

AGENDA
STATE RECORDS COMMITTEE
July 21, 2022

1. Call to Order
2. Minutes of Meeting on April 21, 2021
3. Public Comment
4. Application for Disposition / Records Control Schedules
 - A. Proposed New General Schedules
 - a. Healthcare
 - i. Medication Acquisition Records – G155
 - ii. Medication Control Records, subject to CMS – G156
 - iii. Medication Control Records – G157
 - B. Proposed Amendments to General Schedules
 - a. Purchasing – nos. G131 and G132 Amends G10 and G11
 - C. Proposed Amendments to Agency Schedules
 - a. Secretary of State, Land Division
 - i. Strike-offs – no. 6265 amends 702
 - ii. Sixteenth Section Land Classifications – no. 6266 amends 6239
 - iii. Original Patents – no. 6267 amends 716
 - D. Proposed Amendments of Agency Schedules to follow General Schedules
 - a. G14, G15, G20, G21, as applicable
 - i. Human Services – no. 1028 Communiqué Files
 - b. G16 – Administrative Files, Personnel Office
 - i. Archives & History – no. 4165 Recruitment Files
 - ii. Corrections – no. 3820 Monthly Report
 - c. G23, G24, G25, G26, G117 or G118, as applicable
 - i. Real Estate Commission – no. 1412 Real Estate Law Books.
Separate the contents of this services into appropriate groups.
 - d. G29 State Plan
 - i. Rehabilitation Services – no. 239 State Plan
 - e. G30 Annual Reports
 - i. Public Employees' Retirement System – no. 1567 Annual Statement
 - f. G62 or G147, as applicable. Transitory or Programmatic Correspondence

- i. Chiropractic Examiners – no. 3347 General Correspondence
- g. G85 – Personnel, Applicant Selection Process
 - i. Corrections
 - 1. No. 3814 Interview Files
 - 2. No. 3818 Interview Packets
- h. G91 Personal Service Contract
 - i. Human Services – no. 5129 Personal Service Contract Files
 - ii. Military Department – no. 4417 Contract Services Worker Files
- i. G92, G93, G94, G95, or G97, as applicable. Vehicle Records
 - i. Veterinary Diagnostic Laboratory – no. 4179 Vehicle Files
- j. G103 Organization Charts
 - i. Veterinary Diagnostic Laboratory – no. 4199 Organization Charts
- k. G119, G120, G121, G127, G128 or G129 as applicable. Grant Files
 - i. Human Services
 - 1. No. 393 Grant Files
 - 2. No. 3829 Monitoring Files
 - 3. No. 4320 Subgrant Contract Files
 - ii. Public Safety – no. 3925 Subgrantees' Contract Files
- l. G130 Civil Litigation Case File
 - i. Human Services – no. 1024 Court Suits
- m. G131 or G132, as applicable. Accounting
 - i. Archives & History – no. 4824 Administrative Assistant
 - ii. Education
 - 1. No. 1461 Purchasing Requests
 - 2. No. 3743 Requisitions
 - iii. Finance & Administration
 - 1. No. 2221 Purchase Orders vs Requisitions
 - 2. No. 2450 Purchase Orders and PO Adjustments (FMB copy)
 - iv. Human Services – no. 3104 WD Billing
 - v. Mental Health – MS. State Hospital
 - 1. No. 1855 Requisition Summary
 - 2. No. 1865 Requisition File
 - 3. No. 2004 Printing Requisitions
 - vi. Soil & Water Conservation Commission – no. 819 P-1 Forms
 - vii. Transportation – no. 1185 P-1 Authority
 - viii. University Press – no. 1561 Customer order with invoices
 - ix. Veterinary Diagnostic Laboratory – no. 4176 SPAHRS Files
 - x. Wildlife, Fisheries and Parks – no. 1770 Telephone Billing Files

- n. G136 Agency Payroll Records
 - i. Human Services – no. 333 Deduction Registers
- o. G140, G141, or G142 as applicable. License Files
 - i. Cosmetology – no. 3144 New Salon Application Log
- p. G141 License Files
 - i. Banking & Consumer Finance
 - 1. No. 506 Small Loan/Motor Vehicles, Active
 - 2. No. 507 Small Loan/Motor Vehicles, Inactive
 - 3. No. 3115 Small Loan/Motor Vehicles Files
 - ii. Cosmetology – no. 3146 Insurance Policy
- q. G145 or G146, as applicable. Complaints
 - i. Architecture – no. 6119 Compliant Files
 - ii. Banking & Consumer Finance
 - 1. No. 4682 Compliant Files, Active
 - 2. No. 4745 Compliant Files
 - 3. No. 4943 Compliant Files, Inactive
 - iii. Foresters Board
 - 1. No. 4305 Compliant Letters
 - 2. No. 4306 Complaint Files
 - iv. Health Department – no. 3532 Compliant Files
 - v. Motor Vehicle Commission – no. 2480 Compliant Files
 - vi. The Mississippi Bar – no. 3369 Complaint Files (Dismissed)
- r. G147 Programmatic Correspondence
 - i. Cosmetology – no. 3159 Information Requests
- s. G148 Patient Billing
 - i. Health Department – no. 3119 Sterilization Files
 - ii. Mental Health – MS. State Hospital
 - 1. No. 1942 Reimbursement Claims File
 - 2. No. 1943 Reimbursement Reports
 - iii. University of Mississippi Medical Center
 - 1. No. 2096 Medicaid
 - 2. No. 2170 Billing Records/Billing Invoices
 - 3. No. 2343 Billing Records
- t. G150 Hospital Patient Records, Mental Health
 - i. Mental Health – Ellisville State School
 - 1. No. 5117 Clinic Forms (Misc.) Permanent Files
 - 2. No. 5215 Consent Files
 - ii. University of Mississippi Medical Center – no. 2893 Clinic Files
- u. G152 Hospital Radiological Records

