

*How to Join this Public Meeting*

## **Mississippi State Records Committee Meeting**

**July 16, 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>

Join this Mississippi State Records Committee Meeting via Zoom from PC, Mac, Linux, iOS or Android:

<https://us06web.zoom.us/j/83609639115?pwd=U4KF2bozMZM390dvdXSeQy3wMObr2W.1>

Meeting ID: 836 0963 9115

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Or Telephone:

Dial: USA (312) 626-6799 (Chicago)

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**AGENDA**  
**STATE RECORDS COMMITTEE**  
**July 16, 2026**

1. Call to Order
2. Minutes of Meeting on April 16, 2026
3. Public Comment
4. Application for Disposition / Records Control Schedules (see page 11)
  - A. Proposed General Schedules
    1. G383. Cultural Resources, Archives, Certified Local Government Program (CLGP) Files
    2. G384. Cultural Resources, Archives, Collections Management Files
    3. G385. Cultural Resources, Archives, Community Development Files
    4. G386. Cultural Resources, Archives, Destruction Certificates County & Court System
    5. G387. Cultural Resources, Archives, Environmental Impact Statements
    6. G388. Cultural Resources, Archives, Exhibit Records Permanent
    7. G389. Cultural Resources, Archives, Historical Collections Project & Program Files
    8. G390. Cultural Resources, Archives, Local Government Disposal Authorizations
    9. G391. Cultural Resources, Archives, Local Government Retention Schedules
    10. G392. Cultural Resources, Archives, Mississippi Historic Sites & Program Files
    11. G393. Cultural Resources, Archives, Operational Records for Collections Management
    12. G394. Cultural Resources, Archives, Patron Files
    13. G395. Cultural Resources, Archives, Permanent Archaeological & Architectural Files
    14. G396. Cultural Resources, Archives, Review & Compliance Files
    15. G397. Cultural Resources, Arts Commission, Art, Photographic, & Tape Files
    16. G398. Environmental, Oil & Gas Mechanical Integrity Test
    17. G399. Healthcare Records, Blood & Blood Component Records
    18. G400. Legislative & Judicial, Supreme Court, Civil and Criminal Case Filing Forms
  - B. Proposed amendments to existing agency schedules to follow approved general schedules:
    1. Accounting and Budget – G131
      - a. MDAH – no. 4917
      - b. MDE – no. 6333
    2. Administration Records, Subject Files and Staff Desk Reference Files – G89, G90
      - a. MDAH – nos. 4852, 4773

3. Buildings, Construction, and Facilities, Project Files, State Owned Facilities – G228
  - a. MDAH – nos. 4940, 4877
4. Cultural Resources, Archives, Certified Local Government Program (CLGP) Files – G383
  - a. MDAH – nos. 4840, 4841
5. Cultural Resources, Archives, Collections Management Files – G384
  - a. MDAH – nos. 4806, 748, 5234, 4873, 4888, 4779, 4774, 4834, 4761, 4753, 4820, 4845, 4795, 4752, 4758, 4813, 4836, 4770, 4771, 4887, 4884, 4827, 4828, 4891, 4855, 4843, 4919, 4789, 4799
  - b. WFP – nos. 1513, 1518, 1517
6. Cultural Resources, Archives, Community Development Files – G385
  - a. MDAH – nos. 690, 4839
7. Cultural Resources, Archives, Destruction Certificates County & Court System – G386
  - a. MDAH – no. 6307
8. Cultural Resources, Archives, Environmental Impact Statements – G387
  - a. MDAH – no. 4837
9. Cultural Resources, Archives, Exhibit Records Permanent – G388
  - a. IHL – no. 5706
  - b. MDAH – nos. 4803, 4802, 4801, 4787, 4796, 4792
10. Cultural Resources, Archives, Historical Collections Project & Program Files – G389
  - a. MDAH – nos. 4833, 4822
11. Cultural Resources, Archives, Local Government Disposal Authorizations – G390
  - a. MDAH – no. 4864
12. Cultural Resources, Archives, Local Government Retention Schedules – G391
  - a. MDAH – no. 4859
13. Cultural Resources, Archives, Mississippi Historic Sites & Program Files – G392
  - a. MDAH – nos. 4838, 5235, 5231
14. Cultural Resources, Archives, Operational Records for Collections Management – G393
  - a. MDAH – nos. 4756, 4764, 4755, 4782, 6306, 4858, 4817
15. Cultural Resources, Archives, Patron Files – G394

