

**AGENDA**  
**STATE RECORDS COMMITTEE**  
**April 21, 2022**

1. Call to Order
2. Minutes of Meeting on October 15, 2021
3. Public Comment
4. Application for Disposition / Records Control Schedules
  - A. Proposed New Schedules
    - a. IHL, Public Universities & Public 4-Year Colleges
      - i. Graduate Faculty Application Packets – no. 6262
  - B. Proposed Amendment of Agency Schedules
    - a. Legislative P.E.E.R. Committee
      - i. Project Files – no. 6264 amends 1391
    - b. Public Employees' Retirement System
      - i. Office of Retirement Services – no. 6261 amends 5237
    - c. Archives & History
      - i. Library Patron Research Card Applications – no. 6263 amends 4512
  - C. Proposed Amendments of Agency Schedules to follow General Schedules
    - a. Gaming Commission
      - i. Bingo Document Files – no. 3456. Use G141
      - ii. Corporate Background Investigations – no 3594. Use G141
      - iii. Personal Background Investigations – no. 3595. Use G141
      - iv. Report Files – no. 3455. Use G141
      - v. Gaming Employee Work Permit Files – no. 4018. Use G143
      - vi. Casino Correspondence – no. 4019. Use G141, G144, G145, G146, as applicable.
5. Caroline's Summary of Licensure Schedules Survey
6. Government Records Report
7. Off-Site Lease Applications: None at this time
8. 2022 Meeting Dates: July 21<sup>st</sup>, October 27<sup>th</sup>
9. Other Business
10. Adjournment

# MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

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

**Thursday, October 28, 2021**

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, October 28, 2021, in a virtual environment using Zoom. Katie Blount, director, Mississippi Department of Archives and History (MDAH), and chair of the Committee, presided. 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:

Emily Tschiffely, Office of the Secretary of State; and  
Joseph Sclafani, representing the Honorable Tate Reeves, Governor; and  
Lisha Jones, representing the state registrar of vital records, Department of Health.

The following visitors were present:

Crystal Utley, Office of the Attorney General  
Angela Carson, CPM Instructor  
Stephen Wagner, CPM Instructor

The following staff of MDAH were present:

Caroline Gray-Primer, Government Records, A&RS; and David Pilcher, division director, A&RS.

- I. Ms. Blount recognized a quorum, called the meeting to order, and welcomed all present.
- II. Minutes of the July 15, 2021 meeting were presented to the Committee. Emily Tschiffely moved to approve, and Joseph Sclafani seconded. The Committee unanimously approved the minutes.
- III. Ms. Blount acknowledged an opportunity for public comment. Mr. Dent indicated that no public comments were received prior to the meeting.
- IV. Mrs. Caroline Gray-Primer presented the following schedules for the Committee's consideration:
  - A. Proposed General Schedules – Licensure, Permits, & Certification
    - a. Directory, G140
    - b. License Files, G141
    - c. Denied or Incomplete License Files, G142
    - d. Permits & Certification, G143
    - e. Examinations, G144
    - f. Investigatory – Discipline, G145
    - g. Investigatory – without discipline, G146
    - h. Programmatic Correspondence, G147

Lisha Jones moved to approve, and Emily Tschiffely seconded. The Committee unanimously approved the schedules.

Mr. Dent presented the remainder of the schedules for the Committee's consideration:

B. Proposed General Schedules – Healthcare

- a. Patient Billing, G148
- b. Hospital Patient Records – Adults, G149
- c. Hospital Patient Records – Mental Health, G150
- d. Hospital Patient Records – Minors, G151
- e. Hospital Radiological Patient Records, G152
- f. Patient Records – Adults, G153
- g. Patient Records – Minors, G154

Lisha Jones moved to approve, and Emily Tschiffely seconded. The Committee unanimously approved the schedules.

C. Proposed Schedules – Legislative P.E.E.R. Committee

Schedule #: 6256  
Series Title: P.E.E.R. Minutes  
Description: This series consists of meeting minutes of the board.  
Disposition: Hold final bound paper and digitized copies permanently.

Schedule #: 6257  
Series Title: P.E.E.R. Reports  
Description: This series consists of printed copies of formal PEER reports.  
Disposition: Hold paper until imaged and verified, then dispose of paper. Annually transfer one digital copy to state archives. Agency to hold digital copy permanently.

Schedule #: 6259  
Series Title: Background Checks  
Description: This series consists of files related to background investigations of appointees for confirmation purposes.  
Disposition: Hold seven (7) years, then digitize and verify the final product; dispose of paper files. Digital copy will be held permanently.

Schedule #: 6254  
Series Title: Agendas  
Description: This series consists of files related to agendas for committee meetings. Included are agenda items (original handouts).  
Disposition: Hold seven (7) years, then digitize and verify files; dispose paper files. Hold digital copy permanently.

Schedule #: 6255  
Series Title: Legislative Assistance  
Description: This series consists of files related to Legislative Assistance Projects. Included are memos and correspondence in response to legislative requests.  
Disposition: Hold seven (7) years, then digitize and verify the final product and dispose paper copies. Digital copy will be held permanently.

Joseph Sclafani moved to approve, and Lisha Jones seconded. The Committee unanimously approved the schedules.

