

How to Join this Public Meeting

Mississippi State Records Committee Meeting

January 15, 2026

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#public-records>

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AGENDA
STATE RECORDS COMMITTEE
January 15, 2026

1. Call to Order
2. Minutes of Meeting on October 23, 2025
3. Public Comment
4. Application for Disposition / Records Control Schedules (see page 7)
 - A. Proposed General Schedules
 1. G320. Cultural Resources, Museums, Administrative Files
 2. G321. Education, Public Universities, Administrative University & Governance Documentation Files
 3. G322. Education, Public Universities, Academic Bulletins & Diploma Records
 4. G323. Education, Public Universities, Construction & Design
 5. G324. Education, Public Universities, Facility Operations
 6. G325. Education, Public Universities, Research Projects & Survey Documentation
 7. G326. Education, Public Universities, Student Academic & Support Records
 8. G327. Education, Public Universities, Student Athletics & Compliance Records
 9. G328. Education, Public Universities, Student Financial & Institutional Fiscal Records
 10. G329. Healthcare, Patient Health Records
 11. G330. Legal, Attorney General, Attorney General Opinions
 12. G331. Legal, Attorney General, Banking Case Files
 13. G332. Legal, Attorney General, Compensation Files
 14. G333. Legal, Attorney General, Complaints & Investigations
 15. G334. Legal, Attorney General, Criminal Litigation Case Files
 16. G335. Legal, Attorney General, Reapportionment Litigation Files
 17. G336. Personnel, Employee Appeals
 18. G337. Personnel, Volunteers
 19. G338. Public Relations, Historical
 20. G339. Public Relations, Temporary
 - B. Amendments to General Schedules (see page 11)
 1. G250 – Library Service Files
 - a. Amend description to include staff, section, and division reports for archives and libraries.
 2. G15 – Personnel Files, Separated
 - a. Amend description to include new, expanded language...

3. G90 – Staff Desk Reference Files
 - a. Amend description to include equipment manuals.
 4. G246 – Physical Plant
 - a. Amend description to include environmental monitoring records.
 5. G228 – Project Files, State-Owned Facilities:
 - a. Amend description to include grounds work and maintenance files.
 6. G329 – Healthcare, Patient Health Records
 - a. Merge G149, G150, G151, G153, G154
- C. Proposed amendments to existing agency schedules to follow approved general schedules:
1. Accounting and Budget – G131
 - a. Archives & History – no. 4930
 - b. Health – nos. 1531, 2518
 2. Accounting & Budget – G131, G132, as applicable
 - a. Medicaid – nos. 1464, 1465, 1466, 5556
 3. Administration, Subject Files and Staff Desk Reference Files – G89, G90
 - a. Archives & History – nos. 4870, 4896, 4922, 6241
 - b. Education – no. 838
 - c. Health – no. 2517
 - d. IHL – no. 6070
 - e. MEMA – no. 160
 4. Administration, Official & Executive Subject Files – G88
 - a. MEMA – no. 3405
 5. Administration, Programmatic Quality Control – G184
 - a. Medicaid – nos. 2721, 3459
 6. Administration, Transitory Correspondence – G62
 - a. Archives & History – no. 4863
 - b. Medicaid – nos. 1638, 5529, 5579, 5584
 7. Administrative Procedures Act, Rule-Making Records – G26
 - a. Medicaid – no. 5564
 8. Buildings, Construction, and Facilities – G228, G231, G232, as applicable
 - a. Archives & History – nos. 2676, 4793, 4872, 4898, 5004
 - b. IHL – no. 6225
 9. Buildings, Construction, and Facilities - G246
 - a. Archives & History – no. 4856

