

AGENDA
STATE RECORDS COMMITTEE
October 28, 2021

1. Call to Order
2. Minutes of Meeting on July 15, 2021
3. Public Comment
4. Application for Disposition / Records Control Schedules
 - A. Proposed General Schedules – Licensure, Permits, & Certification
 - a. Directory, G140
 - b. License Files, G141
 - c. Denied or Incomplete License Files, G142
 - d. Permits & Certification, G143
 - e. Examinations, G144
 - f. Investigatory – Discipline, G145
 - g. Investigatory – without discipline, G146
 - h. Programmatic Correspondence, G147
 - B. Proposed General Schedules – Healthcare
 - a. Patient Billing, G148
 - b. Hospital Patient Records – Adults, G149
 - c. Hospital Patient Records – Mental Health, G150
 - d. Hospital Patient Records – Minors, G151
 - e. Hospital Radiological Patient Records, G152
 - f. Patient Records – Adults, G153
 - g. Patient Records – Minors, G154
 - C. Proposed Schedules
 - a. Attorney General, Consumer Protection Division
 - i. Consumer Protection Consumer Files – no. 6260
 - ii. Forms & Notices – no. 6251
 - iii. Correspondence & Notifications – no. 6252
 - b. Legislative P.E.E.R. Committee
 - i. P.E.E.R. Minutes – no. 6256
 - ii. P.E.E.R. Reports – no. 6257
 - iii. Background Checks – no. 6259
 - iv. Agendas – no. 6254
 - v. Legislative Assistance – no. 6255
5. Schedules to be amended in favor of new General Schedules
 - a. Directory, G140

- i. Barber Examiners – no. 309
- ii. Cosmetology – no. 3157
- iii. Dental Examiners – no. 5810
- iv. Engineer & Land Surveyors – nos. 5902, 5909
- v. Foresters – no. 4309
- vi. Health – no. 1116
- vii. Insurance – nos. 73,77, 81, 5388
- viii. Medical Licensure – no. 5973
- ix. Nursing – nos. 1127, 5257
- x. Public Accountancy – nos. 4237, 6049, 6061, 6063

b. License Files, G141

- i. Agriculture & Commerce – nos. 3413, 3414
- ii. Appraiser Licensing – nos. 5437, 5444
- iii. Banking & Consumer Finance – nos. 3296, 3297, 3321, 4679, 4684, 4686, 4688, 4690, 4692, 4694, 4696, 4698, 4700, 4942, 4944, 4945, 4946, 4947, 4948, 4949, 4950, 4951, 4952, 5189
- iv. Barber Examiners – no. 307
- v. Chiropractic Examiners – no. 3350
- vi. Contractor Licensing Board – nos. 4996, 4997
- vii. Cosmetology – nos. 4105, 4106, 4107, 4108
- viii. Dental Examiners – nos. 6080, 6081
- ix. Education – nos. 938, 1286, 1291
- x. Engineer & Land Surveyors – nos. 5903, 5906
- xi. Foresters – nos. 4300, 4302, 4303
- xii. Forestry – no. 4304
- xiii. Health – nos. 1093, 1094, 1096, 1101, 1109, 1114, 1748, 1749, 2715, 3531, 4394, 4573
- xiv. Insurance – nos. 5364, 5365, 5366, 5367, 5368, 5369, 5370, 5371, 5457
- xv. Licensed Professional Counselors – nos. 5813, 5816, 5844
- xvi. Medical Licensure – nos. 862, 5759, 5760, 5946, 6041
- xvii. Mental Health – nos. 5598, 5600
- xxiii. Mississippi Development Authority – no. 6211
- xix. Nursing Board – nos. 966, 984, 3541, 3546, 5245, 5246, 5248, 5249, 5252, 5253, 5255, 5256, 5258, 5259
- xx. Nursing Home Administrators – nos. 1137, 1142, 1143
- xxi. Pharmacy – nos. 3253, 3260, 3261, 3262, 3263, 3264
- xxii. Physical Therapy – no. 5113
- xxiii. Public Accountancy – nos. 4230, 6050, 6051, 6052, 6054, 6055, 6056, 6057, 6059, 6060, 6066
- xxiv. Real Estate – nos. 1414, 1415
- xxv. Secretary of State – nos. 593, 6163
- xxvi. Social Workers & Marriage and Family Therapists – nos. 5195, 5196, 5197, 5198

