

Legislature - Joint P.E.E.R. Committee

Division	Schedule #	Title	Description	Disposition
Legislative Services	1387	Correspondence	Included are memos and correspondence.	Hold in the current files area five (5) years. Weed and dispose unnecessary material.
Legislative Services	2165	Green Series	Documents relating to reports of the Department of Corrections activities at Parchman prison. Included are prison auditors reports that are done monthly and special prison auditors done quarterly.	Hold in the current files area permanently. Series is to be microfilmed and hard copy destroyed. Master of microfilm is to be transferred to Archives and History for permanent retention.
Legislative Services	6254	Agendas	This series consists of files related to agendas for committee meetings. Included are agenda items (original handouts).	Hold seven (7) years, then digitize and verify files; dispose paper files. Hold digital copy permanently.
Legislative Services	6255	Legislative Assistance	This series consists of files related to Legislative Assistance Projects. Included are memos and correspondence in response to legislative requests.	Hold seven (7) years, then digitize and verify the final product and dispose paper copies. Digital copy will be held permanently.
Legislative Services	6256	P.E.E.R. Minutes	This series consists of meeting minutes of the board.	Hold final bound paper and digitized copies permanently.
Legislative Services	6257	P.E.E.R. Reports	This series consists of printed copies of formal PEER reports.	Hold paper until imaged and verified, then dispose of paper. Annually transfer one digital copy to state archives. Agency to hold digital copy permanently.
Legislative Services	6259	Background Checks	This series consists of files related to background investigations of appointees for confirmation purposes.	Hold seven (7) years, then digitize and verify the final product; dispose of paper files. Digital copy will be held permanently.
Legislature - Joint P.E.E.R. Committee	6264	Project Files	Documents relating to project plan, interviews, file and library searches. Field work for red or blue books or PEER reports, memos and statistical data.	Hold in the current files area seven (7) years, then dispose.