- b. UMMC – no. 3494
- 10. Contracts – G158
 - a. MEMA – no. 169
- 11. Cultural Resources, Library Service Files – G250
 - a. Archives & History – nos. 4825, 4851, 4871, 6242, 6243, 6305
- 12. Education, PK-12, Programmatic Files – G276
 - a. Education – nos. 880, 881, 887
- 13. Education, Public Universities, Administrative University & Governance Documentation Files – G321
 - a. IHL – nos. 574, 5717, 5720, 5746, 5822, 5823, 5831, 5862, 5863, 5864
- 14. Education, Public Universities, Academic Bulletins & Diploma Records – G322
 - a. IHL – nos. 5689, 6188
- 15. Education, Public Universities, Construction & Design – G323
 - a. IHL – nos. 6226, 6227, 6228, 6229, 6230
- 16. Education, Public Universities, Facility Operations – G324
 - a. IHL – nos. 6232, 6233, 6234, 6235
- 17. Education, Public Universities, Research Projects & Survey Documentation – G325
 - a. IHL – nos. 5641, 5642, 5826, 5868, 5982, 5984
- 18. Education, Public Universities, Student Academic & Support Records – G326
 - a. IHL – nos. 5635, 5855, 5892, 5962, 6311
- 19. Education, Public Universities, Student Athletics & Compliance Records – G327
 - a. IHL – nos. 5603, 5604, 5752
- 20. Education, Public Universities, Student Financial & Institutional Fiscal Records – G328
 - a. IHL – nos. 5464, 5467, 5939, 5953, 5955, 5990, 5991, 5992, 5993, 6316
- 21. Family Support Services, Client Participation – G191
 - a. Medicaid – nos. 4553, 4554, 5080, 5081, 5082, 5562, 5568, 5569, 5570, 5571, 5576
- 22. Family Support Services, Cost Reports – G192
 - a. Medicaid – nos. 4557, 4558, 4559, 4560, 5532, 5535, 5541, 5542, 5558
- 23. Family Support Services, Programmatic Audits & Investigations – G196
 - a. Medicaid – nos. 1641, 2095, 3460, 4336, 5543, 5545, 5546, 5547, 5549, 5550, 5551, 5552, 5553, 5554, 5555, 5566, 5580
- 24. Family Support Services, Provider Participation – G197

- a. Medicaid – nos. 1639, 1755, 4326, 4327, 4328, 4329, 4330, 4334, 4335, 4551, 4552, 5540, 5548, 5559, 5560, 5561, 5572, 5577, 5581, 5582, 5583, 6094, 6223
- 25. Grants, Loans, & Tax Incentive Programs, Grant Applications & Closeout Reports (Awarded) – G119
 - a. Archives & History – no. 2865
- 26. Grant Operating Files (Awarded – Routine) – G120
 - a. IHL – no. 5982
- 27. Healthcare, Patient Records. Adults and Minors – G153, G154, as applicable
 - a. Health – nos. 1520, 1521, 2347, 2923, 3652, 5886, 5895, 5896
- 28. Information Technology, Systems Management – G257
 - a. Archives & History – no. 5010
- 29. Inspection Records, G233, G235; Licensure Files – G141
 - a. Health – no. 5101
- 30. Inspection Records, Agency Copies – G235
 - a. Health – nos. 1057, 1730, 2333, 2636, 6021
- 31. Law Enforcement, Video/Audio Recordings – G180
 - a. Archives & History – no. 4511
- 32. Legal, Administrative Hearings – G247
 - a. Medicaid – no. 5573
- 33. Legal, Attorney General, Attorney General Opinions – G330
 - a. AG – nos. 1534, 3179
- 34. Legal, Attorney General, Banking Case Files – G331
 - a. AG – no. 399
- 35. Legal, Attorney General, Compensation Files – G332
 - a. AG – nos. 4514, 5932
- 36. Legal, Attorney General, Complaints & Investigations – G333
 - a. AG – nos. 2645, 2646, 6250, 6251, 6252, 6260
- 37. Legal, Attorney General, Criminal Litigation Case Files – G334
 - a. AG – nos. 2643, 2644, 2725, 2726, 2731, 3559
- 38. Legal, Attorney General, Reapportionment Litigation – G335
 - a. AG – no. 2642
- 39. Legal, Civil Litigation – G130

- a. AG – nos. 2647, 2648, 3560
- 40. Legal, Contracts – Healthcare Services – G160
 - a. Medicaid – nos. 4331, 4332, 4347, 5025, 5563, 5578
- 41. Legal, Lease – Equipment – G164
 - a. MEMA – no. 624
- 42. Licensure – G141
 - a. Health – nos. 1097, 4572, 5102, 5104
- 43. Licensure – G141, G142, as applicable
 - a. Health – nos. 1732, 5100, 6022
- 44. Licensure, Permits – G143
 - a. Health – nos. 1056, 6023
- 45. Personnel, Time Management – G201
 - a. Archives & History – no. 4889
 - b. Military – nos. 4428, 4430
- 46. Personnel, Applicant Selection Process – G85
 - a. Archives & History – no. 4899
- 47. Personnel, Separated Employees – G15
 - a. Archives & History – no. 4171
- 48. Personnel – G14, G15, G16, G20, G21
 - a. Health – nos. 2742, 3334
- 49. Personnel, Volunteers – G337
 - a. Archives & History – nos. 4808, 4897
 - b. Mental Health – nos. 5291, 5292
- 50. Procurement – G165, G166, G167, as applicable
 - a. MEMA – no. 619
- 51. Public Relations, Historical – G338
 - a. Existing General Schedules – nos. G53, G55, G56, G57, G58, G63
 - b. MEMA – no. 644
- 52. Public Relations, Temporary – G339
 - a. General Schedules – nos. G54, G64
- 53. State Plan – G29
 - a. MEMA – no. 627
- 54. Training – G113, G202, G203, as applicable

