

Division	Schedule #	Title	Description	Disposition
Administration	2750	Notary Applications	This series consists of notary applications. Included are copies of applications with the Governor's approval. The original application is transferred to the Secretary of State's Office. This series is cut off at the end of the calendar year.	Hold in the current files area one (1) year, then dispose. Notary applications prior to 9/1/90 will be transferred to the State Records Center and held one (1) year, then dispose if duplicated on Secretary of State microfilm.
Administration	2751	Correspondence Files - Subject	This series consists of correspondence and various subject files. Included are letters, memos, and reports. This series is cut off at the end of the calendar year.	Hold in the current files area until inactive; transfer to SRC; hold until end of current term, then transfer to State Archives. Agency wishes records returned if found to be non-archival.
Administration	2752	Correspondence Files - General	This series consists of files related to general correspondence. Included are letters, memos, and reports. This series is cut off at the end of the calendar year.	Hold in the current files area two (2) years; transfer to SRC; hold until the end of the current term, then transfer to State Archives. Agency wishes records to be returned if found to be non-archival.
Governor, Office of the	268	Scheduling Files	This series consists of scheduling files relating to appearances by the Governor. Included are speech and appearance requests, correspondence and invitations received and declined.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State Archives.
Governor, Office of the	269	National Governor's Association Files	This series consists of files related to the National Governor's Association. Included are publications, annual meeting and congressional action information, and correspondence from chairman and executive director. This series is cut off at the end of the calendar year.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State Archives.

Governor, Office of the

Governor, Office of the	270	Governor's Council on Intergovernmental Relations	This series consists of files related to intergovernmental relations. Included is information concerning Conference on Public Partnership, correspondence and minutes. This series is cut off at the end of the calendar year.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State Archives.
Governor, Office of the	271	General Ledgers	This series consists of files related to the Governors accounting. Included is general ledger's documenting expenditure of allocated funds. This series is cut off at the end of the fiscal year.	Hold in the current files area ten (10) years, then transfer to State Archives.
Governor, Office of the	272	Personnel Files	This series consists of Governor's staff personnel files. Included are correspondence, job descriptions, W-2 forms, and income tax information.	Hold in the current files area eight (8) years, then transfer to State Archives with restricted access.
Governor, Office of the	273	Education Special Projects	This series consists of educational special projects K through post secondary, general conference on education 1981, special legislative session, Vocational Rehabilitation, Lay Board Controversy and Colloquium on Science. Included are memos, correspondence, and project materials.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State Archives.
Governor, Office of the	274	Non-Educational Special Projects	This series consists of files related to the purchase of Dunn Fall land, Meridian, Conference on Arts and Education, and Okatoma Creek. Included is correspondence.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State Archives.
Governor, Office of the	275	Regional Organizations Files	This series consists of files related to Southern Governor's Association, Southern Growth Policies Board, and Regional Education Board. Included are correspondence, pamphlets and publications.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State Archives.

Governor, Office of the

Governor, Office of the	277	Education Forums Files	This series consists of Education Forum files. Included are research, background information, correspondence, copies of invitations to participants, programs, and materials. Also includes on-record material such as colloquium on science, engineering, and technology.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State Archives.
Governor, Office of the	279	Criminal Justice Subject Files	This series consists of criminal justice subject files. Included are correspondence, replies from Governor, executive clemency requests, prison construction material and petitions. This series is cut off at the end of the calendar year.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State Archives.
Governor, Office of the	281	Legal Case Files	This series consists of files related to Mississippi Sound, MS-LA Lateral Seaward Boundary, Jimmy Lee Gray, Textbook Board vs. Lambert, State vs. Miskelly and other litigation. Included are case reports, petitions, testimony, and research.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State Archives.
Governor, Office of the	282	Legislative Subject Files	This series consists of files related to Education Special Session (1982), Regular Session (1982), Severance tax (1982), and Corrections (1982-1983). Included are information on legislative actions, proposals, and correspondence. This series is cut off at the end of the fiscal year.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State Archives.

Governor, Office of the

Governor, Office of the	283	Judicial Nominating Committee Files	This series consists of files related to judicial positions and removals by recall. Included are material for nominations to all courts and State Supreme to county such as recall petitions, activities of Claiborne Co. Three judge Removal Council, legal exhibits, affidavits, minutes, executive orders, press notifications, nominating letters, recommendations, questionnaires, votes by committee, ranking nominees, and telephone notes.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State Archives. This series is to be sealed at State Archives for a period of thirty (30) years.
Governor, Office of the	284	Special Projects Files	This series consists of files related to National Governor's Association, Task Force on Corrections, and Governor's Conference on Corrections (1981). Included are activity information, reports, correspondence, drafts, final reports and legislative action.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State Archives.
Governor, Office of the	285	Governor's Speeches	This series consists of Governor's speeches. Included are paper copies, some tapes and transcriptions, and an index.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State
Governor, Office of the	286	Press Releases	This series consists of press releases. Included are articles, information given to press agencies, and an index.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State
Governor, Office of the	287	Newspaper Clipping Files	This series consists of files related to newspaper coverage. Included are clippings from all state newspapers dealing with press coverage of Governor and Governor's Office. This series is cut off at the end of the calendar year.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State Archives.