D. Schedules to be amended in favor of new General Schedules

a. Directory, G140

- a. Barber Examiners – no. 309
- b. Cosmetology – no. 3157
- c. Dental Examiners – no. 5810
- d. Engineer & Land Surveyors – nos. 5902, 5909
- e. Foresters – no. 4309
- f. Health – no. 1116
- g. Insurance – nos. 73,77, 81, 5388
- h. Medical Licensure – no. 5973
- i. Nursing – nos. 1127, 5257
- j. Public Accountancy – nos. 4237, 6049, 6061, 6063

b. License Files, G141

- a. Agriculture & Commerce – nos. 3413, 3414
- b. Appraiser Licensing – nos. 5437, 5444
- c. Banking & Consumer Finance – nos. 3296, 3297, 3321, 4679, 4684, 4686, 4688, 4690, 4692, 4694, 4696, 4698, 4700, 4942, 4944, 4945, 4946, 4947, 4948, 4949, 4950, 4951, 4952, 5189
- d. Barber Examiners – no. 307
- e. Chiropractic Examiners – no. 3350
- f. Contractor Licensing Board – nos. 4996, 4997
- g. Cosmetology – nos. 4105, 4106, 4107, 4108
- h. Dental Examiners – nos. 6080, 6081
- i. Education – nos. 938, 1286, 1291
- j. Engineer & Land Surveyors – nos. 5903, 5906
- k. Foresters – nos. 4300, 4302, 4303
- l. Forestry – no. 4304
- m. Health – nos. 1093, 1094, 1096, 1101, 1109, 1114, 1748, 1749, 2715, 3531, 4394, 4573
- n. Insurance – nos. 5364, 5365, 5366, 5367, 5368, 5369, 5370, 5371, 5457
- o. Licensed Professional Counselors – nos. 5813, 5816, 5844
- p. Medical Licensure – nos. 862, 5759, 5760, 5946, 6041
- q. Mental Health – nos. 5598, 5600
- r. Mississippi Development Authority – no. 6211
- s. Nursing Board – nos. 966, 984, 3541, 3546, 5245, 5246, 5248, 5249, 5252, 5253, 5255, 5256, 5258, 5259
- t. Nursing Home Administrators – nos. 1137, 1142, 1143
- u. Pharmacy – nos. 3253, 3260, 3261, 3262, 3263, 3264
- v. Physical Therapy – no. 5113
- w. Public Accountancy – nos. 4230, 6050, 6051, 6052, 6054, 6055, 6056, 6057, 6059, 6060, 6066
- x. Real Estate – nos. 1414, 1415
- y. Secretary of State – nos. 593, 6163
- z. Social Workers & Marriage and Family Therapists – nos. 5195, 5196, 5197, 5198

c. Denied or Incomplete License Files, G142

- a. Contractors Licensing Board – no. 4998

- b. Foresters – no. 4301
  - c. Licensed Professional Counselors – nos. 5812, 5815
  - d. Medical Licensure – nos. 5761, 5908
  - e. Mental Health – no. 5599
  - f. Nursing – no. 5247
  - g. Social Workers & Marriage and Family Therapists – nos. 5194, 5199
- d. Permits & Certifications – G143
  - a. Cosmetology – nos. 3160, 3161, 3162, 3163
  - b. Dental Examiners – no. 5806
  - c. Education – nos. 1232, 1269
  - d. Health – nos. 1098, 1101, 1103, 1113, 1115, 1728, 1747, 1750, 6020
  - e. Insurance – nos. 5362, 5440, 5441
  - f. Mental Health – Ellisville – no. 5268
  - g. Mississippi Development Authority – no. 6212
  - h. Nursing – nos. 3545, 5260
  - i. Pharmacy – no. 3259
  - j. Revenue – 118, 126, 146, 148, 149
  - k. Secretary of State – no. 6146
  - l. Veterinary Diagnostic Laboratory – nos. 4187, 4190, 4191
- e. Examinations – G144
  - a. Bar – no. 2681
  - b. Barber Examiners – no. 2901
  - c. Cosmetology – nos. 1535, 3166
  - d. Mental Health – no. 5358
  - e. Nursing – nos. 979, 980, 989
  - f. Nursing Home Administrators – no. 1139
  - g. Pharmacy – no. 3266
  - h. Public Accountancy – nos. 4228, 6053, 6062
  - i. Real Estate – no. 1408
- f. Investigatory - Discipline – G145
  - a. Dental Examiners – no. 6079
  - b. Health – nos. 1109, 1746, 6044
  - c. Medical Licensure – nos. 6024, 6040
  - d. Nursing – nos. 3542, 5250
  - e. Pharmacy – no. 3267
  - f. Public Accountancy – nos. 4244, 6064, 6065, 6067
- g. Investigatory – without discipline – G146
  - a. Licensed Professional Counselors – no. 5817
  - b. Nursing – no. 3544
- h. Programmatic Correspondence – G147
  - a. Insurance – no. 5306
  - b. Nursing – nos. 971, 976, 985, 3547
- i. Patient Billing – G148
  - a. Health – no. 3330

- b. UMMC – nos. 1454, 1455, 1456, 1457, 3091, 3372, 3374, 5496
- j. Hospital Patient Records, Adults – G149
  - a. Corrections – no. 3281
  - b. Health – no. 5495
  - c. UMMC – nos. 2318, 2437
- k. Hospital Patient Records, Minors – G151
  - a. Corrections – no. 3282
  - b. UMMC – nos. 2318, 2437
- l. Hospital Radiological Patient Records – G152
  - a. UMMC – no. 3174
- m. Patient Records, Adults – G153
  - a. Health – nos. 1368, 2476, 3996, 6195, 6196, 6199
  - b. IHL – no. 5637
  - c. Mental Health – nos. 2030, 3874, 5105, 5114
  - d. UMMC – nos. 764, 3344, 3371, 4116
- n. Patient Records, Minors – G154
  - a. Health – nos. 2476, 3997, 6193, 6196, 6197, 6208
  - b. Human Services – no. 1047
  - c. IHL – 5637

Joseph Sclafani moved to approve, and Lisha Jones seconded. The Committee unanimously approved the schedules to be amended.

