

Secretary of State

Division	Schedule #	Title	Description	Disposition
Accounting	3308	Cost Center Reports	This series consists of reports to division heads concerning budget variances for their divisions. The comptroller prepares a monthly report of budget expenses by division. Included are computer printouts of reports. These reports are kept in notebooks and arranged by month. This series is cut off at the end of the fiscal year.	Hold in the current files area two (2) years, then dispose.
Administration	850	Extraditions	This series consists of extraditions and rendition warrants. Included are name of alleged criminal, criminal charge, name of state and agent's name (sheriff or other law enforcement officer).	Hold in the current files area twenty (20) years, then dispose.
Administration	851	Governor's Proclamations	This series consists of copies of formal official public announcements on various topics such as designating special days and declaring disaster areas. This series is arranged chronologically.	Hold in the current files area twelve (12) years, then transfer to State Archives.
Administration	852	Executive Orders	This series consists of copies of directives issued by the Governor on subjects such as restoring an individual's civil rights and directives to state agencies. Included are specific instructions to follow in obeying directive.	Hold in the current files area twelve (12) years, then dispose.
Administration	853	Revocations and Prison Suspensions	This series consists of copies of official documents suspending prison sentences and revoking suspension of prison sentences.	Hold in the current files area twenty (20) years, then dispose.
Administration	857	Proclamations of Holidays	This series consists of official notices by the Secretary of State to state agencies announcing legal state holidays.	Hold in the current files area ten (10) years, then dispose.
Administration	858	Governor's Miscellaneous Documents	This series consists of Writ of Elections, messages to the Senate and House of Representatives, Executive Agreements between Governors, and Certificates of Commendations.	Hold in the current files area four (4) years, then transfer to State Archives.
Administration	859	Secretary of State's Proclamations and Orders	This series consists of Constitution amendments. Included are notifications by the Secretary of State of the amendments.	Hold in the current files area four (4) years, then transfer to State Archives.

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Business Regulation & Enforcement	6112	Registration Files	This series consists of the registration files for Preneed Merchandise and Services, Perpetual Care Cemeteries, Scrap Metal Dealers, and Athlete Agent entities and individuals. Files may include annual reports, agent registration forms, contracts, trust agreements, trustee reports, certificates, background investigative files, copies of licenses from other states, and related material.	Image and verify paper files, dispose of paper. Hold imaged and born digital files for Scrap Metal Dealers and Athlete Agents seventy-five (75) years, then dispose. Hold imaged and born digital files for Preneed Merchandise and Services and Perpetual Care Cemeteries seventy-five (75) years, then dispose.
Business Regulation & Enforcement	6113	Examination Files	This series consists of the examination files for Preneed Merchandise and Services, Perpetual Care Cemeteries, Scrap Metal Dealers, and Athlete Agent entities and individuals. Files may include forms, life insurance documents, agreements, contracts, and related material used to review these entities.	Image and verify paper files, then dispose of paper. Hold imaged and born digital files seventy-five (75) years, then dispose.
Business Regulation & Enforcement	6114	Legal Files	This series consists of the legal action files for Preneed Merchandise and Services, Perpetual Care Cemeteries, Scrap Metal Dealers, and Athlete Agent entities and individuals. Files may include notifications, correspondence, collection letters, consent orders, hearing enforcement letters, denial or revocation of licensure; copies of forms, life insurance documents, agreements, contracts, and related material.	Image and verify paper files, then dispose of paper. Hold imaged and born digital files seventy-five (75) years, then dispose.
Business Regulation & Enforcement	6115	Receivership Files	This series consists of the receivership files associated with cemeteries ordered into receivership by the court. Files may include copies of court documents, cemetery registration, examination, correspondence, and related files.	Image and verify paper files, then dispose of paper. Hold imaged and born digital files seventy-five (75) years, then dispose.

