Transitory Correspondence – G62
 - i. Agriculture & Commerce – nos. 901, 3178
 - ii. Animal Health – no. 4678
 - iii. Architecture Board – no. 1325
 - iv. Archives & History – no. 4921
 - v. Library Commission – no. 4022
- k. Staff Desk Reference & Subject Files – G89, G90
 - i. Archives & History – nos. 4791, 4931, 5009
 - ii. Health Dept. – no. 4141
 - iii. Human Services – no. 341
 - iv. Library Commission – no. 4042
 - v. State Personnel Board – no. 2832
- l. Civil Litigation Case Files – G130
 - i. Attorney General – no. 5307
- 6. Schedules to be Amended in favor of new agency specific schedules
 - a. Attorney General
 - i. Consumer Protection Case Files - nos. 407, 1123, 1124,
 - ii. Forms and Notices – no. 2163
- 7. Schedules to Abolish
 - a. Agriculture & Commerce – no. 930. No longer accumulating
 - b. Attorney General – no 406. Program transferred to Secretary of State
 - c. Community Junior College Board, Jones County Community College– no. 1537
Included in local government retention schedules
 - d. Health Department – no. 1091. Healthcare Commission no longer exists
 - e. Library Commission – no. 4033, 4034. No longer accumulating

- f. Military Department – no. 4446. No longer accumulating
 - g. Veterans Affairs Board – no. 5328. No longer accumulating
 - h. Wildlife, Fisheries & Parks – no. 1519. No longer accumulating
- 8. Off-Site Lease Applications:
 - a. MS State Dept. of Health - VRC
- 9. 2021 Meeting Dates: October 28th
- 10. 2022 Meeting Dates: January 20th, April 21st, July 21st, October 27th
- 11. Other Business
- 12. Adjournment

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

MINUTES OF A MEETING OF THE STATE GOVERNMENT RECORDS COMMITTEE

Thursday, April 15, 2021

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, April 15, 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; and
Mark Johnson, representing the Honorable Shad White, State Auditor;
Lisha Jones, representing the state registrar of vital records, Department of Health.

The following committee member was absent:

Joseph Sclafani, representing the Honorable Tate Reeves, Governor; and

The following staff of MDAH were 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 January 21, 2020 meeting were presented to the Committee. Mark Johnson moved to approve, and Lisha Jones 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. Public Utilities Staff

Schedule #:	6244
Series Title:	Annual Reports of Utilities
Description:	This series consists of annual reports filed by utilities under the jurisdiction of the Public Service Commission.
Disposition:	Image and verify, or accept born digital files. Once verified, dispose of paper files. Hold digital files three (3) years after receipt, then dispose.

Schedule #:	6245
Series Title:	Central Files - Utilities Cases
Description:	This series consists of central case files maintained on each utility case filed with the Public Service Commission. Includes

Disposition:	copies of applications, petitions, pleadings, supporting data, maps and plats, transcripts of testimony, and related files. 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.
Schedule #:	6247
Series Title:	Confidential Contracts
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:	Image and verify. Once verified, hold one (1) years after close of contract, then dispose.
Schedule #:	6246
Series Title:	Purchase Gas and Fuel Adjustment Audits
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:	Image and verify files, then dispose of paper copies. Hold imaged files five files (5) years, then dispose.

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

B. Proposed General Schedules

Schedule #:	Administration - G127
Series Title:	Grant Applications & Closeout Reports (Awarded)
Description:	This series consists of the original and modified grant applications submitted to a state agency, board, or commission
Disposition:	Hold five (5) years after close of grant, then dispose.
Schedule #:	Administration - G128
Series Title:	Grant Operating Files (Awarded - Routine)
Description:	This series consists of files related to grants for which a state agency, board, or commission has granted to a state, local, or private entity. Included are budget modifications, correspondence, invoices, pay vouchers, and related files.
Disposition:	Hold five (5) years after close of grant, then dispose. Audit must have been released three (3) years prior to disposal.
Schedule #:	Administration - G129
Series Title:	Grant Applications (Not Awarded)
Description:	This series consists of applications submitted to a state agency, board, or commission seeking grant funds but were not awarded to the submitting entity.

Disposition:	Hold one (1) year after notification of no award, then dispose. All challenges and litigation must be resolved prior to disposal.
Schedule #:	Legal - G130
Series Title:	Civil Litigation Case Files
Description:	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.
Disposition:	Hold five (5) years after case and all associated appeals are closed. All settlements must have been satisfied prior to disposal.