- i. Fiscal – Payroll G133, G134, G135, G136, G137, G138
  - a. General Schedules – nos. G73, G74, G75, G76
  - b. Board of Public Accountancy – no. 4260
  - c. Archives & History – no. 4092
  - d. Dept. of Finance & Administration – no. 2272
  - e. Dept. of Human Services – nos. 336, 338, 3103
  - f. House of Representatives – no. 3941
  - g. Institutions of Higher Learning, USM – nos. 5628, 5748, 5860, 5985
  - h. Dept. of Insurance – no. 82
  - i. MS. Military Department – nos. 4458, 4459, 4460, 4461, 4463, 4464, 4465, 4425, 4426
  - j. Rehabilitation Services – no. 191
  - k. UMMC – nos. 2280, 2416, 3090, 3773, 3930

Emily Tschiffely moved to approve, and Lisha Jones seconded. The Committee unanimously approved the schedules to be amended.

- E. Schedules to be Amended in favor of new agency specific schedules
  - a. Attorney General
    - 1. Consumer Protection Attorney Work Produce Files – no. 5307
  - b. Legislative – Joint P.E.E.R. Committee
    - a. P.E.E.R. Minutes – no. 1389

- b. P.E.E.R. Reports – no. 1390
- c. Background Checks – no. 1392
- d. Agendas – no. 1385
- e. Legislative Assistance – no. 1386

Lisha Jones moved to approve, and Earnest Hart seconded. The Committee unanimously approved the schedules to be amended.

F. Schedules to Abolish

- a. Legislative Joint P.E.E.R. Committee – no. 1388. No longer accumulating.
- b. Agriculture & Commerce – nos. 926, 1793, 1795, 1798, 1799, 1800, 1801, 2141, 2143, 2174, 2326, 2630, 2631, 2632, 2909, 2911, 3416. No longer accumulating.

Joseph Sclafani moved to approve, and Lisha Jones seconded. The Committee unanimously approved the schedules to be abolished.

G. Off-Site Lease Applications

None at this time

H. In other business, Ms. Blount announced that the next committee meetings will be held January 20, April 21, July 21, October 27, 2022

I. Adjournment

There being no further business before the Committee, Ms. Blount thanked all present for their attention and dedication and adjourned the meeting.

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Katie Blount, Chair

200 North Street  
Jackson, Mississippi 39201

**Records Control Schedule**

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**SCHEDULE #:** 6262

**AGENCY:** Institutions of Higher Learning

**DIVISION:** Public Universities & Public 4-Year Colleges

**OFFICE/SECTION:** Graduate School

**RECORDS SERIES TITLE:** Graduate Faculty Application Packets

**DATES:** 1990 - 2021

**Does this series continue to accumulate?** n

**ARRANGEMENT:** Alphabetically

**DESCRIPTION:**

This series consists of graduate faculty applications.

**DISPOSITION INSTRUCTIONS:**

Hold five (5) years after creation, then dispose.

**RIGHTS MANAGEMENT:**

Family Educational Rights and Privacy Act The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Section 1232g; 34 CFR Part 99); SAACS accreditation requires 5-year retention

**REMARKS:**

**STATE RECORDS COMMITTEE STATUS:** Pending





200 North Street  
Jackson, Mississippi 39201

## Records Control Schedule

**SCHEDULE #:** 6264 Proposed to Amend 1391

**AGENCY:** Legislature - Joint P.E.E.R. Committee

**DIVISION:**

**OFFICE/SECTION:**

**RECORDS SERIES TITLE:** Project Files

**DATES:** 1968 - 2021

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** yes

**ARRANGEMENT:** alphabetically by project name

**DESCRIPTION:**

Documents relating to project plan, interviews, file and library searches. Field work for red or blue books or PEER reports, memos and statistical data.

**DISPOSITION INSTRUCTIONS:**

Hold in the current files area seven (7) years, ~~two (2) years~~; transfer to SRC; hold ~~twenty (20) years~~, then dispose.

**RIGHTS MANAGEMENT:**

**REMARKS:**

**STATE RECORDS COMMITTEE STATUS:** Approved on 11/12/1987

This will reduce retention from 22 years to 7 years

200 North Street  
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**Records Control Schedule**

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**SCHEDULE #:** 6261

**SCHEDULE NUMBERS TO BE AMENDED:** 5237

**AGENCY:** Public Employees Retirement System

**DIVISION:** Office of Retirement Services

**OFFICE/SECTION:**

**RECORDS SERIES TITLE:** Public Employees' Retirement Files

**DATES:** 1953 - 2022

**Does this series continue to accumulate?** y

**ARRANGEMENT:** Numerically

**DESCRIPTION:**

This series consists of the original source documents pertaining to active, retired, deceased, and refunded members of the retirement system administered by PERS (Public Employees Retirement System) which have been imaged and stored electronically as a part of the PERS Line of Business Management Information System. Included are enrollment forms, disability forms, birth and death certificates, correspondence between PERS and beneficiaries, medical records, and Social Security cards.

**DISPOSITION INSTRUCTIONS:**

Image and verify master ledger files; hold paper files ten (10) years after payout to individual, then dispose.

**RIGHTS MANAGEMENT:**

MCA, Section 25-1-111 (Social Security Numbers)

**REMARKS:**

This schedule amends schedule 5237 by disposing of paper files ten (10) years after payout to individual.

