

# Military & Veterans

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G264	State Business Operations	This series consists of active state business operation administrative files of the Directorate of State Resources and the Fiscal Division of the Mississippi Military Department. This series may include correspondence, duplications of time sheets, information related to military special operations, copies of correspondence, originals and copies of memos, copies of invoices, handwritten notes, copies of handwritten notes, lists of items found on inventory billeting invoice payment logs, copies of blueprints, and copies of legislation. This series does not include contracts.	Hold five (5) years after files become inactive, then transfer to State Archives.  Military Department to purge timesheets annually.	7/17/2025
G266	Mobilization Readiness	Documents relating to mobilization, readiness, force modernization, and force structure. Included are after action reports, force structure documents, force modernization, equipment fielding documents, reading files, and higher headquarters correspondence.	Hold seven (7) years, then dispose	7/17/2025