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Business Regulation & Enforcement	6116	Preneed Loss Recovery Files	This series consists of files required to be filed which document the trust-funded preneed sales for funerals and/or cemeteries selling services or merchandise as defined in the rules of the Secretary of State. Files may include beneficiary information, social security numbers, dates of birth, contact information, contracts, and associated fees paid to the Secretary of State.	Image and verify paper reports, then dispose of paper. Hold imaged and born digital files seventy-five (75) years, then dispose.
Business Regulation & Enforcement	6158	Registration of Athletic Agents	This series consists of documents related to registration of athletic agents as required by Section 73-4-1, et seq. Mississippi Code of 1972. Included are applications, bonds of agents involved in investment of funds and other related documents.	Hold three (3) years after expiration without renewal, then dispose.
Business Services	6141	Non-Profit Organizations' Charter Books	This series consists of files related to charters for municipalities, charities, savings and loan companies, and insurance companies. Included are copies of original charter and any amendments or dissolution information.	Image and verify, then dispose paper files. Hold imaged files permanently. Transfer electronic copy of files to State Archives.
Business Services	6142	Domestic and Foreign Corporations' Annual Reports	This series consists of documents relating to all incorporated companies agency of organization, capital stock, purpose, directors and officers of corporation.	Image and verify. Hold paper files one (1) year, then dispose. Hold electronic imaged files permanently
Business Services	6143	Liquor Distillers' and Distributors' Reports	This series consists of files related to registration and fee payments of distillers with the Secretary of State. Included are monies paid for different activities for distillers and monies paid.	Hold one (1) year, then dispose.
Business Services	6144	Surety Bond Files	This series consists of files related to bonded elected officials that are approved by the Governor and Commissioner of Insurance. Included in bound volumes are actual bonds recorded, copies of original bonds and correspondence.	Image and verify; transfer bound volumes and imaged files to State Archives. Dispose of other paper files after imaged and verified. Hold electronic imaged files permanently.

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Business Services	6147	Corporate Documents	This series consists of files related to sole proprietorships and all for-profit entities that are not corporations. Included are formation documents, amendments, merger files, dissolution files, withdrawal files and related files.	Image and verify, then dispose of paper after imaged and verified. Hold electronic imaged files permanently.
Business Services	6148	Tax Suspensions and Set-Asides	This series consists of files related to delinquent franchise taxes and annual reports. Included are statements from the Tax Commission that give the name of the corporation, reason for suspension and set aside of suspension and the date.	Hold one (1) year, then dispose.
Business Services	6149	Corporate Name Reservations	This series consists of files related to reserving corporate names for 180 days. Included is correspondence or applications requesting that a particular name be reserved for an organization. Also a certificate from the Secretary of State's office stating that the name has been reserved.	Hold 180 days, then dispose.
Business Services	6150	Financing Statements UCC-1 Forms	This series consists of UCC-1 Forms related to commercial transactions. Financial information on the forms are of manufactured homes, transmitting utilities, farm liens and other entities. The forms contain information of both debtor/borrower and creditor/lender, and collateral.	Image and verify, then dispose of paper files. Hold imaged files five (5) years after inactive, then dispose.
Business Services	6151	Uniform Commercial Codes	This series consists of uniform commercial codes related to commercial financial statements. Included are forms for collateral information, the names of the holder of the secured interest in the property and related files.	Image and verify, then dispose of paper files. Hold imaged files one (1) year after filing lapses, then dispose.
Business Services	6152	Performance Bonds	This series consists of files related to surety bonds. Included are all surety bonds filed with the Secretary of State for state officials and commission members.	Image and verify, then dispose of paper files. Hold imaged files five (5) years, then dispose.

