

How to Join this Public Meeting

Mississippi State Records Committee Meeting

October 23, 2025

10:00 AM

The state records committee will review, approve, disapprove, amend, or modify records control schedules for all state agencies, boards, and commissions. Once approved, schedules shall have the force and effect of law.

Written comments must be presented no less than five (5) days before the scheduled meeting by mail or personal delivery to: Director of the Mississippi Department of Archives and History, 200 North Street, Jackson, MS 39201.

This is in accordance with the information provided at:

<https://www.mdah.ms.gov/state-government#retention>

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AGENDA
STATE RECORDS COMMITTEE
October 23, 2025

1. Call to Order
2. Minutes of Meeting on July 17, 2025
3. Public Comment
4. Application for Disposition / Records Control Schedules (see page 11)
 - A. Proposed General Schedules
 1. G268. Banking & Mortgage, Permanent Institutional Records
 2. G269. Banking & Mortgage, Regulatory Oversight
 3. G270. Buildings, Construction and Facilities, Airport Facility Files
 4. G271. Buildings, Construction and Facilities, Airport Improvement Files
 5. G272. Education, PK-12, Assessment
 6. G273. Education, PK-12, Due Process Hearings
 7. G274. Education, PK-12, Educable Child Files
 8. G275. Education, PK-12, Programmatic Audits
 9. G276. Education, PK-12, Programmatic Files
 10. G277. Education, PK-12, Programmatic Loans
 11. G278. Education, PK-12, School & Student Data
 12. G279. Education, PK-12, School Surveys
 13. G280. Education, PK-12, Student Organizations
 14. G281. Education, PK-12, Transformation & Improvement
 15. G282. Education, Charter School Authorizer Board, Foundational Records
 16. G283. Education, Charter School Authorizer Board, Support and Oversight
 17. G284. Education, Community College Board, Activity Files, Intercollegiate Athletic Files
 18. G316. Education, Community College Board, Activity Files, Non-Athletic Files
 19. G285. Education, Community College Board, Athletic Eligibility Forms
 20. G286. Education, Community College Board, Course Numbering and Approval
 21. G287. Education, Community College Board, Enrollment Audit
 22. G288. Education, Community College Board, Programmatic Approval
 23. G289. Education, Community College Board, Proprietary School Files
 24. G290. Executive Branch, Governor's Records, Governor's Office Archival Files
 25. G291. Executive Branch, SoS, Administration, Extraditions, Revocations, and Prison Suspensions
 26. G292. Executive Branch, SoS, Administration, Governor's Proclamations & Orders
 27. G293. Executive Branch, SoS, Administration, Holiday Proclamations
 28. G294. Executive Branch, SoS, All Divisions, General Correspondence
 29. G295. Executive Branch, SoS, Business Services, Archival Corporate Records
 30. G296. Executive Branch, SoS, Business Services, Bonds and Notary Oaths

31. G297. Secretary of State, Business Services, Liquor Distillers' and Distributors' Reports
32. G298. Executive Branch, SoS, Business Services, Permanent Corporate Records
33. G299. Executive Branch, SoS, Business Services, UCC Codes and Statements
34. G300. Executive Branch, SoS, Charities & Securities, Charitable Registration & Enforcement
35. G301. Executive Branch, SoS, Corporations, Agent Appointment, Change and Resignation
36. G302. Executive Branch, SoS, Education & Publications, Appointments and Register of Commissions
37. G303. Executive Branch, SoS, Education & Publications, Legislative Acts and Enrolled Bills
38. G304. Executive Branch, SoS, Elections, Archival Election Records
39. G305. Executive Branch, SoS, Elections, Temporary Election Records
40. G306. Executive Branch, SoS, Public Lands, Archival Land Records
41. G307. Executive Branch, SoS, Public Lands, Cancelled Patent Applications
42. G308. Executive Branch, SoS, Public Lands, Permanent Land Records
43. G309. Executive Branch, SoS, Regulation & Enforcement, Administrative Code
44. G310. Executive Branch, SoS, Regulation & Enforcement, Preneed Files
45. G311. Executive Branch, SoS, Securities, Investigative Files
46. G312. Executive Branch, SoS, Securities, Opinion Letters & Legal Files
47. G313. Executive Branch, SoS, Securities, Registration and Audit Files
48. G314. Information Technology, DFA, Security Authorizations
49. G315. Vehicles, Aircraft Logs

B. Amendments to General Schedules (see page 24)

1. G30. Annual Reports
 - a. Amend the language in the description and disposition to read: The series includes annual reports of all state agencies, boards and commissions, PK-12 Attendance Reports, ACT Test Scores," Each agency shall provide one (1) copy of each report to the State Archives and the State Library Commission annually. Any files subject to state or federal audit may be held until the conclusion of the audit, then transferred.
2. G14 – Personnel Files, Active
 - a. Amend description to include the words Learn, Earn and Prosper (LEAP) and State Educational Assistance Program (SEAP).
3. G15 – Personnel Files, Separated
 - a. Amend description to include the words LEAP and SEAP.

C. Proposed amendments to existing agency schedules to follow approved general schedules:

1. Accounting and Budget – G131
 - a. Archives & History – no. 4759
 - b. DFA - nos. 1346, 2208, 2276, 2279, 3289

- c. Secretary of State – no. 3308
- 2. Accounting & Budget; Contracts; Policies/Procedures – G131, G130, G106, G117
 - a. Education – no. 1684
- 3. Accounting & Budget – G132
 - a. DFA – no. 1344
 - b. Education – nos. 1301, 3580
 - c. Mental Health – nos. 3868, 3884, 5208, 5262, 5264, 5265, 5267, 5269, 5270, 5277, 5279
 - d. MDOT – nos. 1075, 1078, 3292
 - e. Wildlife, Fisheries and Parks – nos. 1661, 1679, 1682
- 4. Accounting & Budget, Unofficial & Office Copies – G66
 - a. Community & Junior College Board – no. 3064
- 5. Administration, Agency Legislative Files – G105
 - a. Education – nos. 2112, 3634, 3635
- 6. Administration, Director's Files – G33
 - a. Community & Junior College Board – no. 3043, 3046
 - b. DFA – nos. 2930, 2931, 4654, 4655, 4656, 4657
 - c. Education – no. 2108
- 7. Administration, Policy Development Files – G106
 - a. Archives & History – no. 4868
 - b. Mental Health – no. 5379
- 8. Administration, Strategic Plans – G104
 - a. Community & Junior College Board – no. 3063
- 9. Administration, Subject Files and Staff Desk Reference Files – G89, G90
 - a. Archives & History – no. 4869
 - b. Community & Junior College Board – no. 3060
 - c. Mental Health – no. 5356
 - d. Secretary of State – no. 791
- 10. Administration, Support Files and Minutes – G34, G35
 - a. IHL – no. 576
- 11. Administration, Official & Executive Subject Files – G88
 - a. DFA – nos. 3520, 3521
 - b. Education – nos. 2114, 3641
- 12. Administrative Procedures Act. Agency Orders, Declaratory Opinions - G23 - 26
 - a. Wildlife, Fisheries and Parks – no. 1511