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

C. Schedules to be Amended in favor of General Schedules

- i. Loan program Files (unfunded) – G126
 - 1) MDA – nos. 5414, 3727, 3726
- ii. Loan Program Files (funded) – G125
 - 1) MDA no. 6210
- iii. Grant Files – G127 and G128
 - 1) MDA 5454
- iv. Civil Litigation Case Files – G130
 - 1) Archives & History – no. 4172
- v. Policies – G117 & G118
 - 1) Archives & History – no. 4809
- vi. Purchasing Records – G10
 - 1) Archives & History – nos. 3249, 4907, 4926
- vii. Property – G116
 - 1) Archives & History – no. 4814
- viii. Resumes – G85
 - 1) Archives & History – no. 4166
- ix. W-2 Forms – G77
 - 1) Archives & History – no. 4157

D. Public Utilities Staff Schedules to be Amended in favor of General Schedules

- i. Administrative Files – no. 3022
 - 1) G14, G15, G16, G20, G21, G48, G67, G85
- ii. Library Clipping Files – no. 3033
 - 1) G90 – Desk Files
- iii. General Correspondence – no. 3036
 - 1) G33, G62, G90

Lisha Jones moved to approve, and Mark Johnson seconded. The Committee unanimously approved the schedule

V. Off-Site Lease Applications

No applications received

VI. In other business, Ms. Blount announced that the next committee meetings will be held July 15, 2021 and October 21, 2021

VII. 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

PROPOSED GENERAL SCHEDULES – FISCAL, ACCOUNTING & BUDGET

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G131	Accounting & Budget State Funded	Accounts payable & receivable, allocations, agency copy of audit reports, banking, CAFR, credit and P-card files, disbursements, financial correspondence, GAAP reports, ledgers, petty cash, purchase orders, receipts, reconciliation, reimbursement, requisitions, sale of commodities, sales tax records, shipping/receiving, statewide accounting system reports, travel, trial balance, vendor payment files, warrants, and related accounting and budget files.	Hold records three (3) years after audit, then dispose	PENDING

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G132	Accounting & Budget Federal and non-state funded	Series includes accounts payable & receivable, allocations, agency copy of audit reports, banking, CAFR, credit and P-card files, disbursement, financial correspondence, GAAP reports, ledgers, petty cash, purchase orders, receipts, reconciliation, reimbursement, requisitions, sale of commodities, sales tax records, shipping/receiving, statewide accounting system reports, travel, trial balance, vendor payment files, warrants, and related accounting and budget files.	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.	PENDING

Proposed General Schedules
Fiscal - Payroll

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G133	DFA Master Payroll	Basic earnings records, wage-rate tables, additions/deductions from wages, registers, timesheets & cards, and related material.	DFA to hold master records in electronic system seven (7) years, then delete. A DFA system fiscal audit must have been released three (3) years prior to disposal.	PENDING
G134	DFA Payroll Reports	Monthly reports that provide payroll data	DFA will hold payroll reports seventy-five (75) years, then dispose. Audit must have been released three (3) years.	PENDING
G135	PERS Wage Reports	Wage reports	PERS will hold wages reported by employer agencies permanently <u>seven (7) years after the death</u> for each member and ensure security and migration of digital formats.	AMENDMENT PENDING Amends 5650 for PERS
G136	Agency Payroll Records	Basic earnings records, wage-rate tables, additions/deductions from wages, registers, reports, timesheets & cards, and related material.	State agencies will hold born digital payroll records seven (7) years, then delete. Paper records will be held two (2) years, then may be transferred to the state records center for five (5) years, then disposed. Audit must have been released three (3) years.	PENDING
G137	Timesheets and Time Cards – State funded employees	This series includes the timesheets and time cards of individuals working for a state agency.	Agencies whose employees are funded using state dollars will hold records three (3) years, then dispose. Audit must have been released three (3) years prior to disposal. Copies of these files held by an agency office or the employee can be disposed of after one (1) year.	AMENDMENT PENDING FOR G76 04/20/2017
G138	Timesheets and Time Cards – Federal or other funded employees	This series includes the timesheets and time cards of individuals working for a state agency.	Agencies whose employees are funded through federal funds or private grants hold files seven (7) years, then dispose. Audit must have been released three (3) years prior to disposal.	PENDING Separates G76 for federal/other funded positions



State Government Records Office

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

[Click to Print This Page](#)

SCHEDULE #: 6250

SCHEDULE NUMBERS TO BE AMENDED: 407, 1123, 1124

AGENCY: Attorney General, Office of the

DIVISION: Consumer Protection

OFFICE/SECTION: Consumer Protection

RECORDS SERIES TITLE: Consumer Protection Consumer Files

DATES: 2000 - 2020

Does this series continue to accumulate? y

ARRANGEMENT: alphabetically by respondent

DESCRIPTION:

This series consists of complaint forms and documents relating to consumer complaint forms. Included are supporting documents, such as bill of sale, purchase contract and correspondence, as well as attorney work product and litigation materials concerning complaint form.