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Business Services	6154	Corporate Records	This series consists of corporate documents. Included are articles of incorporations, amendments, merger files, dissolution files, withdrawals files and related files.	Image and verify, then dispose of paper files. Hold electronic imaged files permanently. Transfer copy of imaged files to State Archives.
Business Services	6157	Reports on Non-Profit Organizations	This series consists of reports filed by non-profit organizations with the Secretary of State office. The reports set out the name of the organization, the date of incorporation, officers, directors, agents and other information.	Hold ten (10) years, then transfer to State Archives.
Business Services	6159	Notary Bonds and Oaths	This series consists of bonds and oaths filed with the Secretary of State by newly appointed notaries public.	Image and verify, then dispose of paper files. Hold electronic imaged files permanently.
Business Services	6160	Trade and Service Marks	This series consists of files related to the registration process of service and trademarks with the office of the Secretary of State. Included are applications, samples of marks (drawings), correspondence, amendment documentation, and an index.	Hold in the current files area six (6) years, then transfer to State Archives.
Business Services	6162	Oil and Gas Surety Bonds	This series consists of cash and surety bonds filed with the Secretary of State by nonresidents desiring to drill a well in search of oil or gas in accordance with the provisions of Section 53-3-11, Mississippi Code of 1972.	Hold six (6) years from closing of well, then dispose.
Charities Registration	6350	Enforcement/Exam Cases	This series consists of case files related to the investigation/exam of charitable organizations. Documentation includes attorney/examiner work product, bank records, tax documents, subpoenas, investigation reports, and correspondence.	Hold files in the electronic repository for seven (7) years after approval, then dispose.

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Charities Registration	6351	Charitable Registration Records	This series consists of files related to the registration of charitable organizations which solicit contributions in the State of Mississippi. Documentation includes name of organizational officers, place of establishment, purpose and method of solicitation, and the percentage of contributions used for the charity's purpose.	Hold files one (1) year after case is closed, transfer to the State Records Center for seven (7) years, then dispose.
Corporations	808	Appointment of Agent, Statement of Change of Agents, Agent Resignation	This series consists of files related to agents for profit and non-profit organizations. Included appointments, statement of changes, resignations and designations of agents representing a corporation. This series is cut off at the end of the calendar year.	Hold in the current files area two (2) years; transfer to SRC; hold three (3) years, then dispose. Microfilm and destroy hard copy. Maintain microfilm copy permanently in Secretary of State's office and master negative at the
Corporations	1063	Registration and Renewals of Corporate Names	This series consists of files related to the registering corporate names until the end of year. Corporate name can be renewed. Included are registration and renewal applications, certificates, and correspondence. This series is arranged alphabetically and it is cut off at the end of the calendar year.	Hold in the current files area until expired, transfer to SRC, hold two (2) years, then dispose.
Corporations	3313	Business Correspondence	This series consists of routine correspondence relating to inquiries concerning records maintained by the Corporations Division.	Weed as necessary.
Education & Publications	5109	Enrolled Bills	This series consists of original bills of the Mississippi Legislature which have been signed by the Governor. 25-59-13(a) permits the transfer of any records no longer in current official use to MDAH for preservation.	Hold for two (2) years after publication /preparation, then transfer to State Archives.

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Education & Publications	6120	Register of Commissions of State Boards, Agencies, County, and Municip	This series consists of registers listing appointments made by the Governor to boards, commissions, and agencies. One of the Secretary of State's responsibilities is to maintain the official acts of the Governor and to maintain official registers of elected and appointed officials and of executive appointments to boards and commissions. Included are register listings. This series is duplicated electronically in the Elections Information System (EIS) database.	Hold paper and electronic files in the current files area four (4) years, then transfer to State Archives.
Education & Publications	6132	Letters of Appointment	This series consists of original letters appointing officials to boards and commissions. The Secretary of State's Office is responsible for maintaining the official acts of the Governor, executive proclamations, extraditions, official registers of elected and appointed officials and executive appointments to boards and commissions. This series was once stored with the Administration Division within the agency; however, this series is currently stored within the Elections Division. Included are names of appointees, names of the boards, and length of terms. Limited information is duplicated electronically in the Elections Information System.	Hold paper and electronic files in the current files area five (5) years, then transfer to State Archives.
Education & Publications	6156	Official Acts of the Legislature	This series consists of original acts of the legislature. Included are original bills, concurrent bills, general laws, local and private bills and special session bills.	Hold until General Laws are published, then transfer to State Archives.
Education & Publications	6344	House and Senate Docket Books	This series consists of records of House of Representative and Senate bills. Included are mileage book expense report (1911) and Chancery Court Report (1920-1925).	Hold files permanently.

