

MDAH

**MISSISSIPPI DEPARTMENT OF
ARCHIVES & HISTORY**

Grant Application and Guidelines

**Local Government Records Office
Grant Program – Round Three
2022**

**Mississippi Department of Archives and History
Local Government Records Office
Post Office Box 571
Jackson, MS 39205-0571**

**601-576-6976
locgov@mdah.ms.gov
www.mdah.ms.gov**

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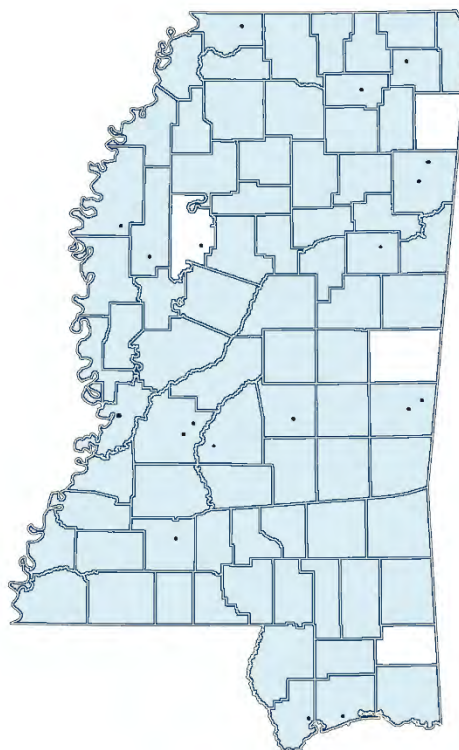
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Introduction

The Mississippi Legislature established the Local Government Records Office (LGRO) in §39-5-9, *Mississippi Code of 1972*, as amended, to provide education, develop guidelines, adopt and amend records retention schedules, and establish standards for the off-site storage of records. With the financial support of the Local Government Records Management Program, established under §25-60-5, *Mississippi Code of 1972*, as amended, the LGRO provides assistance to counties and municipalities to improve records management activities throughout the state.

From 2010 to 2016, the LGRO conducted a multi-year project in which it inventoried every county's records dated prior to 1920. Each Chancery and Circuit Clerk received a summary of the findings and the recommendations identified in Section 5 of the Territorial Records Inventory Project Report, or Pre-1920 County Records Inventory Report (called the CRI Report).

These inventories showed that counties needed assistance procuring records management commodities, such as shelving, digitization equipment, archival preservation supplies, ultraviolet film for windows and lighting, and HVAC upgrades. To help with the demonstrated needs, this grant program was established. Each grant recipient is eligible for reimbursement up to a maximum of \$10,000, with a 20% match. There will be five grants, totaling up to \$50,000, awarded this round.



A county **cannot** apply for this grant without collecting the \$1 Records Management Fee in at least one office as authorized in §25-60-5, *Mississippi Code of 1972*, as amended. Applications must be submitted by the office collecting the fee. To officially adopt the fee, a board order must be recorded in the minutes of the Board of Supervisors. The Mississippi Department of Archives and History (MDAH) must receive a certified copy of the applicable page(s) of the minutes. Currently, there are 78 participating counties in Mississippi:

Adams, Alcorn, Amite, Attala, Benton, Bolivar, Calhoun, Carroll, Chickasaw, Choctaw, Claiborne, Clarke, Clay, Coahoma, Copiah, Covington, DeSoto, Forrest, Franklin, Greene, Grenada, Hancock, Harrison, Hinds, Holmes, Humphreys,

Issaquena, Jackson, Jasper, Jefferson, Jefferson Davis, Jones, Lafayette, Lamar, Lauderdale, Lawrence, Leake, Lee, Lincoln, Lowndes, Madison, Marion, Marshall, Monroe, Montgomery, Neshoba, Newton, Noxubee, Oktibbeha, Panola, Pearl River, Perry, Pike, Pontotoc, Prentiss, Quitman, Rankin, Scott, Sharkey, Simpson, Smith, Stone, Sunflower, Tallahatchie, Tate, Tippah, Tishomingo, Tunica, Union, Walthall, Warren, Washington, Wayne, Webster, Wilkinson, Winston, Yalobusha and Yazoo.

