

# Buildings, Construction, and Facilities

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G227	Project Files, Local Schools (public schools and IHL)	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, mechanics liens, change orders, contracts, payments, MDE Board Minute 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.	10/24/2024
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, advertisements for bids, specifications, correspondence, review documents, performance bonds, insurance records, mechanics 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 each 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.	10/24/2024
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.	10/24/2024

G230	Project Files, Non-State Owned Roads and Bridges	Includes project files, correspondence, county engineer's 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.	10/24/2024
G231	Project Files, Index Files	This series may record the projects for reference in a register.	Hold permanently.	10/24/2024
G232	Inventory Files	Includes photographs and drawings of bridges and railroads in the state.	Transfer to Archives.	10/24/2024
G246	Physical Plant	Transaction registers, storeroom extended price registers, and work order ticket files used by the physical plant to document operations.	Hold one (1) year, then dispose.	4/17/2025