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Elections	3246	Out-of-State Federal Candidates and Political Action Committee Reports	This series consists of files related primarily to political action committees that are based outside of Mississippi. Information from federal candidates based outside of Mississippi is also included. The files include reports from out-of-state political action committee and reports from out-of-state federal candidates and correspondence. This series is arranged alphabetically and it is cut off at the end of the calendar year.	Hold in the current files area two (2) years, then dispose.
Elections	4634	Federal Election Commission Files	This series consists of files related to Political Action Committees within and outside the State of Mississippi. Federal Candidates and Federal Political Action Committees are required to file reports with the Federal Election Commission, and the reports contain contribution information and disbursement information related to federal political campaigns. Copies of these reports are occasionally forwarded to the Mississippi Secretary of State's office from the Federal Election Commission. Included are reports by federal political action committees, reports by federal candidates, and incoming correspondence. This series is cut off at the end of the calendar year.	Hold in the current files area one (1) year, then transfer to State Archives.
Elections	4959	Elected Official Oath of Office Files	This series consists of files related to oaths of elected officials. The Secretary of State's Office, Elections Division is required to obtain oaths of office from elected officials. Included are correspondence and oaths of office. Limited information is duplicated electronically in Excel.	Hold paper files in the current files area four (4) years, then dispose. Hold electronic files in-house, purge when needed.

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Elections	4960	Redistricting Files	This series consists of files related to redistricting of boundary lines which causes changes in voter precincts where the activity has occurred. The Secretary of State's Office, Elections Division must provide accurate and accessible information and records in the areas of elections and voting. This series illustrates the modification of voting demographics. Included are maps, surveys, lists, and correspondence.	Hold in the current files area five (5) years, then transfer to State Archives.
Elections	4965	County, Municipal Candidates, & Political Campaign Finance Report File	This series consists of files related to county and municipal candidates. Both must file periodic and pre-election reports detailing the receipts and disbursements of their campaigns, and the Elections Division is required to compile a listing of all candidates for the Legislature or any statewide office who fail to file a campaign disclosure report. The series is duplicated electronically in the Elections Information System (EIS) database. Included are reports and correspondence.	Transfer digital images and associated indexes to the State Archives annually in format to be agreed upon by agency and MDAH at time of transfer. Hold paper files in the current files area two (2) years, then transfer to State Archives.
Elections	4967	Initiative Petitions	This series consists of petitions related to the initiative process submitted to the Secretary of State's Office, Elections Division. The Division is required to publish the title and summary of an initiative measure, and this series contains petitions collected to get a proposed initiative placed on ballots. Limited information related to this series is duplicated electronically in e-mail.	Hold paper and electronic files in the current files area two (2) years, then transfer to State Archives.
Elections	4969	Election Returns	This series consists of files related to election returns from each county and municipality. Included are recap sheets, supplemental recap sheets, general election results, and voter residual repository files. The series is duplicated electronically in the Statewide Election Management System (SEMS).	Transfer digital images of certified recap sheets to State Archives annually in format to be agreed upon by agency and MDAH at time of transfer. Hold paper files two (2) years, then transfer to State Archives.

