

Wildlife, Fisheries and Parks, Department of

Division	Schedule #	Title	Description	Disposition
Accounting	1764	Applications	This series consists of applications for licenses sold only in Jackson Office (trapper's license, trader's license, cross-bow license, etc). Included are name, address, Present of birth, height, and expiration Present. This series is cut off at the end of the fiscal year.	Hold in the current files area one (1) year or until audited; transfer to SRC; hold three (3) years, then dispose. Audit must have been released three (3) years prior to disposal.
Accounting	1766	License Renewal Cards	This series consists of files related to renewal cards for sportsman licenses. Included are name, address, license number, height, weight, etc. This series is cut off at the end of the fiscal year.	Hold in the current files area one (1) year or until audited; transfer to SRC; hold one (1) year, then dispose. Audit must have been released one (1) year prior to disposal.
Administration	1655	Correspondence	This series consists of files related to request for information. Included are letters and memos.	Hold in the current files area five (5) years, then dispose. Weed and dispose unnecessary material.
Boating Safety	1499	Stolen Boats and Motors	Included are owner information, serial number, where stolen, Present stolen, etc. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years, then dispose.
Boating Safety	1500	Teacher and Student Programs	This series consists of files related to boating safety course records. Included are list of instructors, students, and course date. This series is cut off at the end of the fiscal year.	Hold in the current files area until information is placed on computer, then dispose hard copy. Disk is to be maintained permanently. Printouts may be disposed when updated.
Executive Director's Office	1511	Public Notices	This series consists of files related to rules and regulations adopted by the Department of Wildlife Conservation which are posted for the public.	Hold in the current files area indefinitely.

Wildlife, Fisheries and Parks, Department of

Executive Director's Office	1512	Scientific Collecting Permits and Collecting Reports	This series consists of files related to permits for schools, organizations, colleges, etc. to collect fish and/or game for scientific purposes. Included are reports from permit holders showing what was collected. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years, then dispose. Section 49-1-41 of the MS Code authorizes the Dept. of Wildlife to issue these permits.
Fisheries	1660	Correspondence	This series consists of correspondence. Included are letters and memos.	Hold in the current files area five (5) years, then dispose. Weed and dispose unnecessary material.
Fisheries	1661	Federal Aid Files	This series consists of records of uses of funds for federal projects; work is contracted to outside sources for construction, studies, etc. This series is cut off at the end of the fiscal year.	Hold in the current files area ten (10) years, then dispose. Weed and dispose unnecessary material.
Fisheries	1662	Fish Stockings	This series relates to what fish stocked in each lake and fish caught in each lake. This series is cut off at the end of the calendar year.	Hold in the current files area indefinitely.
Fisheries	1663	Lakes and Streams	This series relates to activities in each lake and stream area. Included is repair information, fish population studies, complaints, commercial fishing information, management agreements, water levels, etc.	Hold in the current files area ten (10) years, then dispose. Weed and dispose unnecessary material. Information must not be involved in litigation.
Fisheries	1664	Permits	This series consists of permits for boating, camping, boat launching, etc. done on an annual basis. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years or after release of audit, then dispose.

Wildlife, Fisheries and Parks, Department of

Fisheries	1665	Progress Reports	This series consists of annual progress reports on federal aid projects. This series is cut off at the end of the calendar year.	Hold in the current files area indefinitely. Archives will begin receiving current reports and will receive a copy of previous issues. Agency is also expected to furnish the MS Library Commission with copies of each published document.
Fisheries	1666	State Lakes	Included are maps and construction files on each of MS 21 state lakes. (Aerial photographs, copies of deeds, correspondence & construction plans).	Hold in the current files area indefinitely.
Game	1667	Administrative Files	Included are correspondence, memos, and reference materials.	Hold in the current files area ten (10) years, then transfer to State Archives.
Game	1668	Deer Camp Permits	This series consists of permits to operate deer camps. Included are location of camp, camp name, and copy of deed. This series is cut off at the end of the	Hold in the current files area five (5) years, then transfer to SRC; hold five (5) years, then dispose of hard copy and
Game	1669	Falconry Permits	This series consists of applications to keep hawks, owls, or eagles. Included are name, address, and annual activity report.	Hold in the current files area until inactive two (2) years, then dispose.
Game	1671	Land Records	This series consists of files related to areas under the control of the Dept. of Wildlife. Included are copies of deeds, lease agreements, appraisals, right of way agreements, correspondence, and title information.	Hold in the current files area indefinitely.
Game	1672	Program Files	This series consists of copies of reports, correspondence, and details of each program.	Hold in the current files area ten (10) years, then dispose. Weed and dispose unnecessary material.