Part I: Program Schedule

The applications will be accepted via USPS/Delivery Service through the close of business, **Monday, October 3, 2022 at 5:00 p.m. CST.**

Deliver To:

Becca Mee, Grants Administrator
Local Government Records Office
MS Dept. of Archives and History
Post Office Box 571
Jackson, MS 39205-0571

All applications must be received, or postmarked, before the deadline for consideration. **We will not review late or incomplete applications.** Each completed application will be evaluated and recommendations will be made to MDAH's Board of Trustees. The Board will select projects based on criteria met and highest priority.¹ Applicants will be notified in writing of the Board's decision after the meeting. **We will not accept telephone inquiries about the status of the selection process.** Any written questions related to the proper completion of applications or clarification of the application packet must be received by **July 21, 2022 at 5:00 PM.** The responses will be posted online on August 1. LGR Staff will be unable to answer any questions regarding the grant application after the question deadline. All questions should be sent to locgov@mdah.ms.gov.

Grant awards will be determined by the MDAH Board of Trustees at their January meeting. Notification of grand awardees will take place in writing at that time.

No project work can begin until a formal agreement has been executed between the applicant and MDAH. All grant projects **MUST** follow prescribed benchmarks and **MUST** be completed as agreed upon. **All funds not expended by this date will be canceled or reprogrammed.**

¹ The Project Criteria are located in Part III of the Application Packet.

Part II: Requirements

A. Eligibility

1. **Applicant Eligibility:** Eligible applicants include any county office that collects the Records Management Fee. Applications are limited to **one** per county, but grant awards may be dispersed among multiple offices. Community partners such as historical societies or public libraries may be included **only** if they store publicly accessible county records and have daily business hours operating hours consistent with the county.
2. **Property Ownership:** Buildings must be owned or operated by the state, city, or county government; school district; or non-profit organization. Any property purchased with grant funds must be placed on the county's inventory once procured.
3. **Eligibility of Proposed Work Items:** Grant monies must be used for the project as specified in the application. Purchases of commodities or services must relate directly or indirectly to the preservation and storage of archival and/or historical records. Work must conform to MDAH Guidelines and Standards and the procurement laws of Mississippi. Grant funds **cannot** be used to pay salaries or wages.

The grant **cannot** be used to reimburse expenses of work done before or after the period specified in the Memorandum of Agreement.

4. Eligible Items Include:

- Shelving: Bulk Rack, Mobile Aisle, Roller Docket Shelves, or open Shelving. The shelving **must** be low-VOC painted or powdered coated steel.
- Equipment for the Digitalization or Storage of Electronic Records
- Archival Preservation Supplies
- Book Rebinding or Repairs.
- Ultraviolet Film for Windows and Lighting
- Vendor Digitization and Indexing Projects²

² See Appendices D & E for Standards for Local Government Off-Site Storage and Archives.

- HVAC Upgrades to Areas Where Archival or Historic Records are Stored³

5. **Ineligible Items Include, But Are Not Limited To:**

- Salary or Wages
- Architectural or Engineering Fees
- Routine or Annual Maintenance
- Destruction of Eligible Temporary Records

B. Project Personnel

Applicants must specify a project coordinator to serve as a representative of the grantee and the primary point of contact with the LGRG Grants Administrator. Project coordinators will be responsible for overall project administration, as well as ensuring that there is timely progress and completion of all work therein. There are no academic or professional requirements for this position.

If a project requires architectural or engineering services to determine the appropriate floor load or arrangement of shelving or other equipment, all verifications by the professional must be submitted with the application.

C. Long-Term Maintenance Plan

Grant applicants must provide a plan for routine maintenance and long-term preservation of records consistent with the recommendations made in the CRI Report, as well as with basic records management principles.

D. Funding Levels

MDAH reserves the right to offer partial grant awards in monetary amounts less than the amount originally requested. In such cases, the applicant must decide whether or not to modify the proposed scope of work and accept the grant. If the applicant declines, the Board of Trustees will redistribute the money. Applications that do not include an adequate project description or that have budgets not commensurate with the scope of work will be rejected.