- a. Archives & History – no. 5001
 - b. UMMC – no. 2891
- 55. University Records, Registrar: Permanent Student Records – G248
 - a. IHL – nos. 5934, 5935
- 56. University Records, All Departments & Offices: Tests, Examinations, & Quizzes – G249
 - a. IHL – no. 6312
- 57. Vital Records, Death Records & Indexes – G238, G240
 - a. Health – no. 5041
- 58. Vital Records, Marriage & Divorce Records – G239
 - a. Health – no. 3466, 5040
- D. Schedules to change agency responsibility
 - 1. 3479. Public Service Commission to MDOT
- E. Proposed Schedules to Abolish – no longer created or received
 - 1. Archives & History – no. 3279
 - 2. Education – no. 883
 - 3. Health Department – nos. 1051, 1053, 1059, 1060, 1739, 2101, 2105, 2106, 2520, 2546, 2637, 2714, 2890, 3117, 3364, 3766, 4137, 4139, 4140, 4142
 - 4. Institutions of Higher Learning – no. 5166
 - 5. Medicaid – no. 5533
 - 6. MEMA – nos. 156, 162, 163, 615, 625, 628, 629, 630, 632, 633, 634, 640
 - 7. Public Service Commission – no. 3004
- F. Off-Site Lease Applications: None.
- G. Meeting Dates
 - 1. 2026: April 16th, July 16th, October 22nd
- H. Other Business
- I. Adjournment

General Schedules

Number	Title	Description	Disposition	Schedules to be amended
G320	Cultural Resources, Museums, Administrative Files	This series consists of administrative files for each site and section. This series assists the staff with the daily operation and administration of the site or section. Included are accreditation files, incoming and outgoing correspondence, photographs, blueprints, maintenance records, restoration files, exhibit files, volunteer information, tour schedules, guest books and comment cards.	Hold permanently. Policies follow G106, G117, G118 Grants follow: G119, G120, G121, G125, G126, G127, G128, G129 Volunteer records follow G337 Tour Schedules are temporary	Archives & History: 4794
G321	Education, Public Universities, Administrative University and Governance Documentation Files	Records documenting executive-level planning, policy development, organizational structure, and official communications within university governance.	Hold paper files and electronic files in the current files area one (1) year, then transfer to University Archives.	IHL: Administration 574; Public Universities 5717, 5720, 5746, 5822, 5823, 5831, 5862, 5863, 5864
G322	Education, Public Universities, Academic Bulletins & Diploma Records	Records include undergraduate and graduate bulletins outlining degree requirements and course descriptions, as well as documentation related to returned diplomas and requests for replacements. This may include request forms, legal name change documents, and related correspondence.	Retain two (2) paper copies of bulletins annually and transfer to the University Archives for permanent retention; retain electronic copies permanently in the Registrar's Office. Image diploma request records and retain the digital copies permanently; dispose of paper files after verification.	IHL: 5689, 6188
G323	Education, Public Universities, Construction & Design	This series includes documentation related to the design, construction, and maintenance of university facilities. Records may include design development drawings, construction photographs and	Retain design development files for three (3) years after project completion and construction photographs and slides for six (6) years, then transfer a representative sample of dated	IHL: 6226, 6227, 6228, 6229, 6230