13. Administration, Transitory Correspondence – G62
 - a. Education – nos. 1251, 3577, 3633
14. Administration, Quality Control – Programmatic. G184
 - a. MDOT – nos. 1171, 1175
15. Annual Reports – G30
 - a. Education – nos. 1272, 2116, 3396, 4385, 4549
16. Banking & Mortgage, Permanent Institutional Records – G268
 - a. Banking & Consumer Finance – nos. 498, 500, 3298
17. Banking & Mortgage, Regulatory Oversight – G269
 - a. Banking & Consumer Finance – nos. 499, 3299, 4737, 4738, 4739, 4740, 4741, 4742, 4743, 4744, 4957
18. Buildings, Construction, and Facilities – G231
 - a. DFA – no. 3711
19. Buildings, Construction, and Facilities – G229, G230, G231, as applicable
 - a. MDOT – nos. 1145, 1150, 1176, 1178, 1180, 1181, 1183, 1197, 1199, 1200, 1201, 1205, 1206, 1207, 1210, 1211, 1212
20. Buildings, Construction, and Facilities – G232
 - a. MDOT – no. 1174
21. Buildings, Construction, and Facilities; Airport Improvement Files – G271
 - a. MDOT – nos. 5516, 5524, 5527
22. Buildings, Construction, and Facilities; Airport Facility Files – G270
 - a. MDOT – no. 5517
23. Buildings, Construction, and Facilities - G246
 - a. Mental Health – nos. 3880, 3882, 5276, 5283
24. Contracts – G158
 - a. DFA – no. 6140
 - b. MDOT – no. 1177
25. Contracts – G159
 - a. Archives & History – no. 4818
 - b. Education – no. 1299
26. Education, PK-12, Assessment – G272
 - a. Education – nos. 4543, 4545
27. Education, PK-12, Due Process Hearing – G273
 - a. Education – nos. 1686, 3627, 3628

- 28. Education, PK-12, Educable Child Files – G274
 - a. Education – no. 1700
- 29. Education, PK-12, Programmatic Audits – G275
 - a. Education – nos. 1426, 1436, 3919
- 30. Education, PK-12, Programmatic Files – G276
 - a. Education – nos. 1226, 1243, 1246, 1247, 1248, 1255, 1259, 1265, 1270, 1271, 1273, 1274, 1275, 1280, 1281, 1287, 1288, 1289, 1292, 1293, 1294, 1300, 1312, 1313, 1314, 1315, 1318, 1319, 1322, 1420, 1427, 1428, 1430, 1432, 1437, 1438, 1458, 1701, 1704, 1722, 2328, 2536, 2616, 2874, 2876, 3389, 3390, 3392, 3393, 3395, 3400, 3401, 3439, 3444, 3445, 3746, 3749, 3750, 4120, 4121, 4380, 4381, 4550
- 31. Education, Pk-12, Programmatic Loans – G277
 - a. Education – no. 1258
- 32. Education, PK-12, School & Student Data – G278
 - a. Education – nos. 1717, 1723, 2385, 3322, 3357, 3442
- 33. Education, Pk-12, School Surveys – G279
 - a. Education – no. 3631
- 34. Education, PK-12, Student Organizations – G280
 - a. Education – nos. 3404, 3448, 3452, 3453, 3454
- 35. Education, PK-12, Transformation & Improvement – G281
 - a. Education – nos. 4387, 5503, 5504
- 36. Education, Charter School Authorizer Board, Foundational Records – G282
 - a. Charter School Board – no. 6286
- 37. Education, Charter School Authorizer Board, Support and Oversight – G283
 - a. Charter School Board – no. 6287
- 38. Education, Community College Board, Activity Files, Intercollegiate Athletic Files – G284
 - a. Community & Junior College Board – no. 3056
- 39. Education, Community College Board, Activity Files, Non-Athletic Files – G316
 - a. Community & Junior College Board – no. 3058
- 40. Education, Community College Board, Athletic Eligibility Forms – G285
 - a. Community & Junior College Board – no. 3057
- 41. Education, Community College Board, Course Numbering and Approval – G286
 - a. Community & Junior College Board – nos. 3054, 3055
- 42. Education, Community College Board, Enrollment Audit – G287

- a. Community & Junior College Board – no. 3053
- 43. Education, Community College Board, Programmatic Approval – G288
 - a. Community & Junior College Board – no.3052
- 44. Education, Community College Board, Proprietary School Files – G289
 - a. Community & Junior College Board – no.4644
- 45. Executive Branch, Governor's Records, Governor's Office Archival Files – G290
 - a. Office of the Governor – nos. 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 277, 279, 281, 282, 283, 284, 285, 286, 287, 288, 289, 291, 292, 293, 295, 296, 297, 298, 300, 318, 2697, 2698, 2750, 2751, 2752
- 46. Executive Branch, SoS, Administration, Extraditions, Revocations, and Prison Suspensions – G291
 - a. Secretary of State – nos. 850, 853
- 47. Executive Branch, SoS, Administration, Governor's Proclamations and Orders – G292
 - a. Secretary of State – nos. 851, 852, 858, 859
- 48. Executive Branch, SoS, Administration, Holiday Proclamations – G293
 - a. Secretary of State – no.857
- 49. Executive Branch, SoS, All Divisions, General Correspondence – G294
 - a. SoS – nos. 790, 3313, 3317
- 50. Executive Branch, SoS, Business Services, Archival Corporate Records – G295
 - a. Secretary of State – nos. 6157, 6160
- 51. Executive Branch, SoS, Business Services, Bonds and Notary Oaths – G296
 - a. SoS – nos. 6144, 6152, 6159, 6162
- 52. Secretary of State, Business Services, Liquor Distillers' and Distributors' Reports – G297
 - a. SoS – no. 6143
- 53. Executive Branch, SoS, Business Services, Permanent Corporate Records – G298
 - a. SoS – nos. 6141, 6142, 6147, 6148, 6149, 6154
- 54. Executive Branch, SoS, Business Services, UCC Codes and Statements – G299
 - a. SoS – nos. 6150, 6151
- 55. Executive Branch, SoS, Charities & Securities, Charitable Registration & Enforcement – G300
 - a. SoS – nos. 6350, 6351