c. Denied or Incomplete License Files, G142

- i. Contractors Licensing Board – no. 4998

- ii. Foresters – no. 4301
 - iii. Licensed Professional Counselors – nos. 5812, 5815
 - iv. Medical Licensure – nos. 5761, 5908
 - v. Mental Health – no. 5599
 - vi. Nursing – no. 5247
 - vii. Social Workers & Marriage and Family Therapists – nos. 5194, 5199
- d. Permits & Certifications – G143
 - i. Cosmetology – nos. 3160, 3161, 3162, 3163
 - ii. Dental Examiners – no. 5806
 - iii. Education – nos. 1232, 1269
 - iv. Health – nos. 1098, 1101, 1103, 1113, 1115, 1728, 1747, 1750, 6020
 - v. Insurance – nos. 5362, 5440, 5441
 - vi. Mental Health – Ellisville – no. 5268
 - vii. Mississippi Development Authority – no. 6212
 - viii. Nursing – nos. 3545, 5260
 - ix. Pharmacy – no. 3259
 - x. Revenue – 118, 126, 146, 148, 149
 - xi. Secretary of State – no. 6146
 - xii. Veterinary Diagnostic Laboratory – nos. 4187, 4190, 4191
- e. Examinations – G144
 - i. Bar – no. 2681
 - ii. Barber Examiners – no. 2901
 - iii. Cosmetology – nos. 1535, 3166
 - iv. Mental Health – no. 5358
 - v. Nursing – nos. 979, 980, 989
 - vi. Nursing Home Administrators – no. 1139
 - vii. Pharmacy – no. 3266
 - viii. Public Accountancy – nos. 4228, 6053, 6062
 - ix. Real Estate – no. 1408
- f. Investigatory - Discipline – G145
 - i. Dental Examiners – no. 6079
 - ii. Health – nos. 1109, 1746, 6044
 - iii. Medical Licensure – nos. 6024, 6040
 - iv. Nursing – nos. 3542, 5250
 - v. Pharmacy – no. 3267
 - vi. Public Accountancy – nos. 4244, 6064, 6065, 6067
- g. Investigatory – without discipline – G146
 - i. Licensed Professional Counselors – no. 5817
 - ii. Nursing – no. 3544
- h. Programmatic Correspondence – G147
 - i. Insurance – no. 5306
 - ii. Nursing – nos. 971, 976, 985, 3547

- i. Patient Billing – G148
 - i. Health – no. 3330
 - ii. UMMC – nos. 1454, 1455, 1456, 1457, 3091, 3372, 3374, 5496
- j. Hospital Patient Records, Adults – G149
 - i. Corrections – no. 3281
 - ii. Health – no. 5495
 - iii. UMMC – nos. 2318, 2437
- k. Hospital Patient Records, Minors – G151
 - i. Corrections – no. 3282
 - ii. UMMC – nos. 2318, 2437
- l. Hospital Radiological Patient Records – G152
 - i. UMMC – no. 3174
- m. Patient Records, Adults – G153
 - i. Health – nos. 1368, 2476, 3996, 6195, 6196, 6199
 - ii. IHL – no. 5637
 - iii. Mental Health – nos. 2030, 3874, 5105, 5114
 - iv. UMMC – nos. 764, 3344, 3371, 4116
- n. Patient Records, Minors – G154
 - i. Health – nos. 2476, 3997, 6193, 6196, 6197, 6208
 - ii. Human Services – no. 1047
 - iii. IHL – 5637
- 6. New Agency Specific Schedules
 - a. Legislative – Joint P.E.E.R. Committee
 - i. 6256 - P.E.E.R. Minutes
 - ii. 6257 – P.E.E.R. Reports
 - iii. 6259 – Background Checks
 - iv. 6254 – Agendas
 - v. 6255 – Legislative Assistance
 - b. Attorney General – Consumer Protection
 - i. 6260 - Consumer Protection Attorney Work Product Files
- 7. Schedules to be Amended in favor of new agency specific schedules
 - a. Attorney General
 - i. Consumer Protection Attorney Work Produce Files – no. 5307
 - b. Legislative – Joint P.E.E.R. Committee
 - i. P.E.E.R. Minutes – no. 1389
 - ii. P.E.E.R. Reports – no. 1390
 - iii. Background Checks – no. 1392
 - iv. Agendas – no. 1385
 - v. Legislative Assistance – no. 1386