		slides, architectural renderings, schematics, and utility records.	and identified photographs to the University Archives and dispose of the rest. Transfer finalized architectural renderings to the University Archives and dispose of unrealized designs. Retain schematics and utility records permanently, with one copy of schematics transferred to the University Archives upon project completion.	
G324	Education, Public Universities, Facility Operations	This series includes the facility training materials, fire protection documentation, equipment and product warranties.	Hold until lapse of administrative need.	IHL: 6232, 6233, 6234, 6235
G325	Education, Public Universities, Research Projects and Survey Documentation	Records related to funded and unfunded research, institutional surveys, and reporting.	Hold seven (7) years after project closeout or submission, then dispose.	IHL: 5641, 5642, 5826, 5868, 5982, 5984
G326	Education, Public Universities, Student Academic and Support Records	Records documenting student academic progress, course content, and academic evaluations, and files related to student grievances, accommodations, and incomplete registrations.	Hold five (5) years after resolution or graduation, then dispose.	IHL: 5635, 5855, 5892, 5962, 6311
G327	Education, Public Universities, Student Athletics and Compliance Records	Records documenting student athlete participation, training, and compliance with athletic regulations.	Hold five (5) years after resolution or graduation, then dispose.	IHL: 5603, 5604, 5752
G328	Education, Public Universities, Student Financial and Institutional Fiscal Records	Records related to student financial aid, tuition, internal and external financial reporting, and institutional fiscal operations.	Hold seven (7) years after final action or audit, then dispose.	IHL: 5464, 5467, 5939, 5953, 5955, 5990, 5991, 5992, 5993, 6316
G329	Healthcare, Patient Health Records	This series consists of adult and minor patient records, regardless of clinical setting and may include	Hold ten (10) years, then dispose.	Healthcare: G149, G150, G151, G153, G154

		charts, notes, injury, illness, disease, diagnoses, treatment plan, lab results for facilities operated by the state.		
G330	Legal, Attorney General, Attorney General Opinions	Official opinions issued by the Attorney General, including requests, responses, and indexes. Opinion notes must be weeded prior to archival transfer.	Hold fifteen (15) years; then transfer to State Archives.	AG: 1534, 3179
G331	Legal, Attorney General, Banking Case Files	Legal documentation related to bank liquidations and related proceedings.	Hold ten (10) years; then transfer to State Archives. Attorneys to remove all work product prior to transfer.	AG: 399
G332	Legal, Attorney General, Compensation Files	Compensation and assistance records for injured law enforcement officers, firefighters, and victims of criminal acts.	Hold ten (10) years, then destroy.	AG: 4514, 5932
G333	Legal, Attorney General, Complaints & Investigations	Files related to ethics complaints, consumer protection cases, and investigations referred to by the Ethics Commission. Includes attorney work product, forms, notices, and correspondence.	Hold three (3) years after investigation or audit is closed, then destroy.	AG: 2645, 2646, 6250, 6251, 6252, 6260
G334	Legal, Attorney General, Criminal Litigation Case Files	Case files related to criminal proceedings, including death penalty, habeas corpus, post-conviction, and extradition cases. Includes briefs, pleadings, depositions, medical and psychiatric records, police reports, and correspondence.	Hold five (5) years after case is closed, then transfer to State Archives. Contact an MDAH archivist prior to transfer.	AG: 2643, 2644, 2725, 2726, 2731, 3559
G335	Legal, Attorney General, Reapportionment Litigation	Case files documenting legal challenges and proceedings related to legislative and congressional redistricting. Includes court filings, legal briefs, expert reports, maps, correspondence, and final rulings.	Hold fifteen (15) years after case is closed, then transfer to State Archives.	AG: 2642

G336	Personnel, Employee Appeals	This series includes files related to an employee appeal contesting adverse personnel actions or specific grievances referencing the state employee handbook.	Hold five (5) years after settlement of the case, then dispose.	
G337	Personnel, Volunteers	This series consists of files related to volunteer and docent programs. These programs include general volunteer services, educational docents, and personal engagement initiatives such as Adopt-A-Friend. Documentation may include volunteer applications, training manuals, background checks, participation logs, schedules, correspondence, and program-specific materials.	Hold until lapse of administrative needs, then destroy. Hold background check documentation according to Personnel schedules G109 and G110, as applicable.	Archives & History: 4808, 4897 IHL: 6102 Mental Health: 5291, 5292
G338	Public Relations, Historical	This series consists of official public communications and materials documenting the agency's public presence and historical significance. Records may include press releases, speeches by executive-level officials, agency publications, social media posts, newsletters, brochures, invitations, programs, photographs, narratives, and other documentation of significant events. Formats may include print, electronic, audio, or audiovisual.	Annually transfer to State Archives. Annually transfer one copy of all publications to the Mississippi Library Commission in compliance with MS Code 25-51-1.	General Schedules: G53, G55, G56, G57, G58, G63
G339	Public Relations, Temporary	These records are administrative or preparatory in nature and include drafts, layouts, production materials, working papers, mailing lists, or other records used to prepare a final document.	Hold until final copy is prepared and distributed, or file is superseded, then destroy.	General Schedules: G54, G64

