

Public Relations

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G53	Press Releases	This series consists of official public releases of the agency. These records may include, but are not limited to, news releases, prepared statements, and public service announcements.	Annually transfer one copy to State Archives.	1/22/2009
G54	Public Relations Working Files	This series consists of materials created in the preparation of press releases. Included are rough drafts, design and layout documents, and printing information.	Maintain in current files area three (3) years, then destroy.	1/22/2009
G55	Agency Publications	This series consists of publications produced for public distribution. Includes, but is not limited to, books, reports, studies, pamphlets, posters, leaflets, brochures, magazines, and maps.	Each agency shall provide the MS. Library Commission with copies of each publication in compliance with Section 25-51-1 et. seq. of the Mississippi Code of 1972, as amended; and one copy to the State Archives. The State Archives can accept a copy in native format.	1/22/2009
G56	History Files: Agency	This series consists of material that documents particularly significant accomplishments and events in the history of an agency. Although scheduled for destruction under another schedule, it may be considered because of its exceptional content. Included, but not limited to articles, notes and program documentation, narratives, photographs, recordings, and scrapbooks. This may be print, audio, electronic, or audio/visual material.	Contact State Archives for archival review.	1/22/2009

G57	Invitations and Programs	This series consists of invitations to public agency events and programs printed for public agency events.	Annually transfer one copy to State Archives.	1/22/2009
G58	Speeches (Elected Officials and Executive Level)	This series consists of official speeches given by an agency director, deputy director, or elected state official. Included are final versions or final mark-up versions of speeches.	Annually transfer one copy to State Archives.	1/22/2009
G63	Newsletters, Bulletins & Brochures	Agency publications that provide information about activities, programs or services of an agency, board or commission and any of its subunits.	Transfer original format, whether paper or electronic, or agreed upon digitized copy to Archives at the end of each fiscal year.	10/20/2011
G64	Newsletter Support Files	This series includes working papers, mailing lists and other files used to create the final newsletter.	Hold support files one (1) year; then dispose.	10/20/2011