DISPOSITION INSTRUCTIONS:

Hold in the current files area for three (3) years after the investigation or matter is closed or settled; transfer to SRC; hold two (2) years, then dispose.

RIGHTS MANAGEMENT:

MCA Section 25-1-111 (Social Security Numbers), & MCA Section 25-61-12(Law Enforcement Information)

REMARKS:

This schedule amends 407, 1123, and 1124.

STATE RECORDS COMMITTEE STATUS: Pending



State Government Records Office

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

[Click to Print This Page](#)

SCHEDULE #: 6251

SCHEDULE NUMBERS TO BE AMENDED: 2163

AGENCY: Attorney General, Office of the

DIVISION: Consumer Protection

OFFICE/SECTION: Consumer Protection

RECORDS SERIES TITLE: Forms and Notices

DATES: 1980 - 2020

Does this series continue to accumulate? y

ARRANGEMENT: chronologically then alphabetically

DESCRIPTION:

This series consists of documents relating to the annual filing of an annual information return (form 990-PF) by exempt private foundation and Class Action Fairness Notices.

DISPOSITION INSTRUCTIONS:

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

RIGHTS MANAGEMENT:

REMARKS:

This schedule amends 2163 to correct the division/office name

STATE RECORDS COMMITTEE STATUS: Pending



State Government Records Office

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

[Click to Print This Page](#)

SCHEDULE #: 6252

AGENCY: Attorney General, Office of the

DIVISION: Consumer Protection

OFFICE/SECTION: Consumer Protection

RECORDS SERIES TITLE: Consumer Protection Correspondence and Notifications

DATES: 1993 - 2020

Does this series continue to accumulate? y

ARRANGEMENT: Type of Communication then Alphabetically

DESCRIPTION:

This series consists of communications relating to matters within the Consumer Protection Division including but not limited to, outside counsel proposals, annual reports, and consumer response letters for matters that do not accompany a consumer complaint or multistate investigation.

DISPOSITION INSTRUCTIONS:

Hold in the current files area three (3) years; transfer to SRC; hold two (2) years, then dispose.

RIGHTS MANAGEMENT:

MCA Section 25-1-102 (Certain Attorneys' Work Product), MCA Section 25-1-111 (Social Security Numbers), & MCA Section 25-61-12(Law Enforcement Information)

REMARKS:

STATE RECORDS COMMITTEE STATUS: Pending

Schedules to be amended in favor of General Schedules

Fiscal – Accounting & Budget. G131 & G132

G1	Requisition for Issuance of Warrant/Payment Vouchers	Issuance of Auditor's disbursement warrant for goods received or services rendered for the state.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	05/09/1985
G2	Request for Auditor's Receipt Warrant	Application for Auditor's Receipt Warrant and State Treasurer's Receipt.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	05/09/1985
G6	Purchase Orders - Form 09.20.12	Purchase Orders and purchase order adjustments.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	11/12/1987
G7	Financial Correspondence	Documents relating to financial transactions.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	05/12/1988
G8	General Ledgers	Posting to GAAP fund types and account groups.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	05/12/1988
G22	GAAP Reports	GAAP Reports	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	06/28/1989
G36	Accounts Payable	This series documents monies to be paid by an agency. It may include purchase orders, invoices related to billings, requisitions, and other related documentation.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	01/22/2009