- a. MDAH – nos. 6263, 4513, 3805, 6268
- 16. Cultural Resources, Archives, Permanent Archaeological & Architectural Files – G395
  - a. MDAH – nos. 4842, 4845, 5232, 5233
- 17. Cultural Resources, Archives, Review & Compliance Files – G396
  - a. MDAH – no. 4831
- 18. Cultural Resources, Arts Commission, Art, Photographic, & Tape Files – G397
  - a. Arts Commission – nos. 5740, 5745
- 19. Environmental, Oil & Gas Integrity Test – G398
  - a. OGB – no. 4605
- 20. Healthcare Records, Blood & Blood Component Records – G399
  - a. UMMC – nos. 3847, 3844, 3841, 3842
- 21. Information Technology, Project Plans – G258
  - a. MDAH – nos. 5019, 5005
- 22. Legislative & Judicial, Supreme Court, Civil and Criminal Case Filing Forms – G400
  - a. Supreme Court – no. 5072
- 23. Personnel Records, Applicant Selection Process Records – G85
  - a. MDAH – no. 4899
- 24. Public Relations, Historical and Temporary Public Relations Files – G338, G339
  - a. MDAH – no. 4894
- C. Proposed Schedules to Abolish – no longer created or received:
  - 1. MDAH – nos. 4915, 4938, 4913
- D. Off-Site Lease Applications: None.
- E. Meeting Dates
  - 1. October 22<sup>nd</sup>
- F. Other Business
- G. Adjournment

General Schedules

Number	Title	Description	Disposition	Schedules to be amended
G383	Cultural Resources, Archives, Certified Local Government Program (CLGP) Files	The Certified Local Government Program (CLGP) is a federal-state-local partnership which was established in 1980 (National Historic Preservation Act of 1966). It receives federal funding from the National Park Service through the National Historic Preservation Act of 1966 as Amended. This series indicates local recipients in Mississippi that have received funding by HP through the NHP Act, and assists HP in the daily operations and implementations of the CLGP. Certified communities apply for and receive grant funds on a yearly basis. Included are correspondence, reports, expenditure documentation, CLG applications and supporting documentation, evaluations, minutes, and training material.	Transfer files from 1985-2000 to SRC; Hold five (5) years, then transfer to State Archives. Hold administration files permanently.	MDAH: 4840, 4841
G384	Cultural Resources, Archives, Collections Management Files	This series documents the acquisition, accession, ownership, provenance, processing, description, conservation, preservation, restoration, and long-term management of	Hold until administrative needs lapse, then dispose.	MDAH: 4806, 748, 5234, 4873, 4888, 4779, 4774, 4834, 4761, 4753, 4820, 4845, 4795, 4752, 4758, 4813, 4836, 4770, 4771, 4887, 4884, 4827, 4828,

		materials held by MDAH divisions and other state agencies, including archival, museum, cartographic, electronic, audiovisual, photographic, and archaeological collections.		4891, 4855, 4843, 4919, 4789, 4799  WFP: 1513, 1518, 1517
G385	Cultural Resources, Archives, Community Development Files	Documents relating to federal agency funding for construction projects on a statewide basis, section 106 review of impact of public construction on National Register sites, State Clearinghouse logs from Federal and State programs in Governor's Office relating to department's comments on impact, maps photographs, and cultural resources assessments. Arranged alphabetically. It is cut off at the end of the calendar year. Also included are applications for reviews related to potential community projects which are directly or indirectly involved with receiving federal funds. Under federal law, HP must review federally funded or licensed projects that could affect properties listed on the National Register or properties eligible for such listing. This series documents HP's assessment of the projects. Included are incoming and outgoing correspondence, photographs, maps, and permits.	Hold seven (7) years, then dispose.	MDAH: 690, 4839
G386	Cultural Resources, Archives, Destruction	This series consists of documents relating to authorizations to	Hold twenty (20) years, then dispose.	MDAH: 6307