**STATE RECORDS COMMITTEE STATUS:** Pending



200 North Street  
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### **Records Control Schedule**

**SCHEDULE #:** 6263

**SCHEDULE NUMBERS TO BE AMENDED:** 4512

**AGENCY:** Archives and History, Department of

**DIVISION:** Archives and Records Services

**OFFICE/SECTION:** Reference Services

**RECORDS SERIES TITLE:** Library Patron Research Card Applications

**DATES:** 2003 - 2022

**Does this series continue to accumulate?** y

**ARRANGEMENT:** Alphabetically

**DESCRIPTION:**

This series consists of application forms completed by patrons desiring to conduct research in the Archives Library, along with the data entered from the forms into a reference database or catalog. Application includes patron signature and agreement with the MDAH library rules. Research cards were first issued in October 2003 and are valid for four (4) years.

**DISPOSITION INSTRUCTIONS:**

Hold paper files four (4) years, then dispose. Hold electronic files permanently.

**RIGHTS MANAGEMENT:**

**REMARKS:**

This schedule amends schedule 4512 by annually purging paper files from date of issuance and holding electronic files permanently instead of holding paper files two (2) years then transferring paper files to SRC five (5) years.

**STATE RECORDS COMMITTEE STATUS:** Pending



## State Government Records Office

200 North Street  
Jackson, Mississippi 39201

### Records Control Schedule

**SCHEDULE #:** 3456 Amended by Schedules G141

**AGENCY:** Gaming Commission

**DIVISION:** Charitable Gaming

**OFFICE/SECTION:** Bingo

**RECORDS SERIES TITLE:** Bingo Document Files

**DATES:** 1992 - 2022

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** yes

**ARRANGEMENT:** alphabetically

**DESCRIPTION:**

Files relates to the licensing of bingo operators. Included are applications, correspondence, and related documents. It is cut off at the end of the Serial year.

**DISPOSITION INSTRUCTIONS:**

Hold in the current files area until facility closes; transfer to State Records Center and hold three (3) years; transfer to State Archives.

**RIGHTS MANAGEMENT:**

**REMARKS:**

**STATE RECORDS COMMITTEE STATUS:** Approved on 10/19/1995

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## State Government Records Office

200 North Street  
Jackson, Mississippi 39201

### Records Control Schedule

**SCHEDULE #:** 3594      Amended by General Schedule G141

**AGENCY:** Gaming Commission

**DIVISION:** Investigations

**OFFICE/SECTION:**

**RECORDS SERIES TITLE:** Corporate Background Investigations

**DATES:** 1990 - 2022

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** yes

**ARRANGEMENT:** alphabetically

**DESCRIPTION:**

Files related to background investigations conducted on gaming organizations. Included are applications, financial statements and corporate tax returns, filings, list of corporate officers and board members, affiliated company charts, gaming licenses, notice of registration, signed releases, correspondence, working papers, plans and maps, and investigative reports.

**DISPOSITION INSTRUCTIONS:**

Hold in the current files area two (2) years; transfer to State Records Center and hold eight (8) years; transfer to State Archives.

**RIGHTS MANAGEMENT:**

**REMARKS:**

**STATE RECORDS COMMITTEE STATUS:** Approved on 06/13/1996

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200 North Street  
Jackson, Mississippi 39201

## **Records Control Schedule**

**SCHEDULE #:** 3595 Amended by General Schedule G141

**AGENCY:** Gaming Commission

**DIVISION:** Investigations

**OFFICE/SECTION:**

**RECORDS SERIES TITLE:** Personal Background Investigations

**DATES:** 1990 - 2022

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** yes

**ARRANGEMENT:** alphabetically

**DESCRIPTION:**

Included are files generated during background investigations of individuals involved with the gaming industry. Included are applications, applicant photograph and fingerprints, arrest and credit records, verification of completed education and employment history, financial information, interview notes, signed releases, suitability letters, correspondence and working papers.

**DISPOSITION INSTRUCTIONS:**

Hold in the current files area two (2) years; transfer to State Records Center and hold eight (8) years; then destroy. Notify Gaming Commission prior to destruction.

**RIGHTS MANAGEMENT:**

**REMARKS:**

**STATE RECORDS COMMITTEE STATUS:** Approved on 06/13/1996

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200 North Street  
Jackson, Mississippi 39201

## **Records Control Schedule**

**SCHEDULE #:** 3455 Amended by General Schedule G141

**AGENCY:** Gaming Commission  
**DIVISION:** Charitable Gaming  
**OFFICE/SECTION:** Bingo

**RECORDS SERIES TITLE:** Report Files

**DATES:** 1993 - 2022

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** yes

**ARRANGEMENT:** alphabetically

**DESCRIPTION:**

Files relates to licensing of bingo operators. Included are monthly reports, copies of invoices for operator bingo supplies, work schedules, and other files. It is cut off at the end of the Fiscal year.

**DISPOSITION INSTRUCTIONS:**

Hold in the current files area one (1) year; transfer to State Records Center and hold three (3) years; then destroy.

**RIGHTS MANAGEMENT:**

**REMARKS:**

**STATE RECORDS COMMITTEE STATUS:** Approved on 10/19/1995

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200 North Street  
Jackson, Mississippi 39201

## Records Control Schedule

**SCHEDULE #:** 4018 Amended by General Schedule G143

**AGENCY:** Gaming Commission

**DIVISION:** Casino Enforcement

**OFFICE/SECTION:**

**RECORDS SERIES TITLE:** Gaming Employee Work Permit Files

**DATES:** 1993 - 2022

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** yes

**ARRANGEMENT:** alphabetically

**DESCRIPTION:**

This series consists of records related to casino work permits issued by the Mississippi Gaming Commission. Included are applications for work permits, waivers of rights, fingerprint cards, and photographs. Also included are questionnaires completed by applicants detailing any prior criminal violations, delinquency of any taxes due, and background information.