G37	Accounts Receivable	This series documents monies owed to an agency. May include, but is not limited to, notes receivable, taxes, amounts due for goods and services, licenses and fees from other agencies, and federal reimbursements for grants and contracts.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	01/22/2009
G38	Appropriation/Allotment Records	This series documents appropriations to the agency. Included, but not limited to, Z-1 forms, budget forms, semiannual allotment forms, notification of transfer forms, and other related documentation.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	01/22/2009
G39	Cash Records and Reports	This series documents the management of the flow of cash or cash equivalents, excluding bank records, in an agency. Included, but not limited to, cash records, cash reconciliations, transmittal records, and other related documentation.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	01/22/2009
G40	Petty Cash	This series documents petty cash accounts. Included, but not limited to, statement of petty cash/imprest fund forms, summaries of expense, payment vouchers, and other related documentation.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	01/22/2009
G41	Bank Records	This series documents an agency's financial transactions with a banking institution. May include cancelled checks, returned checks, check registers, checking statements, reports, and other related documentation.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	01/22/2009
G42	Bank Reconciliation Records	This series documents the reconciliation of an agency's bank accounts. May include spreadsheets, balance reports, and other working papers used for reconciliation.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	01/22/2009
G43	General Ledger Reconciliation	This series documents the reconciliation of an agency's general ledgers. May include monthly reconciliation reports, manual daily cash transaction worksheets, monthly reports, and other related documentation.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	01/22/2009

G44	Trial Balance	This series documents daily transactions, typically computer printouts. May include daily figures, monthly figures, year-to-date figures, encumbered and unencumbered figures, summaries, and other related documentation.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	01/22/2009
G45	Vendor Files	This series contains records of transactions with various vendors that provide goods and services to an agency. These records may duplicate those retained on the Accounts Payable File.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	01/22/2009
G46	Credit Card Records	This series documents the purchasing and payment of services and goods by an agency with credit cards. Included are copies of receipts, monthly statements, summaries, and other related documentation.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	01/22/2009
G47	Procurement Card Records	This series documents the purchases made with an agency's state procurement card. May include billing statements, payment vouchers, receipts, purchase requisition forms, and other related documentation.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	01/22/2009
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
G49	Receiving Records/Freight Files	This series documents the receiving of goods or services which have been purchased by the agency. Included are freight tickets, shipping lists, and other related documentation.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	01/22/2009
G50	Statewide Automated Accounting System (SAAS) Reports	This series documents the Statewide Automated Accounting System (SAAS). Included, but not limited to, appropriations/allotments by object classification and fund, expenditures by program, open purchase orders, payment	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	01/22/2009

			voucher activity, detail listing by vendors, and other related documentation.			
G51	Comprehensive Annual Financial Report (CAFR) Records		This series documents the Comprehensive Annual Financial Reports (CAFR). May include election menu forms, flexible benefit plans, and other related documentation.	Hold original or authenticated reproduction three (3) years after release of the audit; then destroy.	01/22/2009	
G52	Audit Reports - Agency Copy		This series documents audits of an agency by the State Auditor's Office.	Hold duplications or authenticated reproduction three (3) years after release of the audit; then destroy. (Note: Official copies of the audit reports at the State Auditor's Office are transferred to the Department of Archives and History and retained permanently.)	01/22/2009	
G101	Receipts		This series includes receipts, journals, and reconciliation for payments for goods or services provided by a state agency. May include the person's name, amount, method of payment, order or invoice number.	Hold three (3) years after release of audit; then dispose.	01/18/2018	
G102	Sales Tax Records		This series includes reports and files that document sales tax paid to an agency for goods or services provided, reported, and paid to the Mississippi Department of Revenue. May include sales tax reports, sales totals, taxes collected, tax exempt documentation, and other required documents.	Hold three (3) years after release of audit; then dispose.	01/18/2018	

Agency specific schedules to be amended in favor of General Schedules, Fiscal – Accounting & Budget

Agency	Office - Division	Schedule
Accountancy	Administration	4235
Accountancy	Information Systems	4264
Ag & Commerce	Feed, Seed, Fertilizer and Lime	1787
Animal Health	Fiscal	4279
Archives & History	Administration - Information Systems	5006
Archives & History	Museum - Museum Shop	4933
Archives & History	Archives & Library	4508
Barber	Barber	2903
Barber	Barber	2904
Barber	Barber	2905
CJCB	Admin	940
CJCB	Finance	3068
Contractors Public	State Board of Contractors	2086
Contractors Public	State Board of Contractors	2087
Cosmetology	Business Services	3141
Cosmetology	Licensing and Information Support	3433
DEQ	Administrative Services	2186
DEQ	Administrative Services	2188
DEQ	Administrative Services	2191
DEQ	Administrative Services	2192
DEQ	Administrative Services	2197
DEQ	Administrative Services	2199
DEQ	Administrative Services	2200
DEQ	Administrative Services - Fee Section	3643
DEQ	Pollution Control - Grant and Contract Management	3224
DEQ	Pollution Control – Groundwater	3219
DFA	Budget and Accounting	2934
DFA	Budget and Policy - Budget and Fund Management	2949
DFA	Budget and Policy - Budget and Fund Management	2950
DFA	Financial Control	3790
DFA	Fiscal Management	2227
DFA	Fiscal Management - Fiscal Control	2208
DFA	Fiscal Management - Fiscal Control	2210
DFA	Fiscal Management - Fiscal Control	2211
DFA	Fiscal Management - Fiscal Control	2212
DFA	Fiscal Management - Fiscal Control	2213
DFA	Fiscal Management - Fiscal Control	2214

