

State Records Committee Meeting

Oct 24, 2024 10:00 AM Central Time (US and Canada)

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MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

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

Thursday, July 18, 2024

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, July 18, 2024, 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
Judy Moulder, representing the Dept. of Health – Vital Records; and
Mark Johnson, Office of the Auditor

The following visitors were present:

David Trewolla, MS State Dept. of Health
Elizabeth Simmons, Ph.D., MS Dept. of Education
Vonkeshia Hyatt, MSU

The following staff of MDAH were present:

Caroline Gray-Primer, Government Records, A&RS
Nikki Maxwell, Government Records, A&RS
Ta'Mya Nickson, Local Government Records, A&RS
William Combs, Local Government Records, A&RS
Michelle McKenna, Local Government Records, A&RS

- I. Mr. Pilcher recognized a quorum, called the meeting to order, and welcomed all present.
- II. Minutes of the April 18, 2024, meeting were presented to the Committee. Upon motion to amend the minutes of April 18, 2024 to list Tom Chain under the Committee members section, Joseph Sclafani moved to approve, and Mark Johnson 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. Proposed General Schedules:
 - a. Administration
 - i. Quality Control, Programmatic – G184
 - ii. Civil Rights Files – G186

Mark Johnson moved to approve, and Judy Moulder seconded. The Committee unanimously approved the new proposed general schedules for Administration.

- b. Family Support Services
 - i. Adoption and Foster Care Placement Files – G187
 - ii. Child Support Files – G188
 - iii. Client Lists – G190
 - i. Client Participation – G191
 - ii. Cost Reports – G192
 - iii. Federal Communications, General – G193
 - iv. Federal Communications, Inspector General – G194
 - v. Federal Reports – G195
 - vi. Programmatic Audits and Investigations – G196
 - vii. Provider Participation – G197
 - viii. Programmatic Reports – G198

Judy Moulder moved to approve, and Joseph Sclafani seconded. The Committee unanimously approved the new proposed general schedules for Family Support Services.

- c. Healthcare
 - i. Quality Assurance – G200

Mark Johnson moved to approve, and Judy Moulder seconded. The Committee unanimously approved the new proposed general schedules for Healthcare.

- d. Personnel
 - i. Time Management – G201
 - ii. Training Events – G202
 - iii. Training, Master Files – G203

Judy Moulder moved to approve, and Mark Johnson seconded. The Committee unanimously approved the new proposed general schedules for Personnel.

B. Amendments to Existing General Schedules:

- a. Healthcare – passage of SB2873
 - i. G151 Hospital Patient Records, Minors. Hold ten (10) years after patient is discharged, then dispose.
 - ii. G152 Hospital Radiological Patient Records. Hold three (3) years provided radiological report is held in the patient files, then dispose.
 - iii. G153 Patient Records, Adults. Hold ten (10) years after patient is discharged, then dispose.
 - iv. G154 Patient Records, Minors. Hold ten (10) years after patient is discharged, then dispose.

Joseph Sclafani moved to approve, and Judy Moulder seconded. The Committee unanimously approved the amendments to existing general schedules.

C. New Agency Schedules:

- a. MS Department of Education
 - i. Accreditation Records & Reports – 6321
 - ii. Board Records, Temporary – 6322
 - iii. Accident/Incident Records – 6323
 - iv. Census – 6324

- v. Child Nutrition Program Files – 6325
- vi. Dormitory and Cafeteria Accounts – 6326
- vii. Insurance Files – 6333
- viii. Monthly Attendance Records – 6327
- ix. Permissions – 6334
- x. Reports, Permanent – 6328
- xi. Reports, Temporary – 6329
- xii. School Facility Construction File – 6330
- xiii. Standardized Examination Records – 6335
- xiv. Student Emergency Contact – 6336
- xv. Student Files, Permanent – 6337
- xvi. Student Files, Temporary – 6338
- xvii. Student Files, Cumulative – 6339
- xviii. Textbook Files – 6331
- xix. Transportation – 6332

Judy Moulder moved to approve, and Mark Johnson seconded. The Committee unanimously approved the new agency schedules for the MS Department of Education.

b. Joint Legislative Committee on Reapportionment - 6320

Joseph Scalfani moved to approve, and Judy Moulder seconded. The Committee unanimously approved the new agency schedule for the Joint Legislative Committee on Reapportionment.