**DISPOSITION INSTRUCTIONS:**

Hold in the current files area three (3) years after no activity; transfer to State Records Center and hold three (3) years; then dispose.

**RIGHTS MANAGEMENT:**

**REMARKS:**

**STATE RECORDS COMMITTEE STATUS:** Approved on 03/19/1999

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## State Government Records Office

200 North Street  
Jackson, Mississippi 39201

### Records Control Schedule

**SCHEDULE #:** 4019 Amended by General Schedules G141, G144, G145, G146 as applicable

**AGENCY:** Gaming Commission

**DIVISION:** Casino Enforcement

**OFFICE/SECTION:**

**RECORDS SERIES TITLE:** Casino Correspondence

**DATES:** 1993 - 2022

**DOES THIS SERIES CONTINUE TO ACCUMULATE?** yes

**ARRANGEMENT:** alphabetically by casino name

**DESCRIPTION:**

This series consists of incoming and outgoing correspondence related to casinos covering a wide range of subject matter. It is a requirement for any proposed change at casinos to be submitted to this division prior to any action. Included are letters of notification of an action requested. Also included are notifications of criminal or legal actions.

**DISPOSITION INSTRUCTIONS:**

Hold in the current files area two (2) years; transfer to State Records Center and hold three (3) years; then transfer to State Archives.

**RIGHTS MANAGEMENT:**

**REMARKS:**

**STATE RECORDS COMMITTEE STATUS:** Approved on 03/19/1999

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CPM Survey

Caroline Gray-Primer

**Project Title:** Licensure General Schedules (Streamline)

**Project Purpose:** To develop licensure related uniform records retention schedules for improved compliance with the records management law of 1981 (MCA 25-29-11), which will reduce the number of schedules using a systematic approach.

**Project Scope:** To review all records retention schedules for Mississippi and create consistent and streamlined general schedules for those agencies who issue licenses, permits and certifications.

**Survey Design:** The e-mail survey link was sent to the 29 state agencies whose retention schedules were proposed for amendment. Each question was designed to provide feedback regarding the process in the general records schedule development for professional licensing, permits, and certifications for Mississippi state agencies, boards and commissions.

Question (1) was only for the agency to provide their e-mail address.

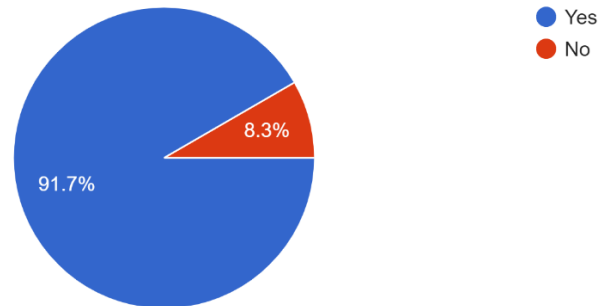
Results will only be presented in the aggregate to promote honest, open responses to the questions.

**Summary:** There were 12 respondents. The results can help make improvements to the records retention schedule development process. It appears from the information that the MDAH staff may develop some solutions as follows:

- Provide state agencies more than 30 days to review retention schedules changes
- Offer a meeting to review the retention schedules to each impacted agency prior to them making comment
- Invite interested agencies to each state records committee meeting
- Look at the development of on-line, on-demand records management training
- Send the government records newsletter electronically to all state agency heads

2. Did you receive the proposed schedules in enough time to provide feedback?

12 responses

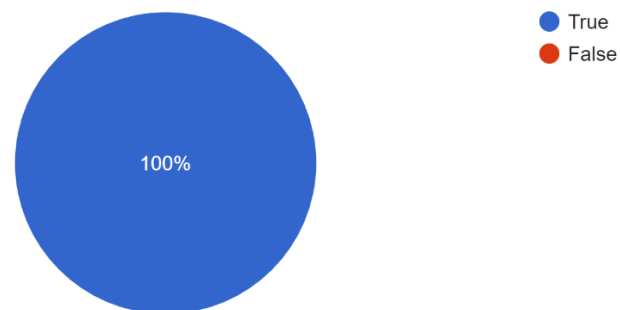


One agency indicated they did not have enough time to review the proposed schedules.

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3. MDAH listened to your input on the new general schedules.

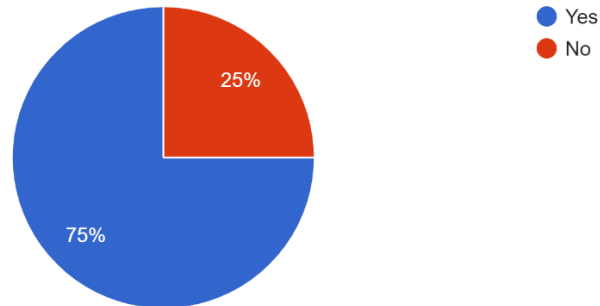
12 responses



All agencies indicated MDAH staff listened to their input on the retention schedules.

4. Would you have benefitted from an online review of the proposed general schedules prior to providing input?

12 responses

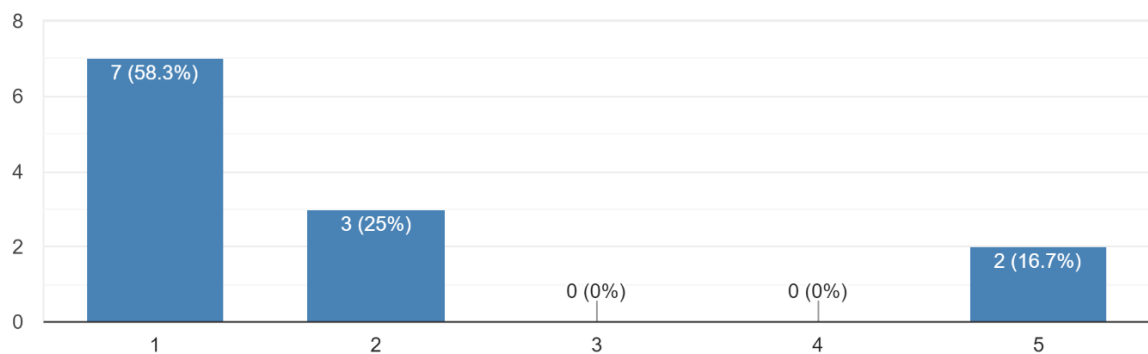


Nine agencies believe they would have benefitted from a review with MDAH staff regarding the retention schedules prior to giving input.