DFA	Fiscal Management - Fiscal Control	2217
DFA	Fiscal Management - Fiscal Control	2218
DFA	Fiscal Management - Fiscal Control	2220
DFA	Fiscal Management - Fiscal Control	2222
DFA	Fiscal Management - Fiscal Control	2223
DFA	Fiscal Management - Fiscal Control	2224
DFA	Fiscal Management - Fiscal Control	2225
DFA	Fiscal Management - Fiscal Control	2226
DFA	Fiscal Management - Fiscal Control	2258
DFA	Fiscal Management - Fiscal Control	2259
DFA	Fiscal Management - Fiscal Control	2260
DFA	Fiscal Management - Fiscal Control	2262
DFA	Fiscal Management - Fiscal Control	2264
DFA	Fiscal Management - Fiscal Control	2269
DFA	Fiscal Management - Fiscal Control	2271
DFA	Fiscal Management - Fiscal Control	2275
DFA	Fiscal Management - Fiscal Control	2277
DFA	Management Information Systems	2268
DFA	Surplus Property	1334
DFA	Surplus Property	1338
DFA	Surplus Property	1339
DFA	Surplus Property	1342
DFA	Surplus Property	1343
DHS	Budget	343
DHS	Child Support Enforcement - Central Receipting & Disbursement	4576
DHS	Family and Children's Services - Administration/Prevention	5163
DHS	Food Assistance	351
DHS	Food Assistance	354
DHS	General Accounting & Purchasing	3944
DHS	General Accounting & Purchasing	3945
DHS	Support Services - Finance & Administration	2652
DHS	Support Services - Finance & Administration	2653
DHS	Support Services - Finance & Administration	2654
DHS	Support Services - Finance & Administration	2659
DHS	Support Services - Finance & Administration	2898
Education	Child Nutrition - Finance	1433
Education	Child Nutrition - Finance	1434
Education	Child Nutrition - Finance	1435
Education	MS School for the Deaf - Vocational Principal	882
Education	Public School Building Funds	2329

Education	Special Services - Exceptional Student Programs	2617
Education	Transportation - School Building & Transportation	3745
Education	Vocational and Technical Education - Industrial Services	3443
Education	Vocational-Technical Education - Adult Education	1230
Employment Security	Business Management - Administration & Service	425
Employment Security	Business Management - Administration & Service	426
Employment Security	Business Management - Administration & Service	427
Employment Security	Business Management - Administration & Service	429
Employment Security	Business Management - Administration & Service	430
Employment Security	Business Management - Administration & Service	431
Employment Security	Contributions and Status	1323
Employment Security	Internal Security	458
Employment Security	Unemployment Compensation - UC Division Benefit Payments	433
Employment Security	Unemployment Insurance - Contribution and Status Depart	444
Employment Security	Unemployment Insurance - Contribution and Status Depart	446
Employment Security	Unemployment Insurance - Contribution and Status Depart	449
Employment Security	Unemployment Insurance - Contribution and Status Depart	450
Health	Finance and Accounts - Third Party Payments	2334
Health	Finance and Accounts	1447
Health	Finance and Accounts	1734
Health	Finance and Accounts	1735
Health	Finance and Accounts	1737
Health	Finance and Accounts	2474
Health	Finance and Accounts	2711
Health	Finance and Accounts	2922
Health	Planning and Resource Development	3093
Health	Planning and Resource Development	3095
Health	Vital Records	2335
IHL	MS Guaratee Student Loan Agency	2357
IHL	Research Center - Accounting	1005
IHL	USM - Associate Vice President for Finance & Controller/	5950
IHL	USM - Associate Vice President for Finance & Controller/	5951
IHL	USM - Associate Vice President for Finance & Controller/	5952
IHL	USM - Associate Vice President for Finance & Controller/	5954
IHL	USM - Vice President for Finance & Administration/Business	5933
IHL	USM - Vice President for Research - Office of Research Administration	5979
IHL	USM - VP for Research - Office of Research Admin.	5983
IHL	USM -Vice President for Finance and Administration - Office of the Controller	5989
IHL	USM- VP for Finance & Administration - Office of the Controller	5987
Insurance	Administration - Accounting	5767