8. Schedules to Abolish

- a. Legislative Joint P.E.E.R. Committee – no. 1388. No longer accumulating
- b. Agriculture & Commerce – nos. 926, 1793, 1795, 1798, 1799, 1800, 1801, 2141, 2143, 2174, 2326, 2630, 2631, 2632, 2909, 2911, 3416. No longer accumulating.

9. Off-Site Lease Applications:

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, July 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
Grant Krag, representing the Honorable Shad White, State Auditor;
Joseph Sclafani, representing the Honorable Tate Reeves, Governor; and
Lisha Jones, representing the state registrar of vital records, Department of Health.

The following visitors were present:

Crystal Utley, Office of the Attorney General
Lorraine Stewart, University of Southern Mississippi
Emily Tschiffely, Office of the Secretary of State

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 April 15, 2021 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. Proposed General Schedules
 - i. Fiscal – Accounting & Budget
 - a. G131, Accounting & Budget – State funded
 - b. G132, Accounting & Budget – Federal & non-state funded
 - ii. Fiscal – Payroll
 - a. G133, DFA Master Payroll
 - b. G134, DFA Payroll Reports
 - c. G135, PERS Wage Reports
 - d. G136, Agency Payroll Records
 - e. G137, Timesheets and Time Cards – State funded employees
 - f. G138, Timesheets and Time Cards – Federal or other funded employees

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

B. Proposed Schedules – Attorney General, Consumer Protection Division

Schedule #:	6250
Series Title:	Consumer Protection Consumer Files
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:	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.
Schedule #:	6251
Series Title:	Forms and Notices
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:	Hold in the current files area two (2) years, then dispose.
Schedule #:	6252
Series Title:	Correspondence and Notifications
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:	Hold in the current files area three (3) years; transfer to SRC; hold two (2) years, then dispose.

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

C. Schedules to be Amended in favor of General Schedules

- i. Fiscal – Accounting & Budget G131, G132
 - a. 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
 - b. Board of Public Accountancy – nos. 4235, 4264
 - c. Agriculture & Commerce – no. 1787
 - d. Animal Health – no. 4279
 - e. Archives & History – nos. 4508, 4933, 5006
 - f. Barber Examiners – nos. 2903, 2904, 2905
 - g. Community & Junior College Board – nos. 940, 3068
 - h. Public Contractors Board – nos. 2086, 2087
 - i. Board of Cosmetology – nos. 3141, 3433
 - j. Environmental Quality – nos. 2186, 2188, 2191, 2192, 2197, 2199, 2200, 3219, 3224, 3643

- k. Finance & Administration – 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
- l. Education - nos. 882, 1230, 1433, 1434, 1435, 2329, 2617, 3443, 3745
- m. Employment Security – nos. 425, 426, 427, 429, 430, 431, 433, 444, 446, 449, 450, 458, 1323
- n. Health – nos. 1447, 1734, 1735, 1737, 2334, 2335, 2474, 2711, 2922, 3093, 3095
- o. Human Services - nos. 343, 351, 354, 2652, 2653, 2654, 2659, 2898, 3944, 3945, 4576, 5163
- p. IHL - nos. 1005, 2357, 5933, 5950, 5951, 5952, 5954, 5979, 5989, 5983, 5987
- q. Insurance - nos. 109, 5015, 5767, 5783
- r. ITS - nos. 2682, 3127, 3128, 4003
- s. Library Commission - nos. 4026, 4029, 4039, 4040
- t. Marine Resources – no. 6006
- u. Medicaid – no. 1643
- v. Medical Licensure – no. 3924
- w. MEMA – no. 157
- x. Mental Health - nos. 1822, 1826, 1828, 1831, 1832, 1836, 1850, 1851, 1858, 1887, 1909
- y. Military - nos. 3368, 4443, 4444, 4445, 4462
- z. Motor Vehicle Commission – nos. 2337, 2338
- aa. MS. Business Finance Corporation – no. 4528
- bb. Nursing Board – no. 3538
- cc. Oil & Gas Board – no. 4625
- dd. Public Service Commission – no. 2988
- ee. Real Estate Comm. - nos. 1405, 1409, 1416
- ff. Rehabilitation Services – nos. 19, 189
- gg. Revenue – nos. 35, 36, 38, 39, 55, 59, 66, 123, 487, 1331, 1332, 2523
- hh. Soil & Water Conservation Comm. – no. 817
- ii. State Personnel Board – nos. 2862, 2863
- jj. Tort Claims – no. 3833
- kk. Transportation – nos. 1073, 3293, 3609, 3610
- ll. Treasury – nos. 1084, 1475, 1477, 1482, 2524, 2525, 2526, 2527, 3120, 3121, 4486, 4494, 4495, 5969
- mm. UMMC – nos. 2281, 2312, 2324, 2325, 2412, 2414, 2415, 2497, 2735, 3345, 3486, 3498, 3612, 3618, 3719, 3772, 3775, 3776, 3855
- nn. University Press – nos. 1559, 1562, 1565