56. Executive Branch, SoS, Corporations, Agent Appointment, Change and Resignation - G301
 - a. SoS – nos. 808, 1063, 6149
57. Executive Branch, SoS, Education & Publications, Appointments and Registration of Commissions – G302
 - a. SoS – nos. 6120, 6132
58. Executive Branch, SoS, Education & Publications, Legislative Acts and Enrolled Bills – G303
 - a. SoS – nos. 5109, 6156
59. Executive Branch, SoS, Elections, Archival Election Records – G304
 - a. SoS – nos. 4634, 4960, 4965, 4967, 4969, 4978, 4980, 6121, 6122, 6123, 6126, 6129, 6130
60. Executive Branch, SoS, Elections, Temporary Election Records – G305
 - a. SoS – nos. 3246, 4959
61. Executive Branch, SoS, Public Lands, Archival Land Records – G306
 - a. SoS – nos. 3318, 6265, 6266, 6267
62. Executive Branch, SoS, Public Lands, Cancelled Patent Applications – G307
 - a. SoS – no. 3319
63. Executive Branch, SoS, Public Lands, Permanent Land Records – G308
 - a. SoS – nos. 678, 679, 682, 683, 684, 685, 686, 688, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 717, 718, 719, 720, 721, 758, 759, 760
64. Executive Branch, SoS, Regulation & Enforcement, Administrative Code – G309
 - a. SoS – no. 6111
65. Executive Branch, SoS, Regulation & Enforcement, Preneed Files – G310
 - a. SoS – nos. 6112, 6113, 6114, 6115, 6116
66. Executive Branch, SoS, Securities, Investigative Files – G311
 - a. SoS – no. 6295
67. Executive Branch, SoS, Securities, Opinion Letters & Legal Files – G312
 - a. SoS – nos. 6298, 6299
68. Executive Branch, SoS, Securities, Registration and Audit Files – G313
 - a. SoS – nos. 6296, 6297
69. Grants – G119, G120, G121
 - a. Education – nos. 2614, 3706
70. Grants, Loan Program Reports – G124

- a. MBFC – no. 4536
- 71. Grants, Loan Program Files Funded and Unfunded – G125, G126
 - a. MBFC – nos. 4515, 4516, 4522, 4534
- 72. Grants – G127, G128, G129
 - a. Education – no. 3639
- 73. Healthcare, Hospital Patient Records – G150
 - a. Mental Health – nos. 3856, 3869, 3893, 3894, 3895, 3897, 3903, 3904, 5093, 5111, 5115, 5136, 5142, 5148, 5149, 5151, 5152, 5157, 5165, 5169, 5170, 5173, 5174, 5175, 5176, 5177, 5178, 5179, 5180, 5181, 5182, 5190, 5212, 5213, 5214, 5216, 5217, 5218, 5219, 5220, 5284, 5309
- 74. Healthcare, Patient Billing – G148
 - a. DFA – nos. 2942, 2943
 - b. Mental Health – no. 5023
- 75. Information Technology, Helpdesk Files – G255
 - a. DFA – no. 5119
- 76. Information Technology, Backup Files – G256
 - a. IHL – no. 1006
- 77. Information Technology, Security Authorizations – G314
 - a. DFA – no. 5121
- 78. Information Technology, Systems Management – G257
 - a. DFA – no. 2344
- 79. Legal, Attorney Work product – Criminal Files – G237
 - a. Attorney General – nos. 419, 3513, 3515, 3516, 5308, 5964, 6038, 6039, 6219
- 80. Legal, Civil Litigation – G130
 - a. Education – no. 1691
- 81. Legal, Lease – G163
 - a. DFA – nos. 3709, 3710
 - b. MDOT – no. 1216
- 82. Licensure – G141 or G142, as applicable
 - a. Wildlife, Fisheries and Parks – nos. 1764, 1766
- 83. Licensure – G140, G141, G142, G144, G145, G146, G147, as applicable
 - a. Education – nos. 1290, 1718, 2252, 3402
- 84. Licensure, Permits – G143

- a. Agriculture & Commerce – no. 3176
- b. Education – nos. 1298, 3589
- c. MDOT – nos. 1162, 1172, 3607, 3608
- d. Wildlife, Fisheries and Parks – nos. 1507, 1512, 1664, 1669

- 85. Personnel, Active – G14
 - a. Education – no. 4379

- 86. Personnel, Applicant Selection Process – G85
 - a. DFA – no. 3518
 - b. Governor – no. 294

- 87. Personnel, Garnishments – G107
 - a. DFA – no. 2215

- 88. Procurement – G165, G166; Contracts G158
 - a. Education – nos. 4546, 4547

- 89. Procurement – G165, G166, G167, as applicable
 - a. Education – no. 5807
 - b. DFA - no. 5120

- 90. Property – G116
 - a. Education – no. 1423

- 91. Public Relations – G53, G54, G55, G56, G57, G58, G63, G64, as applicable
 - a. Education – nos. 3632, 3636
 - b. MDOT – nos. 3836, 3839

- 92. Public Relations/Training – G54 Public Relations; G202 Training, as applicable
 - a. MDOT – no. 1214

- 93. Public Relations – G63 newsletters, Bulletins & Brochures
 - a. MDOT – no. 3835

- 94. Training, Annual Training Plans – G113
 - a. MDOT – no. 1213

- 95. Training – G113, G202, G203, as applicable
 - a. Education – nos. 1228, 1253, 1308, 1321, 3586
 - b. Mental Health – nos. 3864, 3866, 3868, 5183, 5184, 5263

- 96. Vehicle Files; Aircraft Logs – G315
 - a. DFA – nos. 2935, 4113

D. Proposed Schedules to Change Agency Responsibility

- a. Cosmetology to Cosmetology & Barbering Board – nos. 3167, 3168, 3169
- b. MDOT to MDPS – nos. 5914, 5915, 5916

- c. MDOT to State Aid Road Construction – nos. 1356, 1358

E. Proposed Schedules to Abolish – no longer created or received

- a. Archives & History – nos. 2762, 3807, 3912, 4293, 4299, 4510, 4751, 4762, 4766, 4783, 4786, 4804, 4893, 4895, 4928, 4935, 4936
- b. Attorney General – nos. 2649, 3428, 3429, 5731, 5732, 5972, 6096, 6097, 6098
- c. Banking & Consumer Finance – nos. 501, 502, 3300
- d. Community & Junior College Board – nos. 3049, 3059, 3061, 3062, 3065, 3067, 3069, 3070, 3071
- e. DFA – nos. 1071, 1620, 1626, 2204, 2206, 2219, 2270, 2346, 2608, 2932, 3523, 3524, 3825, 3826, 3827, 4389, 4390, 6078
- f. Education – nos. 1125, 1229, 1231, 1233, 1234, 1235, 1237, 1238, 1239, 1240, 1241, 1242, 1244, 1245, 1249, 1250, 1252, 1256, 1257, 1260, 1261, 1262, 1263, 1264, 1266, 1267, 1276, 1277, 1278, 1302, 1305, 1306, 1311, 1316, 1317, 1320, 1440, 1441, 1685, 1690, 1692, 1693, 1696, 1699, 1702, 1705, 1707, 1708, 1709, 1710, 1713, 1714, 1719, 1721, 1724, 2123, 2125, 2128, 2129, 2251, 2377, 2378, 2380, 2381, 2382, 2448, 2875, 3356, 3359, 3394, 3398, 3399, 3403, 3441, 3446, 3449, 3450, 3579, 3739, 3744, 3751, 3752, 3753, 3756, 3757, 3761, 4388, 4539, 4542, 4544, 4548, 5490, 5491, 5492, 6285
- g. Health Department – nos. 1105, 1112, 2179, 2348, 2713, 3171, 3335, 3596, 4098
- h. Institutions of Higher Learning – nos. 575, 2538
- i. Mental Health – nos. 3859, 3886, 3890, 3900, 3907, 5145, 5146, 5147, 5153, 5154, 5357, 5360
- j. PERS – nos. 1570, 1577, 1580
- k. Secretary of State – nos. 680, 681, 703, 6158, 6344
- l. Wildlife, Fisheries and Parks – nos. 1501, 1502, 1505, 1514, 1660, 1667, 1668, 1672, 1681