E. Matching Share

All funds distributed through the Local Government Records Management Grant program are awarded in the form of matching grant. Grantees **must** supply a cash match no less than 20% of the grant dollars requested.

³ For vendor digitization projects, see: "Policy on Reformatting Public Records of Archival and Enduring Value," <https://www.mdah.ms.gov/sites/default/files/2020-11/Public-Records-Reformatting-Policy-2013.pdf>.

Example of 20% Matching Share:

**Request: \$10,000 + Match: \$2,000 = Total Project Cost: \$12,000 (Formula:
Grant Award + 20% of Grant Award = Total Cost)**

Projects with a cash match that is larger than 20% will score higher; however, any amount offered as a match must be guaranteed.. The match can come from private donations, local or federal funds, or a combination, but all must be guaranteed at the time of the application. Applicants must provide evidence that the match is being used solely for the grant project.

F. Reimbursement Requests

The availability of funds for reimbursable expenses incurred by grantees is dependent upon the availability of funds, proper completion of the Memorandum of Agreement, requests for disbursement, and final inspection and approval from the Local Government Records Office. Reimbursement will only occur **after** providing MDAH with appropriate documentation showing that project costs have been incurred and local matching funds have been expended. Documents include a request for reimbursement form, receipts showing expenditures, copies of canceled checks, and local matching funds have been expended. **Applicants receiving grant awards should be prepared to cover all project costs prior to receiving reimbursement.** Specific instructions on filing reimbursements will be supplied to grantees.

Part III: Grant Selection Criteria

Applications must meet the first five criteria listed below to be considered for grant awards, while priority levels will be assigned according to criteria five through eight.

1. **The county and office applying for the funds must be participating in the records management program identified in § 25-60-5, *Mississippi Code of 1972*, as amended, at the time of application.**
2. **Applicants must match the grant with cash equal to at least 20% of the grant award.** The match must be guaranteed. There will be no amendments to lower the match percentage amount.
3. **Applications must demonstrate that the organization has clearly defined obtainable goals, reasonable expectations of the work involved, and detailed budget estimates.** The work plan should be outlined in the grant application with a detailed budget by item and model number where applicable.
4. **Applicants must provide assurance and evidence of a project's completion and the county's continued participation in the records management program, along with dedication to proper management of all county records.** Counties should have a well-defined plan for routine maintenance and long-term preservation and access to records. Applicants who do not provide a defined purpose for the property **will not be considered.**

Priority Will Be Given to the Following:

5. Projects meet needs identified in the "Recommendations" section of that county's CRI Report.
6. Projects that best follow records management standards identified by MDAH and LGRO.
7. Length of time that county has collected the records management fee.
8. Counties that collect the fee in all eligible offices.

Part IV: Instructions for Applying for Funds

Applicants should read this entire application before completing it. All forms needed to apply for funds are included within. Applications that do not exactly follow these instructions will **not** be considered. Counties are encouraged to select appropriate items from the State Contract or GSA, but should obtain quotes and must follow state procurement laws.

A. Application Checklist

This checklist provides instructions on how to assemble the application. **You should check off each item, and submit the checklist with the paperwork.** Your application should be placed in proper order.

B. Application

1. **Project Title:** Project titles should reflect proposed work for funding. For example, "Yoknapatawpha County Courthouse Chancery Basement Shelving."
2. **Project Address:** Include the physical address of the property (including city, county, and zip code) where the shelving or other commodities will be installed, and/or archival records stored.
3. **Project Description:** Applications must contain a clear description of the proposed project in one sentence. This information must be presented to the Board of Trustees.
4. **Project Budget:** Specify the amount of grant funds requested, matching share, and the total project cost. These figures must equal the figures in the project budget section and matching share forms.
5. **Project Applicant:** Applicants must have legal authority to apply and to accept legal and financial responsibility for the project.
6. **Project Coordinator:** Identify the person designated by the project applicant to administer the project. This person will be the primary contact for MDAH.
7. **Property Owner:** The building must be owned or operated by the state, city, or county government; school district, or non-profit organization.