Amendments to Existing General Schedules

Number	Title	Description	Disposition	Schedules to be amended
G15	Personnel Files - Separated Employees	Included are applications for employment, personnel data summary, attendance record, personnel actions, performance evaluations, <u>circumstantial files of occurrences involving employees, volunteers, docents or contract employees</u> , cumulative leave records, discipline record, letters of commendation, payroll deduction data, bond, training records, LEAP, SAEP, 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 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. PL 95-454 (S 2640)	Amends G15 Archives: 4171

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

MINUTES OF A MEETING OF THE STATE GOVERNMENT RECORDS COMMITTEE

Thursday, October 23, 2025

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, October 23, 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
Mark Johnson, Office of the Auditor

The following visitors were present:

Jennifer Wittmann, Marine Resources

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

- I. Mr. Pilcher recognized a quorum, called the meeting to order, and welcomed all present.
- II. Minutes of the July 17, 2025 meeting were presented to the Committee. 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. G268. Banking & Mortgage, Permanent Institutional Records
- b. G269. Banking & Mortgage, Regulatory Oversight
- c. G270. Buildings, Construction and Facilities, Airport Facility Files
- d. G271. Buildings, Construction and Facilities, Airport Improvement Files
- e. G272. Education, PK-12, Assessment
- f. G273. Education, PK-12, Due Process Hearings
- g. G274. Education, PK-12, Educable Child Files
- h. G275. Education, PK-12, Programmatic Audits
- i. G276. Education, PK-12, Programmatic Files

- j. G277. Education, Pk-12, Programmatic Loans
- k. G278. Education, PK-12, School & Student Data
- l. G279. Education, Pk-12, School Surveys
- m. G280. Education, PK-12, Student Organizations
- n. G281. Education, PK-12, Transformation & Improvement
- o. G282. Education, Charter School Authorizer Board, Foundational Records
- p. G283. Education, Charter School Authorizer Board, Support and Oversight
- q. G284. Education, Community College Board, Activity Files, Intercollegiate Athletic Files
- r. G316. Education, Community College Board, Activity Files, Non-Athletic Files
- s. G285. Education, Community College Board, Athletic Eligibility Forms
- t. G286. Education, Community College Board, Course Numbering and Approval
- u. G287. Education, Community College Board, Enrollment Audit
- v. G288. Education, Community College Board, Programmatic Approval
- w. G289. Education, Community College Board, Proprietary School Files
- x. G290. Executive Branch, Governor's Records, Governor's Office Archival Files
- y. G291. Executive Branch, SoS, Administration, Extraditions, Revocations, and Prison Suspensions
- z. G292. Executive Branch, SoS, Administration, Governor's Proclamations & Orders
- aa. G293. Executive Branch, SoS, Administration, Holiday Proclamations
- bb. G294. Executive Branch, SoS, All Divisions, General Correspondence
- cc. G295. Executive Branch, SoS, Business Services, Archival Corporate Records
- dd. G296. Executive Branch, SoS, Business Services, Bonds and Notary Oaths
- ee. G297. Secretary of State, Business Services, Liquor Distillers' and Distributors' Reports
- ff. G298. Executive Branch, SoS, Business Services, Permanent Corporate Records
- gg. G299. Executive Branch, SoS, Business Services, UCC Codes and Statements
- hh. G300. Executive Branch, SoS, Charities & Securities, Charitable Registration & Enforcement
- ii. G301. Executive Branch, SoS, Corporations, Agent Appointment, Change and Resignation
- jj. G302. Executive Branch, SoS, Education & Publications, Appointments and Register of Commissions
- kk. G303. Executive Branch, SoS, Education & Publications, Legislative Acts and Enrolled Bills
- ll. G304. Executive Branch, SoS, Elections, Archival Election Records
- mm. G305. Executive Branch, SoS, Elections, Temporary Election Records
- nn. G306. Executive Branch, SoS, Public Lands, Archival Land Records
- oo. G307. Executive Branch, SoS, Public Lands, Cancelled Patent Applications
- pp. G308. Executive Branch, SoS, Public Lands, Permanent Land Records
- qq. G309. Executive Branch, SoS, Regulation & Enforcement, Administrative Code
- rr. G310. Executive Branch, SoS, Regulation & Enforcement, Preneed Files
- ss. G311. Executive Branch, SoS, Securities, Investigative Files
- tt. G312. Executive Branch, SoS, Securities, Opinion Letters & Legal Files
- uu. G313. Executive Branch, SoS, Securities, Registration and Audit Files
- vv. G314. Information Technology, DFA, Security Authorizations

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

B. Amendments to Existing General Schedules:

- a. G14 – Personnel Files, Active
 - i. Amend description to include the words Learn, Earn and Prosper (LEAP) and State Educational Assistance Program (SEAP).
- b. G15 – Personnel Files, Separated
 - i. Amend description to include the words LEAP and SEAP.