F. Off-Site Lease Applications: None.

G. Meeting Dates

- 1. 2026: January 15th, April 16th, July 16th, October 22nd

H. Other Business

I. Adjournment

General Schedules

Number	Title	Description	Disposition	Schedules to be amended
G268	Banking & Mortgage, Permanent Institutional Records	This includes records documenting the formation, amendment, merger, or liquidation of financial institutions, as well as annual financial reporting by small loan companies. These records are essential for historical reference, legal compliance, and regulatory continuity.	Hold permanently.	Banking & Consumer Finance: 498, 500, 3298
G269	Banking & Mortgage, Regulatory Oversight	This includes regulatory oversight and financial monitoring of banks, credit unions, and mortgage companies. It encompasses general and topic-specific correspondence, examination reports and workpapers, examination-related communications, and applications for dividend payments.	Hold in the current files area five (5) years, then destroy.	Banking & Consumer Finance: 499, 3299, 4737, 4738, 4739, 4740, 4741, 4742, 4743, 4744, 4957
G270	Buildings, Construction, and Facilities Files, Airport Facility Files	This series consists of copies of 5010-1 forms related to facility inspections of public airports. Information includes city, airport name, location, general services, based aircraft, facilities, operations, runway data, lighting, obstruction data, declared distances, inspectors, and other related information.	Hold until airport is closed, then destroy.	MDOT: 5517
G271	Buildings, Construction, and Facilities Files,	This series consists of files related to airport facilities, layout plans, and federally funded and state funded	Hold until airport is closed, then transfer to State Archives.	MDOT: 5516, 5524, 5527

	Airport Improvement Files	airport improvement projects. Included are blueprints, correspondence, FAA approval letters, applications, grants, payment requests, allocation files, contracts, estimates, construction layouts and drawings, payment vouchers, and related files. This series is cut off at the end of the fiscal year.		
G272	Education, PK-12, Assessment	This series combined the grade level and subject area testing files into the Mississippi Academic Assessment Program (MAAP) assessment series. Included are correspondence, assessment meeting information, training/workshop information, policies and procedures, test scores, procurement files, and contracts.	Hold six (6) years, then transfer to State Archives.	Education: 4543, 4545
G273	Education, PK-12, Due Process Hearing	This series includes files related to due process hearings for special education placement and complaints.	Hold until the child reaches twenty-one (21) years of age, then destroy.	Education: 1686, 3627, 3628
G274	Education, PK-12, Educable Child Files	This series includes applications for financial assistance, individual educational plans, personal data sheets, and assessment records.	Hold until the child reaches twenty-one (21) years of age, then destroy.	Education: 1700
G275	Education, PK-12, Programmatic Audits	This series includes files related to programmatic audits, including financial statements, working papers, audit reports, and closing letters.	Hold three (3) years after conclusion and release of administrative or fiscal audit, then destroy.	Education: 1426, 1436, 3919
G276	Education, PK-12, Programmatic Files	This series includes records that document the administration, development, and oversight of educational programs and services	Hold five (5) years, then destroy. Any files subject to audit must be held three (3) years after release of the audit.	Education: 1226, 1243, 1246, 1247, 1248, 1255, 1259, 1265, 1270, 1271, 1273, 1274, 1275, 1280, 1281,

		across the Mississippi Department of Education. These records support program accountability, accreditation, approvals, compliance, correspondence, funding, monitoring, reports, student tracking, and testing.		1287, 1288, 1289, 1292, 1293, 1294, 1300, 1312, 1313, 1314, 1315, 1318, 1319, 1322, 1420, 1427, 1428, 1430, 1432, 1437, 1438, 1458, 1701, 1704, 1722, 2328, 2536, 2616, 2874, 2876, 3389, 3390, 3392, 3393, 3395, 3400, 3401, 3439, 3444, 3445, 3746, 3749, 3750, 4120, 4121, 4380, 4381, 4550
G277	Education, Pk-12, Programmatic Loans	This series includes requests for Perkins loan applications and related files.	Hold three (3) years from the date the loan was assigned to the USDE, cancelled, or repaid, then destroy.	Education: 1258
G278	Education, PK-12, School & Student Data	This series includes attendance, enrollment, assessments, and special education data held in the Mississippi Student Information System (MSIS). Some longitudinal data may be held for an extended period of time at the discretion of MDE.	Hold at least five (5) years, then determine if longitudinal information will be retained or moved to another system. Information determined unnecessary by the State Board of Education may be destroyed.	Education: 1717, 1723, 2385, 3322, 3357, 3442
G279	Education, Pk-12, School Surveys	This series includes various surveys sent to schools and districts to include questionnaires, response forms, correspondence, results, analysis and related files.	Hold two (2) years, then transfer to State Archives.	Education: 3631
G280	Education, PK-12, Student Organizations	This series includes files related to student organizations including charters, rosters, competition results and correspondence. These may include Health Occupation Students of American, Distributive Education Clubs of America, Vocational Industrial Clubs of America, Future	Hold five (5) years, then transfer to State Archives.	Education: 3404, 3448, 3452, 3453, 3454

		Farmers of America and Future Homemakers of America, or other organizations that may be created and reported to MDE.		
G281	Education, PK-12, Transformation & Improvement	This series includes needs assessment reports related to schools failing to meet the accountability standards for student achievement, appraisals, policy and performance reports, evaluations, management reports, plans of instruction and development, school safety, findings, recommendations, districts which are in probation to rectify financial or academic issues, corrective action plans, correspondence, and related files.	Hold twelve (12) years, then transfer to State Archives.	Education: 4387, 5503, 5504
G282	Education, Charter School Authorizer Board, Foundational Records	This series contains records relating to the authorization of charter schools and includes application cycle, contract, funding request, performance framework, renewal cycle, and closure documents.	Hold five (5) years from school closure and dispose.	CSAB: 6286
G283	Education, Charter School Authorizer Board, Support and Oversight	This series contains records relating to the authorization of charter schools and includes preopening, audit and site visit, enrollment, correspondence, and reporting documents.	Hold five (5) years from date of document; then dispose.	CSAB: 6287