8. **Tax Identification Number (TIN):** Required under state auditing and income tax regulations.

C. Project and Budget Breakdown

The Project Budget and Breakdown worksheet should be completed to include the following information:

1. **Proposed Work Item(s):** describe the specific actions that will need to be taken to complete the proposed project.
2. **Physical Location:** Identify location where the project is being addressed.
3. **Proposed Start Date:** Select the date your county will begin this activity. Proposed work must **not** begin before notification of grant awards from the LGRG Grants Administrator.
4. **Grant Funds:** Identify the amount of money being requested from MDAH to fund the project. This amount should be based on a quote from a vendor.
5. **Match Funds:** This amount should be at least 20% of the amount in the previous column.
6. **Proposed Completion Date:** Select a proposed date that the project will be completed.
7. **Totals:** Make sure the Grant and Match Funds columns total at the bottom of the worksheet.

D. Color Digital Images

Submit a CD or thumb drive with enough original images to convey the proposed installation and location of shelving. Images must be high-resolution and in JPEG format. These images may be used to present grant proposals to the Board of Trustees and provide before/after examples of work.

E. Certification of Matching Share

Applicants must have a cash match not less than 20% of the requested grant amount in-hand or guaranteed at the time of application. If any part is provided by entities other than the applicant, attach letters showing firm and binding commitments for promised donations. The certification of matching share must be

signed by a person legally authorized to commit the funds. In-kind matches are not eligible.

F. Letters of Support

If the project involves a partner organization, such as a historical society or library, at least one (1) signed letter of support from that organization must be submitted with the application. Additional letters of support may come from the local historical society, public library, or other interested parties in order to demonstrate support for the proposed project, but are not required. Letters of support must demonstrate interest in this specific grant proposal.

G. Supporting Information

1. A copy of the Board of Supervisors Order from the Official Minutes showing participation in the records management program that specifies which offices collect the \$1 records management fee.
2. Copy of Board of Supervisors minutes demonstrating board approval of the project and application, and familiarity with all the terms and conditions of the grant as stated in the Statement of Understanding.
3. Completed W-9 Form

H. Statement of Understanding

Applicants must sign to acknowledge that they have read, understood, and agreed to the conditions of this grant.

Part V: Forms

Application Checklist

County Name

Original Application (**IN ORDER**):

- _____ Application checklist
- _____ Application
- _____ Project and Budget Breakdown
- _____ Color Digital Images (JPEGs) on CD or Thumb Drive; 1 Set of Prints
- _____ Certification of Matching Share
- _____ Signed Letter(s) of Support
- _____ Supporting Information (Certified Copies)
 - _____ Board of Supervisors Minutes Authorizing Fee Collection
 - _____ Board Minutes Showing Dedication to This Grant Submission
 - _____ Completed W-9 Forms
- _____ Signed Statement of Understanding

Application should be stapled in the upper left hand corner. Please do not place the application in a three-ring binder or have it bound.

The applications will be accepted via USPS/Delivery Service through the close of business, **Monday, October 3, 2022**.

Deliver To:

Becca Mee, Grants Administrator
Local Government Records Office
MS Dept. of Archives and History
Post Office Box 571
Jackson, MS 39205-0571

Applicants are encouraged to submit early and make additional copies of all documentation for their records.

Application

County Name

The applicant should read full application before completion; any inaccurate/incomplete applications will not be considered.

1. **Project Title:** _____

2. **Project Address (or location description):**

3. **Project Description (in one sentence):**

4. **Project Budget:**
 Total State Grant Funds Requested (MAX: \$10,000): _____
 Matching Funds Provided By Applicant (MIN: \$2,000 or 20%): _____
 Total Project Cost: _____

5. **Project Applicant (Signatory):**

Title (Dr., Mr., Mrs., Ms.) Contact Name

County Name Applicant's Title in County

Mailing Address

City State Zip Code

Phone Fax Email

6. **Project Coordinator:** _____ Check If Same As Above

Title (Dr., Mr., Mrs., Ms.)