	Certificates County & Court System	destroy records series in county offices and in the state courts. Included are copies of destruction certificates (original form for counties), archivists' approval forms and correspondence.		
G387	Cultural Resources, Archives, Environmental Impact Statements	This series consists of files related to documentation published by federal agencies pertaining to agency projects. The Environmental Impact Statement is an assessment of the proposed actions and environmental consequences and its effects on the cultural resources in the State of Mississippi, such as archaeological sites and historic buildings. Included are DEIS-Draft Environmental Impact Statements and FEIS-Final Environmental Impact Statements.	Hold five (5) years, then dispose.	MDAH: 4837
G388	Cultural Resources, Archives, Exhibit Records Permanent	Permanent records related to the planning, development, installation, promotion, documentation, and evaluation of exhibits that are of enduring historical, cultural, or institutional significance. Includes temporary and permanent exhibits across departments, museums, libraries, and academic institutions. May include contracts, design plans, photographs, research files, correspondence, exhibit logs, promotional materials, visitor logs and feedback, grant files, event	Hold until updated, then transfer to State Archives. Permanent exhibit files for academic institutions will be transferred to the university or institutional archives.	IHL: 5706 MDAH: 4803, 4802, 4801, 4787, 4796, 4792

		and conference files, and loan records for display items.		
G389	Cultural Resources, Archives, Historical Collections Project & Program Files	This series consists of documentation related to the planning, development, restoration, rehabilitation, and management of historic sites, trails, and properties overseen by the Historic Preservation division. Records may include invoices, correspondence, construction plans, contracts, handwritten notes, photographs, archaeological investigations, acquisitions, MDOT project forms, non-roadway design data sheets, maps, and final reports.	Hold five (5) years, then transfer to State Archives. Audit must have been released three years before transfer.	MDAH: 4833, 4822
G390	Cultural Resources, Archives, Local Government Disposal Authorizations	This series consists of approved and denied disposal authorizations of counties and municipalities. Also included are written authorizations granting or denying approval from the LGR Program. Documentation includes name of local government, type of records, dates of records, series number (if applicable), and general notes.	Hold twenty (20) years, then dispose.	MDAH: 4864
G391	Cultural Resources, Archives, Local Government Retention Schedules	The series is a database used to store records retention schedules issued by the Local Government Records Committee. This series is utilized to create new retention schedules for local government. Additionally, this series allows the Director to review prior approved schedules and to update amended retentions.	Hold until administrative need lapses, then dispose.	MDAH: 4859

G392	Cultural Resources, Archives, Mississippi Historic Sites & Program Files	This series consists of files related to the Mississippi Landmark, Historical Marker, and National Register of Historic Places Programs. Included are certificates of designation, correspondence, notices of intent, plans (blueprints), specifications (project manuals), permits, minutes of the permit committees, forms, maps, and photos.	Hold permanently.	MDAH: 4838, 5235, 5231
G393	Cultural Resources, Archives, Operational Records for Collections Management	This records series consists of documents created or received in the administration of cataloging projects, serials management, museum collections correspondence, State Records Center transactions, and routine reference requests. Records in this series may include processing notes, drafts, public order paperwork, correspondence, program files, maintenance files, transmittal and withdrawal documents, and other materials related to collections management. These records support daily administrative functions and facilitate coordination, reference, public inquiries, and recordkeeping activities.	Hold for five (5) years, then dispose.	MDAH: 4756, 4764, 4755, 4782, 6306, 4858, 4817
G394	Cultural Resources, Archives, Patron Files	This series documents interactions between patrons and the Archives, Library, and Museum services. These records include Search Room sign-in sheets, Museum visitor comment cards, Library	Hold until administrative needs lapse, then dispose.	MDAH: 6263, 4513, 3805, 6268