G284	Education, Community College Board, Activity Files, Intercollegiate Athletic Files	Documents relating to the athletic programs of the colleges. Included are player rosters, eligibility cases, master schedules, appeals and hearings, rules and regulations, annual reports, memos, correspondence, game reports and season bowl game information and programs.	Hold in the current files area five (5) years, then transfer to State Archives.	MCCB: 3056
G316	Education, Community College Board, Activity Files, Non-Athletic Files	Files relating to student activities and programs. Includes supporting documentation, correspondence, workshop and conference information, copies of minutes, copies of the budgets and expenditures, copies of constitutions and bylaws.	Hold in the current files area five (5) years, then transfer to State Archives.	MCCB: 3058
G285	Education, Community College Board, Athletic Eligibility Forms	This series consists of eligibility forms for each participant in athletics at the colleges. The documentation found on Form-1 is name of player, home address, county, scholarship information, Present beginning and ending, and signature.	Hold in the current files area five (5) years, then dispose.	MCCB: 3057

G286	Education, Community College Board, Course Numbering and Approval	This series consists of information pertaining to the community college's uniform course numbering system for the colleges. This numbering system is revised every five years by the Board for Community and Junior Colleges, together with the administration and the academic deans of the colleges. Included are one-page documents notifying the colleges whether the addition of a new course was approved. The documentation will include course information, location, dates, and the course number.	Hold in the current files area five (5) years, then dispose.	MCCB: 3054, 3055
G287	Education, Community College Board, Enrollment Audit	This series consists of Board-conducted audits of enrollment to ensure compliance with legal requirements. The audit is divided into different sections. Included is a printout used for verification.	Hold in the current files area five (5) years, then dispose.	MCCB: 3053
G288	Education, Community College Board, Programmatic Approval	This series consists of applications seeking permission to add a new program at a college. Includes applications, correspondence, local level survey material, termination letter, extension letter, and action of the Board.	Hold in the current files area five (5) years, then transfer to State Archives.	MCCB: 3052

G289	Education, Community College Board, Proprietary School Files	This series consists of files related to the operations of the Proprietary Schools throughout the State of Mississippi. Proprietary Schools are any schools that are for profit in the State of Mississippi, that provide vocational/technical courses of instruction to the public for a fee and certify that completion of these courses and/or programs of study may produce income for students.	Hold in the current files area four (4) years, then transfer to State Archives.	MCCB: 4644
G290	Executive Branch, Governor's Office Archival Records	Historically significant records created or received by the Office of the Governor during an administration. Includes appointments, correspondence, executive orders, proclamations, extraditions, legal and legislative files, financial records, public relations materials, nonprofit charters, notary applications, intergovernmental relations, personnel and scheduling files, First Lady's correspondence, and mansion event recordings and transcripts.	Hold until the end of the current administration, then transfer to State Archives. Records may be reviewed for archival value prior to transfer. Sealed or restricted access may apply to specific series (e.g., judicial nominations).	Governor: 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 277, 279, 281, 282, 283, 284, 285, 286, 287, 288, 289, 291, 292, 293, 295, 296, 297, 298, 300, 318, 2697, 2698, 2750, 2751, 2752
G291	Executive Branch, Secretary of State, Administration, Extraditions, Revocations and Prison Suspensions	Records documenting the processing of extradition and rendition cases. Includes the name of the alleged criminal, criminal charge, name of the requesting state, and the name of the handling agent. Also includes copies of official documents suspending or revoking the suspension of prison sentences.	Hold twenty (20) years, then destroy.	SoS: 850, 853

G292	Executive Branch, Secretary of State, Administration, Governor's Proclamations & Orders	Copies of official directives issued by the Governor, including restoration of civil rights, instructions to state agencies, Writs of election, messages to the Senate and House of Representatives, executive agreements between governors, and certificates of commendation.	Hold four (4) years, then transfer to State Archives.	SoS: 851, 852, 858, 859
G293	Executive Branch, Secretary of State, Administration, Holiday Proclamations	This series consists of official notices regarding legal state holidays issued by the Secretary of State.	Hold ten (10) years, then destroy.	SoS: 857
G294	Executive Branch, Secretary of State, All Divisions, General Correspondence	This series consists of correspondence for all divisions. This may include citizens in support of policy, the National Association of Secretaries of State, records inquiries, and issues regarding public lands.	Hold three (3) years after expiration, then destroy.	SoS: 790, 3313, 3317
G295	Executive Branch, Secretary of State, Business Services, Archival Corporate Records	Records filed with the Secretary of State by non-profit organizations, including name, date of incorporation, officers, directors, agents, and related information. Also includes service and trademark registration files such as applications, mark samples (drawings), correspondence, amendments, and index records.	Hold ten (10) years, then transfer to State Archives.	SoS: 6157, 6160
G296	Executive Branch, Secretary of State, Business Services, Bonds and Notary Oaths	Records related to bonds and oaths filed with the Secretary of State, including those approved by the Governor and Commissioner of Insurance. Includes recorded and original bonds, correspondence, and bound volumes for elected officials, state officials, commission	Hold five (5) years after expiration of bond, then destroy.	SoS: 6144, 6152, 6159, 6162

		members, and notaries public. Also includes cash and surety bonds filed by nonresidents for oil and gas drilling under Section 53-3-11, Mississippi Code of 1972, and service-related surety bonds.		
G297	Executive Branch, Secretary of State, Business Services, 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.	Hold one (1) year, then dispose.	SoS: 6143
G298	Executive Branch, Secretary of State, Business Services, Permanent Corporate Records	Records documenting the formation, amendment, and dissolution of business entities filed with the Secretary of State. Includes municipal, charitable, financial, and insurance charters; articles of incorporation; amendments; capital stock and purpose statements; and information on directors and officers. Also includes formation and related records for sole proprietorships and other for-profit entities, such as merger, withdrawal, and dissolution files.	Hold permanently.	SoS: 6141, 6142, 6147, 6148, 6149, 6154
G299	Executive Branch, Secretary of State, Business Services, UCC Codes and Statements	Records consisting of UCC-1 forms filed in connection with commercial transactions. Includes financial information related to manufactured homes, transmitting utilities, farm liens, and other entities. Forms contain details on the debtor and creditor, as well as descriptions of collateral.	Hold five (5) years after inactive, then destroy.	SoS: 6150, 6151
G300	Executive Branch, Secretary of State, Charities & Securities,	Records related to the registration, licensing, and oversight of regulated entities and individuals, including	Hold seven (7) years after case is closed, then destroy. Files subject to litigation may be placed on	SoS: 6350, 6351

