

MDAH is inviting you to a scheduled Zoom meeting.

Topic: State Records Committee Meeting

Time: Jan 18, 2024 10:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/86096514745?pwd=CJ0kZvsGaalGMsssWbHjPCE4KQd6fc.1>

Meeting ID: 860 9651 4745

Passcode: 948342

---

One tap mobile

+19292056099,,86096514745#,,,,\*948342# US (New York)

+13017158592,,86096514745#,,,,\*948342# US (Washington DC)

---

Dial by your location	
• +1 929 205 6099 US (New York)	• +1 360 209 5623 US
• +1 301 715 8592 US (Washington DC)	• +1 386 347 5053 US
• +1 305 224 1968 US	• +1 507 473 4847 US
• +1 309 205 3325 US	• +1 564 217 2000 US
• +1 312 626 6799 US (Chicago)	• +1 669 444 9171 US
• +1 646 931 3860 US	• +1 669 900 6833 US (San Jose)
• +1 253 215 8782 US (Tacoma)	• +1 689 278 1000 US
• +1 346 248 7799 US (Houston)	• +1 719 359 4580 US
	• +1 253 205 0468 US

Find your local number: <https://us06web.zoom.us/j/kdO3eF1xBF>



**AGENDA**  
**STATE RECORDS COMMITTEE**  
**January 18, 2024**

1. Call to Order
2. Minutes of Meeting on July 20, 2023
3. Public Comment
4. Application for Disposition / Records Control Schedules
  - A. Proposed amendments to existing agency schedules to follow approved general schedules:
    1. Subject Files – G89 or G90, as applicable.
      - a. MDAH Government Records – no. 726
      - b. MDAH Government Records – no. 4905
      - c. MDAH Government Records – no. 4875
    2. Vehicle Purchase Forms – G92.
      - a. IHL – no. 5942
    3. Policy & Procedure Manuals (General Operations) – G117
      - a. ITS – no. 3604
  - B. Proposed amendments to agency schedules:
    1. DHS – Schedules will move to CPS
      - a. 6304 amends 365 – Termination of Parental Rights File
    2. MDAH, Government Records
      - a. 6305 amends 737 – Division Monthly Reports
      - b. 6306 amends 745, 4867, 4901, 4902
      - c. 6307 amends 741 – County/Court Destruction Certificates
    3. IHL. Schedules applicable to all Universities
      - a. 5690 – Commencement Programs
      - b. 5935 – University Fee Charges
      - c. 6070 – Equipment Manuals
      - d. 6231 – Maintenance Manuals
    4. ITS
      - a. 6303 – amend 3602 and 6301

C. Proposed schedules to abolish:

1. Attorney General – no. 5975.
  2. Community College Board – no. 3050. These records no longer created.
  3. Government Records – no. 727. These records no longer created.
  4. Government Records – no. 740. Duplicate records no longer exist.
  5. Government Records – no. 1533. This function no longer takes place.
- 
5. Off-Site Lease Applications: None at this time
  6. 2024 Meeting Dates: Apr 18<sup>th</sup>, July 18<sup>th</sup>, Oct 24<sup>th</sup>
  7. Other Business
  8. Adjournment

**MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY**

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

**Thursday, July 20, 2023**

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, July 20, 2023, in a virtual environment using Zoom. David Pilcher, Archives & Records Services 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:

Joseph Sclafani, representing the Honorable Tate Reeves, Governor;  
Joette Pickle, representing the Honorable Michael Watson, Secretary of State;  
Jeff Goodwin, representing the Honorable Shad White, State Auditor; and  
Judy Moulder, director of Health Statistics and Vital Records, MS Department of Health.

The following visitors were present:

Lorraine Stuart, USM  
Clancy Smith, USM  
Jessica Smith, MSU  
Vonkeshia Hyatt, MSU

The following staff of MDAH were present:

Caroline Gray-Primer, Government Records, A&RS

- I. Mr. Pilcher recognized a quorum, called the meeting to order, and welcomed all present.
- II. Minutes of the April 20, 2023, meeting were presented to the Committee. Judy Moulder moved to approve, and Joette Pickle seconded. The Committee unanimously approved the minutes.
- III. Mr. Pilcher acknowledged an opportunity for public comment. Mr. Dent indicated that no public comments were received prior to the meeting.
- IV. Mr. Dent presented the remainder of the schedules for the Committee's consideration:
  - A. Propose New Schedules
    - a. Secretary of State
      - i. Audit Files – 6297
      - ii. Legal Files – 6298
      - iii. Opinion Letters – 6299
  - B. Proposed amendments to existing agency schedules to follow approved general schedules.
    - a. Accounting Records – G131 or G132, as applicable.
      - i. Human Services – no. 2749
      - ii. Medicaid – no. 1629