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

C. Proposed Amendments to Existing Agency Schedules to Follow Approved General Schedules:

- a. Accounting and Budget – G131
 - i. Archives & History – no. 4759
 - ii. DFA - nos. 1346, 2208, 2276, 2279, 3289
 - iii. Secretary of State – no. 3308
- b. Accounting & Budget; Contracts; Policies/Procedures – G131, G130, G106, G117
 - i. Education – no. 1684
- c. Accounting & Budget – G132
 - i. DFA – no. 1344
 - ii. Education – nos. 1301, 3580
 - iii. Mental Health – nos. 3868, 3884, 5208, 5262, 5264, 5265, 5267, 5269, 5270, 5277, 5279
 - iv. MDOT – nos. 1075, 1078, 3292
 - v. Wildlife, Fisheries and Parks – nos. 1661, 1679, 1682
- d. Accounting & Budget, Unofficial & Office Copies – G66
 - i. Community & Junior College Board – no. 3064
- e. Administration, Agency Legislative Files – G105
 - i. Education – nos. 2112, 3634, 3635
- f. Administration, Director's Files – G33
 - i. Community & Junior College Board – no. 3043, 3046
 - ii. DFA – nos. 2930, 2931, 4656, 4657
 - iii. Education – no. 2108
- g. Administration, Policy Development Files – G106
 - i. Archives & History – no. 4868
 - ii. Mental Health – no. 5379
- h. Administration, Strategic Plans – G104
 - i. Community & Junior College Board – no. 3063
- i. Administration, Subject Files and Staff Desk Reference Files – G89, G90
 - i. Archives & History – no. 4869

- ii. Community & Junior College Board – no. 3060
- iii. Mental Health – no. 5356
- iv. Secretary of State – no. 791

- j. Administration, Support Files and Minutes – G34, G35
 - i. IHL – no. 576

- k. Administration, Official & Executive Subject Files – G88
 - i. DFA – nos. 3520, 3521, 4654, 4655
 - ii. Education – nos. 2114, 3641

- l. Administrative Procedures Act. Agency Orders, Declaratory Opinions - G23 - 26
 - i. Wildlife, Fisheries and Parks – no. 1511

- m. Administration, Transitory Correspondence – G62
 - i. Education – nos. 1251, 3577, 3633

- n. Administration, Quality Control – Programmatic. G184
 - i. MDOT – nos. 1171, 1175

- o. Annual Reports – G30
 - i. Education – nos. 1272, 2116, 3396, 4385, 4549

- p. Banking & Mortgage, Permanent Institutional Records – G268
 - i. Banking & Consumer Finance – nos. 498, 500, 3298

- q. Banking & Mortgage, Regulatory Oversight – G269
 - i. Banking & Consumer Finance – nos. 499, 3299, 4737, 4738, 4739, 4740, 4741, 4742, 4743, 4744, 4957

- r. Buildings, Construction, and Facilities – G231
 - i. DFA – no. 3711

- s. Buildings, Construction, and Facilities – G229, G230, G231, as applicable
 - i. MDOT – nos. 1145, 1150, 1176, 1178, 1180, 1181, 1183, 1197, 1199, 1200, 1201, 1205, 1206, 1207, 1210, 1211, 1212

- t. Buildings, Construction, and Facilities – G232
 - i. MDOT – no. 1174

- u. Buildings, Construction, and Facilities; Airport Improvement Files – G271
 - i. MDOT – nos. 5516, 5524, 5527

- v. Buildings, Construction, and Facilities; Airport Facility Files – G270
 - i. MDOT – no. 5517

- w. Buildings, Construction, and Facilities - G246
 - i. Mental Health – nos. 3880, 3882, 5276, 5283