D. Proposed Amendments to Existing Agency Schedules to Follow Approved General Schedules:

- a. Accounting – G132
 - i. Human Services – no. 350, 377
 - ii. Mental Health – nos.
- b. Accounting and Procurement – G131, G132, G165, G166, G167 as applicable
 - i. Human Services – nos. 358, 372, 375, 381, 2658, 2661, 3793, 4324
 - ii. Medicaid – nos. 1632, 3114, 3649, 5530, 5534, 5537, 5538, 5539, 5544, 5567, 5574, 5575
 - iii. Rehabilitation Services – nos. 21, 194, 488
 - iv. Public Safety – no. 236
 - v. Dept. of Revenue – nos. 64, 67, 72
- c. Administration, Grant Operating Files (Awarded) – G120
 - i. MS Development Authority – no. 5318
- d. Administration, Staff Subject Files – G89
 - i. Rehabilitation Services – no. 243
 - ii. Archives & History – no. 4163
- e. Administration, Executive Correspondence – G33
 - i. Public Safety – no. 225
- f. Administration, Minutes and Support Files to Minutes – G34, G45 as applicable
 - i. Dept. of Education – no. 1459
 - ii. Finance & Administration – no. 3522

- iii. Nursing – no. 973
- g. Administration, Policies & Procedures – G106, G117, G118 as applicable
 - i. Emergency Management – nos. 626, 635
 - ii. Employment Security – no. 317
 - iii. Fair Commission – no. 2173
 - iv. Finance & Administration – no. 3286
 - v. Mental Health – nos. 1908, 1912, 1928, 1935
 - vi. Rehabilitation Services – nos. 1016, 1017
- h. Annual Reports – G30
 - i. Agriculture & Commerce – nos. 2155, 2158
 - ii. Human Services – nos. 525, 4706
- i. Law Enforcement, Arrest Records, Reports, and Logs – Non-Felonies – G170
 - i. Mental Health – nos. 1812, 2031, 2033, 2036
- j. Law Enforcement – G171 Dispatch Logs; G172 Dispatch Recordings as applicable
 - i. Public Safety – no. 234
- k. Law Enforcement – G177, G178 Training Records, as applicable
 - i. Mental Health – no. 2037
 - ii. Public Safety – no. 223
- l. Legal, Affiliation Agreements – G161
 - i. Mental Health – nos. 2009, 2048
- m. Legal, Contracts – G158, G159, G160, as applicable
 - i. Mental Health – nos. 1819, 1904
 - ii. Nursing – no. 988
- n. Legal, Litigation – G130
 - i. Medicaid – nos. 2871, 5585
 - ii. Environmental Quality – nos. 1553, 3995
- o. Licensure – G141, G142, G143 as applicable
 - i. Accountancy – no. 6058
 - ii. Cosmetology – no. 4109
 - iii. Human Services – nos. 380, 5074, 5075, 5090
 - iv. Mental Health – nos. 1813, 1933, 1959
 - v. Dept. of Revenue – no. 41
- p. Grants – G127, G128, G129 as applicable
 - i. Human Services – nos. 2701
 - ii. Rehabilitation Services – nos. 243, 262
- q. Healthcare, Patient Billing – G148
 - i. Mental Health – no. 1939
- r. Healthcare, Hospital Patient Records, Mental Health – G150