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Elections	4978	SEMS Voter Extract	Consists of registered voter information and history contained within the voter registration module of the Statewide Election Management System (SEMS).	Export data to comma-delimited file and transfer to State Archives annually on compact disc, or other format and method to be agreed upon at time of transfer.
Elections	4980	SEMS Jury Panel Reports	Consists of juror service and payment information contained within the jury module of the Statewide Election Management System (SEMS).	Transfer reports annually (on or around April 1) to State Archives on compact disc, or other format and method to be agreed upon at time of transfer.
Elections	6121	National Voter Registration Act Files	This series consists of files related to the state's compliance with voting laws and the purging of the voting registers. Additionally, this series contains reports from other agencies that registered voters. The Secretary of State's Office, Elections Division works in accordance with federal election laws and the Mississippi Election Code (MCA Section 23-15-1 through Section 23-15-111) to maintain accurate information pertaining to voter registers. Included are correspondence, memoranda, routing slips, newspaper clippings, and handwritten voter cancellation lists. This series is totally automated in the Statewide Election Management System (SEMS) with limited information duplicated electronically in Word and Excel.	Hold paper and electronic files in the current files area five (5) years, then transfer to State Archives.
Elections	6122	Voter Access Files	This series consists of files of the Secretary of State's Office, Elections Division related to the responsibilities of monitoring voter precincts throughout the state, especially regarding compliance with the Americans With Disabilities Act (ADA) and the Help America Vote Act (HAVA). Included are observation reports, surveys, correspondence, and grant files.	Hold paper and electronic files in the current files area five (5) years, then transfer to State Archives.

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Elections	6123	Candidate Qualification Papers and Petitions	This series consists of files related to candidate qualifications for elections. In compliance with federal election laws and the Mississippi Election Code (MCA Section 23-15-1 through Section 23-15-111), the Secretary of State's Office, Elections Division must retain files related to candidates' qualifications for election. Included are State Board election files, affidavits, and notifications.	Hold paper and electronic files in the current files area two (2) years, then transfer to State Archives.
Elections	6126	Fee Paid Officials Files	This series consists of files related to annual reports filed by county constables. These officials receive their income from fees generated from services that are provided to the public. The annual reports document the gross income, expenses, employee salaries, and net income of these officials. Included are annual report forms and correspondence. This series is duplicated electronically in Microsoft Word and Excel.	Hold paper and electronic files in the current files area two (2) years, then transfer to State Archives.
Elections	6129	Federal & Non-Federal Candidates Campaign Finance Report Files & Polit	This series consists of files related to federal and in-state non-federal campaign finance report files of federal elected officials from the state of Mississippi. The original federal campaign finance report files are sent to the Federal Election Commission, and copies are forwarded to the Secretary of State's Office, Elections Division. The Secretary of State's Office, Elections Division is required to compile a listing of all in-state non-federal candidates for the Legislature or any statewide office who fail to file a campaign disclosure report. Included are reports and incoming and outgoing correspondence. Included are finance reports and correspondence. The non-federal candidate files are duplicated electronically in the Elections Information System database.	Hold in the current files area two (2) years, then transfer to State Archives.

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Elections	6130	Lobbyists' Files and Reports	This series consists of files related to political lobbyists. Lobbyists must register annually with the Secretary of State's Office, and the Elections Division must provide accurate and accessible information related to the process. This series details lobbyists who have filed expenditure reports indicating all lobbying activities occurring during the legislative session. Included are registration forms, annual reports, and incoming and outgoing correspondence. This series is completely electronic in the Elections Information System (EIS) database.	Transfer digital images and associated indexes to the State Archives annually in format to be agreed upon by the agency and MDAH at time of transfer.
Policy	791	Research File	This series consists of research files on various agencies and topics such as the Stadium, Health Care, Medicaid and Forestry Commissions and election reform task force. Included are correspondence and research notes.	Hold in the current files area four (4) years or until superseded, then dispose unneeded material after purging.
Public Lands	678	Original Deeds	This series consists of original deeds issued from US directly to individuals. Included are names, dates and property descriptions.	Hold in the current files area permanent within agency and microfilm
Public Lands	679	Disclaimers	This series consists of legal documents disclaiming any claim to a title to land that state may or may not have possessed in the past. Property information, correspondence, requests from law firms, worksheets, and an index. This series is cut off at the end of the calendar year.	Hold in the current files area permanent within agency.
Public Lands	680	List of Early Settlers	This series consists of information on settlers in MS when territory became a state. Indicates claimant, who claim is for, date and location.	Hold in the current files area permanent within agency and Archives will make a microfilm copy for security and historical

