

Division	Schedule #	Title	Description	Disposition
Coastal Resources Management	6017	Permit Files	This series consists of files related to the approval and disapproval of permits for proposed projects impacting wetlands of Hancock, Harrison, and Jackson counties. Included are project photos, wetland inspection reports, handwritten notes, original correspondence, blueprints/diagrams, bathymetric surveys, copies of environmental assessments, joint applications, associated maps, memos, comments and recommendations, public notice of applications for coastal wetland permits, Section 401 and Section 404 certifications, project evaluations and staff findings related to recommendations, guidelines, reports, plans and related files.	Image and verify, then dispose of paper. Hold electronic files permanently. Transfer copies of electronic files to State Archives.
Grand Bay National Estuarine Research Reserve (NERR)	6004	Float Plan Forms and Liability Release Forms	This series consists of Float Plan Forms and Liability Release Forms completed by facility staff and visitors prior to engaging in any activities of the Grand Bay National Estuarine Research Reserve (NERR) and serve as waivers for guests in the event of any damages, injury, or death. Float Plan Form documentation includes boat captain's name, passenger's name and association, boat and vehicle number, emergency contact information, boat launch name, itinerary, and requires supervisor pre approval. Liability Release Form documentation includes written names of all parties, signature, date and witness	Hold three (3) years, then dispose.

Marine Resources, Department of

Marine Patrol	6011	Offense Report Files	This series consists of offense report files which contain information gathered by the investigating law enforcement officer regarding an incident. Included are offense reports, supplement reports, investigative case files and related files.	Image and verify, the dispose of paper files. Hold imaged felony files twenty-five (25) years, then dispose. Hold other imaged offense report files five (5) years, then dispose.
Marine Patrol	6014	Administrative Files	This series consists of files compiled by an Internal Affairs' investigator pertaining to legal and/or administrative issues involving Marine Patrol.	Image and verify, then dispose of paper files. Hold non-litigation electronic files five (5) years, then dispose. Hold litigation electronic files five (5) years after litigation has been resolved, then dispose.