- i. Mental Health – nos. 1924, 1884, 1961, 1984, 1989, 1990, 1994, 1998, 1999, 2000, 2011, 2012, 2013, 2047, 2070, 2074, 2075, 2076, 2077, 5244
- s. Healthcare, Medication Control Records, Subject to CMS – G156
 - i. Mental Health – nos. 1986, 1987, 1988, 1991, 1995, 1996, 2001
- t. Payroll – G136
 - i. Human Services – no. 1018
- u. Personnel, Applicant Selection Process – G85
 - i. State Personnel Board – no. 4734
- v. Personnel, General Administrative Files – G16
 - i. Human Services – nos. 366, 385, 386, 3106
 - ii. Archives & History – no. 4170
 - iii. Institutions of Higher Learning – nos. 571, 2537
- w. Personnel, Separated From Employment – G15, G21 as applicable
 - i. Rehabilitation Services – no. 238
- x. Personnel, EEOC Case Files – G65
 - i. Human Services – no. 386
 - ii. Rehabilitation Services – no. 243
- y. Personnel, Personal Service Contracts – G91
 - i. Rehabilitation Services – no. 488
- z. Personnel, Investigations – G109, G110
 - i. Employment Security – nos. 613, 614
- aa. Personnel, Worker’s Compensation Files – G187
 - i. Mental Health – no. 2065
- bb. Property – G116 Fixed Assets
 - i. Employment Security – no. 423
 - ii. Environmental Quality – no. 2190
 - iii. Finance & Administration – nos. 1341, 1375
 - iv. Human Services – nos. 369, 375, 1036, 1037
 - v. Library Commission – no. 3964
 - vi. Mental Health – nos. 1807, 1915
 - vii. Rehabilitation Services – no. 180
- cc. Procurement – G165, G166, G167
 - i. Environmental Quality – nos. 1556, 3231
 - ii. Mental Health – nos. 1853, 2058
 - iii. Soil & Water Conservation Commission – no. 820
- dd. Vehicle Records – G92, G93, G94, G95, G96, G97, G98, G99, as applicable
 - i. Library Commission – nos. 4084, 4085
 - ii. Public Safety – no. 232

iii. Soil & Water Conservation Commission – no. 820

ee. Loans – G124, G125, G126 Administration Loans

i. Soil & Water Conservation Commission – no. 4063

Mark Johnson moved to approve, and Judy Moulder seconded. The Committee unanimously approved proposed amendments to existing agency schedules to follow approved general schedules.

E. Proposed Amendments to Schedules with Multiple Unrelated Series:

- a. G89 Subject Files; G90 Desk Reference Files; G132 Accounting; G55 Agency Publications; G106, G117, G118 Policy
 - i. Archives & History – no. 4292
 - ii. Human Services – nos. 385, 394
 - iii. Mental Health – no. 2018
 - iv. State Personnel Board – no. 2779
- b. G132 Accounting; G90 Desk Reference Files; G14, G15, G16, G20, G21 Personnel
 - i. Human Services – nos. 391, 392, 1030, 5077
 - ii. Rehabilitation Services – nos. 179, 238
- c. G90 Desk Reference Files; G34, G35 Minutes; G92-G99 Vehicle Records
 - i. Rehabilitation Services – no. 195
- d. G90 Desk Reference Files; G127-G129 Grants
 - i. Rehabilitation Services – no. 493
- e. G132 Accounting; G14-G21 Personnel
 - i. Rehabilitation Services – no. 264
- f. G14, G15, G16, G20, G21, G91 Personnel
 - i. MS. Dept. of Education – nos. 833, 996
 - ii. Mental Health – nos. 1868, 1869, 2008, 2049, 2050, 2051, 2053, 2054, 2055, 2056, 2059, 2061, 2062, 2063, 2064, 2071, 2078
- g. G106, G117, G118 Administration; G130 Legal; G132 Accounting
 - i. Human Services – no. 329
- h. G88 Official Subject Files; G89 Subject Files; G90 Desk Reference Files
 - i. Corrections – no. 4361
 - ii. Environmental Quality – no. 2193
 - iii. Ethics Commission – no. 1393
 - iv. Human Services – nos. 345, 346, 353, 356
 - v. Mental Health – nos. 1806, 1808, 1811, 1827, 1829, 1840, 1842, 1857, 1863, 1872, 1876, 1879, 1885, 1888, 1891, 1894, 1895, 1902, 1903, 1905, 1906, 1907, 1910, 1913, 1914, 1916, 1918, 1919, 1920, 1921, 1926, 1927, 1930, 1934, 1936, 1937, 1940, 1947, 1948, 1949, 1950, 1951, 1952, 1953, 1955, 1956, 1958, 1960, 1962, 1966, 1967, 1968, 1971, 1973, 1974, 1975, 1976, 1977, 1979, 1980, 1981, 1982, 1992, 2002, 2003, 2005, 2022, 2023, 2024, 2025, 2026, 2029, 2034, 2039, 2041, 2043, 2044, 2052, 2066, 2067, 2068, 2073