Joseph Sclafani moved to approve, and Lisha Jones seconded. The Committee unanimously approved the schedules to be amended.

- ii. Fiscal – Payroll G133, G134, G135, G136, G137, G138
 - a. General Schedules – nos. G73, G74, G75, G76
 - b. Board of Public Accountancy – no. 4260
 - c. Archives & History – no. 4092
 - d. Dept. of Finance & Administration – no. 2272
 - e. Dept. of Human Services – nos. 336, 338, 3103
 - f. House of Representatives – no. 3941
 - g. Institutions of Higher Learning, USM – nos. 5628, 5748, 5860, 5985

- h. Dept. of Insurance – no. 82
- i. MS. Military Department – nos. 4458, 4459, 4460, 4461, 4463, 4464, 4465, 4425, 4426
- j. Rehabilitation Services – no. 191
- k. UMMC – nos. 2280, 2416, 3090, 3773, 3930

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

- iii. Grant Files – nos. G119, G120, G121, G127, G128, G1
 - a. Agriculture & Commerce – no. 2732
 - b. Archives & History – nos. 4143, 4777, 4784, 4785, 4823, 4848, 4849, 4850, 4853, 4854, 4890, 4920, 4937
 - c. Arts commission – nos. 5737, 5743,
 - d. DEQ – nos. 3218, 3221, 3222, 5044
 - e. DFA – nos. 2607, 3072
 - f. DHS – nos. 330, 1615, 2094, 2332, 2667, 2900, 3291, 5160, 5162, 5125, 5126, 5127, 5128, 5130, 5131, 5161, 5499, 5498
 - g. Education – nos. 844, 1268, 1689, 1712, 2449, 3323, 3324, 3355, 3358, 3360, 3583, 3584, 3585, 3629, 3734, 3740, 3786, 6095
 - h. Health – nos. 1448, 1729, 2181, 3098, 3462
 - i. IHL, University of Sothern Miss. – nos. 5626, 5754, 5859, 5978
 - j. Library commission – nos. 4025, 4030, 4031, 4070, 4071
 - k. Marine Resources – nos. 6005, 6018
 - l. MDA – no. 5919
 - m. Medicaid – no. 5531
 - n. MEMA – nos. 642, 1543, 1544, 2733, 3327
 - o. Mental Health – nos. 1835, 1889, 3885, 3869, 5301
 - p. MS Home Corporation – nos. 6217, 6218
 - q. Oil & Gas Board – no. 4627
 - r. Public Service Commission – nos. 3002, 3478
 - s. Rehab Services – no. 241
 - t. Revenue – no. 31
 - u. Soil & Water Conservation Comm. – no. 4062
 - v. MDOT – nos. 3340, 3341, 5528
 - w. UMMC – nos. 2300, 2590, 3410, 3781
 - x. Wildlife, Fisheries & Parks – no. 1498
- iv. Agency History Files – G56
 - a. Institutions of Higher Learning – no. 573
- v. Annual Reports – G30
 - a. Treasury, MPACT – no. 4484
- vi. Administrative Procedures Act – G23, G24, G25, G26
 - a. Dept. of Environmental Quality – no. 3238
 - b. Motor Vehicle Commission – no. 2479
- vii. Director's Files – G33
 - a. Education – no. 2111
 - b. Mental Health