Insurance	Chief Financial Examiner	109
Insurance	Rating	5015
Insurance	Statutory Compliance	5783
ITS	Data Services	4003
ITS	Telecommunications	2682
ITS	Telecommunications	3127
ITS	Telecommunications	3128
Library Commission	Administrative Services - Grants Services	4039
Library Commission	Administrative Services - Operation Resources	4026
Library Commission	Administrative Services - Operation Resources/mailroom	4029
Library Commission	Library Services - Technical Services	4040
Marine Resources	Grand Bay National Estuarine Research Reserve (NERR)	6006
Medicaid	Program Integrity	1643
Medical Licensure Board	Licensure	3924
MEMA	Administration and Fiscal	157
Mental Health	MS State Hospital - Business Office	1822
Mental Health	MS State Hospital - Business Office	1826
Mental Health	MS State Hospital - Business Office	1828
Mental Health	MS State Hospital - Business Office	1831
Mental Health	MS State Hospital - Business Office	1832
Mental Health	MS State Hospital - Business Office	1836
Mental Health	MS State Hospital - Business Office	1850
Mental Health	MS State Hospital - Business Office	1851
Mental Health	MS State Hospital - Business Office	1858
Mental Health	MS State Hospital - Community Programs	1887
Mental Health	MS State Hospital - Facilities Management	1909
Military	Fiscal	4443
Military	Fiscal	4444
Military	Fiscal	4445
Military	Fiscal	4462
Military	Operations and Training	3368
Motor Vehicle	Licensing	2337
Motor Vehicle	Licensing	2338
MS Bus. Fin Corp	Mississippi Business Finance Corporation	4528
Nursing	Verification	3538
Nursing Home	Admin	1140
Oil & Gas	Finance Administration	4625
Real Estate	Admin	1405
Real Estate	Admin	1409
Real Estate	Admin	1416

Rehab Services	Vocational Rehabilitation for the Blind	189
Rehab Services		19
Revenue	ABC	2523
Revenue	Administrative Services - Accounting	35
Revenue	Administrative Services - Accounting	36
Revenue	Administrative Services - Accounting	38
Revenue	Administrative Services - Accounting	39
Revenue	Administrative Services - Accounting	66
Revenue	Audit and Field Service	1331
Revenue	Data Processing	487
Revenue	Law Enforcement	1332
Revenue	Revenue - Misc. Tax	123
Revenue	Revenue -- Title	55
Revenue	Revenue -- Title	59
Soil & Water	Admin	817
SPB	Employee Appeals Board	2862
SPB	Employee Appeals Board	2863
Tort Claims	Admin	3833
Transportation	Financial Control	1073
Transportation	Financial Control	3293
Transportation	Financial Management	3609
Transportation	Financial Management	3610
Treasury	Bond	2526
Treasury	College Savings Plans of Mississippi, MPACT	4486
Treasury	College Savings Plans of Mississippi, MPACT	4494
Treasury	College Savings Plans of Mississippi, MPACT	4495
Treasury	College Savings Plans Of Mississippi, MPACT	5969
Treasury	Finance and Accounting	1084
Treasury	Finance and Accounting	3120
Treasury	Finance and Accounting	3121
Treasury	Investments and Cash Management	1475
Treasury	Investments and Cash Management	1477
Treasury	Investments and Cash Management	1482
Treasury	Investments and Cash Management	2524
Treasury	Investments and Cash Management	2525
Treasury	Investments and Cash Management	2527
UMMC	Accounting	2281
UMMC	Accounting	2735
UMMC	Accounting	3612
UMMC	Accounting	3775

UMMC	Accounting	3776
UMMC	Bookstore	2497
UMMC	Family Medicine	3719
UMMC	Institutional	2324
UMMC	Institutional	2325
UMMC	Institutional	2412
UMMC	Institutional	2414
UMMC	Institutional	2415
UMMC	Patient Accounts - Business Office	3345
UMMC	Physical Plant	3486
UMMC	Physical Plant	3498
UMMC	Respiratory Therapy	2312
UMMC	Student Accounting	3618
UMMC	Student Accounting & Cashier	3772
UMMC	Transfusion Service	3855
University Press	College Board and Institution of Higher Learning	1559
University Press	College Board, Institution of Higher Learning	1562
University Press	College Board, Institution of Higher Learning	1565