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5. Does MDAH provide enough technical assistance in the development of records retention schedules?

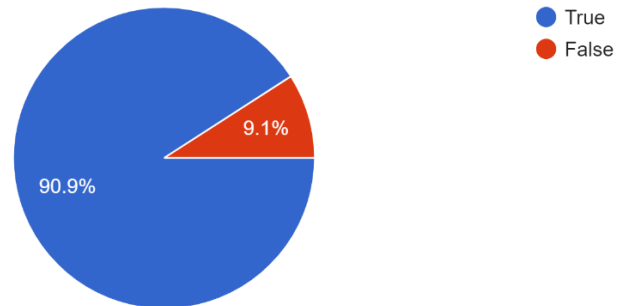
12 responses



Two of the twelve respondents did not feel that MDAH provides enough technical assistance regarding retention schedules.

6. MDAH staff were responsive to your questions regarding the proposed changes to the general schedules for licensure, permits, and certifications.

11 responses

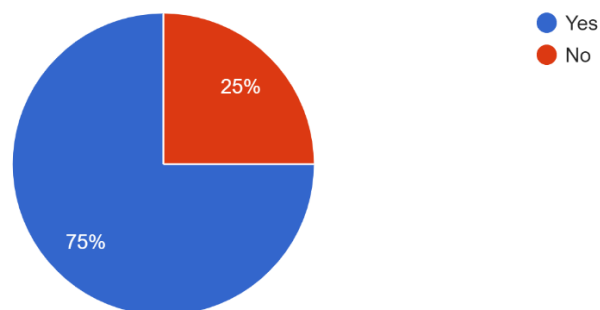


One agency indicated that MDAH was not responsive to their questions.

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7. Do you believe the approved licensure, permits and certifications general schedules are more beneficial than agency specific schedules?

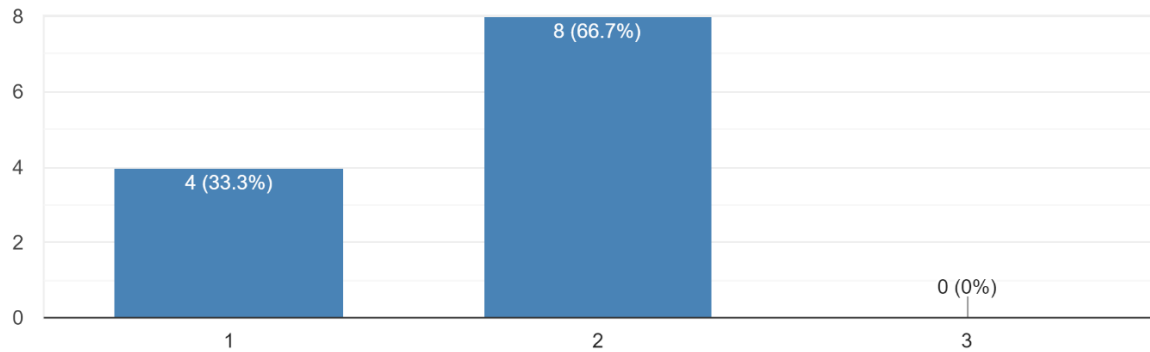
12 responses



Three agencies indicated they do not believe general schedules are more beneficial.

8. What is your knowledge level for administering an efficient and effective records management program by means of implementing the Mississippi...agement Law of 1981 (MS Code 25-59-1 et. seq.)?

12 responses

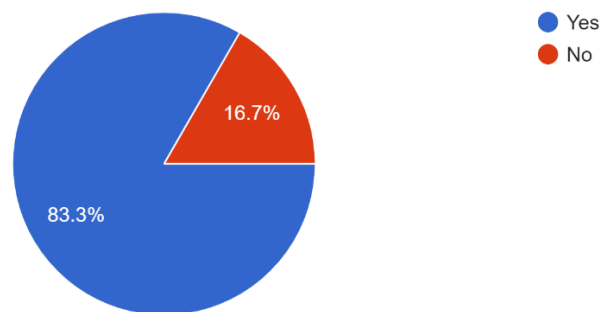


33% of the respondents believe they are very knowledgeable, while the remaining 66% feel they are somewhat knowledgeable.

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9. Prior to the notification of schedule changes, were you aware of the role and responsibilities of the State Records Committee?

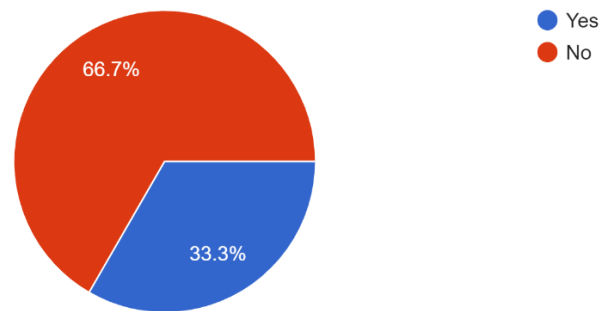
12 responses



Two agencies indicated they were not aware of the role of the state records committee.