- vi. MS. Development Authority – no. 3704
- vii. Pharmacy Board – no. 3254
- viii. Rehabilitation Services – no. 197

- i. G53 Press Releases; G54 Public Relations Working Files; G55 Agency Publications; G56 History Files; G57 Invitations & Programs; G58 Speeches; G63 Newsletters, Bulletins & Brochures; G64 Newsletter Support File, as applicable.
 - i. Archives & History – nos. 4295, 4296, 4298, 4314

- j. G62 Transitory Correspondence; G89 Staff Desk Reference Files; G90 Staff Subject Files
 - i. Attorney General – no. 398
 - ii. Finance & Administration – no. 1618
 - iii. Board of Nursing – nos. 975, 988
 - iv. Dept. of Transportation – nos. 1165, 1166
 - v. Univ. of Mississippi Medical Center – no. 3489

- k. G104 Strategic Plans; G30 Annual reports; G55 Agency Publications, as applicable
 - i. Accountancy – no. 4232
 - ii. Human Services – no. 525

- l. G62 Transitory Correspondence; G89 Staff Subject Files; G16 Personnel; G91 personal Service Contract Files; G131 Accounting
 - i. Board of Pharmacy – no. 3255

- m. G169 Arrest Records, Reports, and Logs – Felonies; G170 Arrest Records, Reports, and Logs – non-felonies
 - i. Dept. of Public Safety – no. 217

- n. G33 Director’s Files; G62 Transitory Correspondence; G89 Staff Subject Files; G90 Desk Reference Files
 - i. Attorney General – nos. 398, 400

- o. G124, G125, G126 Loans; G165, G166, G167 Procurement; G116 Fixed Assets; G131 Accounting
 - i. Soil & Water Conservation Commission – no. 4063

- p. G77, G78, G136 Payroll Records
 - i. Chiropractic Examiners – no. 3349

Joseph Sclafani moved to approve, and Mark Johnson seconded. The Committee unanimously approved proposed amendments to schedules with multiple unrelated series.

F. Proposed Schedules to Abolish:

- a. Accountancy – no. 4267
- b. Archives & History – no. 4291
- c. Health – no. 4175
- d. Mental Health – nos. 1890, 1963, 2015, 2017, 2019, 2020, 2021
- e. Rehabilitation Services – no. 492
- f. Veterinary Diagnostic Laboratory – no. 4227

Judy Moulder moved to approve, and Mark Johnson seconded. The Committee unanimously approved proposed schedules to abolish.

- V. Off-Site Lease Applications: None at this time.

- VI. In other business, Mr. Dent announced that the 2024 committee meetings will be held October 24th, and the 2025 committee meetings will be held Jan 16th, April 17th, July 17th, and Oct 23rd.

- VII. Adjournment - There being no further business before the Committee, Judy Moulder moved to adjourn the April 2024 SRC Meeting and Mark Johnson seconded. The motion to adjourn was approved.

Katie Blount, Chair

DRAFT

AGENDA
STATE RECORDS COMMITTEE
October 24, 2024

1. Call to Order
2. Minutes of Meeting on July 18, 2024
3. Public Comment
4. Application for Disposition / Records Control Schedules
 - A. Proposed General Schedules:
 1. Administration (*see page 7*)
 - a. Emergency Preparedness Records
 - a. Drills – G225
 - b. State-Wide Drills – G226
 2. Buildings, Construction, and Facilities (*see pages 8-9*)
 - a. Project Files, Local Schools – G227
 - b. Project Files, State Owned Facilities – G228
 - c. Project Files, State Owned Interstates, Roads, and Bridges – G229
 - d. Project Files, Non-State Owned Roads and Bridges – G230
 - e. Project Files, Indexes – G231
 - f. Project Files, Inventory – G232
 3. Inspection Records (*see page 10*)
 - a. Health, Fire, and Safety Facility Inspections – G233
 - b. Environmental Inspections – G234
 - c. Agency Copies of Inspections – G235
 - B. Amendments to General Schedules:
 1. G172 Dispatch Recordings – reduce retention from 90 days to 30 days
 - C. Proposed amendment to existing agency schedule
 1. 6341. UMMC – no. 5329. Reduce retention from permanent to 10 years
 - D. Proposed amendments to existing agency schedules to follow approved general schedules:
 1. Accounting and Procurement – G131
 - a. Agriculture & Commerce – no. 1779
 2. Accounting and Procurement – G131, G132, G165, G166, G167 as applicable
 - a. Military – nos. 4448, 4449, 4450