- b. Bids and Contracts – G165, G166, or G167, as applicable.
  - i. Employment Security – no. 564
  - ii. Finance & Administration – no. 4650
  - iii. Human Services – nos. 1032, 3467, 3796
  - iv. ITS – nos. 2468, 2470, 3302, 3386, 3600, 3603, 4397, 5889
  - v. Oil & Gas Board – no. 4628
  - vi. University of Mississippi Medical Center – no. 3087
  - vii. Wildlife, Fisheries, and Parks – no. 1651
  
- c. Bids, Contracts, and Grants – G158, G159, G160, G165, G166, G167, G127, G128, G129, as applicable.
  - i. Accountancy – no. 4233
  - ii. Attorney General – no. 3561
  - iii. Environmental Quality – no. 3223
  - iv. Finance & Administration – no. 2952
  - v. ITS – nos. 4397, 5889
  - vi. Library Commission – no. 4077
  - vii. MS Business Finance Corporation – no. 4527
  - viii. Military Department – no. 4728
  - ix. Secretary of State – no. 3309
  
- d. Healthcare Records – G150 or G151, as applicable.
  - i. Mental Health – no. 5724
  
- e. Photographs – G56
  - i. Dept. of Education – no. 2124
  - ii. Health Department – no. 1110
  - iii. Transportation – no. 1182

Jeff Goodwin moved to approve, and Judy Moulder seconded. The Committee unanimously approved the schedules.

C. Proposed amendments to agency schedules.

- a. ITS
  - i. 6301 – Consulting Project Files – amends no. 3922
    - 1. Amends from archival to 8 years total
  
- b. IHL - University Libraries
  - i. 6290 - Amend 6028
  - ii. 6291 – Amend 6034
  - iii. 6292 – Amend 6035
  - iv. 6293 – Amend 6036
  - v. 6294 – Amend 5617
  
- c. DHS
  - i. 6300 – JOBS Automated Work System (JAWS) Files
    - 1. Amend 3467 from archival to 5 year retention

d. Secretary of State

1. 6296 – Registration Files. Amend 556, 761, 762, 763
2. 6295 – Investigative Files. Amend 3086

D. Proposed agency schedule to abolish – duplicate schedules.

- a. Secretary of State – no. 6153. Duplicate of schedule 6142

Mr. Dent withdrew IHL schedule numbers 6291 and 6292 from consideration

Jeff Goodwin moved to approve, and Judy Moulder seconded. The Committee unanimously approved the schedules.

5. Off-Site Lease Applications – None at this time.
6. In other business, Mr. Dent announced that the 2023 committee meetings will be held July 20<sup>th</sup>, and October 26<sup>th</sup>.
7. Adjournment

Jeff Goodwin moved to adjourn, and Joseph Sclafani seconded. The Committee unanimously approved the schedules.

There being no further business before the Committee, Mr. Pilcher thanked all present for their attention and dedication and adjourned the meeting.

---

Katie Blount, Chair

This page intentionally left blank



**200 North Street  
Jackson, Mississippi 39201**

Records Control Schedule

[Click to Print This Page](#)

**SCHEDULE #:** 726

**AGENCY:** Archives and History, Department of  
**DIVISION:** Records Management  
**OFFICE/SECTION:** Director's

**RECORDS SERIES TITLE:** Director's Administrative Subject Files  
**DATES:** 1981 - 2022  
**DOES THIS SERIES CONTINUE TO ACCUMULATE?** yes

**ARRANGEMENT:** alphabetically by subject

**DESCRIPTION:**

Documents relating to administrative procedures and activities of the division. Included are legal description of Records Center property, original letters appointing records officers, security and other topics.

**DISPOSITION INSTRUCTIONS:**

Hold in the current files area three (3) years, then destroy unneeded material after purging.