		Patron Research Card Applications, and Patron Request & Loan Materials generated through the William F. Winter Archives & History Building research services. Collectively, these documents track patron access, research activity, material handling, and visitor feedback.		
G395	Cultural Resources, Archives, Permanent Archaeological & Architectural Files	This series includes permanent archaeological & architectural files not limited to slide collections, county subject files, map files, site cards, National Historic Preservation Act of 1966 compliance surveys and related documentation, as well as historic building and site registries.	Hold permanently.	MDAH: 4842, 4845, 5232, 5233, 4829
G396	Cultural Resources, Archives, Review & Compliance Files	This series consists of records generated during the Section 106 review process. This series is utilized for the purpose of federal and state project reviews. Included are incoming and outgoing correspondence, public notices, and Federal Register updates.	Hold until superseded or administrative needs lapse, then dispose.	MDAH: 4831
G397	Cultural Resources, Arts Commission, Art, Photographic, & Tape Files	This series contains materials documenting traditional folk life artists, musicians, performers, community traditions, and other arts-related activities in the state. Records include photographs, negatives, slides, photographic film, reel-to-reel tapes, digital photos, digital audio recordings,	Hold five (5) years, then transfer to State Archives.	Arts Commission: 5740, 5745

		video cassettes, CDs, DVDs, and flash drives.		
G398	Environmental, Oil & Gas Mechanical Integrity Test	This series consists of files related to the Mechanical Integrity Test (MIT), pressure testing results of the tubing/casing annulus below ground level of the Underground Injection Control (UIC) Wells. Documentation includes date, operator, inspector signature, field name, APE number, well name and number, well location and county, type of injection fluid, injection pressure, test time start, test time end, initial test pressure, final test pressure, pressure change, length of test, tubing size, casing, reason for the test, pass, fail, and operator signature.	Hold one (1) year, then dispose.	OGB: 4605
G399	Healthcare Records, Blood & Blood Component Records	Includes transfusion reaction, crossmatch registers, product infusion forms, and requisition cards and administration slips for use by the state operated hospital. The Joint Commission of Accreditation Hospitalization Organization (JCAHO) requires an audit of these files. Hospitals that use JCAHO accreditations must maintain fully funded plans to transfer these records to another hospital or other entity if the hospital ceases operation for any reason.	Hold ten (10) years, then destroy.	UMMC: 3847, 3844, 3841, 3842

G400	Legislative & Judicial, Supreme Court, Civil and Criminal Case Filing Forms	<p>This series consists of files related to civil and criminal cases submitted from the circuit, chancery and youth courts throughout the state of Mississippi. The civil cover sheets, criminal disposition forms, and youth court tracking forms were developed by the Administrative Office of Courts to assist the Chief Justice of the Supreme Court of Mississippi in collecting statistical data as required by Section 9-21-3 of the Mississippi Code. The forms contain information regarding the type of case, civil disposition data, and sentencing data in criminal felony cases. The data from the forms is entered into the Supreme Court Automated Tracking System (SCATS).</p>	<p>Hold one (1) month after information has been entered into the database, then dispose. Hold electronic files in-house until administrative needs have lapsed, then dispose.</p>	Supreme Court: 5072
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**MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY**

**MINUTES OF A MEETING OF THE  
STATE GOVERNMENT RECORDS COMMITTEE**

**Thursday, April 16, 2026**

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, April 16, 2026, in a virtual environment using Zoom. Representing MDAH Executive Director Katie Blount was Julie Dees, who 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:

Julie Dees, Director of Archives & Records Services, MDAH  
Joseph Sclafani, representing the Honorable Tate Reeves, Governor  
Rhuel Dickinson, Office of the Auditor

The following staff of MDAH were present:

Bob Dent, Government Records, A&RS  
Caroline Gray-Primer, Government Records, A&RS  
Julie Dees, A&RS  
Nikki Maxwell, Government Records, A&RS  
Amy Mellon, A&RS

- I. Mrs. Dees recognized a quorum, called the meeting to order, and welcomed all present.
- II. Minutes of the January 15, 2026 meeting were presented to the Committee. Joseph Sclafani moved to approve, and Rhuel Dickinson seconded. The Committee unanimously approved the minutes.
- III. Mrs. Dees 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

