

Mississippi Military Department

| Division | Schedule # | Title | Description | Disposition |
|-----------------|------------|-------------------------|--|--|
| Human Resources | 4428 | Shift Substitution Logs | <p>This series consists of shift substitutions of military firefighters located at Key Field, Thompson Field, and the Gulfport Air Base. Upon administrative approval, a military firefighter may switch a shift with his/her colleague on the base. The requested shift substitution must be made by the firefighter, and approval must be granted within three months prior to the requested day. Documentation includes name, substitution name, social security number, date submitted, date of trade, hours of trade, and approval. This series is cut off at the end of the calendar</p> | Hold in the current files area one (1) year, then dispose. |
| Human Resources | 4430 | Schedule Change Files | <p>This series consists of files related to work schedule changes of state employees employed with the Mississippi Military Department. When an employee of this agency submits for a change with his/her work schedule, a memo of request is written. Included are Personal Action Request Forms (AGO Form 81), lists of employee names, memos of request, and faxes. This series is cut off at the end of the fiscal year.</p> | Hold in the current files area one (1) year, then dispose. |