**RIGHTS MANAGEMENT:**

**REMARKS:** Amended to follow G90.

**STATE RECORDS COMMITTEE STATUS:** Approved on 08/29/1985

---

**200 North Street  
Jackson, Mississippi 39201**

Records Control Schedule

[Click to Print This Page](#)

**SCHEDULE #:** 4905

**AGENCY:** Archives and History, Department of  
**DIVISION:** Records Management  
**OFFICE/SECTION:** Administration

**RECORDS SERIES TITLE:** Request For SRC 103 Forms (Office Copy)  
**DATES:** 2004 - 2005  
**DOES THIS SERIES CONTINUE TO ACCUMULATE?** no

**ARRANGEMENT:** chronologically

**DESCRIPTION:**

This series consists of the office copy of the Request for SRC-Form SRC 103. The administrative assistant is primarily responsible for documenting request on the SRC 103 Form via fax, e-mail, or by telephone conversation and forwarding the form to the Warehouse staff for completion.

**DISPOSITION INSTRUCTIONS:**

Hold paper and electronic files in the current files area one (1) year, then dispose.

**RIGHTS MANAGEMENT:**

none

**REMARKS:** Amended to follow G90.

**STATE RECORDS COMMITTEE STATUS:** Approved on 07/20/2006

---

**200 North Street  
Jackson, Mississippi 39201**

Records Control Schedule

[Click to Print This Page](#)

**SCHEDULE #:** 4875

**AGENCY:** Archives and History, Department of  
**DIVISION:** Government Records  
**OFFICE/SECTION:** Director's Office

**RECORDS SERIES TITLE:** Subject Files

**DATES:** 2001 - 2005

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** no

**ARRANGEMENT:** alphabetically

**DESCRIPTION:**

This series consists of subject files of the Records Systems Specialist Section (RSS). This series assists the RSS in providing consultation services to state agencies related to Records Management. Included are e-mail, correspondence, memos, and statuses.

**DISPOSITION INSTRUCTIONS:**

Hold paper and electronic files in the current files area five (5) years, then dispose.

**RIGHTS MANAGEMENT:**

N/A

**REMARKS:** Amended to follow G89.

**STATE RECORDS COMMITTEE STATUS:** Approved on 07/20/2006

---

200 North Street  
Jackson, Mississippi 39201

Records Control Schedule

[Click to Print This Page](#)

**SCHEDULE #:** 5942

**AGENCY:** Institutions of Higher Learning

**DIVISION:** Public Universities & Public 4-Year Colleges

**OFFICE/SECTION:** Finance & Administration/Procurements

**RECORDS SERIES TITLE:** Vehicle Purchase Request Forms

**DATES:** 2012 - current

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** yes

**ARRANGEMENT:** chronologically

**DESCRIPTION:**

This series consists of forms requesting permission to purchase vehicles.

**DISPOSITION INSTRUCTIONS:**

Hold four (4) years then dispose. Audit must have been released three (3) years prior to disposal.

**RIGHTS MANAGEMENT:**

**REMARKS:** Amended 5942 to follow G92.

**STATE RECORDS COMMITTEE STATUS:** Pending

---

**200 North Street  
Jackson, Mississippi 39201**

Records Control Schedule

[Click to Print This Page](#)

**SCHEDULE #:** 3604

**AGENCY:** Information Technology Services

**DIVISION:** Information Systems Services

**OFFICE/SECTION:**

**RECORDS SERIES TITLE:** Procurement Handbooks

**DATES:** 1970 - 2022

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** yes

**ARRANGEMENT:** chronologically

**DESCRIPTION:**

This series consists of original procurement handbooks published and updated by the Mississippi Department of Information Technology Services. Included are procurement handbooks, revisions, and explanations of changed in the law and how it effects state agencies working through ITS. It is cut off at the end of the Serial year.

**DISPOSITION INSTRUCTIONS:**

Hold in the current files area five (5) years, then transfer to State Archives for review and permanent retention of historically valuable material.

**RIGHTS MANAGEMENT:**

**REMARKS:** Amended to follow G117.

**STATE RECORDS COMMITTEE STATUS:** Approved on 06/13/1996

---

200 North Street  
Jackson, Mississippi 39201

Records Control Schedule

**SCHEDULE #:** 6304

**AGENCY:** Child Protection Services

**DIVISION:** Child Protection Services

**OFFICE/SECTION:**

**RECORDS SERIES TITLE:** Termination of Parental Rights Cases

**DATES:** 1980 - 2022

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** yes

**ARRANGEMENT:** alphabetically by child

**DESCRIPTION:**

Documents relating to termination cases. Included are contains confidential information concerning the child, decrees, affidavits, consent for adoption, names of adoptive parents, and child's health reports. It is cut off at the end of the year.

**DISPOSITION INSTRUCTIONS:**

Hold in the current files area five (5) years; then transfer to local holding area for permanent retention. Recommend microfilming.