- x. Contracts – G158
 - i. DFA – no. 6140
 - ii. MDOT – no. 1177
- y. Contracts – G159
 - i. Archives & History – no. 4818
 - ii. Education – no. 1299
- z. Education, PK-12, Assessment – G272
 - i. Education – nos. 4543, 4545
- aa. Education, PK-12, Due Process Hearing – G273
 - i. Education – nos. 1686, 3627, 3628
- bb. Education, PK-12, Educable Child Files – G274
 - i. Education – no. 1700
- cc. Education, PK-12, Programmatic Audits – G275
 - i. Education – nos. 1426, 1436, 3919
- dd. Education, PK-12, Programmatic Files – G276
 - i. 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
- ee. Education, Pk-12, Programmatic Loans – G277
 - i. Education – no. 1258
- ff. Education, PK-12, School & Student Data – G278
 - i. Education – nos. 1717, 1723, 2385, 3322, 3357, 3442
- gg. Education, Pk-12, School Surveys – G279
 - i. Education – no. 3631
- hh. Education, PK-12, Student Organizations – G280
 - i. Education – nos. 3404, 3448, 3452, 3453, 3454
- ii. Education, PK-12, Transformation & Improvement – G281
 - i. Education – nos. 4387, 5503, 5504
- jj. Education, Charter School Authorizer Board, Foundational Records – G282
 - i. Charter School Board – no. 6286
- kk. Education, Charter School Authorizer Board, Support and Oversight – G283
 - i. Charter School Board – no. 6287

- ll. Education, Community College Board, Activity Files, Intercollegiate Athletic Files – G284
 - i. Community & Junior College Board – no. 3056
- mm. Education, Community College Board, Activity Files, Non-Athletic Files – G316
 - i. Community & Junior College Board – no. 3058
- nn. Education, Community College Board, Athletic Eligibility Forms – G285
 - i. Community & Junior College Board – no. 3057
- oo. Education, Community College Board, Course Numbering and Approval – G286
 - i. Community & Junior College Board – nos. 3054, 3055
- pp. Education, Community College Board, Enrollment Audit – G287
 - i. Community & Junior College Board – no. 3053
- qq. Education, Community College Board, Programmatic Approval – G288
 - i. Community & Junior College Board – no. 3052
- rr. Education, Community College Board, Proprietary School Files – G289
 - i. Community & Junior College Board – no. 4644
- ss. Executive Branch, Governor’s Records, Governor’s Office Archival Files – G290
 - i. 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
- tt. Executive Branch, SoS, Administration, Extraditions, Revocations, and Prison Suspensions – G291
 - i. Secretary of State – nos. 850, 853
- uu. Executive Branch, SoS, Administration, Governor’s Proclamations and Orders – G292
 - i. Secretary of State – nos. 851, 852, 858, 859
- vv. Executive Branch, SoS, Administration, Holiday Proclamations – G293
 - i. Secretary of State – no. 857
- ww. Executive Branch, SoS, All Divisions, General Correspondence – G294
 - i. SoS – nos. 790, 3313, 3317
- xx. Executive Branch, SoS, Business Services, Archival Corporate Records – G295
 - i. Secretary of State – nos. 6157, 6160
- yy. Executive Branch, SoS, Business Services, Bonds and Notary Oaths – G296
 - i. SoS – nos. 6144, 6152, 6159, 6162
- zz. Secretary of State, Business Services, Liquor Distillers’ and Distributors’ Reports – G297
 - i. SoS – no. 6143

- aaa. Executive Branch, SoS, Business Services, Permanent Corporate Records – G298
i. SoS – nos. 6141, 6142, 6147, 6148, 6149, 6154
- bbb. Executive Branch, SoS, Business Services, UCC Codes and Statements – G299
i. SoS – nos. 6150, 6151
- ccc. Executive Branch, SoS, Charities & Securities, Charitable Registration & Enforcement – G300
i. SoS – nos. 6350, 6351
- ddd. Executive Branch, SoS, Corporations, Agent Appointment, Change and Resignation - G301
i. SoS – nos. 808, 1063, 6149
- eee. Executive Branch, SoS, Education & Publications, Appointments and Registration of Commissions – G302
i. SoS – nos. 6120, 6132
- fff. Executive Branch, SoS, Education & Publications, Legislative Acts and Enrolled Bills – G303
i. SoS – nos. 5109, 6156
- ggg. Executive Branch, SoS, Elections, Archival Election Records – G304
i. SoS – nos. 4634, 4960, 4965, 4967, 4969, 4978, 4980, 6121, 6122, 6123, 6126, 6129, 6130
- hhh. Executive Branch, SoS, Elections, Temporary Election Records – G305
i. SoS – nos. 3246, 4959
- iii. Executive Branch, SoS, Public Lands, Archival Land Records – G306
i. SoS – nos. 3318, 6265, 6266, 6267
- jjj. Executive Branch, SoS, Public Lands, Cancelled Patent Applications – G307
i. SoS – no. 3319
- kkk. Executive Branch, SoS, Public Lands, Permanent Land Records – G308
i. 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
- lll. Executive Branch, SoS, Regulation & Enforcement, Administrative Code – G309
i. SoS – no. 6111
- mmm. Executive Branch, SoS, Regulation & Enforcement, Preneed Files – G310
i. SoS – nos. 6112, 6113, 6114, 6115, 6116
- nnn. Executive Branch, SoS, Securities, Investigative Files – G311
i. SoS – no. 6295