10. Have you ever attended a meeting of the State Records Committee?

12 responses

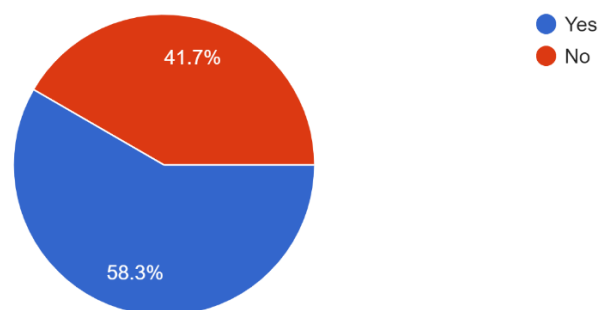


Eight respondents have never attended a state records committee meeting.

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11. Would you like to attend a meeting of the State Records Committee? If you indicate "Yes", we will use the e-mail address you entered to send notification.

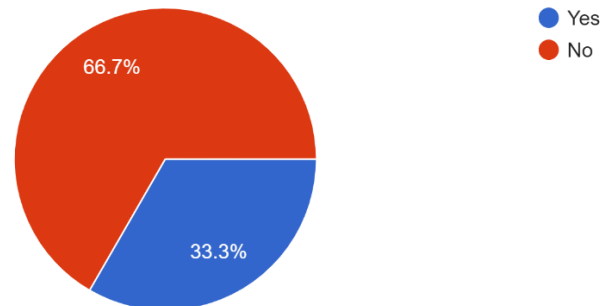
12 responses



Of the eight who have never attended, only four would like to attend.

12. Has your agency participated in any records management training sessions administered by MDAH staff?

12 responses

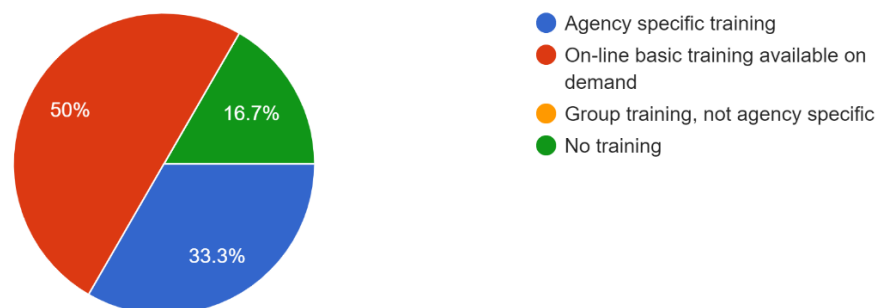


Eight agencies have never attended MDAH sponsored records management training.

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13. Would your agency be interested having records management training?

12 responses

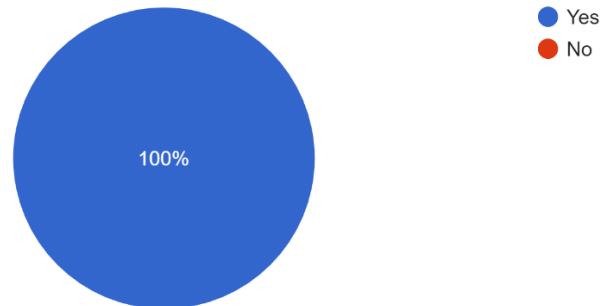


All but one agency who has not had records management training would like to have some form of training available.



14. Is your agency willing to allow professional development time away from work to attend free, live training either in-person or online?

12 responses

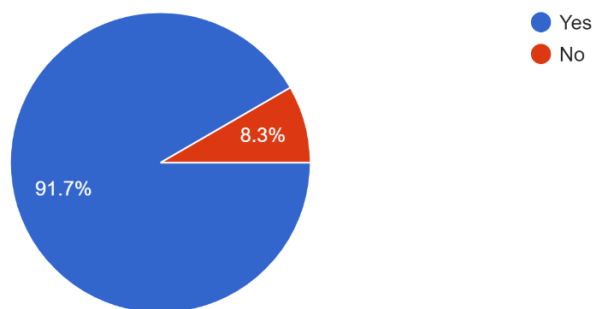


All agencies are willing to allow staff time away from work for training.

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15. Would like to receive the state records management newsletter?

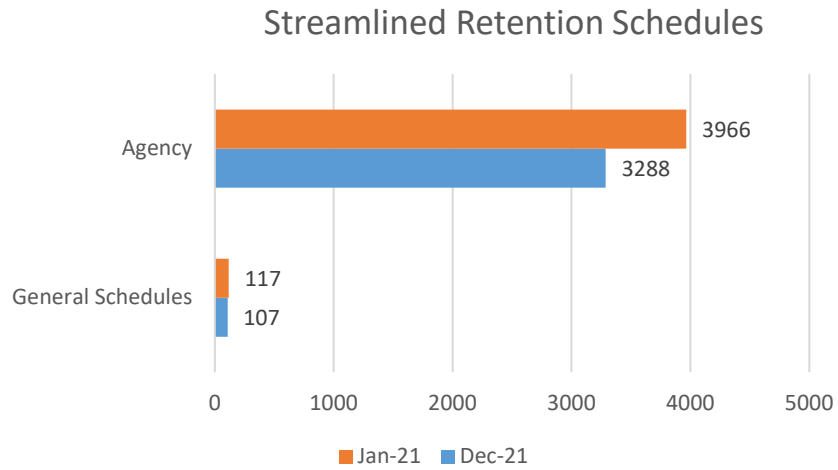
12 responses



All but one agency would like to receive the government records newsletter.