**RIGHTS MANAGEMENT:**

**REMARKS:** Functions of schedule 365 moved from DHS to CPS.

**STATE RECORDS COMMITTEE STATUS:** Approved on 01/26/1984

---

200 North Street  
Jackson, Mississippi 39201

Records Control Schedule

[Click to Print This Page](#)

**SCHEDULE #:** 6305

**AGENCY:** Archives and History, Department of

**DIVISION:** Archives and Records Services

**OFFICE/SECTION:** Government Records

**RECORDS SERIES TITLE:** Division Monthly Reports

**DATES:** 1981 - 2022

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** yes

**ARRANGEMENT:** chronologically

**DESCRIPTION:**

Documents relating to monthly activities of the entire records management division. It is cut off at the end of the calendar year.

**DISPOSITION INSTRUCTIONS:**

Hold in the current files area five (5) years; then dispose.

**RIGHTS MANAGEMENT:**

**REMARKS:** Amended schedule 737 to reduce retention from archival to five years. The reports of this section are rolled into the Archives & Records Services Division reports. Division changed to Archives and Records Services. Office/Section changed to Government Records.

**STATE RECORDS COMMITTEE STATUS:** Pending

---

**200 North Street  
Jackson, Mississippi 39201**

**Records Control Schedule**

[Click to Print This Page](#)

**SCHEDULE #:** 6306

**AGENCY:** Archives and History, Department of

**DIVISION:** Archives and Records Services

**OFFICE/SECTION:** Government Records

**RECORDS SERIES TITLE:** State Agency Transactions

**DATES:** 1981 - 2022

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** Yes

**ARRANGEMENT:** alphabetically by agency

**DESCRIPTION:**

Documents relating to the transmittal, withdrawal, reference, and destruction of records at the State Records Center.

**DISPOSITION INSTRUCTIONS:**

Hold in the current files area five (5) years after destruction of the related records, then dispose.

**RIGHTS MANAGEMENT:**

**REMARKS:** Combined 745, 4867, 4901 and 4902. Division changed to Archives and Records Services. Files reduced from permanent to five year retention. Office/Section changed to Government Records.

**STATE RECORDS COMMITTEE STATUS:** Pending

---



**200 North Street  
Jackson, Mississippi 39201**

Records Control Schedule

[Click to Print This Page](#)

**SCHEDULE #:** 6307

**AGENCY:** Archives and History, Department of  
**DIVISION:** Archives and Records Services  
**OFFICE/SECTION:** Government Records

**RECORDS SERIES TITLE:** County And Court System's Destruction Certificates

**DATES:** 1982 - 2022

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** yes

**ARRANGEMENT:** chronologically

**DESCRIPTION:**

Documents relating to authorizations to destroy records series in county offices and in the state courts. Included are copies of destruction certificates (original form for counties), archivists' approval forms and correspondence.

**DISPOSITION INSTRUCTIONS:**

Maintain in Division of Records Management until counties and courts have a records management program. Retain permanently.

**RIGHTS MANAGEMENT:**

**REMARKS:** Schedule 741 Division changed to Archives and Records Services.  
Office/Section changed to Government Records.

**STATE RECORDS COMMITTEE STATUS:** Pending

200 North Street  
Jackson, Mississippi 39201

Records Control Schedule

[Click to Print This Page](#)

**SCHEDULE #:** 5690

**AGENCY:** Institutions of Higher Learning  
**DIVISION:** Public Universities & Public 4-Year Colleges  
**OFFICE/SECTION:** Registrar

**RECORDS SERIES TITLE:** Commencement Programs  
**DATES:** 1913 - 2022  
**DOES THIS SERIES CONTINUE TO ACCUMULATE?** Yes

**ARRANGEMENT:** chronologically

**DESCRIPTION:**  
Commencement programs list students who filed for graduation. The list does not indicate degree completion.

**DISPOSITION INSTRUCTIONS:**  
Registrar's Office will send two (2) copies of each commencement program to the University Archives for permanent retention. Registrar's Office will also retain a permanent copy.

