

Administration Records

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G3	Requests for Public Records	Requests for information under the MS Public Records Act of 1983.	Hold original or authenticated reproduction three (3) years; then destroy. If denial in litigation, hold until litigation resolved.	11/12/1987
G9	Attorney General Opinions within State Agencies	Opinions issued by the Attorney General's Office on civil litigation.	Hold original or authenticated reproduction three (3) years or until no longer needed; then destroy.	9/22/1988
G12	Records Transmittal and Receipt (Agency Copy)	Agency copy of (Form SRC-102).	Hold until records stored at the State Records Center have been destroyed; then destroy Records Transmittal and Receipt form.	4/6/1989
G13	Records Destruction Certificate (Agency Copy)	Agency copy of Form SRC-104.	Hold three (3) years; then destroy.	4/6/1989
G33	Director's and University President's Files	Director's or University President's Files contain correspondence, policies and procedures, internal memos and reports, agency/organizational reviews, program development records, subject/administrative materials, non-routine fiscal data, and files related to historical, legal, and administrative functions of an agency, board, commission, or IHL. Confidential files (e.g., personnel) or proprietary information which may be exempt from public disclosure should be filed separately.	Hold files five (5) years, then transfer to State Archives. Records of a University President shall be transferred to the University Archives. Remarks: Scanned records must meet the imaging standards of the Department of Archives and History.	4/17/2025

G34	Support Files of Minutes of a State Public Body	This series contains files and working papers which support the minutes of a state public body as defined in § 25-61-3(a). Included are agendas, correspondence, official meeting books, executive officer reports, handouts, audio/visual materials, recordings of meetings, and related material. Files may be generated and received in paper or electronic format, or a combination of the two. Confidential files (e.g. personnel) or proprietary information which may be exempt from public disclosure should be filed separately.	Hold original or authenticated reproduction at the office of the public body for no more than ten (10) years, then transfer to State Archives.	10/23/2008
G35	Minutes of a State Public Body	This series contains the official minutes of a state public body as defined in MCA 25-61-3(a). The official minutes may be generated in paper or electronic format, or a combination of the two. Confidential or proprietary information shall be identified prior to transfer to State Archives.	Hold original, including electronic, at the office of the public body for no more than ten (10) years, then transfer to State Archives.	10/23/2008
G62	Transitory Correspondence	Routine correspondence, including e-mail and typed memos of non-executive staff. Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures; certify a transaction, or become a receipt. Includes reminders about scheduled meetings or appointments, telephone messages, announcements of office events and recipient copies of announcements of events such as lectures, exhibits, workshops, etc.	Delete or dispose of upon receipt or after event.	10/20/2011

G69	Minutes that do not establish policy, precedence or rules.	This series usually contains the minutes of a unit of a state public body as defined in MCA 25-61-3(a), which does not formalize the policy, precedence or rules of the agency. These may be generated in paper or electronic format, or a combination of the two.	Hold original at the office of the public body until lapse of administrative need; then dispose.	1/19/2017
G88	Official and Executive Subject Files	May consist of letters, memorandums, attachments, reports and related material. These files may relate to any topic such as an action, event, person, place or other subject to support a current or potential business task, function or decision, and serve as official or executive information. These files differ from specific case files or direct work files of an agency.	Hold three (3) years then transfer to Archives.	7/20/2017
G89	Staff Subject Files	May consist of letters, memorandums, attachments, reports and other related material. These files may relate to any topic such as an action, event, person, place or other subject to support a current or potential business task, function or decision, but not the official decision or copy of the agency. These file differ from specific case files or direct work files of an agency.	Hold until lapse of administrative need, then dispose.	7/20/2017
G90	Staff Desk Reference Files	Any document or copy of a document made or kept in the course of routine daily activity solely for reference purposes. These files may include copies of policies, procedures, interoffice memos; copies of individual personnel files; draft copies of correspondence and speeches; form letters, etc.	Hold until lapse of administrative need, then dispose.	7/20/2017

G103	Organization Charts	This series consists of organizational charts for the agency, to include all non-exempt information for all PINS and contract employees.	Transfer paper or electronic copy to Archives at the end of each State Fiscal Year for the preceding year. All previous years' organizational charts in the possession of each agency shall be forwarded to Archives upon passage.	1/18/2018
G104	Strategic Plans	This series may include demographic and statistical information with missions, goals, objectives of and agency and all subdivisions. This may also be called a five-year plan.	Transfer paper or electronic copy to Archives as the Strategic Plan is amended, but at least every five (5) years.	1/18/2018
G105	Agency Legislative Files	This series may include copies of bills passed, copies of proposed bills, conference committee reports, correspondence, analysis and recommendations of bills, and working papers containing tax levy documents, and amortization schedules.	Hold five (5) years; then dispose.	1/18/2018
G106	Policy Development Files	This series consists of files related to development of official policies that are not part of the Executive Director's Files. Included may be e-mails, memos, historical policies, correspondence, draft impact statements, draft financial impact statements, data reports, drafts of policies, revisions, and final policies.	Hold until policies are implemented, files are no longer relevant, or three (3) years; then dispose.	1/18/2018
G117	Policy & Procedure Manuals (General Operations)	This series includes policy and procedure manuals to direct routine business operations of an agency.	Hold one (1) year after the document has been superseded, then dispose. Duplicate copies held at a state agency of state-wide policies are not required to be retained except as reference material. The creator of the policy/procedure manual in the agency is responsible for final disposition of the official copy. This includes both paper and electronic files.	10/22/2020

G118	Policy & Procedure Manuals (Historical)	This series includes manuals that document policies not filed under the Administrative Procedures Act but which impact the citizens of Mississippi. These manuals may also include the enforcement or transactions of state government as it relates to the laws of the federal or state government.	Transfer one (1) copy of document to State Archives. Confidential or proprietary information must be clearly marked prior to transfer.	10/22/2020
G184	Quality Control, Programmatic	This series includes records related to programmatic error rates for services for which an individual has applied. This may include applications, internal correspondence for correction, case actions, and summary information to improve the quality and effectiveness of services.	Hold three (3) years, then dispose.	7/18/2024
G186	Civil Rights Files	This series includes checklists, assurances of compliance, discrimination monitoring, reports, site-review information, and related files.	Hold five (5) years following final results or reports, then dispose. Open Department of Justice reviews or audits must have been concluded prior to destruction.	7/18/2024
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.	10/24/2024
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.	10/24/2024