Wildlife, Fisheries and Parks, Department of

Hunter Safety	1501	Correspondence	This series consist of correspondence. Included are letters and memos. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose. Weed and dispose unnecessary material.
Hunter Safety	1502	Federal Reports	This series consists of files related to one year and five year plans. Included are requests for assistance in programs, expenditures, plans of action, improvement to programs, and program plans. This series is cut off at the end of	Hold in the current files area three (3) years after release of 5th year audit, then dispose.
Hunter Safety	1503	Hunter Safety Course Material	This series consists of material used to teach courses. Included are handbooks, pamphlets, order forms, etc.	Hold in the current files area until updated, then dispose. Agency is also expected to furnish the Mississippi Library Commission with copies of each published document. (25-51-3).
Law Enforcement	1505	Correspondence	This series consists of correspondence. Included are letters and memos.	Hold in the current files area five (5) years, then dispose. Weed and dispose unnecessary material.
Law Enforcement	1507	Permits	This series consists of files related to permits. Included are annual taxidermy, depredation, and propagation permits. This series is cut off at the end of the calendar year.	Hold in the current files area one (1) year, then dispose.
Law Enforcement	1509	Undercover Files	Documents relates to covert operations concerning illegal transactions.	Hold in the current files area two (2) years, then dispose if no longer in litigation.
Museum of Natural Science	1513	Accessions	This series consists of accession sheets for items donated to the museum.	Hold in the current files area indefinitely. Hold hard drive information permanently. Dispose printouts as they are updated.

Wildlife, Fisheries and Parks, Department of

Museum of Natural Science	1514	Correspondence	This series consists of correspondence. Included are letters, memos, and requests for leave.	Hold in the current files area thee (3) years, then dispose. Weed and dispose unnecessary material.
Museum of Natural Science	1517	Loan Forms	Included are transfer and loan records of display items.	Hold in the current files area indefinitely.
Museum of Natural Science	1518	Specimen Cards and Photographs	This series consists of cards indicating county found, locality, collector, Present found, and catalog number. Included are photographs of specimens.	Hold in the current files area indefinitely.
Planning	1675	Comprehensive Planning Records	This series consists of files related to Federal Aid Project for Comprehensive Planning. Included is correspondence, work papers, schedules, meeting notes, assignments and reports.	Hold in the current files area five (5) years, then dispose. Weed and dispose unnecessary material.
Property	1676	Correspondence	This series consists of letters and memos.	Hold in the current files area five (5) years, then dispose. Weed and dispose unnecessary material.
Property	1679	Sale Records	This series relates to sale of equipment by auction or bid.	Hold in the current files area five (5) years, then dispose. Audit must have been released three (3) years prior to disposal.
Property	1681	Uniform Records	This series consists of printouts of what is issued and signed receipts of pick up. This series is cut off at the end of the fiscal	Hold in the current files area three (3) years or until after release of audit, then dispose.
Property	1682	Vehicle Files	This series consists of files related to vehicles sold at auction or by bid. Included are bill of sale, make, model, serial number, etc. This series is cutoff at the end of calendar year.	Hold in the current files area one (1) year or after vehicle is sold; transfer to SRC; hold four (4) years, then dispose. Audit must have been released three (3) years prior to disposal.

Wildlife, Fisheries and Parks, Department of

Hunter Safety	2085	Hunting Accidents	This series consists of files related to reports on accidents. Included are hunter, victim, what happened and how, when accident happened, what county, and investigators' report. This series is cut off at the end of the fiscal year.	Hold in the current files area for six (6) years if victim is twenty-one (21) years or older, then dispose. Hold in the current files area for six (6) years after turning twenty-one (21) years old if victim is a minor, then dispose.
License	3988	Boat Registration Application	This series consists of boat registration application relating to boat owners in the State of Mississippi. Included are boat owner's name, address, diver's license number, social security number, phone number, boat serial number, bill of sale, and description of boat. Also included is proof of payment of Mississippi sales tax. This series is cut off at the end of the fiscal year.	Hold in the current files area two (2) year or until litigation is resolved; transfer to SRC; hold five (5) years, then dispose. Audit must have been released three (3) years prior to disposal.
License	3989	Boat Registration Renewal Cards	This series consists of boat registration renewal cards. Documentation includes boat owner's name, address, certification number, expiration Present, fee, and description of the boat. This series is cut off at the end of the fiscal year.	Hold in the current files area two (2) years; transfer to SRC; hold two (2) years, then dispose. Audit must have been released three (3) years prior to disposal.

Wildlife, Fisheries and Parks, Department of

---

Internal Affairs	4673	Investigative Files	<p>This series consists of files related to investigations conducted by the Internal Affairs Division pertaining to legal issues involving the Department of Wildlife, Fisheries and Parks. Included are title page with case number, index complaint documentation, reports detailing interviews, investigative information, case synopsis, typed interview transcripts, evidence lists, surveillance reports and related correspondence.</p>	<p>Hold in the current files area five (5) years after investigation is closed, transfer to SRC; hold five (5) years, then dispose.</p>
Museum of Natural Science	5239	Environmental Reviews	<p>This series consists of environmental reviews requested by both government and private agencies looking for impacts to any threatened and/or endangered species from their projects. Included are the copies of the actual project, diagrams of the project sites, correspondence, data request forms, photos of project sites, heritage environmental review responses, and other related files.</p>	<p>Hold in the current files area three (3) years; transfer to SRC; hold fifteen (15) years, then transfer to State Archives for review.</p>

---