Governor, Office of the

Governor, Office of the	288	Mansion Dinner Tapes and Transcriptions	This series consists of tapes and transcriptions. Included are tapes of all special dinners and also transcriptions of visiting artists, writers, and political figures. This series is arranged chronologically.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State Archives.
Governor, Office of the	289	Negatives and Contact Sheets	This series consists of photographic records of the Governor's activities and appearances. Included are negatives, contact sheets, and assignment sheets. This series is cut off at the end of the calendar year.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State Archives.
Governor, Office of the	291	Legislative Files	This series consists of files related to legislative actions. Included are copies of bills, task force reports, research, articles, committee reports, correspondence and platform information. This series is cut off at the end of the calendar year.	Hold in the current files area four (4) years or until inactive prior to the end of the administrative and transition period, then transfer to State Archives.
Governor, Office of the	292	Legislative Docket Books and Journals	This series consists of files related to communications between legislative and executive branches. Included are official documents, record copies of acts and proclamations.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State Archives.
Governor, Office of the	293	Instructional Notebooks	This series consists of files related to the appointment process. Included are statistical and instructional data.	Hold in the current files area eight (8) years, then transfer original to State Archives or microfilm copy to State Archives.
Governor, Office of the	294	Employment Application Files	This series consists of applications for employment. Included are resumes and related correspondence.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then dispose.

Governor, Office of the

Governor, Office of the	295	Board and Commission Appointment Files	This series consists of files related to Board and Commission appointments. Included are resumes, Governor's recommendations, information sheets on purpose and composition of panels, creation authorizations, and related correspondence. This series is cut off at the end of the fiscal year.	Hold in the current files area eight (8) years or until inactive prior to the end of the administration and transition period, then transfer to State Archives.
Governor, Office of the	296	Executive Orders On Clemencies	This series consists of files related to clemencies. Included are correspondence from Department of Corrections, and Governor's orders. This series is cut off at the end of the calendar year.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State Archives.
Governor, Office of the	297	Proclamations	This series consists of proclamations. Included are supporting documents and correspondence. This series is cut off at the end of the calendar year.	Hold in the current files area eight (8) years, then dispose.
Governor, Office of the	298	Non-Profit Charters For Foreign and Domestic	This series consists of charters and land patents. Included are non-profit ledgers, land patent ledgers, bank and agricultural credit unions.	Hold in the current files area eight (8) years, or until book is filled, then transfer to State Archives.
Governor, Office of the	300	Executive Orders	This series consists of executive orders. Included are all executive orders and restoration of civil rights.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period , then transfer to State Archives.
Governor, Office of the	2697	Extraditions	This series consists of files related to extraditions. Included are rendition warrants, requisitions (to asylum states), ID papers, and statements.	Hold in the current files area six (6) months after the closing Present; transfer to SRC; hold until the end of the current administration, then transfer to State Archives.

Governor, Office of the

Governor, Office of the	2698	Subject File - Special Projects	This series consists of special projects that are ongoing with various topics and issues. Included are correspondence and reports.	Hold in the current files area until special project is completed; transfer to SRC; hold until end of current administration, then transfer to State Archives.
Governor's Mansion	266	Speech Files	This series consists of speeches. Included are memorandums. This series is cut off at the end of the calendar year.	Hold in the current files area four (4) years or until inactive prior to end of the administration and transition period, then transfer to State
Governor's Mansion	267	Daily Schedules	This series consists of files related to the Governors daily activities. Included are daily schedules, telephone message sheets and logs, and the transcripts of the log. This series is cut off at the end of the calendar year.	Hold in the current files area four (4) years or until inactive prior to the end of the administration and transition period, then transfer to State Archives.
Governor's Mansion	318	First Lady's or Official Hostess' Correspondence	This series consists of correspondence. Included are Governor's Mansion, state government, New Capitol Restoration, Education Bill, other school programs, handicapped services, and some thank you notes. This series is cut off at the end of the calendar year.	Hold in the current files area four (4) years or until the end of the administration and transition period, then transfer to State Archives.