Contact Name

County Name

Applicant's Title in County

Mailing Address

City

State

Zip Code

Phone

Fax

Email

7. **Property Owner:**

Title (Dr., Mr., Mrs., Ms.)

Contact Name

County Name

Applicant's Title in County

Mailing Address

City

State

Zip Code

Phone

Fax

Email

8. **Tax Identification Number (Attach W-9):** _____

Project and Budget Breakdown

County Name

Project Work to be Completed	Physical Location of Project	Proposed Start Date <small>MM/DD/YYYY</small>	Grant Funds <small>(Insert budgeted dollar amount) (May not exceed \$10,000.00)</small>	Match Funds <small>(Insert budgeted dollar amount) (Must be at least 20% of grant funds)</small>	Proposed Completion Date <small>MM/DD/YYYY</small>
		TOTALS	\$	\$	
				\$	

Certification of Matching Share

I certify that the matching share funds identified above are available and will be allocated only to the Local Government Records Management Grant project described in this application and titled:

Project Title

Name and Title of Authorized Representative

Signature

Date

Statement of Understanding

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

With respect to grants received from the Mississippi Department of Archives and History (MDAH), applicants indicate by their signatures they have read, understand, and agree to this Statement of Understanding. Failure to comply will result in cancellation of the grant.

1. This is a request for consideration for a grant and does not constitute a commitment for funding from the Local Government Records Management Grant Program administered by MDAH.
2. Individuals submitting this grant request on behalf of applicants have the necessary authority to request consideration of this project by MDAH.
3. This is a cash matching grant program in which only a portion of the total project cost can be supplied by the grant funds. Matching share will be supplied by applicants in the form of cash. In-kind matches will not be considered or credited to applicants. **There will be no amendments to lower the match percentage amount.**
4. No work paid for by this grant application is to begin until applicants have been notified in writing that the grant has been approved and have accepted in writing the terms and conditions of the grant. Funds will not be released until after the project has been confirmed as complete.
5. If a grant is received, the county must place on its inventory any tangible assets purchased with the grant funds and maintain those assets throughout the life of the assets.
6. If a grant is received, all obligations for material work are to be paid by the grantee, which will then receive reimbursement from the Department of Finance and Administration, based on prior agreement and approval by MDAH upon project completion.
7. Grants will be administered in accordance with all applicable state laws, regulations, policies, requirements, and guidelines, including Title VI of the 1964 Civil Rights Act, non-discrimination on the basis of disability, and equal employment opportunity and labor laws.
8. Projects shall be carried out to address the identified recommendations found in the Pre-1920 County Records Inventory Report (CRI Report).
9. Procurement actions will be conducted in accordance with the State of Mississippi bidding and procurement laws.
10. All costs charged to the grant project will be in payment of approved budget items.
11. Adequate resources will be available for the completion of the proposed project and the continued operation and public access to the records of the county.

12. An adequate financial management system (and audit procedure when deemed applicable) will be maintained to provide control of all property, funds, and assets during the grant period.
13. The project, if funded, will be carried out in accordance with the guidelines set forth by the Local Government Records Office (LGRO) and will be completed within the allotted time.
14. Applicants will cooperate with MDAH staff in meeting all requirements.
15. Additional administrative requirements and project-specific conditions may be a part of any grant offer made by MDAH as a result of this application.
16. **Hold harmless and indemnification.** The county receiving the grant funds for the project will hold harmless and indemnify MDAH, Board of Trustees, Staff, and agents from any and all liabilities that arise from the purchase, installation, and use of materials purchased and all other aspects of compliance with this grant.
17. **Failure to comply with the conditions set forth in this Statement of Understanding will result in cancellation of the grant.**

The applicant recognizes and agrees that any state financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the State of Mississippi reserves the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and on the person or persons whose signature(s) appear below and who is/are authorized to sign this assurance on behalf of the applicant.