- i. MS State Hospital – no. 1900
 - ii. North MS Regional Center – no. 3860
- c. Public Service Commission - nos. 216, 3016
- viii. Minutes and Support Minutes – G34, G35
 - a. Board of Public Accountancy – no. 4231
 - b. Attorney General – no. 416
 - c. Engineer & Land Surveyor's – no 5912
 - d. Institutions of Higher Learning – no. 573
 - e. Dept. of Transportation – no. 1350
- ix. Organizational Chart/Five-Year Plan – G103, G104
 - a. Education – no. 1687
- x. Transitory Correspondence – G62
 - a. Agriculture & Commerce – nos. 901, 3178
 - b. Animal Health – no. 4678
 - c. Architecture Board – no. 1325
 - d. Archives & History – no. 4921
 - e. Library Commission – no. 4022
- xi. Staff Desk Reference & Subject Files – G89, G90
 - a. Archives & History – nos. 4791, 4931, 5009
 - b. Health Dept. – no. 4141
 - c. Human Services – no. 341
 - d. Library Commission – no. 4042
 - e. State Personnel Board – no. 2832
- xii. Civil Litigation Case Files – G130
 - a. Attorney General – no. 5307

Joseph Sclafani moved to approve, and Lisha Jones seconded. The Committee unanimously approved the schedules to be amended.

- D. Schedules to be Amended in favor of new agency specific schedules
 - i. Attorney General
 - a. Consumer Protection Case Files – nos. 407, 1123, 1124
 - ii. Forms and Notices – no. 2163

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

- E. Schedules to Abolish
 - i. Agriculture & Commerce – no. 930. No longer accumulating
 - ii. Attorney General – no 406. Program transferred to Secretary of State
 - iii. Community Junior College Board, Jones County Community College– no. 1537
Included in local government retention schedules
 - iv. Health Department – no. 1091. Healthcare Commission no longer exists
 - v. Library Commission – no. 4033, 4034. No longer accumulating
 - vi. Military Department – no. 4446. No longer accumulating
 - vii. Veterans Affairs Board – no. 5328. No longer accumulating

viii. Wildlife, Fisheries & Parks – no. 1519. No longer accumulating

Joseph Sclafani moved to approve, and Lisha Jones seconded. The Committee unanimously approved the schedules to be abolished.

V. Off-Site Lease Applications

- a. MS State Dept. of Health – VRC
- b. Secretary of State (2021) – VRC
- c. Secretary of State (2022) - VRC

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

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

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State Government Records Office

200 North Street
Jackson, Mississippi 39201

Records Control Schedule for Licensure, Permits, and Certifications

SCHEDULE NUMBER	SERIES TITLE AND DESCRIPTION	DISPOSITION INSTRUCTIONS	SRC STATUS
G140	Directory This series includes annual directories or listings of all active licensed individuals and business entities. They may include name, street address, city, state and zip code, telephone number, license type, date approved for license, date license renewed, and related information that may be made publically available.	Annually transfer directory to the State Archives. State agency to hold five (5) years, then dispose. This will amend Schedule# 309, 3157, 5810, 5902, 5909, 4309, 1116, 73, 77, 81, 5338, 5973, 1127, 5257, 4237, 6049, 6061, & 606	Pending
G141	License Files This series includes files of active licensees, which may include applications, personal data, diplomas, continuing education, correspondence, renewal records, criminal background check, and approval, renewal, or reinstatement to practice in Mississippi.	Hold five (5) years after license becomes void, then dispose. This will amend Schedule# 3413, 3414, 5437, 5444, 3296, 3297, 3321, 4679, 4684, 4686, 4688, 4690, 4692, 4694, 4696, 4698, 4700, 4942, 4944, 4945, 4946, 4947, 4948, 4949, 4950, 4951, 4952, 5189, 307, 3350, 4996, 4997, 4105, 4106, 4107, 4108, 6080, 6081, 938, 1286, 1291, 5903, 5906, 4300, 4302, 4303, 4304, 1093, 1094, 1096, 1101, 1109, 1114, 1748, 1749, 2715, 3531, 4394, 4573, 5364, 5365, 5366, 5367, 5368, 5369, 5370, 5371, 5457, 5813, 5816, 5844, 862, 5759, 5760, 5946, 6041, 5598, 5600, 6211, 966, 984, 3541, 3546, 5245, 5246, 5248, 5249, 5252, 5253, 5255, 5256, 5258, 5259, 1137, 1142, 1143, 3253, 3260, 3261, 3262, 3263, 3264, 5113, 4230, 6050, 6051, 6052, 6054, 6055, 6056, 6057, 6059, 6060, 6066, 1414, 1415, 593, 6163, 5195, 5196, 5197 & 5198	Pending
G142	Denied or Incomplete Licensee Files	Hold two (2) years after denial or submission deadline, then dispose.	Pending