Schedules to be amended in favor of new General Schedules

Fiscal – Payroll. G133-G138

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G73	Payroll	This series includes basic earning records like wage-rate tables, additions to or deductions from wages, and other related material.	DFA to hold master records in electronic system seven (7) years, then delete. A DFA system fiscal audit must have been released three (3) years prior to disposal. PERS will hold wages reported by employer agencies permanently for each member and ensure security and migration of digital formats. State Agencies will hold born digital payroll records seven (7) years, then delete. Paper records will be held two (2) years, then may be transferred to the state records center for five (5) years, then disposed. Audit must have been released three (3) years prior to disposal. Funds should not be expended to image this series.	04/20/2017
G74	Payroll Register	This series includes the central, certified record of agency payroll, payroll deduction, and the net pay of each agency employee.	DFA to hold master records in electronic system seven (7) years, then dispose. An audit must have been released three (3) years prior to dispose. PERS to hold wages reported by employer agencies permanently for each member and ensure security and migration of formats. Agencies to hold files seven (7) years, then dispose. Audit must have been released three (3) years prior to disposal. Funds should not be expended to image this series.	04/20/2017
G75	Payroll Reports	This series includes monthly reports that provide payroll data.	DFA will hold Payroll reports seventy-five (75) years, then dispose. PERS to hold wages reported by employer agencies permanently for each member and ensure security and migration of formats. Agencies will hold the agency copy seven (7) years, then dispose. Audit must have been released three (3) years prior to disposal. Funds should not be expended to image this series.	04/20/2017
G76	Timesheets and Time Cards – State funded employees	This series includes the timesheets and time cards of individuals working for a state agency.	Agencies whose employees are funded using state dollars will hold records three (3) years, then dispose. Audit must have been released three (3) years prior to disposal. Copies of these files held by an agency office or the employee can be disposed of after one (1) year.	04/20/2017

G77	Master Tax Records of Employees	This series includes Form W-2, description and purpose of payments, name, address, social security number, dates of payment, and any required noticed.	DFA to hold five (5) years from the date the W2 is sent, then dispose. Audit must have been released three (3) years prior to disposal.	04/20/2017
G78	Tax Records of Contractors	This series includes Forms W-9, 1099-MISC, 945, description and purpose of payments, notices regarding backup withholding, name, address, taxpayer ID, and dates of payment.	DFA and state agencies to hold five (5) years, then dispose. Audit must have been released three (3) years prior to disposal.	04/20/2017

Agency specific schedules to be amended in favor of proposed General Schedules - Payroll

Agency	Division – Office	Schedule
Accountancy	Administration	4260
Archives & History	Administration	4092
DFA	Fiscal Management - Fiscal Control	2272
DHS	Office of Policy - Research & Planning Unit	3103
DHS	Support Services - Finance & Administration	336
DHS	Support Services - Finance & Administration	338
House of Representatives	House Accounting Section	3941
IHL	USM - Administrative Affairs - Finance and Controller	5628
IHL	USM - All Departments and Offices	5748
IHL	USM - Vice President for Finance and Administration - Associate Vice President for Finance and Controller	5860
IHL	USM - Vice President for Research - Office of Research Administration	5985
Insurance	Fiscal/Accounting	82
Military	Fiscal	4458
Military	Fiscal	4459
Military	Fiscal	4460
Military	Fiscal	4461
Military	Fiscal	4463
Military	Fiscal	4464
Military	Fiscal	4465
Military	Human Resources	4425
Military	Human Resources	4426
Rehab Services	Vocational Rehabilitation for the Blind	191
UMMC	Accounting	2280
UMMC	Accounting	3930
UMMC	Institutional	2416
UMMC	Patient Accounts - Business Office	3090
UMMC	Student Accounting & Cashier	3773