Name of Applicant/Project Coordinator

Date

Name and Title of Authorized Representative

Signature of Authorized Representative

Date

Part VI: Appendices

Appendix A

Glossary of Grant Descriptions

County Records Inventory — Conducted from 2010 to 2016, MDAH staff inventoried records dated prior to 1920, evaluated storage and preservation needs, and provided customized recommendations in reports (“CRI Report”) given to chancery and circuit clerks in all 82 counties. The project was initially known as the Territorial Records Inventory Project, which included only the fourteen territorial counties.

Disposition — The transfer of records, especially noncurrent records, to their final state as described in a retention schedule.

Digitization — The process of converting hard copies of paper records or other non-digital records into digital formats such as digital text, photographs, maps, microfilm, and other digital media.

Local Government Records Office (LGRO) — The Local Government Records Office provides advice and assistance to counties, municipalities, and other local government entities in managing their records. The Mississippi Legislature established the LGRO in § 39-5-9, *Mississippi Code of 1972*, as amended.

Local Government Records Program — The LGRO is funded by a \$1 fee added to any document filed in a county or municipal office for which a fee is already charged. The local government keeps half of the fee collected and remits the other half to the Local Government Records Fund. While all municipalities are required to collect the fee, each county’s Board of Supervisors must vote to approve collection of the fee (§ 25-60-5, *Mississippi Code of 1972*, as amended). The local government’s portion of the fee collected is to be used to properly manage the records of the local government, including personnel services, contractual services, commodities, or equipment.

Mississippi Department of Archives and History (MDAH) — The Mississippi Department of Archives and History was founded in 1902. A comprehensive historical agency, the department collects, preserves, and provides access to the archival resources of the state, administers museums and historic sites, and oversees statewide programs for historic preservation, government records management, and publications. MDAH is governed by a nine-member board of trustees.

Preservation — (1) The act of keeping from deterioration, loss, decay, or destruction, especially through noninvasive treatment; (2) Law — The obligation to protect records and other materials potentially relevant to litigation and subject to discovery.

Project Coordinator — Represents the grantee in project administration, ensures the progress and timely completion of all work, and submits reports and reimbursement requests to MDAH. The project coordinator is the contact person for all correspondence relating to the project. There are no academic or professional requirements.

Public Records — “... all documents, papers, letters maps, books, tapes, photographs, films, sound recordings or other materials regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency or by any appointed or elected official.” (§ 25-59-3 (b), *Mississippi Code of 1972*, as amended)

Records Management — The systematic approach to the creation, use, maintenance, storage and disposition of records throughout the information life cycle.

Shelving — There are several types of shelving that may be needed depending on the situation of a county. Typical solutions include but are not limited to Bulk Rack, Mobile Aisle, Open Steel, Roller Docket shelving. No wood shelving should be utilized as part of this grant; however if there is existing wood shelving, the county may follow recommendations in the CRI Report for guidance to protect the records.

Appendix B

Advice for Completing the Application

MDAH staff have prepared the following advice to cover the parts of grant proposals that are most often found to be incomplete or inadequate. The Local Government Records Management Grant Program is competitive, and by following this advice your proposal will be more effective. Applications will only be reviewed after the Application Deadline. The LGRO staff will not complete the application for you. There is no guarantee a project will be funded, but a well-developed proposal has a better chance.

Dos and Don'ts in Preparing Grant Proposals:

- Do** Submit questions in writing to the LGRO at locgov@mdah.ms.gov by July 21, 2022. Responses will be posted online by August 1. **Please note that LGR Staff will be unable to answer any questions about the grant after the question deadline.**
- Do** Consult the recommendations in the CRI Report.
- Do** Assemble the proposal carefully following the order given in the Application Checklist. Include detailed project descriptions, budget, matching share, and any required documentation. It is much easier to find a specific part of any application when they are all assembled in the same manner. This ensures that the proposal can be reviewed in its entirety. The evaluation of each application is directly derived from the content and not the appearance of the grant proposal.
- Do** Give your proposal to someone else to read before submitting, preferably someone not connected with the project. If the reader has questions about the project, then the application may not be clear enough. You will then have the opportunity to rework it.
- Do** Prepare your application early. If parts are missing or incomplete you will have time to make necessary corrections before the final deadline.
- Do** Ask for letters of support from local people, organizations, and political representatives early. This allows the letters to be submitted with the application. Letters received after the final deadline will not be considered.
- Do** Read the instructions thoroughly to make sure you have completed the application correctly.