	This series includes applications, personal data, diplomas, continuing education, correspondence, and approval to practice in Mississippi for individuals who were denied either due to agency policy or because not all information required to process the application was provided.	This will amend Schedule# 4998, 4301, 5812, 5815, 5761, 5908, 5599, 5247, 5194, & 5199	
G143	Permits & Certification This series consists of files related to permits and certifications to perform an activity where such permit or certification is required by a state agency, board or commission.	Hold four (4) years after expiration, then dispose. This will amend Schedule# 3160, 3161, 3162, 3163, 5806, 1232, 1269, 1098, 1101, 1103, 1113, 1115, 1728, 1747, 1750, 6020, 5362, 5440, 5441, 5268, 6212, 3545, 5260, 3259, 118, 126, 146, 148, 149, 6146, 4187, 4190, & 4191	Pending
G144	Examinations The series includes training and examination materials such as answer sheets, test booklets, transcripts, scratch paper, exam instructions, score reports, sign-in sheets, requester logs, lists of examinees, master exam copies and answer keys.	Hold one (1) year, then dispose. This will amend Schedule# 2681, 2901, 1535, 3166, 5358, 979, 980, 989, 1139, 3266, 4228, 6053, 6062, & 1408	Pending
G145	Investigatory - Discipline This series includes complaints of a licensee where disciplinary action is taken and may consist of letters; reports; patient records; hearing reports; consent orders; administrative orders; orders of continuance; agreements/contracts; search warrants; educational materials; toxicology reports; tax and insurance records; after-care; AA	Hold ten (10) years after close of investigation, then dispose. Final orders to be entered in the minutes of the Board. This will amend Schedule# 6079, 1109, 1746, 6044, 6024, 6040, 3542, 5250, 3267, 4244, 6064, 6065, & 6067	Pending

	or NA attendance verification; photographs; and related files.		
G146	Investigatory - without discipline This series includes complaints of a licensee where no disciplinary action is taken and may consist of letters; reports; patient records; consent orders; administrative orders; orders of continuance; agreements/contracts; search warrants; educational materials; toxicology reports; tax and insurance records; after-care; AA or NA attendance verification; photographs; and related files.	Hold five (5) years after close of investigation, then dispose. Final orders to be entered in the minutes of the Board. This will amend Schedule# 5817 & 3544	Pending
G147	Programmatic Correspondence This series includes correspondence regarding requests for verification of licensure status, certification to other states' registers, and related information not held in the licensee and permit and certification files.	Hold one (1) year, then dispose. This will amend Schedule# 5306, 971, 976, 985, & 3547	Pending

[Back](#)

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State Government Records Office

