

Emergency Management Agency

Division	Schedule #	Title	Description	Disposition
Administrative and Fiscal	156	Activity Reports	This series consists of files related to planned activities. Included are activity reports and plans for the coming month. This series is cut off at the end of the fiscal year.	Hold in the current files area two (2) years, then dispose.
Administrative and Fiscal	160	Trip Reports - Travel	This series consists of trip reports related to purpose of trip, action taken, and people visited. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years, then dispose.
Administrative and Fiscal	162	Automated Data Processing Correspondence	This series consists of correspondence related to systems at other businesses. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years, then dispose.
Administrative and Fiscal	163	Agreements	This series consists of files related to maintaining radio equipment plans and agreements with M P & L and with the Mississippi Board of Health. Included are correspondence & re-agreements.	Hold in the current files area permanently.
Administrative and Fiscal	169	Housekeeping Records	This series consists of files related to maintenance agreements. Included are property files & housekeeping files, grounds files, mail facilities, maintenance agreements and property agreements.	Hold in the current files area permanently unless superseded, then dispose.
Administrative and Fiscal	619	Disaster Assistance Temporary Housing Files	This series consists of files related to temporary housing. Included are applications, county files related to home inspection reports, lease agreements, & bids for transport and setting up mobile homes.	Hold in the current files area three (3) years or after disaster closed out, then dispose.
Executive Director	615	Radioactive Waste Storage Files	This series consists of files related to radioactive waste storage. Included are agendas of Nuclear Waste Technical Review Committee, reports, rules, and files related to high levels of radioactive waste storage.	Hold in the current files area five (5) years, then dispose.

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Executive Director	616	Radioactive Waste Transportation Files	This series consists of correspondence related to manifests, (items in shipment), and printouts pertaining to transporting radioactive waste in state.	Hold in the current files area five (5) years, then dispose.
Hazardous Materials	3405	SARA (Superfund Amendments and Reauthorization Act)/Title III Reports	This series consists of files related to facilities which manufacture or use hazardous materials. Included are Tier II Reports, material safety data sheets, and Form R reports. This series is cut off at the end of the calendar year.	Hold in the current files area three (3) years; transfer to SRC; hold two (2) years, then transfer to State Archives.
Plans and Operations	624	Radiological Systems Maintenance and Calibration of Instruments Files	This series consists of files related to radiological systems maintenance & calibration of instruments. Included are radiation exposure dose files, exchange and repair files, inventory of grant files, and loan of equipment files.	Hold in the current files area three (3) years, then dispose.
Plans and Operations	625	Fire Suppression Agreement Files	This series consists of files related to agreements between the agency and the Forestry Commission for volunteer rural firefighting. Included are agreements and correspondence. This series is cut off at the end of the fiscal year.	Hold in the current files area one (1) year or when superseded, then dispose.
Plans and Operations	627	State Agency Plans, Annexes, Correspondence	This series consists of files related to plans, annexes, and correspondence naming coordinators.	Hold in the current files area three (3) years or when superseded, then dispose. Audit must have been released three (3) prior to disposal.
Plans and Operations	628	State Eligibility - Program Paper and Program Emphasis Files	This series consists of files related to state programs outlining programmed activities for the following year. Included are activities files, communications, directions, and control and warning system files. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years, then dispose.

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Plans and Operations	629	Emergency Operating Center Files	This series consists of files related to EOC alternate office feasibility studies of locals, inspections, and computer printouts.	Hold in the current files area ten (10) years or as long as facility exists, then dispose.
Plans and Operations	630	Program Papers for Local Councils	This series consists of files related to program papers outlining activities for the coming year and correspondence. Included are programmed activities. This series is cut off at the fiscal year.	Hold in the current files area three (3) years, then dispose.
Plans and Operations	632	Legal Files	This series consists of files related to resolutions naming directors and correspondence relating to subject matter of establishing local councils.	Hold in the current files area twenty (20) years or until superseded, then dispose.
Plans and Operations	633	Operations Plans and Annexes Files	This series consists of files related to plans & annexes to plan from local counties and state offices. Included are plans for operation during and following disasters, plans pertaining to warning citizens and state agencies involved, and correspondence.	Hold in the current files area two (2) years or until plans have superseded, then dispose.
Plans and Operations	634	Federal Emergency Management Agency Region IV and National, Correspond	This series of files related to the Federal Emergency Management agency. Included are memos and correspondence. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years, then dispose.
Plans and Operations	639	Shelters Files	This series consists of files related to shelter programs. Included are reports, correspondence with local offices, inter-offices and regional offices. Also included are negatives and originals of maps.	Hold in the current files area five (5) years or until superseded, then dispose.
Plans and Operations	640	Quasi-Public Agencies Files	This series consists of files related to quasi-public agencies such as the American Red Cross, Mennonites, Salvation Army and the MS Volunteer Organization Active in Disaster. Included are correspondence and agreements.	Hold in the current files area three (3) years or until superseded, then dispose.

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Plans and Operations	641	Disaster Operation Files	This series consists of files related to disaster reports from counties, operations logs, and weather information. Included are disaster operation files & logs when opening EOC Headquarters during tornadoes.	Hold in the current files area five (5) years, then dispose.
Plans and Operations	644	Communications /Warning Files	This series consists of communications and warning networks for broadcasts of emergency information to citizens. Included are correspondence, work orders, service authorizations, worksheets and plans.	Hold in the current files area five (5) years or until system is inactive, then dispose.