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Public Lands	681	Escheat Suits and Property Volume	This series consists of files related to deceased individuals who did not leave a will. Included are lists of property that has reverted to the State File is cut off at the end of the calendar year.	Hold in the current files area permanent within agency and Archives will receive a copy (photocopy or microfilm).
Public Lands	682	Surveyors' Field Notes and Journal	This series consists of notes of surveyors who did original survey of distances of sections within counties. Also 38 volumes of transcriptions of these notes and an index.	Hold in the current files area permanent within agency and microfilm series.
Public Lands	683	Lieu Lands	This series consists of original allocations in lieu of school trust lands. Included is property information.	Hold in the current files area permanent within agency and microfilm for security purposes.
Public Lands	684	Patent Applications and Volumes	This series consists of property information in various counties. Patent is the same item as a deed. State is giving land to individuals.	Hold in the current files area permanent within agency and microfilm
Public Lands	685	Railroad Property	This series consists of property information and grants for construction of railroads. Information on section, township, and range. Includes an index.	Hold in the current files area permanent within agency and Archives will make a microfilm copy for security and historical
Public Lands	686	Sixteenth Section Land Abstracts of Title	This series consists of original ownership of 16th section lands, property information.	Hold in the current files area permanent within agency and microfilm
Public Lands	688	Deeds to State Owned Property	This series consists of files related to property information on parks, hospitals, and other institutions. Included is university property.	Hold in the current files area permanent within agency and microfilm
Public Lands	703	Surveyors' Diaries	This series consists of diaries containing information on the place surveyed, what the surveyor did and correspondence from US Treasury Surveyor's office. This series is arranged chronologically and it is cut off at the end of the calendar year.	Hold in the current files area permanent within agency and Archives will make a copy (photocopy or microfilm). Microfilm for security purposes. Maintain master negative at SRC.

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Public Lands	704	Swamplands	This series consists of files related to location of the swamplands. 17 hand-written volumes on the disposition of the property (who purchased the land from the state) and 6 volumes of transcriptions. Also 5 volumes of original patents. Included are index.	Hold in the current files area permanent within agency. Microfilm for security purposes and due to frequency of reference. Maintain master negative at SRC.
Public Lands	705	Tax Forfeited Lands	This series consists of files related to the sale of real property by the state due to the failure to pay taxes. Information on location, person to whom land is assessed, and amount of taxes that is owed to the state and county.	Hold in the current files area permanent within agency. Microfilm for security purposes and due to frequency of reference. Maintain master negative at SRC.
Public Lands	706	Township Plats	This series consists of files related to survey plats made from field notes of surveyors.	Hold in the current files area permanent within agency. Microfilm for security purposes and due to frequency of reference. Maintain master negative at SRC.
Public Lands	707	Maps	This series consists of copies of original maps from U.S. government, MS Highway Dept., Corps of Engineers, and MS Dept. of Natural Resources. Included are islands on the Gulf Coast.	Hold in the current files area permanent within agency. Microfilm for security purposes and due to frequency of reference. Maintain master negative at SRC. Copy of microfilm to Archives.

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Public Lands	708	Internal Improvements For The Grenada District	This series consists of files related to patents (deeds) of property that we-re sold by the state to obtain funds for improving schools and universities. This record indicates individual who has the patent, the date of the sale, number of acres and a description of the property. Included are indexes.	Hold in the current files area permanent within agency. Microfilm for security purposes and due to frequency of reference. Maintain master negative at SRC. Copy of microfilm to Archives.
Public Lands	709	A and M Land	This series consists of property information on land given from US to A&M colleges. Included is information on name of purchasers if colleges sold property and dates of the sale. Includes an index.	Hold in the current files area permanent within agency. Microfilm for security purposes and due to frequency of reference. Maintain master negative at SRC. Copy of microfilm to Archives.
Public Lands	710	University Properties	This series consists of files related to land grants made to universities from U.S. government. Included are property information by section, township and range.	Hold in the current files area permanent within agency. Microfilm for security purposes and due to frequency of reference. Maintain master negative at SRC.
Public Lands	711	College For Girls Property	This series consists of files related to land grant to college for girls from US Government. Included are property information by section, township, and range.	Hold in the current files area permanent within agency. Microfilm for security purposes and due to frequency of reference. Maintain master negative at SRC.