**RIGHTS MANAGEMENT:**

**REMARKS:** Amended schedule 5690 to be applicable to all Mississippi public universities and public 4-year colleges.

**STATE RECORDS COMMITTEE STATUS:** Approved on 07/19/2012

---

200 North Street  
Jackson, Mississippi 39201

Records Control Schedule

[Click to Print This Page](#)

**SCHEDULE #:** 5935

**AGENCY:** Institutions of Higher Learning  
**DIVISION:** Public Universities & Public 4-Year Colleges  
**OFFICE/SECTION:** Finance & Administration/Business

**RECORDS SERIES TITLE:** Fee Charges  
**DATES:** 2001 - current  
**DOES THIS SERIES CONTINUE TO ACCUMULATE?** yes

**ARRANGEMENT:** Numerically

**DESCRIPTION:**

This series consists of information related to any fees assessed to students' accounts. Information may include, but not limited to registration fees, additional course fees, post office box fees, student identification fees, room and board fees and related information.

**DISPOSITION INSTRUCTIONS:**

Hold files permanently.

**RIGHTS MANAGEMENT:**

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Section 1232g; 34 CFR Part 99) (Privacy of Student Records), MCA Section 25-1-111 ( Social Security Numbers) & MCA Section 37-11-51 (Academic Records)

**REMARKS:** Amended schedule 5935 to be applicable to all Mississippi public universities and public 4-year colleges.

**STATE RECORDS COMMITTEE STATUS:** Approved on 10/22/2015

---

200 North Street  
Jackson, Mississippi 39201

Records Control Schedule

[Click to Print This Page](#)

**SCHEDULE #:** 6070

**AGENCY:** Institutions of Higher Learning

**DIVISION:** Public Universities & Public 4-Year Colleges

**OFFICE/SECTION:** Student Affairs and Vice Provost

**RECORDS SERIES TITLE:** Equipment Manuals

**DATES:** 1972 - 2022

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** Yes

**ARRANGEMENT:** by equipment name

**DESCRIPTION:**

This series consists of manuals related to documenting specifications, usage, troubleshooting, and repair/replacement information of equipment.

**DISPOSITION INSTRUCTIONS:**

Hold one (1) year after life of asset, then dispose. Audit must have been released three (3) years prior to disposal.

**RIGHTS MANAGEMENT:**

**REMARKS:** Amended schedule 6070 to be applicable to all Mississippi public universities and public 4-year colleges.

**STATE RECORDS COMMITTEE STATUS:** Approved on 07/20/2017

---

200 North Street  
Jackson, Mississippi 39201

Records Control Schedule

[Click to Print This Page](#)

**SCHEDULE #:** 6231

**AGENCY:** Institutions of Higher Learning  
**DIVISION:** Public Universities & Public 4-Year Colleges  
**OFFICE/SECTION:** Facilities Planning & Manuals

**RECORDS SERIES TITLE:** Maintenance Manuals  
**DATES:** 1910 - current  
**DOES THIS SERIES CONTINUE TO ACCUMULATE?** yes

**ARRANGEMENT:** Numerically

**DESCRIPTION:**

This series consists of equipment and maintenance manuals for major mechanical, electrical and plumbing items, kitchen and lab appliances, communications, and audiovisual equipment.

**DISPOSITION INSTRUCTIONS:**

Hold until no longer of administrative use, then dispose.

**RIGHTS MANAGEMENT:**

**REMARKS:** Amended schedule 6231 to be applicable to all Mississippi public universities and public 4-year colleges.

**STATE RECORDS COMMITTEE STATUS:** Approved on 07/16/2020

---

200 North Street  
Jackson, Mississippi 39201

Records Control Schedule

[Click to Print This Page](#)

**SCHEDULE #:** 6303

**AGENCY:** Information Technology Services

**DIVISION:** Information Technology Services

**OFFICE/SECTION:**

**RECORDS SERIES TITLE:** Consulting Project Files

**DATES:** 1986 - 2022

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** Yes

**ARRANGEMENT:** chronologically

**DESCRIPTION:**

This series consists of files related to information systems consulting projects performed by the Department of Information Technology Services for planning, purchasing, and implementing information systems for state agencies and institutions. Included are work plans, status reports, contracts, user manuals and architectural blue prints.

**DISPOSITION INSTRUCTIONS:**

Hold in the current files area two (2) years; transfer to SRC; hold six (6) years, then dispose.