	Charitable Registration & Enforcement	merchandise and services providers, perpetual care cemeteries, scrap metal dealers, athlete agents, and securities-related professionals. Includes applications, renewals, amendments, terminations, legal and examination files, preneed loss recovery documentation, and materials related to broker-dealer and investment adviser firms and branches.	litigation hold and follow G130 (Civil Litigation Case Files).	
G301	Executive Branch, Secretary of State, Corporations, Agent Appointment, Change and Resignation	Includes profit and non-profit name reservations, organization registration and renewal of names, appointments, statement of changes, resignations and designations of agents of names or renewals, which includes applications, certificates, and related correspondence.	Hold two (2) years after expiration, then destroy.	SoS: 808, 1063, 6149
G302	Executive Branch, Secretary of State, Education & Publications, Appointment and Registration of Commissions	Register of Commissions of State Boards, Agencies, Counties, and Municipalities.	Hold five (5) years, then transfer to State Archives.	SoS: 6120, 6132
G303	Executive Branch, Secretary of State, Education & Publications, Legislative Acts & Enrolled Bills	Includes the Official Acts of the Mississippi Legislature, which includes all enrolled bills.	Hold until published, then transfer to State Archives.	SoS: 5109, 6156
G304	Executive Branch, Secretary of State, Elections, Archival Election Records	Records include Federal Election Commission Files, Candidate Qualification Papers & Petitions, County & Municipal Candidates &	Hold two (2) years, then transfer to State Archives.	SoS: 4634, 4960, 4965, 4967, 4969, 4978, 4980, 6121, 6122, 6123, 6126, 6129, 6130

		Campaign Finance, Fee Paid Officials Files, Initiative Petitions, Election Returns, National Voter Registration Act, Redistricting, and Voter Access Files.		
G305	Executive Branch, Secretary of State, Elections, Temporary Election Records	Includes Out-of-state Federal Candidates and Political Action Committee (PAC) Reports and Elected Official Oath of Office Files.	Hold four (4) years, then destroy.	SoS: 3246, 4959
G306	Executive Branch, Secretary of State, Public Lands, Archival Land Records	Files related to land descriptions that are inadequate and records relating to sixteenth section land in each county, and an index to land patents from the federal government to individuals within the state.	Hold three (3) years, then transfer to State Archives.	SoS: 3318, 6265, 6266, 6267
G307	Executive Branch, Secretary of State, Public Lands, Cancelled Patent Applications	Applications for patents on state-owned land not accepted.	Hold three (3) years, then destroy.	SoS: 3319
G308	Executive Branch, Secretary of State, Public Lands, Permanent Land Records	Various property-related documents including deeds, patents, land grants, abstracts, Swamplands, survey notes, maps, tax forfeited lands, plats, claim records, school land files, and files disclaiming any claim to a title to land that the state may or may not have possessed in the past.	Hold permanently.	SoS: 678, 679, 682, 683, 684, 685, 686, 688, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 717, 718, 719, 720, 721, 758, 759, 760
G309	Executive Branch, Secretary of State, Regulation & Enforcement, Administrative Code	This series includes rule filings from all state agencies, boards, or commissions. These filings are published in the Administrative Bulletin and the Administrative Code. Rule filings are sent to the Secretary of State as electronic files with rule text and approved forms.	Annually transfer to State Archives.	SoS: 6111

		The Administrative Bulletin collects all filed rules, while the Administrative Code contains only the rules that are currently in effect.		
G310	Executive Branch, Secretary of State, Regulation & Enforcement, Preneed Files	This series covers the Preneed Merchandise, Services, receivership, Perpetual Care Cemeteries, Scrap Metal Dealers, and Athlete Agent entities and individuals. Includes are registration, legal, examination, and preneed loss recovery files.	Hold seventy-five (75) years, then destroy.	SoS: 6112, 6113, 6114, 6115, 6116
G311	Executive Branch, Secretary of State, Securities, Investigative Files	This series includes files from investigating and litigating securities fraud cases. It may contain investigatory interviews, accounting records, depositions, transcribed notes, questionnaires, and related materials.	Hold twenty (20) years after completion of investigation or appeal, then destroy.	Secretary of State: 6295
G312	Executive Branch, Secretary of State, Securities, Opinion Letters and Legal Files	This series includes files related to either legal action for entities and individuals, or where no action determinations were made. Includes notification, correspondence, consent orders, hearing enforcement letters, denial or revocation of licensure, copies of forms, agreements, contracts, and interpretations of the Mississippi Securities Act or the rules promulgated thereunder.	Hold fifty (50) years, then destroy.	Secretary of State: 6298, 6299
G313	Executive Branch, Secretary of State, Securities, Registration and Audit Files	This series includes registration and licensing files for entities and individuals selling securities products. It contains applications, renewals, amendments,	Hold seven (7) years after closing of offering, approval or renewal, then destroy.	Secretary of State: 6296, 6297

		terminations, communications, and related materials.		
G314	Information Technology, DFA, Security Authorizations	This series consists of forms related to security authorizations for state agencies. Security contact authorizations are requests from agency directors for staff access. Individual Access authorization forms are issued to agency staff for access to specific applications.	Authentically reproduce, verify and dispose of paper files. Hold Security Contact authorizations in document management system five (5) years, then dispose at the end of the fiscal year. Hold Individual Access authorizations five (5) years beyond permissions granted to employees, then dispose. Audit must have been released three (3) years prior to disposal.	DFA: 5121
G315	Vehicle Files, Aircraft Logs	This series consists of files related to flight logs and logoff use of state aircraft. Included are files related to passenger information, miles traveled, fuel consumed, cost per hour of operation, stops made, start and termination of trips, etc.	Hold three (3) years after audit, then transfer to State Archives.	DFA: 2935, 4113

Amendments to Existing General Schedules

Number	Title	Description	Disposition	Schedules to be amended
G30	Annual Reports	The series includes annual reports of all state agencies, boards and commissions, <u>PK-12 Attendance Reports</u> , <u>ACT Test Scores</u> , etc.	Each agency shall provide one (1) copy of each report to the State Archives and the State Library Commission annually. Any files subject to state or federal audit may be held until the conclusion of the audit, then transferred.	Amends G30 Education: 1272, 2116, 3396, 4385, 4549
G14	Personnel Files - Active	Included are: Application for employment, personnel data summary, attendance records, personnel actions, performance evaluations, cumulative leave records, discipline record, letters of commendation, payroll deduction data, bonds, training records, <u>Learning, Enrichment, and Progress (LEAP)</u> , <u>State Education Assistance Program (SAEP)</u> , etc.	Hold until separated from employment; then transfer to Personnel Files - Separated Employees. Active personnel files may be routinely purged of the following material three (3) years after receipt: Request for Leave, Cumulative Leave Records, Attendance Records, and Performance Evaluations.	Amends G14 Education: 4379 Marine Resources: 6008
G15	Personnel Files - Separated Employees	Included are: Application for employment, personnel data summary, attendance record, personnel actions, performance evaluations, cumulative leave records, discipline record, letters of commendation, payroll deduction data, bond, training records, <u>LEAP</u> , <u>SAEP</u> , etc.	Hold six (6) years PROVIDED personnel reference data is maintained by agency for all employment activity prior to 1978. The information retained must include employee name, social security number, date of birth, race, sex, job titles, dates held, salary history, and termination date. This information is maintained by the State Personnel Board for	Amends G15 Marine Resources: 6008