3. PERS Wage Reports – G135
 - a. PERS – no. 3552

4. Administration, Staff Subject Files and Desk Reference Files – G89, G90
 - a. Attorney General – no. 1752
 - b. Arts Commission – no. 1472
 - c. Development Authority – no. 3625
 - d. Education – nos. 842, 948
 - e. ITS – no. 3130
 - f. Library Commission – nos. 3974, 3976, 4027, 4028
 - g. Military – nos. 3084, 3085
 - h. University Press – no. 1564

5. Administration, Executive Correspondence – G33
 - a. Community & Junior College Board – no. 3045
 - b. Nursing Home Administrators – no. 1135

6. Administration, Minutes, and Support Files to Minutes – G34, G35, G88 Official & Executive Subject Files, as applicable
 - a. Accountancy – no. 4242
 - b. Treasury – no. 1085

7. Administration, Official, and Executive Subject Files – G88
 - a. Arts Commission – no. 5736

8. Administration, Request for Public Records – G3
 - a. Education – nos. 830, 867

9. Buildings, Construction and Facilities, Project Files, Local Schools – G227
 - a. Education – nos. 1284, 2376, 2383, 3391, 3754, 3760

10. Buildings, Construction and Facilities, Project Files, State Owned Facilities – G228
 - a. DFA – nos. 1625, 1627
 - b. Military – nos. 4451, 4453, 4454

11. Buildings, Construction and Facilities, Project Files, State Owned Interstates, Roads & Bridges – G229
 - a. MDOT – nos. 1147, 1148, 1155, 1157, 1159, 1161, 1173, 1196, 1198, 1209, 1351

12. Buildings, Construction and Facilities, Project Files, Non-State Owned Roads and Bridges – G230
 - a. MDOT – nos. 1355, 1357, 1147, 1161, 1196, 1209, 1351, 1355, 1357

13. Buildings, Construction and Facilities, Project Files, Index – G231
 - a. MDOT – no. 1156
14. Buildings, Construction and Facilities, Project Inventory – G232
 - a. DFA – no. 1621
 - b. MDOT – nos. 1146, 1163, 1217, 1221
15. Civil Rights – G186
 - a. MEMA – no. 631
16. Contracts – G158, G159, G164
 - a. Library Commission – nos. 4074, 4078
17. Emergency Preparation, Drills – G225
 - a. Education – no. 951
 - b. DHS – no. 1042
 - c. Mental Health – nos. 3883, 3891, 5143
18. Emergency Preparation, State-wide Emergency Preparedness Drills – G226
 - a. MEMA – no. 637
19. Inspections – G233 (Health, Fire, and Safety Facility Inspections)
 - a. Health Dept. – nos. 4746, 4747, 4749, 5103
 - b. Dept. of Insurance – nos. 327, 4708, 4710, 4711, 4716, 4719, 4720, 4721, 4722, 5302, 5363
20. Inspections – G234 (Environmental Inspections)
 - a. DEQ – no. 6191
21. Inspection Records – G235 (Agency Copies of Facility Inspections)
 - a. Education – no. 944
 - b. Mental Health – no. 3892
22. Legal, Litigation – G130
 - a. Education – no. 949
 - b. Military – no. 4440
23. Licensure – G140 Directory; G144 Examinations
 - a. Board of Nursing – no. 5254
24. Licensure – G141 Licensee Files; G142 Denied License Applications; G147 Programmatic Correspondence, G140, G145, G146, G147
 - a. Accountancy – no. 4229
 - b. Architecture – no. 6043
 - c. Nursing Home Administrators – no. 1138
 - d. Physical Therapy – no. 5118