**RIGHTS MANAGEMENT:**

**REMARKS:** Combined schedule 3602 and 6301. MDAH has determined these records do not have historical value.

**STATE RECORDS COMMITTEE STATUS:** Approved on 07/20/2023

---

200 North Street  
Jackson, Mississippi 39201

Records Control Schedule

**SCHEDULE #:** 5975

**AGENCY:** Attorney General, Office of the  
**DIVISION:** Human Services  
**OFFICE/SECTION:** Legal

**RECORDS SERIES TITLE:** Social Services Case Files  
**DATES:** 1990 - 2022  
**DOES THIS SERIES CONTINUE TO ACCUMULATE?** yes

**ARRANGEMENT:** alphabetically

**DESCRIPTION:**

This series consists of files related to the termination of parental rights and consents for adoption. Included are affidavits, decrees, consent for adoption, forms acknowledging child's release for adoption, information of adoptive parents, information of biological parents, child's health reports, correspondence, and social work's file.

**DISPOSITION INSTRUCTIONS:**

Hold in the current files area until case is closed; agency will arrange files by children's age; transfer to SRC; hold until two (2) years after child reaches the age of majority, then dispose.

**RIGHTS MANAGEMENT:**

MCA Section 93-17-25 (Adoption Files)

**REMARKS:** Abolish. Original documents are held by the state agency.

**STATE RECORDS COMMITTEE STATUS:** Approved on 04/21/2016

---

200 North Street  
Jackson, Mississippi 39201

Records Control Schedule

**SCHEDULE #:** 3050

**AGENCY:** Community and Junior Colleges, Board of

**DIVISION:** Administrative

**OFFICE/SECTION:**

**RECORDS SERIES TITLE:** Junior College Plan Of Compliance to Title Six, Civil Rights Act of 1964

**DATES:** 1964 - 1975

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** no

**ARRANGEMENT:** chronologically by year

**DESCRIPTION:**

Documentation of the activities and recommendations of the planning commission established to develop compliance standards for the Civil Rights Act of 1964. The content also includes documentation and correspondence relating to specific cases. It is cut off at the end of the Serial year.

**DISPOSITION INSTRUCTIONS:**

Hold in the current files area, then transfer to State Archives.

**RIGHTS MANAGEMENT:**

**REMARKS:** Abolish. The records are no longer created.

**STATE RECORDS COMMITTEE STATUS:** Approved on 09/30/1992

---



200 North Street  
Jackson, Mississippi 39201

Records Control Schedule

**SCHEDULE #:** 727

**AGENCY:** Archives and History, Department of

**DIVISION:** Records Management

**OFFICE/SECTION:** Director's

**RECORDS SERIES TITLE:** Record Survey Files

**DATES:** 1979 - 2022

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** yes

**ARRANGEMENT:** alphabetically by subject

**DESCRIPTION:**

Documents relating to general administrative files for the 1979-1980 survey of executive agencies of state government funded by the NHPRC (National Historical Publications and Records Commission), applicants, reports, and totals of survey results.

**DISPOSITION INSTRUCTIONS:**

Permanent within the Division of Records Management.

**RIGHTS MANAGEMENT:**

**REMARKS:** Abolish.

**STATE RECORDS COMMITTEE STATUS:** Approved on 08/29/1985

---

200 North Street  
Jackson, Mississippi 39201

Records Control Schedule

**SCHEDULE #:** 740

**AGENCY:** Archives and History, Department of

**DIVISION:** Records Management

**OFFICE/SECTION:** Records Systems Specialist

**RECORDS SERIES TITLE:** State Agencies Destruction Certificates

**DATES:** 1981 - 2022

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** yes

**ARRANGEMENT:** numerically by certificate number

**DESCRIPTION:**

Documents relating authorization to destroy records series in state offices and at the State Records Center. Included are copies of destruction certificates, Record Center transmittals, archivists' approval forms and correspondence.

**DISPOSITION INSTRUCTIONS:**

Hold in the current files area one (1) year after records are destroyed, then destroy.

**RIGHTS MANAGEMENT:**

**REMARKS:** Abolish.

**STATE RECORDS COMMITTEE STATUS:** Approved on 08/29/1985

---

200 North Street  
Jackson, Mississippi 39201

Records Control Schedule

**SCHEDULE #:** 1533

**AGENCY:** Archives and History, Department of

**DIVISION:** Records Management

**OFFICE/SECTION:**

**RECORDS SERIES TITLE:** Monitoring Reports

**DATES:** 1987 - 2022

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** yes

**ARRANGEMENT:** alphabetically

**DESCRIPTION:**

Documents relating to annual reports for each agency used in monitoring their progress in records management.

**DISPOSITION INSTRUCTIONS:**

Hold in the current files area until updated, the destroy.

**RIGHTS MANAGEMENT:**

**REMARKS:** Abolish.

**STATE RECORDS COMMITTEE STATUS:** Approved on 02/04/1988

---