			<p>personnel actions after 1977. Personnel reference information should be retained for a period of fifty-five (55) years. Personnel summary data may be retained in any format and media selected by the agency. NOTE: Personnel files for separated employees may be transferred to the State Records Center for storage until the expiration of the six-year period. All files transferred to the State Records Center MUST contain certification from the agency that personnel summary data has been prepared for all files dated prior to 1978.</p>	
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MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

MINUTES OF A MEETING OF THE STATE GOVERNMENT RECORDS COMMITTEE

Thursday, July 17, 2025

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, July 17, 2025, in a virtual environment using Zoom. David Pilcher, representing MDAH Executive Director Katie Blount, chaired the Committee. Bob Dent, head, Government Records Section, Archives and Records Services Division (A&RS), presented the agenda for the meeting.

The following members of the Committee were present:

David Pilcher, Director of Archives & Records Services, MDAH
David Trewolla, representing the Dept. of Health – Vital Records
Joseph Sclafani, representing the Honorable Tate Reeves, Governor
Lauren Armstrong, Secretary of State
Mark Johnson, Office of the Auditor

The following visitors were present:

Ashley Quinn, Dept. of Human Services
Jennifer Thompson, Dept. of Agriculture
Maddie Klutts, Library Commission
Marsha Brown, MS Public Service Commission
Nathan Benson, Dept. of Agriculture
Vonkeshia Hyatt, MSU

The following staff of MDAH were present:

Bob Dent, Government Records, A&RS
Caroline Gray-Primer, A&RS
Julie Dees, A&RS
Nikki Maxwell, Government Records, A&RS
Tommy Goodwin, Administration

- I. Mr. Pilcher recognized a quorum, called the meeting to order, and welcomed all present.
- II. Minutes of the April 16, 2025, meeting were presented to the Committee. Upon motion to amend the minutes of April 16, 2025 to change the language on page five from “approve” to “adjourn,” Joseph Sclafani moved to approve, and David Trewolla seconded. The Committee unanimously approved the minutes.
- III. Mr. Pilcher acknowledged an opportunity for public comment. Mr. Dent indicated that no public comments were received prior to the meeting.
- IV. Mr. Dent presented the remainder of the schedules for the Committee’s consideration:
 - A. Proposed General Schedules:
 - a. G250. Cultural Resources, Library Service Files
 - b. G251. Cultural Resources, Library Materials Files

- c. G252. Cultural Resources, Talking Book Services Files
- d. G253. Economic Development, Project Files
- e. G254. Economic Development, Survey, Research Data, and Directories
- f. G255. Information Technology, Helpdesk Files
- g. G256. Information Technology, Backup Files
- h. G257. Information Technology, Systems Management
- i. G258. Information Technology, Project Plans
- j. G259. Law Enforcement, State Inmate Master Files
- k. G260. Law Enforcement, State Inmate Daily Activity Files
- l. G261. Licensure, Cooperative Agreement
- m. G262. Licensure, Internship Files
- n. G264. Military & Veterans, State Business Operations
- o. G265. Military & Veterans, Mobilization Readiness
- p. G266. Personnel, Residency Files
- q. G267. Administrative Procedures Act, Administrative Code

Lauren Armstrong moved to approve, and Mark Johnson seconded. The Committee unanimously approved the new proposed general schedules.

B. Amendments to Existing General Schedules:

- a. G191 - Client Participation
 - i. Reduce retention from 5 years to 3 years after case is closed, which is consistent with 42 CFR 431.17(c) and 2 CFR 272.1(f).
- b. G180 - Video/Audio Recordings
 - i. Law Enforcement G180 & G182. Combine the two types of recordings.
- c. G237 - Criminal Case Files
 - i. Amend from April 2025 meeting from death of individual to ten (10) years after close of case. Rename the title to Attorney Work Product, Criminal Files.
- d. G33 – Directors’ and University Executive Officers’ Files
 - i. Amend to include all executive officers at a university; and the disposition to read: Records of executive officers shall be transferred to the University archives at a schedule determined by each university.
- e. G14 – Personnel Files, Active
 - i. Amend description to include the words LEAP and SEAP.
- f. G15 – Personnel Files, Separated
- g. Amend description to include the words LEAP and SEAP

Joseph Sclafani moved to approve, and Lauren Armstrong seconded. The Committee unanimously approved the amendments to existing general schedules.

C. Proposed amendments to existing agency schedules

- a. Secretary of State – no. 6046
 - i. Hold files one (1) year after case is closed, transfer to the State Records Center for seven (7) years, then dispose.
- b. Secretary of State – no. 6045
 - i. Hold files in the electronic repository for seven (7) years after approval, then dispose.

Lauren Armstrong moved to approve, and Mark Johnson seconded. The Committee unanimously approved the amendments to existing general schedules.

D. Amendments to Existing Agency Schedules to follow approved general schedules:

- a. Accounting and Budget – G131
 - i. Agriculture & Commerce – no. 1788
 - ii. Archives & History – nos. 4147, 4158
 - iii. Human Services – nos. 2668, 2745, 2746, 3830
 - iv. Institutions of Higher Learning - no. 2539
- b. Accounting & Budget – G132
 - i. Human Services – no. 3943
- c. Administration, Director's Files – G33
 - i. Library Commission – no. 4068
 - ii. Public Universities – no. 5701
- d. Administration, Grant Files – G128, G129
 - i. Forestry – no. 5333
- e. Administration, Multiple Series – G5, G89, G90, G117, G106, G62, G14, G15, G16, G67, G68, G92, G93, G94, G95, G96, G97, G98, G99, G131, G132, G166, G167
 - i. Corrections – nos. 3810, 3817, 4360
- f. Administration, Subject Files and Staff Desk Reference Files – G89, G90
 - i. Agriculture & Commerce – no. 3507
 - ii. Medicaid – nos. 1634, 2609, 2718, 2720, 2722, 2723, 2754, 2755, 2756, 3457, 5557
- g. Administration and APA G23-G26; G106
 - i. Dept. of Revenue – no. 45
- h. Administrative Procedures Act. Agency Orders, Declaratory Opinions - G23, G24
 - i. Dept. of Revenue – no. 4638
- i. Administrative Procedures Act. Rule-Making Docket and Record – G25, G26
 - i. Dept. of Revenue – nos. 43, 4643
- j. Administrative Procedures Act, Administrative Code – G267
 - i. Secretary of State – no. 6111
- k. Contracts – G158
 - i. Human Services – nos. 4315, 4316
- l. Cultural Resources, Library Service Files – G250
 - i. Library Commission – nos. ~~3972~~, 4036, 4081, 4082
- m. Cultural Resources, Library Materials Files – G251
 - i. Library Commission – nos. 4038, 4041
- n. Cultural Resources, Talking Book Services Files – G252

