

Cultural Resources

250	Library Service Files	This series consists of statistical annual reports, computer system problem report files, National Library reference files such as technical reports and memos, and institutional library consultation files.	Hold in the current files area five (5) years or until superseded, then dispose.
251	Library Materials Files	This series consists of files related to collection weeding such as lost, superseded, damaged, and out of date items, as well as interlibrary loan request files.	Hold in current files area two (2) years, then dispose.
252	Talking Book Services Files	This series consists of Talking Book Services patron files, copyright permission request cards, institution files, reference and source material files, free service files, circulation reports, and Division Director's working papers.	Hold in current files area two (2) years or until superseded, whichever comes first, then dispose.
320	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	Hold permanently.
340	Authority for Educational Television, Clip Books	This series consists of six three-ring binders containing newspaper clippings related to ETV matters. It is cut off at the end of the calendar	Transfer to State Archives.
341	Authority for Educational Television, Original Programming Files	This series consists of a complete unabridged version of the programs (16 mm, beta, or digital), story boards, scripts, set design notes, producer files/notes, contracts, releases, and all such records generated in the production of specific programs. Included in the categories of original programming files are historical, educational, talk/open forums, musical, artistic, wildlife, and people/ places.	Hold paper and electronic files in the current files area until administrative needs have lapsed; then transfer to State Archives for review. State Archives will retain those records deemed of archival value and return all others.

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MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

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342	Library Commission, Special Project Files	This series consists of special projects that serve as supporting evidence in planning and developing for Mississippi Library Commission and public libraries. Included are studies and statistical data, monitoring of state and federal regulations and proposed bills, five year plans, developing handbooks, manuals, and proposals. It is cut off at the end of the serial year.	Hold in current files area until inactive; then transfer to Library Files.
343	University Press, Books	This series consists of books. Included is one copy of each book published. It is cut off at the end of the serial year.	Hold in current files area permanently.
363	Cultural Resources, Archives, Certified Local Government Program (CLGP)	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.

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364	Cultural Resources, Archives, Collections Management Files	This series documents the acquisition, accession, ownership, provenance, processing, description, conservation, preservation, restoration, and long term management of materials held by MDAH divisions and other state agencies, including archival, museum, cartographic, electronic, audiovisual, photographic, and archaeological collections.	Hold until administrative needs lapse, then dispose.
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