

Mississippi Business Finance Corporation

Division	Schedule #	Title	Description	Disposition
Mississippi Business Finance Corporation	4515	Industrial Development Revenue Bond Files	This series consists of files related to the Mississippi Business Finance Corporations (MBFC) Industrial Development Revenue Bond (IRB) Program. Included are fact sheets, applications, correspondence, memos, financial statements, opinions, trust indentures, loan agreements, bond purchase agreements, bond issue modification requests, and other related files. This series is cut off once the bond has been paid in full.	Hold in the current files area until the issue has been paid in full; transfer to SRC; hold three (3) years, then dispose. Audit must have been released three years.
Mississippi Business Finance Corporation	4516	Small Enterprise Development Program Files	This series consists of files related to the Mississippi Business Finance Corporations (MBFC) Small Enterprise Development (SED) Program. Included are fact sheets, applications, warrants, correspondence, memos, handwritten notes, payment vouchers, bond purchase agreements, bond issue modification requests, and other related files.	Hold in the current files area until the issue is paid in full; transfer to SRC; hold three (3) years, then dispose. Audit must have been released three years.
Mississippi Business Finance Corporation	4521	Insurance Files	This series consists of insurance files for Mississippi Business Finance Corporation (MBFC) and Mississippi Development Bank (MDB). Included are correspondence, directors officers liability policies, and other related files.	Hold in the current files area (3) three years, then dispose.
Mississippi Business Finance Corporation	4522	Small Enterprise Development Program Disbursement Files	This series consists of Disbursement Files of the MBFC and contains information related to companies financing projects through the Mississippi Small Enterprise Development Program. Included are copies of check stubs, SED Finance Fund Series Request Forms, copies of payment vouchers, Form of Requisitions, and copies of warrant registers. This series is cut off when funds have been fully disbursed.	Hold in the current files area until the issue is paid in full; transfer to SRC; hold three (3) years, then dispose. Audit must have been released three (3) years.

Mississippi Business Finance Corporation

Mississippi Business Finance Corporation	4524	Quarterly Reports	This series consists of Quarterly Reports of the Business Finance Corporation (MBFC) and the Development Bank. This series is cut off at the end of the fiscal year.	Hold in the current files area (3) three years, then dispose.
Mississippi Business Finance Corporation	4531	Board Member Files	This series consists of files of current and former members of the Mississippi Business Finance Corporation (MBFC) and the Mississippi Development Bank (MDB). This series contains a wide range of subject matter related to Board issues. Included are lists of Board members, copies of correspondence, and other related files.	Hold in the current files area until administrative need has lapsed, then dispose.
Mississippi Business Finance Corporation	4536	Program Tracking Spreadsheets	This series consists of spreadsheets used to track the status and progress of loan and bond programs administered by the Business Finance Corporation from origination to closure.	Transfer to State Archives annually following close of each fiscal year via email attachment or other method to be agreed upon at time of transfer.
Mississippi Development Bank	4532	Bond Transcripts	This series consists of transcripts related to legal binding agreements established among Mississippi companies, the Mississippi Business Finance Corporation or the Development Bank, and banks. Included are closing memorandum, issuers incumbency certificates, issuers certificate as to signatures and non- litigation, issuers certificate pursuant to bond purchase agreements, loan agreements and assignments, trust indentures, and other related files.	Hold in the current files area until administrative need has lapsed, then transfer to State Archives.

Mississippi Business Finance Corporation

Mississippi Development Bank	4534	Mississippi Development Bank Files	This series consists of files related to the Mississippi Development Bank Program. Included are financial statements tax exempt government obligations, correspondence, memos, loan distribution lists, signature of non-litigation certifications, compliances with rebate requirements, exhibits, certification of trustee regarding loan agreements and notes, and other related files.	Hold in the current files area until the issue has been paid in full; transfer to SRC; hold three (3) years, then dispose. Audit must have been released three years.
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