- ooo. Executive Branch, SoS, Securities, Opinion Letters & Legal Files – G312
 - i. SoS – nos. 6298, 6299
- ppp. Executive Branch, SoS, Securities, Registration and Audit Files – G313
 - i. SoS – nos. 6296, 6297
- qqq. Grants – G119, G120, G121
 - i. Education – nos. 2614, 3706
- rrr. Grants, Loan Program Reports – G124
 - i. MBFC – no. 4536
- sss. Grants, Loan Program Files Funded and Unfunded – G125, G126
 - i. MBFC – nos. 4515, 4516, 4522, 4534
- ttt. Grants – G127, G128, G129
 - i. Education – no. 3639
- uuu. Healthcare, Hospital Patient Records – G150
 - i. 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
- vvv. Healthcare, Patient Billing – G148
 - i. DFA – nos. 2942, 2943
 - ii. Mental Health – no. 5023
- www. Information Technology, Helpdesk Files – G255
 - i. DFA – no. 5119
- xxx. Information Technology, Backup Files – G256
 - i. IHL – no. 1006
- yyy. Information Technology, Security Authorizations – G314
 - i. DFA – no. 5121
- zzz. Information Technology, Systems Management – G257
 - i. DFA – no. 2344
- aaaa. Legal, Attorney Work Product – Criminal Files – G237
 - i. Attorney General – nos. 419, 3513, 3515, 3516, 5308, 5964, 6038, 6039, 6219
- bbbb. Legal, Civil Litigation – G130
 - i. Education – no. 1691
- cccc. Legal, Lease – G163
 - i. DFA – nos. 3709, 3710
 - ii. MDOT – no. 1216

- dddd. Licensure – G141 or G142, as applicable
 - i. Wildlife, Fisheries and Parks – nos. 1764, 1766
- eeee. Licensure – G140, G141, G142, G144, G145, G146, G147, as applicable
 - i. Education – nos. 1290, 1718, 2252, 3402
- ffff. Licensure, Permits – G143
 - i. Agriculture & Commerce – no. 3176
 - ii. Education – nos. 1298, 3589
 - iii. MDOT – nos. 1162, 1172, 3607, 3608
 - iv. Wildlife, Fisheries and Parks – nos. 1507, 1512, 1664, 1669
- gggg. Personnel, Active – G14
 - i. Education – no. 4379
- hhhh. Personnel, Applicant Selection Process – G85
 - i. DFA – no. 3518
 - ii. Governor – no. 294
- iiii. Personnel, Garnishments – G107
 - i. DFA – no. 2215
- jjjj. Procurement – G165, G166; Contracts G158
 - i. Education – nos. 4546, 4547
- kkkk. Procurement – G165, G166, G167, as applicable
 - i. Education – no. 5807
 - ii. DFA - no. 5120
- llll. Property – G116
 - i. Education – no. 1423
- mmmm. Public Relations – G53, G54, G55, G56, G57, G58, G63, G64, as applicable
 - i. Education – nos. 3632, 3636
 - ii. MDOT – nos. 3836, 3839
- nnnn. Public Relations/Training – G54 Public Relations; G202 Training, as applicable
 - i. MDOT – no. 1214
- oooo. Public Relations – G63 newsletters, Bulletins & Brochures
 - i. MDOT – no. 3835
- pppp. Training, Annual Training Plans – G113
 - i. MDOT – no. 1213
- qqqq. Training – G113, G202, G203, as applicable
 - i. Education – nos. 1228, 1253, 1308, 1321, 3586

- ii. Mental Health – nos. 3864, 3866, 3868, 5183, 5184, 5263

David Trewolla moved to approve, and Mark Johnson seconded. The Committee unanimously approved the amendments to existing agency schedules to follow general schedules.

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

Joseph Sclafani moved to approve, and Mark Johnson seconded. The Committee unanimously approved the amendments.

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

- 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, 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

Joseph Sclafani moved to approve, and David Trewolla seconded. The Committee unanimously approved the amendments.

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

G. Meeting Dates

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

H. Other Business

I. Adjournment

David Pilcher moved to adjourn, and Mark Johnson seconded. The motion to adjourn was approved.

DRAFT