Don't Wait until the last minute to begin preparing your application. Supporting documentation is extremely important and may take several weeks to pull together. Proposals written at the last minute often lack necessary details and documentation, and as a result generally do not score well. Remember, this is a competitive program—take time to put together a quality application.

Don't Submit your application with the pages inserted in plastic sleeves.

Don't Tape, staple, or attach prints of digital images to pages.

Appendix C

W-9 Form

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	<h3 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h3> <p style="margin: 0;">▶ Go to www.irs.gov/FormW9 for instructions and the latest information.</p>	Give Form to the requester. Do not send to the IRS.
Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ </p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p> <hr/>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p> <p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
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<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Appendix D

Mississippi Department of Archives & History Local Government Records Office Standards for Off-Site Storage of Inactive Records of Local Government Entities

(Adopted by Board of Trustees, December 12, 1996)

(Submitted to Secretary of State December 10, 1996)

(Adopted by Secretary of State, January 14, 1997)

(Amended October 20, 2009)

The following standards are issued by the Department of Archives and History in accordance with Section 39-5-9 (b), *Mississippi Code of 1972, Annotated*, as amended.

Section 39-5-9 (b) authorizes the Department of Archives and History to establish records management standards for local governments on issues including, but not limited to, microfilm production and storage, electronic records security and migration, records preservation, imaging, and records storage.

1. For the purposes of these standards, in addition to the definitions established by §25-59-3, *Mississippi Code of 1972, Annotated*, as amended, the following definitions will have effect:

Department: The Mississippi Department of Archives and History.

Inactive Records: Records become inactive when the reference activity for such records requires, on average, less than one retrieval per month per file.

Local Governmental Entities: Any unit of local government including, but not limited to, municipalities, cities, towns, villages, counties, school districts, and library systems.

Records of Archival Value: Those records designated by the Department of Archives and History to be permanently preserved. Records of archival value are so designated on the records control schedule governing the disposition of the records.

Records of Enduring Value: Those records of a local governmental entity not having archival value that the entity determines need to be retained for a period of time after the

records become inactive. Records of enduring value are so designated on the records control schedules governing the disposition of the records.

2. Standards for the Off-Site Storage of Inactive Records of Local Governmental Entities.

The physical location of the off-site storage facility in relation to the local governmental unit's seat of operations. The storage facility should be located in relatively close proximity to the local government's seat of operations in order to provide efficient reference services to staff members and the public.

The physical structure of the off-site storage facility. The storage facility must maintain a secure, clean records storage environment. A modern facility is preferred but not required. The structure should provide solid protection from the weather.

Floor strength. The floor must be capable of bearing the full weight of the records.

The physical security and interior environment of the off-site storage facility. The storage facility should provide a secure and appropriate environment for records storage.

Document security and access. The facility should provide appropriate levels of security from theft and premature destruction. Access to the storage area should be limited to authorize persons only. The doors to the storage areas should be equipped with devices which allow only the entry of appropriate personnel.

Fire protection. Proper fire and smoke detection devices should be located throughout the storage facility and a continuing fire awareness and safety program should be a part of the facility's standard operating procedures. A sprinkler or other fire suppression system is preferred but not required.

Flood protection. The facility should not be located in a flood plain.

Climate control (temperature/humidity). The facility should maintain moderate temperature and humidity levels and avoid extremes in either direction of both categories. Temperatures of 65-75 degrees Fahrenheit and a relative humidity of 30-60 percent are recommended. Special provisions are needed for storing records on media such as microfilm and electronic formats. The ideal records storage environment is clean, dry, and cool.