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Public Lands	712	Levee Property	This series consists of files related to amounts of levee district taxes that individuals owed on Delta property and the purchase dates. Individuals do not have clear title to the land.	Hold in the current files area permanent within agency. Microfilm for security purposes and due to frequency of reference. Maintain master negative at SRC. Copy of microfilm to Archives.
Public Lands	713	Deeds of Conveyance For The Natchez Trace Parkway	This series consists of patents (deeds) on mineral rights that are issued by the state to individuals. Included are property information by section, township and ranged.	Hold in the current files area permanent within agency and Div. of RM recommends duplication by microfilming. Maintain master negative at SRC.
Public Lands	714	Seat of Government Property Descriptions	This series consists of files related to property descriptions on 2 sections of land in Jackson. This series is arranged chronologically.	Hold in the current files area permanent within agency. Microfilm for security purposes and due to frequency of reference. Maintain master negative at SRC.
Public Lands	715	Deeds By The Auditor	Documents relating to the sale of real property due to the failure to pay taxes. Property location by section, township and range, number of acres, the cost, auditor's fees, the dates of the transaction and the taxes that is due.	Hold in the current files area permanent within agency and Div. of RM recommends duplication by microfilming. Maintain master negative at SRC. Copy of microfilm to Archives.

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Public Lands	717	Original Claim Records	This series consists of original claims to property made by individuals. Included are property information by section, township and range, a sketch of the property, surveyor's certification of the property and an index.	Hold in the current files area permanent within agency and Div. of RM recommends microfilming series and Archives will receive a microfilm copy. Maintain master negative at SRC.
Public Lands	718	Chancery Clerk Certificates	This series consists of property information from the counties on individuals who have not paid their property taxes. Included are information on the individual to whom the property was assessed, date state obtained property, sheriff and clerk's fees, and state and county taxes.	Hold in the current files area permanent within agency and Div. of RM recommends microfilming series and Archives will receive a microfilm copy. Maintain master negative at SRC.
Public Lands	719	Ship Island Railroad Property	This series consists of files related to land grant from the Department of Interior to the state for the Ship Island Railroad. Property information by section, township and range. Included are the original patent for the property. This series is arranged chronologically.	Hold in the current files area permanent within agency and Div. of RM recommends microfilming series and Archives will receive a microfilm copy. Maintain master negative at SRC.
Public Lands	720	GI Lots	This series consists of files related to deeds of conveyance for property given to servicemen by the U.S. government. Included are property information by section, township and range in the Jackson area.	Hold in the current files area permanent within agency. Microfilm for security purposes. Maintain master negative at SRC.

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Public Lands	721	Indemnity School Selections	This series consists of files related to property information by section, township and range that schools own. Information on any sale of land by the schools to earn revenue. The Dept. of the Interior's certification that the land is school property.	Hold in the current files area permanent within agency. Div of RM recommends duplication by microfilming. Maintain master negative at SRC.
Public Lands	758	Chickasaw School Lands	This series consists of files related to properties in lieu of school trust lands for public schools. Included are listings of appropriated funds for different counties and property descriptions by section, township and range.	Hold in the current files area permanent within agency and Archives will make a microfilm copy for security and historical purpose Master negative to be Stored at SRC.
Public Lands	759	Original Surveys of Claims	This series consists of files related to property descriptions of European colonization made by the U.S. Surveyor. Included are index.	Hold in the current files area permanent within agency and Archives will make a microfilm copy for security and historical purpose Master negative to be Stored at SRC.
Public Lands	760	Condemnation Law Suits	This series consists of files related to land title research of state owned lands. Included are conducted for Attorney General to prepare state's interest in the suit and property information. This series is cut off at the end of the calendar year.	Hold in the current files area permanent within agency.
Public Lands	3317	General Correspondence	This series consists of general correspondence received and issued by the Public Lands Division. The correspondence generally relates to inquiries as to purchase of public lands or title matters.	Hold in the current files area three (3) years, then dispose.
Public Lands	3318	Deed Register	This series consists of an index to land patents from the federal government to individuals within the state. Information includes section, township and range, names of grantees, dates, and certificate number.	Microfilm, with master copy stored at State Archives; dispose hard copy.