25. Licensure – G143 Permits
 - a. Animal Health – nos. 4273, 4280, 4287, 4288, 4289
26. Licensure – G144
 - a. Pharmacy Board – no. 3257
27. Grants – G127, G128, G129 as applicable
 - a. Development Authority – no. 5225
28. Payroll – G77, G78, G133-G138
 - a. Military – nos. 4424, 4457, 4466
29. Personnel, General Administrative Files – G14-G16, G20, G21, G65, G67, G68, G79-G87, G107-G110
 - a. Development Authority – nos. 5506, 5507
 - b. Education – no. 831
 - c. Library Commission – no. 4023
 - d. Marine Resources – no. 6007
 - e. MEMA – no. 161
 - f. Military – nos. 4416, 4420, 4421, 4422, 4435, 4436
30. Personnel – G16; Budget G4, G5, G66
 - a. Education – no. 961
31. Personal Service Contracts – G91
 - a. Attorney General – no. 5730
32. Property – G116 Fixed Assets
 - a. Library Commission – no. 4035
 - b. Military – nos. 3083, 4468
33. Procurement – G165, G166, G167
 - a. Auditor – no. 6109
 - b. Education – nos. 884, 963
 - c. Health – no. 1727
 - d. Public Service Commission – no. 2973
34. Policy Development Files – G106; Policy Manuals G117; Historical Policy Manuals G118
 - a. Corrections – no. 4367
 - b. Military – no. 4469
35. Fixed Property G116; Accounting G131; Accounting G132
 - a. Military – nos. 4727, 4729
36. Administration – G89 Subject Files; G90 Desk Reference Files; Personnel G14, G15, G16, G20, G21
 - a. Military – no. 4441

- 37. Director's Files G33; Press Releases G53; Public Relations Working Files G54; Agency Publications G55; History Files G56
 - a. Development Authority – no. 3621

- 38. Training – G113, G202, G203
 - a. Archives & History – nos. 4912, 5008
 - b. Corrections – nos. 4359, 4363, 4368, 4369, 4371, 4372, 4373
 - c. Education – nos. 3587, 3590
 - d. Health Dept. – no. 3118
 - e. MEMA – no. 623
 - f. Mental Health – nos. 5155, 3865

- 39. Training – G113, G202, G203; Law Enforcement G177, G178
 - a. Marine Resources – no. 6009

- 40. Transitory Correspondence G62; Staff Desk Reference Files G89; Staff Subject Files G90; Licensure Programmatic correspondence G147
 - a. Board of Nursing – no. 3537

- 41. Accounting G131; Procurement Bid G165; Procurement State Funds G166
 - a. Real Estate Commission – no. 1417

- 42. Personnel – G14, G15, G20, G21; Law Enforcement – G177, G178 Training.
 - a. Military – nos. 3366, 3367

- 43. Minutes – G35; Programmatic Correspondence – G147
 - a. Engineers and Land Surveyors – no. 5904

- 44. Minutes, Official – G35; Minutes that do not establish policy – G69
 - a. Personal Service Contract Review Board – no. 5384

- 45. Administration – G62 Transitory Correspondence; G88 Official & Executive Subject Files; G89 Staff Subject Files; G90 Staff Desk Reference Files; G106 Policy Development Files; G117 Policy & Procedures Manuals; Administrative Procedures Act: G23, G24, G25, G26; Legal: G159 Contracts.
 - a. Nursing Home Administrators – no. 1141

- 46. Worker's Compensation Files – G87
 - a. MEMA – no. 165

- 47. Strategic Plans G104; Staff Subject Files G89; Staff Desk Reference Files G90
 - a. ITS – no 3351

E. Proposed Schedules to Abolish:

- 1. Military – nos. 4456, 4455
- 2. Mississippi Development Authority – no. 3953
- 3. Pharmacy Board – no. 3258

4. PERS – no. 2461
5. Public Safety – no. 2925
6. Treasury – no. 4483

F. Off-Site Lease Applications: None at this time

G. 2025 Meeting Dates: Jan 16th, April 17th, July 17th, Oct 23rd

H. Other Business

I. Adjournment

Proposed General Schedules – Emergency Preparedness Records

#	Title	Description	Disposition
G225	Emergency Preparedness Drills	Includes reports and records related to emergency preparedness drills including fire, disaster, tornado, and all files related to emergency and support services.	Hold in the current files area one (1) year; then dispose.
		Amends: Mental Health – no. 3883, 3891, 5143 DHS – no. 1042 MDE – no. 951	
G226	State-Wide Emergency Preparedness Drills	This series contains records pertaining to state-wide exercises including fire, tornado, and all other disaster preparedness drill files.	Hold in the current files area five (5) years; then dispose.
		Amends: MEMA no. 637.	