Records accessibility. The Public Records Act of 1983 (§25-61-2, Mississippi Code of 1972, Annotated, as amended), states in part, "It is the policy of this state that

public records shall be available for inspection by any person unless otherwise provided by this chapter.” Therefore, custodians of public records must ensure reasonable access to public records. Provisions should be made to provide efficient and timely reference services to local government officials and employees as well as members of the public.

Continuity of Operations/Emergency Operations Plan. The storage facility must certify that it maintains an appropriate plan to protect and recover records stored off-site and to provide access to those records in the event of a hazard (natural or man-made).

3. These standards are established and will be regularly reviewed by MDAH Archives and Records Division staff, including the directors of the division, the local government records office, the government records section, the electronic records section, and other staff as appropriate.

Appendix E

Mississippi Department of Archives & History Local Government Records Office Standards for Local Government Archives (October 20, 2009)

Pursuant to Section 25-59-9 (h), *Mississippi Code Annotated, 1972, as amended*, the Department of Archives and History (MDAH) is required to “promulgate rules and regulations permitting the storage, use and dissemination of records which are transferred by any local governmental body in this state to a local historical or archival group which has been incorporated and operates as a private, nonprofit corporation.” Section 25-59-25 (2) states, in part: “Any local governmental body which desires to transfer records to a local historical or archival group or public library shall have certification from the department prior to the records being transferred indicating that such entity has satisfied all the rules and regulations of the department and that the department has officially approved such entity as a records depository.”

For the purposes of these standards, in addition to the definitions established by §25- 59-3, *Mississippi Code of 1972, Annotated*, as amended, the following definitions will have effect:

Local Governmental Body: Any unit of local government including, but not limited to, municipalities, cities, towns, villages, counties, school districts, and library systems.

Local historical or archival organization: Any local historical or archival group which has been incorporated and operates as a private, nonprofit corporation.

Custodial office: The agency, department or office within a local governmental body responsible for creating, filing, and maintaining certain records series.

The following standards for local government archives are issued by the Department of Archives and History:

1. Any local governmental body that desires to transfer records to a public library or local historical or archival organization shall enter into a formal agreement with the organization outlining the terms and conditions of the transfer.

2. Per Section 25-59-25 (2), *MCA, 1972*, “The title to all records transferred to any local historical or archival group or public library shall remain in the local governmental body which transfers the records to such entity, and the ultimate authority over the records shall continue to reside with the person charged with the responsibility for making and keeping the records.”
3. The organization or library must demonstrate that it can provide better storage, access, and dissemination than the custodial office can, providing archival and/or records center services to the custodial office, by compliance with the following:
 - a. The records storage area(s) must meet MDAH “Standards for Off-Site Storage of Inactive Records of Local Government Entities.” The physical structure must provide safe and secure storage for the records, as well as adequate and secure work and research areas.
 - b. The organization must have adopted written policies for maintaining control of the public records from initial accessioning through public access.
 - c. The organization must have a written policy that complies with the Public Access to Public Records Law (Title 25, Chapter 61, *MCA, 1972*). The facility must be open to the public at least ten (10) hours a week, part of which must coincide with the legal hours of the local governmental body. The local governmental body must also be allowed reasonable access to its records during its normal business hours when the facility is otherwise closed.
 - d. The organization must have a written policy to allow the public to obtain copies of the local governmental body’s records held in its facility, for a fee not to exceed the normal costs of reproduction.
 - e. The facility must be staffed by appropriately trained personnel.
 - f. Use of records will be monitored by staff, and records will not be removed from the facility.
 - g. Storage of information in alternative media must meet approved American National Standards Institute (ANSI) or other applicable standards. Any conservation practices must follow generally accepted professional practices. The local governmental body must approve all reformatting.
4. The local governmental body shall be responsible for ensuring that these standards are maintained by the local historical or archival organization or public library. If the organization or library fails to maintain these standards, the local governmental body is obligated to its citizens to remove its records from the facility and to either

return them to its own facilities or transfer them to another organization that complies with these standards.

5. These standards are established and will be regularly reviewed by MDAH Archives and Records Division staff, including the directors of the division, the local government records office, the government records section, the electronic records section, and other staff as appropriate.