200 North Street
Jackson, Mississippi 39201

Records Control Schedule for Healthcare Records

SCHEDULE NUMBER	SERIES TITLE AND DESCRIPTION	DISPOSITION INSTRUCTIONS	SRC STATUS
G148	Patient Billing This series consists of financial records that include accounts payable and receivable files related to patient billing for services or treatment. These may include daily register totals, monthly reports, receipts, EOB's, insurance payments, patient payments, charge-offs, collections, correspondence, and related files.	Hold three (3) years after final payment or write-off, and release of audit, then dispose. This will amend Schedule# 3330, 1454, 1455, 1456, 1457, 3091, 3372, 3374, & 5496	Pending
G149	Hospital Patient Records, Adults (4) This series consists of records of adult patients of sound mind, which are created or received by a state hospital and may include charts, notes, diagnoses, treatment plan, lab results, and related files.	Hold files ten (10) years after date of discharge, then dispose. This will amend Schedule# 3281, 5495, 2318, & 2437	Pending
G150	Hospital Patient Records, Mental Health This series consists of records of adult and minor patients under a mental health disability, which are created or received by a state mental health hospital and may include charts, notes, diagnoses, treatment plan, lab results, and related files.	Hold files twenty-eight (28) years after date of discharge, then dispose.	Pending
G151	Hospital Patient Records, Minors This series includes minor patient records held by a state hospital that may include charts, notes, diagnoses, treatment plan, lab results, and related files.	Hold files seven (7) years after the patient reaches the age of majority, then dispose. This will amend Schedule# 3282, 2318, & 2437	Pending

G152	Hospital Radiological Patient Records This series includes radiological reports, printouts, films, scans, and other imaging records used to diagnose illness, injury, or disease in a hospital patient.	Hold five (5) years provided radiological report is held in the patient files, then dispose. This will amend Schedule# 3174	Pending
G153	Patient Records, Adults This series includes records of adult patients of sound mind, which are created or received by non-hospital family practices, clinics, nursing homes, or other state-operated practices, and may include charts, notes, diagnoses, treatment plans, lab results, and related files.	Hold files seven (7) years after patient was last seen, then dispose. This will amend Schedule# 1368, 2476, 3996, 6195, 6196, 6199, 5637, 2030, 3874, 5105, 5114, 3344, 3371, 764, & 4116	Pending
G154	Patient Records, Minors This series includes records of minor patients of sound mind, which are created or received by non-hospital family practices, clinics, or other state operated practices and may include charts, notes, diagnoses, treatment plans, lab results, and related files.	Hold files seven (7) years after the patient reaches the age of majority, then dispose. This will amend Schedule# 2476, 3997, 6193, 6196, 6197, 6208, 1047, & 5637	Pending

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[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 related documents. 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.

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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 information return filings (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

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[Click to Print This Page](#)**SCHEDULE #:** 6252**AGENCY:** Attorney General, Office of the**DIVISION:** Consumer Protection**OFFICE/SECTION:** Consumer Protection**RECORDS SERIES TITLE:** Correspondence and Notifications**DATES:** 1993 - 2020**Does this series continue to accumulate?** y**ARRANGEMENT:** Type of Communication then Alphabetically**DESCRIPTION:**

This series consists of division communications, 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

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Records Control Schedule[Click to Print This Page](#)**SCHEDULE #:** 6260**SCHEDULE NUMBERS TO BE AMENDED:** 5307**AGENCY:** Attorney General, Office of the**DIVISION:** Consumer Protection**OFFICE/SECTION:****RECORDS SERIES TITLE:** Consumer Protection Attorney Work Product Files**DATES:** 1993 - 2020**Does this series continue to accumulate?** y**ARRANGEMENT:** Chronologically by Case**DESCRIPTION:**

This series consists of attorney work product files for multistate, outside counsel, and any other investigations related to civil consumer protection cases that did not originate from a consumer complaint. Included are subpoenas, documentary evidence files, journals documenting fraudulent actions by businesses and individuals, and other related files.

DISPOSITION INSTRUCTIONS:

Hold until after the investigation or litigation is closed or settled; transfer to SRC; hold three (3) years, then dispose.

RIGHTS MANAGEMENT:

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

REMARKS:

This amends schedule 5307 by holding files until after the investigation or litigation is closed or settled and transferring to SRC three (3) years instead of five (5) years.

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SCHEDULE #: 6256

SCHEDULE NUMBERS TO BE AMENDED: 1389

AGENCY: Legislature - Joint P.E.E.R. Committee

DIVISION:

OFFICE/SECTION:

RECORDS SERIES TITLE: P.E.E.R. Minutes

DATES: 1950 - 2020

Does this series continue to accumulate? y

ARRANGEMENT: Chronologically by Meeting Date

DESCRIPTION:

This series consists of meeting minutes of the board.