1. G340. Cultural Resources, Authority for Educational Television, Clip Books
2. G341. Cultural Resources, Authority for Education Television, Original Programming Files
3. G342. Cultural Resources, Library Commission, Special Projects Files
4. G343. Cultural Resources, University Press, Books
5. G344. Education, PK-12, Accreditation Records & Reports
6. G345. Education, PK-12, Emergency Contact
7. G346. Education, PK-12, Examination Records
8. G347. Education, PK-12, Incident Records
9. G348. Education, PK-12, Permissions
10. G349. Education, PK-12, Student Cumulative and Permanent Record
11. G350. Education, PK-12, Student Temporary Record
12. G351. Education, PK-12, Textbooks

13. G352. Environmental, Oil & Gas Archival Records
14. G353. Environmental, Oil & Gas Historical Reports
15. G354. Environmental, Oil & Gas Monthly Reports
16. G355. Environmental, Oil & Gas Wells Records
17. G356. Environmental, Oil & Gas Administrative Orders
18. G357. Environmental, Oil & Gas Financial Responsibility
19. G358. Family Support Services, Child Protection Hotline & Complaint Records
20. G359. Family Support Services, Child Welfare System Helpdesk & Code Documentation
21. G360. Family Support Services, MACWIS APDU Reports
22. G361. Family Support Services, MACWIS Operational Reports
23. G362. Family Support Services, Youth Court Case Records
24. G374. Legislative & Judicial, Administrative & Program Correspondence
25. G375. Legislative & Judicial, Background Checks (Appointments & Confirmations)
26. G376. Legislative & Judicial, Budget Planning & Workpapers
27. G377. Legislative & Judicial, Executive & Director Correspondence (Policy-Level)
28. G378. Legislative & Judicial, Investigative & Complaint Case Files
29. G379. Legislative & Judicial, Legacy Special Collections
30. G380. Legislative & Judicial, Legislative Assistance Projects
31. G381. Legislative & Judicial, Meeting Agendas & Supporting Materials
32. G382. Legislative & Judicial, Memos
33. G383. Legislative & Judicial, Official Minutes
34. G384. Legislative & Judicial, Project & Research Files
35. G385. Legislative & Judicial, Redistricting & Reapportionment Records
36. G386. Legislative & Judicial, Reports & Publications (Final)

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

**B. Proposed Amendments to Existing Agency Schedules to Follow Approved General Schedules:**

- a. Accounting and Budget – G131
  - i. MDE – no. 6326
- b. Administration, Subject Files and Staff Desk Reference Files – G89, G90
  - i. Oil & Gas Board – no. 4619
- c. Administration, Minutes and Support Files; Staff Desk Reference Files – G34, G35, G90, as applicable.
  - i. MDE – nos. 6322, 6328, 6329
- d. Cultural Resources, Authority for Educational Television, Clip Books – G340
  - i. Authority for Educational Television – no. 4111
- e. Cultural Resources, Authority for Educational Television, Original Programming Files – G341
  - i. Authority for Educational Television – no. 5042
- f. Cultural Resources, University Press, Books – G343

- i. University Press – no. 1558
- g. Cultural Resources, Library Commission, Special Projects Files – G342
  - i. Library Commission – no. 4067
- h. Education, PK-12, Accreditation Records & Reports – G344
  - i. MDE – no. 6321
- i. Education, PK-12, Emergency Contact – G345
  - i. MDE – no. 6336
- j. Education, PK-12, Examination Records – G346
  - i. MDE – no. 6335
- k. Education, PK-12, Incident Reports – G347
  - i. MDE – no. 6323
- l. Education, PK-12, Permissions – G348
  - i. MDE – no. 6334
- m. Education, PK-12, Programmatic Files – G276
  - i. MDE – no. 6325
- n. Education, PK-12, School and Student Data – G278
  - i. MDE – no. 6324
- o. Education, PK-12, Student Cumulative & Permanent Record – G349
  - i. MDE – nos. 6337, 6339
- p. Education, PK-12, Student Temporary Record – G350
  - i. MDE – no. 6338
- q. Education, PK-12, Textbook – G351
  - i. MDE – no. 6331
- r. Environmental, Oil & Gas Archival Records – G352
  - i. Oil & Gas – nos. 4583, 4607, 4613
- s. Environmental, Oil & Gas Historical Reports – G353
  - i. Oil & Gas – nos. 4586, 4604
- t. Environmental, Oil & Gas Monthly Reports – G354
  - i. Oil & Gas – nos. 2691, 4594, 4595, 4596, 4597, 4598, 4599, 4600, 4632
- u. Environmental, Oil & Gas Wells Records – G355
  - i. Oil & Gas – nos. 4587, 4588, 4602, 4608, 4614, 4615, 4616, 4617, 4612
- v. Environmental, Oil & Gas Administrative Orders – G356
  - i. Oil & Gas – nos. 4589, 4590, 4591, 4592