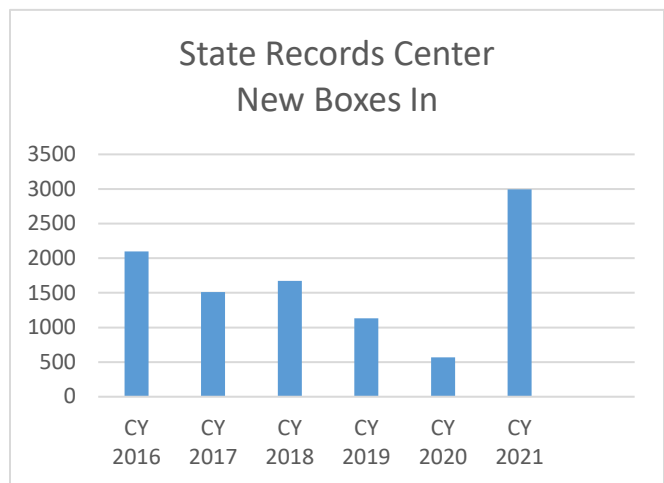
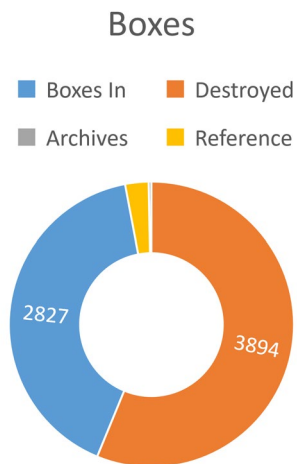
## Government Records

### Records Retention Schedule Activity



	CY 1982	CY 2016	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021
Agency Specific	8	3107	3149	3186	3240	3966	3288
General	0	32	60	70	70	117	107

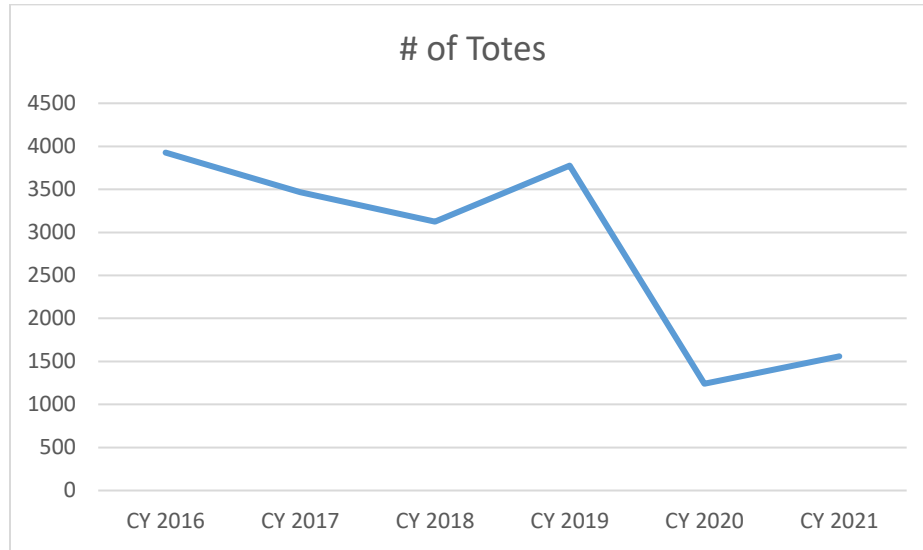
### State Records Center Box Activity



\*1312 boxes transferred in CY 2021-2022 were previously stored with off-site vendor for UMMC and MDA

	CY 2016	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021
# of agencies	24	17	21	17	12	16
# of Boxes	2098	1510	1672	1131	567	2993

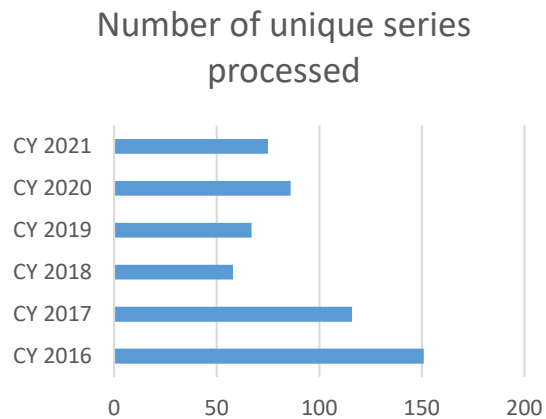
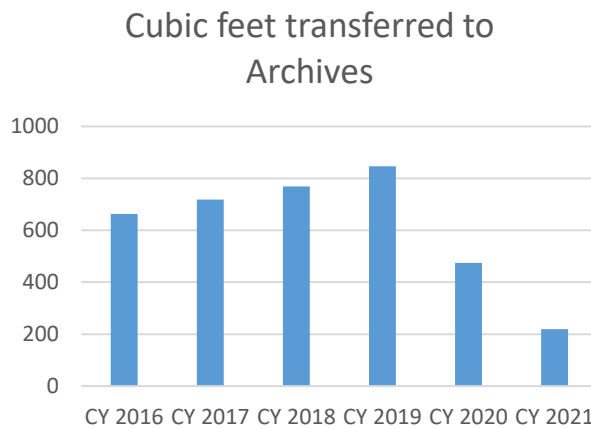
## Backup Tape Rotation Activity



*\*Reduction in number of totes is consistent with smaller size of medica devices*

	CY 2016	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021
# of agencies	13	13	12	13	11	11
# of Totes	3927	3466	3124	3774	1241	1560

## Archival Records Activity



	CY 2016	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021
Cubic feet transferred	663	718	768.50	846.35	474	219
# of agencies transferred	18	18	18	16	11	17
# of series processed	151	116	58	67	86	75