DISPOSITION INSTRUCTIONS:

Hold final bound paper and digitized copies permanently.

RIGHTS MANAGEMENT:

MCA, 25-61-17 (Legislature May Deny Access To Records)

REMARKS:

This amends schedule 1389 by digitizing the series instead of microfilming.

STATE RECORDS COMMITTEE STATUS: Pending

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Records Control Schedule[Click to Print This Page](#)**SCHEDULE #:** 6257**SCHEDULE NUMBERS TO BE AMENDED:** 1390**AGENCY:** Legislature - Joint P.E.E.R. Committee**DIVISION:****OFFICE/SECTION:****RECORDS SERIES TITLE:** P.E.E.R. Reports**DATES:** 1973 - 2020**Does this series continue to accumulate?** y**ARRANGEMENT:** Chronologically**DESCRIPTION:**

This series consists of printed copies of formal PEER reports.

DISPOSITION INSTRUCTIONS:

Hold paper until imaged and verified, then dispose of paper. Annually transfer one digital copy to state archives. Agency to hold digital copy permanently.

RIGHTS MANAGEMENT:**REMARKS:**

This amends schedule 1390 by transferring digital copy to State Archives.

STATE RECORDS COMMITTEE STATUS: Pending

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Records Control Schedule[Click to Print This Page](#)**SCHEDULE #:** 6259**SCHEDULE NUMBERS TO BE AMENDED:** 1392**AGENCY:** Legislature - Joint P.E.E.R. Committee**DIVISION:****OFFICE/SECTION:****RECORDS SERIES TITLE:** Background Checks**DATES:** 1972 - 2020**Does this series continue to accumulate?** y**ARRANGEMENT:** Chronologically**DESCRIPTION:**

This series consists of files related to background investigations of appointees for confirmation purposes.

DISPOSITION INSTRUCTIONS:

Hold seven (7) years, then digitize and verify the final product; dispose of paper files. Digital copy will be held permanently.

RIGHTS MANAGEMENT:

MCA, 25-61-17 (Legislature May Deny Access To Records)

REMARKS:

This amends schedule 1392 by changing the series title and by digitizing series instead of microfilming.

STATE RECORDS COMMITTEE STATUS: Pending

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SCHEDULE #: 6254

SCHEDULE NUMBERS TO BE AMENDED: 1385

AGENCY: Legislature - Joint P.E.E.R. Committee

DIVISION:

OFFICE/SECTION:

RECORDS SERIES TITLE: Agendas

DATES: 1973 - 2020

Does this series continue to accumulate? y

ARRANGEMENT: Chronologically

DESCRIPTION:

This series consists of files related to agendas for committee meetings. Included are agenda items (original handouts).

DISPOSITION INSTRUCTIONS:

Hold seven (7) years, then digitize and verify files; dispose paper files. Hold digital copy permanently.

RIGHTS MANAGEMENT:

MCA, 25-61-17 (Legislature May Deny Access To Records)

REMARKS:

This amends schedule 1385 by digitizing paper files and holding permanently and disposing of the paper files after digitized and verified.

STATE RECORDS COMMITTEE STATUS: Pending

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SCHEDULE #: 6255

SCHEDULE NUMBERS TO BE AMENDED: 1386

AGENCY: Legislature - Joint P.E.E.R. Committee

DIVISION:

OFFICE/SECTION:

RECORDS SERIES TITLE: Legislative Assistance

DATES: 1973 - 2020

Does this series continue to accumulate? y

ARRANGEMENT: Chronologically

DESCRIPTION:

This series consists of files related to Legislative Assistance Projects. Included are memos and correspondence in response to legislative requests.

DISPOSITION INSTRUCTIONS:

Hold seven (7) years, then digitize and verify the final product and dispose paper copies. Digital copy will be held permanently.

RIGHTS MANAGEMENT:

MCA, 25-61-17 (Legislature May Deny Access To Records)

REMARKS:

This amends schedule 1386 by changing the series title, digitizing paper files and holding permanently, and disposing of the paper files after digitized and verified.

STATE RECORDS COMMITTEE STATUS: Pending

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