Proposed General Schedules – Buildings, Construction, and Facilities

#	Title	Description	Disposition
G227	Project Files, Local Schools	State oversight and review of new construction and renovation to existing buildings of locally operated public schools. May include construction documents, scope of work, public notice, advertising for bids, specifications, correspondence, MDE review documents, performance bonds, insurance records, mechanic’s liens, change orders, contracts, payments, MDE Board Minutes sections for approval or cancellation, closing documents, final inspections, and related files.	Hold five (5) years after project has been completed or cancelled, then dispose. Local school districts must retain records as directed by the Local Government Office retention schedules.
		MDE – nos. 1284, 2376, 2383, 3391, 3754, 3760	
G228	Project Files, State Owned Facilities	New construction and renovation to existing buildings of Mississippi government. May include construction documents, schematics, scope of work, public notices, advertisement for bids, specifications, correspondence, review documents, performance bonds, insurance records, mechanic’s liens, change orders, contracts, payments, DFA approval or cancellation documents, closing documents, pay vouchers, final inspections, and related files.	Hold five (5) years after project has been completed or cancelled, then dispose of routine business records. Property owner will retain one (1) copy of the as-built plans and specifications for the life of the building, and transfer one (1) copy of as-built plans and specifications to State Archives. IHLs and other state institutions with property not managed by DFA will retain copies for the life of the building.
		DFA – nos. 1625, 1627	
G229	Project Files, State Owned Interstates, Roads & Bridges	Includes plans, specifications, reports, contracts, documents and correspondence for the construction of interstates, bridges, railroad construction and crossing signals, and permits for driveway construction.	Hold permanently
		Amends MDOT – nos. 1147, 1148, 1155, 1157, 1159, 1161, 1173, 1196, 1198, 1209, 1351	

G230	Project Files, Non-State Owned Roads and Bridges	Includes project files, correspondence, county engineers' diaries, construction estimates, contracts, payments, test and material reports, and testing charges used to aid counties in the construction and maintenance of secondary roads and bridges.	Hold permanently at the central office. Once inactive, a copy will be sent to the district office for permanent retention.
		Amends MDOT – nos. 1147, 1161, 1196, 1209, 1351, 1355, 1357	
G231	Project Files, Index Files	This series may record the roadway projects for reference in a register.	Hold permanently.
		Amends MDOT – no. 1156	
G232	Inventory Files	Includes photographs and drawings of bridges and railroads in the state.	Hold five (5) years after project completion, then transfer to Archives.
		Amends MDOT – nos. 1146, 1163, 1217, 1221, DFA – no. 1621	

Proposed General Schedules – Inspection Records

#	Title	Description	Disposition
G233	Health, Fire, and Safety Facility Inspections	Inspections of jails, penitentiaries, community work centers, schools, casinos, colleges, universities, and daycare facilities.	Hold five (5) years, then transfer inspection files of state owned facilities to Archives. Privately owned facility inspections may be disposed after five (5) years.
		Dept. of Insurance – nos. 327, 4708, 4710, 4711, 4716, 4719, 4721, 4722, 5302, 5363 Health Dept. – nos. 4746, 4747, 4749, 5103	
G234	Environmental Inspections	Conducted by Environmental Quality of facilities.	Hold ten (10) years after close of facility, then dispose.
		DEQ - no. 6191	
G235	Agency Copies of Facility Inspections	Includes a copy of the official inspection to be held five (5) years after re-inspection or accreditation retention requirements, then dispose.	Hold five (5) years after most recent inspection, then dispose.
		Education – no. 944 Mental Health – no. 3892	