Agency specific schedules to amend in favor of existing General Schedules

Grants. G119, 120, 121, G127, G128, G129

Agency	Division-Office	Schedule
Ag & Commerce	All	2732
Archives & History	Historic Preservation - Technical Assistance	4854
Archives & History	Historic Preservation - Administration	4823
Archives & History	Museum - Administration	4937
Archives & History	Administration - Business Office	4143
Archives & History	Museum - Governor's Mansion	4853
Archives & History	Museum - Administration	4784
Archives & History	Museum - Administration	4785
Archives & History	Museum - Eudora Welty House	4777
Archives & History	Museum - Education	4890
Archives & History	Museum - Director's Office	4920
Archives & History	Historic Preservation - Technical Assistance	4850
Archives & History	Historic Preservation - Technical Assistance	4848
Archives & History	Historic Preservation - Technical Assistance	4849
Arts Commission	Administration - Administrative	5743
Arts Commission	Administration - Administrative/NEA	5737
DEQ	Pollution Control - Grant and Contract Management	3222
DEQ	Administrative Services - Grants Management	5044
DEQ	Pollution Control - Grant and Contract Management	3221
DEQ	Pollution Control - Groundwater Division	3218
DFA	Federal Grant Management and Reporting	2607
DFA	Federal Grant Management and Reporting	3072
DHS	Community Services - Community Development	2094
DHS	Community Services - (Office of the Governor)	1615
DHS	Community Services	2667
DHS	Assistance Payments - (Dept. of Public Welfare)	330
DHS	Economic Assistance	2900
DHS	Community Services - Energy Services	2332
DHS	Social Services Block Grants	3291

DHS	Family and Children's Services - Administration/Prevention	5160
DHS	Family and Children's Services - Administration/Prevention	5162
DHS	Family and Children's Services - Administration/Prevention	5125
DHS	Family and Children's Services - Administration/Prevention	5131
DHS	Family and Children's Services - Administration/Prevention	5127
DHS	Family and Children's Services - Administration/Prevention	5126
DHS	Family and Children's Services - Administration/Prevention	5130
DHS	Family and Children's Services - Administration/Prevention	5128
DHS	Family and Children's Services - Administration/Prevention	5161
DHS	Early Childhood Care and Development	5499
DHS	Early Childhood Care and Development	5498
Education	Office of Federal Programs	6095
Education	Special Education	3629
Education	Community and Outreach Services - Research and Planning	3323
Education	Community and Outreach Services - Research and Planning	3324
Education	Educational Equity	3360
Education	Vocational-Technical Education - Industrial Training Services	1268
Education	Innovations - Research and Policy Analysis	3786
Education	Transportation - School Building & Transportation	3740
Education	Educational Equity	3358
Education	Educational Equity	3355
Education	MS School for the Deaf - Operations	844
Education	Exceptional Student Programs - Bureau of Special Services	1712
Education	Instructional Development - Health Related Services	3585
Education	Administration and Finance	2449
Education	Instructional Development - Health Related Services	3584
Education	Special Services - Administrative	1689
Education	Instructional Development - Health Related Services	3583
Education	Office of Accounting	3734
Health	Finance and Accounts	1448
Health	Emergency Medical Services	1729
Health	Immunization	2181
Health	Immunization	3462

Health	Finance and Accounts	3098
IHL	USM - Administrative Affairs - Finance and Controller	5626
IHL	USM - Vice President for Finance and Administration - Office of Procurement and Contracts	5859
IHL	USM - All Departments	5754
IHL	USM - Vice President for Research - Office of Research Administration	5978
Library Commission	Administrative Services - Grants Services	4030
Library Commission	Administrative Services - Grants Services	4071
Library Commission	Administrative Services - Grants Services	4070
Library Commission	Administrative Services - Operation Resources	4025
Library Commission	Administrative Services - Grants Services	4031
Marine Resources	Grand Bay National Estuarine Research Reserve (NERR)	6005
Marine Resources	Coastal Restoration and Resiliency	6018
MDA	Energy - Energy	5919
Medicaid	Office of Financial Administration - Chief Financial Officer	5531
MEMA	Administration and Fiscal	1544
MEMA	Administration and Fiscal	1543
MEMA	Plans and Operations	642
MEMA	Administration and Fiscal	2733
MEMA	Administration	3327
Mental Health	MS State Hospital - Business Office	1835
Mental Health	MS State Hospital - Community Programs	1889
Mental Health	North Mississippi Regional Center - Education	3885
Mental Health	Grants and Audit	5301
Mental Health	North Mississippi Regional Center - Community Services	3869
MS Home Corp		6217
MS Home Corp		6218
Oil & Gas	Finance Administration	4627
Public Service Commission	Gas Pipeline Safety	3002
Public Service Commission	MCSAP	3478
Rehab Services	Vocational Rehabilitation for the Blind	241
Revenue	Administrative Services	31
Soil & Water	Administration	4062

Transportation	Aeronautics - Aeronautics	5528
Transportation	Public Transit	3340
Transportation	Public Transit	3341
UMMC	School of Nursing	2300
UMMC	Accounting - Grants and Contracts Division	3410
UMMC	School of Nursing	2590
UMMC	Student Programs - Department of Family Medicine	3781
Wildlife	Boating Safety	1498