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Public Lands	3319	Cancelled Patent Applications	This series consists of applications for patents on state-owned land which are not accepted. This occurs when another application for the same property is accepted or an application is withdrawn.	Hold in the current files area three (3) years, then dispose.
Public Lands	6265	Strike-offs	This series consists of files related to land descriptions that are inadequate so they are stricken from the record. These files may include strike-off journals. These strike-offs are approved by the Attorney General. These parcels of land are owned by the state due to nonpayment of taxes. This series is cut off at the end of the calendar year.	Hold (3) three years, then transfer to Archives.
Public Lands	6266	Sixteenth Section Land Classifications	This series consists of records relating to sixteenth section land in each county. Included is correspondence with school districts, aerial photos, maps, classification of each parcel of land according to function, lease agreements, computer printouts, correspondence, school audits, and related files. Prior to 2000 the documentation was entered into annual reports of the Secretary of State. After 2000 the information is located in a database.	Hold imaged or original land documentation three (3) years after it is placed into an annual report or database; then transfer the paper or digital printout of land classifications, aerial photos and maps to Archives. After transfer to Archives all other materials, to include audits and correspondence may be disposed after three (3) years.
Public Lands	6267	Original Patents	This series consists of files related to information on property given to individuals by the U.S. government. Included are card cross reference file.	Hold three (3) years, then transfer to Archives.

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Secretary of State	790	General Correspondence	This series consists of correspondence from citizens supporting the policy of the Secretary of State. Included are non-programmatic correspondence and National Association of Secretaries of State file. This series is arranged chronologically and it is cut off at the end of the calendar year.	Hold in the current files area four (4) years or until superseded, then dispose unneeded material after purging. MDAH will review correspondence at time of purging and transfer to Archives historically valuable material.
Securities	6295	Investigative Files	This series consists of files developed in investigation and litigation of securities fraud cases. Files may include copies of investigatory interviews, accounting records, depositions, transcribed notes, questionnaires, and related material. Information in this series is non-public and confidential.	Image and verify paper files; dispose of paper. Hold imaged and born-digital files twenty (20) years after completion of investigation or appeal, then dispose.
Securities	6296	Registration Files	This series consists of registration files for offerings and licensing files for entities and individuals related to the selling of securities products. Included are applications, renewals, amendments, terminations, communications, and related materials.	Image and verify paper files, then dispose of paper. Hold imaged and born digital files seven (7) years after close of offering or approval or renewal of application, then dispose.
Securities	6297	Audit Files	This series consists of files for Broker-Dealer and Investment Adviser firms and branches. Files may include forms; documents such as statements, agreements, and contracts; and related material used to review the entities.	Image and verify paper files, then dispose of paper. Hold imaged and born-digital files seven (7) years after close of audit, then
Securities	6298	Legal Files	This series consists of legal action files for entities and individuals. Files may include notifications, correspondence, consent orders, hearing enforcement letters, denial or revocation of licensure, copies of forms, agreements, contracts, and related material.	Image and verify paper files, then dispose of paper. Hold imaged and born-digital files fifty (50) years, then dispose.

Secretary of State

Securities	6299	Opinion Letters	This series consists of the written communication of inquiries concerning no-action determinations and interpretations of the Mississippi Securities Act or the Rules promulgated thereunder.	Image and verify paper files, then dispose of paper. Hold imaged and born-digital files fifty (50) years, then dispose.
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