- i. Library Commission – nos. 3963, 3966, 3967, 3968, 3969, 3970, 3972, 3973, 3975, 3979
- o. Economic Development, Project Files – G253
 - i. MDA – nos. 3701, 3702, 3703, 3782, 3783, 3784, 4537, 5312, 5321, 5420, 5417, 5421, 5452, 5456, 6209, 6222
- p. Economic Development, Survey, Research Data and Directories – G254
 - i. MDA – no. 6213
- q. Family Support Services, Client Participation – G191
 - i. Human Services no. 5463
 - ii. Medicaid – nos. 1633, 5501
- r. Grants – G127, G128, G129, as applicable
 - i. MDA – no. 5228
- s. Healthcare, Patient Records – G153, G154
 - i. Human Services – nos. 1040, 1043
- t. Information Technology, Helpdesk Files – G255
 - i. Archives & History. – no. 5002
 - ii. Human Services – no. 3173
- u. Information Technology, Backup Files – G256
 - i. Archives & History – nos. 1539, 4999
 - ii. Education – no. 2535
 - iii. Judicial Performance Commission – no. 2459
 - iv. Wildlife, Fisheries and Parks – no. 1656
- v. Information Technology, Systems Management – G257
 - i. Archives & History – no. 4909
 - ii. Education – no. 2534
 - iii. Mental Health – no. 5193
 - iv. Public Service Commission – no. 3306
 - v. Rehabilitation Services – no. 208
- w. Information Technology, Project Plans – G258
 - i. ITS – nos. 3131, 6303
- x. Law Enforcement – G168-G176; G180-G182
 - i. Dept. of Revenue – no. 143
- y. Law Enforcement, State Inmate Master Files – G259
 - i. Corrections – nos. 2602, 2886, 6192
- z. Law Enforcement. Inmate Daily Activity Files – G260
 - i. Corrections – no. 5045
- aa. Legal, Administrative Hearing – G247

- i. Human Services – no. 2664
- bb. Legal, Civil Litigation – G130
 - i. Animal Health – no. 4272
 - ii. Secretary of State – nos. 4958, 6145
- cc. Licensure – G140, G141, G142, G143, as applicable
 - i. Agriculture & Commerce – nos. 914, 1589, 1603, 1605, 1608, 1783, 1784, 1785, 1786, 1790, 1794, 1796, 2146, 2147, 2148, 2149, 2150, 2151, 2154, 2156, 2157, 2159, 2160, 2175, 2176, 2177, 2178, 2488, 2492, 2493, 2495, 2496, 2543, 2633, 2634, 2913, 2916, 2918, 2919, 2920, 2921, 3379, 3380, 3381, 3383, 3384, 3415, 3512, 4356, 4357, 5928, 5929
 - ii. Animal Health – no. 2484
 - iii. Dept. of Revenue – no. 49
- dd. Licensure, Cooperative Agreement G261
 - i. Real Estate – no. 1406
- ee. Licensure, Discipline – G145; Law Enforcement – G168-G178
 - i. Agriculture & Commerce – no. 3511
- ff. Licensure, Internship Files – G262
 - i. Engineers and Land Surveyors – nos. 5898, 5899
- gg. Loans, Reports; Unfunded; Funded – G124, G125, G126
 - i. Institutions of Higher Learning – nos. 5465, 5466
- hh. Military & Veterans, State Business Operations – G264
 - i. Military Department – nos. 4731, 4732
 - ii. Military & Veterans, Mobilization Readiness – G265
 - i. Military Department – no. 2613
- jj. Personnel, Active and Separated – G14 & G15
 - i. Marine Resources – no. 6008
- kk. Personnel, Administrative – G16
 - i. Archives & History – nos. 4161, 4162
 - ii. Institutions of Higher Learning – no. 5167
- ll. Personnel, Medical Residency Files – G266
 - i. UMMC - nos. 3375, 3659, 3663, 3664, 3665, 3666, 3779
- mm. Public Relations – G53, G54, G55, G56
 - i. Library Commission – no. 4032
- nn. Public Relations – G54 Public Relations Working Files
 - i. Agriculture and Commerce – no. 2161
- oo. Public Relations – G55 Agency Publications

- i. Agriculture and Commerce – nos. 2162, 2489, 3509

pp. Public Relations – G56 History Files: Agency

- i. Library Commission – no. 3971

Joseph Sclafani moved to approve, and Lauren Armstrong seconded. The Committee unanimously approved the amendments.

E. Proposed Schedules to Change Agency Responsibility

- i. DHS to CPS – nos. 3794, 5070, 5071, 5076, 5078, 5083, 5168

Mark Johnson moved to approve, and Lauren Armstrong seconded. The Committee unanimously approved the amendments.

F. Proposed Schedules to Abolish: Functions are no longer performed.

- i. Agriculture & Commerce – nos. 2540, 2679, 3508, 4674, 4675
- ii. Animal Health – no. 2601
- iii. Development Authority – no. 5458
- iv. Human Services – nos. 376, 384, 523, 524, 543, 1035, 1044, 1045, 2747, 2748, 3920, 4001, 4002, 6300
- v. Institutions of Higher Learning – nos. 780, 783, 789, 1010
- vi. Library Commission – nos. 3965, 4037
- vii. Mississippi Business Finance Corporation – nos. 4519, 4533
- viii. Parole Board – no. 3797
- ix. Revenue – nos. 120, 127, 128, 1330
- x. Secretary of State – no. 4972
- xi. State Personnel Board – nos. 2782, 2794, 2800, 2801, 2803, 2805, 2807, 2819, 2821, 2824, 2828, 2836, 2838, 2849, 2852, 5386, 5422,
- xii. UMMC – nos. 2282, 2292, 2293, 2294, 2295, 2296, 2303, 2307, 2389, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2433, 2434, 2435, 2436, 2501, 2502, 2503, 2504, 2505, 2507, 2508, 2585, 2592, 2593, 2595, 2596, 2674, 2695, 2696, 2926, 3657, 3658, 3660, 3986, 4500, 6224
- xiii. Veterans' Affairs Board – no. 5345

Joseph Sclafani moved to approve, and Lauren Armstrong seconded. The Committee unanimously approved the amendments.

G. Off-Site Lease Applications: None at this time

H. Meeting Dates

- a. 2025 Meeting Dates: Oct 23rd
- b. 2026: January 15th, April 16th, July 16th, October 22nd

I. Other Business

J. Adjournment

Lauren Armstrong moved to adjourn, and Joseph Sclafani seconded. The Committee unanimously approved the amendments.

Katie Blount, Chair