- w. Environmental, Oil & Gas Financial Responsibility – G357
  - i. Oil & Gas – nos. 4585, 4620
- x. Family Support Services, Child Protection Hotline & Complaint Records – G358
  - i. CPS – nos. 5078, 5083
- y. Family Support Services, Child Welfare System Helpdesk & Code Documentation – G359
  - i. CPS – nos. 5070, 5168
- z. Family Support Services, MACWIS APDU Reports – G360
  - i. CPS – no. 5071
- aa. Family Support Services, MACWIS Operational Reports – G361
  - i. CPS – no. 5076
- bb. Family Support Services, Youth Court Case Records – G362
  - i. CPS – no. 3794
- cc. Legal, Civil Litigation – G130
  - i. Oil & Gas Board – no. 4593
- dd. Legislative & Judicial, Administrative & Program Correspondence – G374
  - i. Commission on Judicial Performance – no. 2458
- ee. Legislative & Judicial, Background Checks (Appointments & Confirmations) – G375
  - i. Legislature: Joint P.E.E.R. Committee: – no. 6259
- ff. Legislative & Judicial, Budget Planning & Workpapers – G376
  - i. Legislative Budget Office – nos. 4579, 4580, 4581
- gg. Legislative & Judicial, Executive & Director Correspondence (Policy-Level) – G377
  - i. Legislative Budget Office – no. 4582
- hh. Legislative & Judicial, Investigative & Complaint Case Files – G378
  - i. Commission on Judicial Performance – no. 5240
  - ii. Legislative & Judicial, Legacy Special Collections – G379
    - i. Legislature: Joint P.E.E.R. Committee – no. 2165
- jj. Legislative & Judicial, Legislative Assistance Projects – G380
  - i. Legislature: Joint P.E.E.R. Committee – no. 6255
- kk. Legislative & Judicial, Meeting Agendas & Supporting Materials – G381
  - i. Legislature: Joint P.E.E.R. Committee – no. 6254
- ll. Legislative & Judicial, Memos – G382
  - i. Legislature: Joint P.E.E.R. Committee – no. 1387

- mm. Legislative & Judicial, Official Minutes – G383
  - i. Legislature: Joint P.E.E.R. Committee – no. 6256
  
- nn. Legislative & Judicial, Project & Research Files – G384
  - i. Legislature: Joint P.E.E.R. Committee – no. 6264
  
- oo. Legislative & Judicial, Redistricting & Reapportionment Records – G385
  - i. Joint Legislative Committee on Reapportionment – no. 6320
  
- pp. Legislative & Judicial, Reports & Publications (Final) – G386
  - i. Legislature: Joint P.E.E.R. Committee – no. 6257
  
- qq. Licensure, Permits – G143
  - i. Oil & Gas Board – nos. 4609, 4610, 4611

Joseph Sclafani moved to approve, and Rhuel Dickinson seconded. The Committee unanimously approved the amendments to existing agency schedules to follow general schedules.

- C. Proposed Schedules to Abolish – no longer created or received:
  - a. MDE – no. 6327
  - b. Oil & Gas Board – nos. 2693, 4601, 4603

Rhuel Dickinson moved to approve, and Joseph Sclafani seconded. The Committee unanimously approved the amendments to proposed schedules to abolish.

- D. Off-Site Lease Applications: None at this time.
  
- E. Meeting Dates
  - 1. 2026: July 16<sup>th</sup>, October 22<sup>nd</sup>
  
- F. Other Business
  
- G. Adjournment

Julie Dees moved to adjourn, and Rhuel Dickinson seconded. The motion to adjourn was approved.

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Katie Blount, Chair