- i. University of Mississippi Medical Center – no. 4117 X-Rays
 - v. G153 Patient Records, Adults
 - i. University of Mississippi Medical Center – no. 4501 Client Charts
 - w. G155 – Medication Acquisition Records
 - i. University of Mississippi Medical Center – no. 3092
 - x. G156 – Medication Control Records, Subject to CMS
 - i. Mental Health, Ellisville State School
 - 1. No. 5137 Pharmacy Order Records Forms
 - 2. No. 5138 Pharmacy Medication Control Record
 - 3. No. 5139 Pharmacy Inventory Record Forms
 - E. Agency Schedule to Amend in favor of existing agency schedule
 - i. State Personnel Board - no. 2861 to use 5385 Subpoena Ledger. Duplicate schedule.
 - F. Schedules to Abolish
 - a. Human Services – no. 2899 Client Case Files. No longer created or received
 - b. Military – no longer created or received
 - i. No. 4447 – Armory Construction General Files
 - ii. No. 4452 – Armory Construction General Files
 - c. Public Utilities Staff – no. 3039 Public Utilities Regulatory Policies Act (PURPA) Files.
 - d. Foresters – no. 4308 – Sponsorship Files
5. Off-Site Lease Applications: None at this time
6. 2022 Meeting Dates: October 27th
7. Other Business
8. Adjournment

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

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

Thursday, April 21, 2022

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, April 21, 2022, 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:

Joseph Sclafani, representing the Honorable Tate Reeves, Governor;
Lauren Armstrong, representing the Honorable Michael Watson, Secretary of State;
Jeff Goodwin, representing the Honorable Shad White, State Auditor; and
Lisha Jones, representing the state registrar of vital records, Department of Health.

The following visitors were present:

David Minton, Office of the Attorney General
Jessica Clark, University of Southern Mississippi
Clancy Smith, University of Southern Mississippi
Sharon Bridges, CPM project Evaluator and 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 October 15, 2021 meeting were presented to the Committee. Joseph Sclafani moved to approve, and Lisha Jones 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. Mr. Dent presented the remainder of the schedules for the Committee's consideration:
 - A. Proposed new schedule – IHL, Public Universities & Public 4-Year Colleges
 - a. Graduate Faculty Application Packets – no. 6262

Lisha Jones moved to approve, and Jeff Goodwin seconded. The Committee unanimously approved the schedules.

- B. Proposed Amendment of Agency Schedules
 - a. Legislative P.E.E.R. Committee

- a. Project Files – no. 6264 amends 1391
- b. Public Employees’ Retirement System
 - a. Office of Retirement Services – no. 6261 amends 5237
- c. Archives & History
 - a. Library Patron Research Card Applications – no. 6263 amends 4512

Mr. Sclafani asked if the Legislative P.E.E.R. project files was standard to have a seven year retention. Mr. Dent explained that there was no consistency found across other state’s with respect to the retention period.

Jeff Goodwin moved to approve, and Lisha Jones seconded. The Committee unanimously approved the schedules.

C. Proposed Amendments of Agency Schedules to follow General Schedules

- a. Gaming Commission
 - a. Bingo Document Files – no. 3456. Use G141
 - b. Corporate Background Investigations – no. 3594. Use G141
 - c. Personal Background Investigations – no. 3595. Use G141
 - d. Report Files – no. 3455. Use G141
 - e. Gaming Employee Work Permit Files – no. 4018. Use G143
 - f. Casino Correspondence – no. 4019. Use G141, G144, G145 and G1465 as applicable.

Lisha Jones moved to approve, and Jeff Goodwin seconded. The Committee unanimously approved the schedules.

D. Ms. Gray-Primer presented the survey findings from her Certified Public Managers project.

E. Mr. Dent gave a brief report on the activities of the government records section at MDAH.

F. Off-Site Lease Applications

- a. Mississippi State Department of Health – VRC. \$25,333.33
- b. Mississippi Development Authority – VRC. \$15,900

Lisha Jones moved to approve, and Jeff Goodwin seconded. The Committee unanimously approved the schedules.

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

H. Adjournment

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

Katie Blount, Chair

SCHEDULE NUMBER	SERIES TITLE AND DESCRIPTION	DISPOSITION INSTRUCTIONS	SRC STATUS
G155	<p>Medication Acquisition Records</p> <p>This series includes records to document the purchase of medications at state-operated pharmacies. Included may be invoices, payment vouchers, correspondence, shipping and receiving, and reports related to the order and purchase of medication. The Centers for Medicaid and Medicaid Services (CMS) may require longer retention for participation in the program.</p>	Hold Three (3) years, then dispose. Audit must have been released three (3) years prior to disposal.	Pending
G156	<p>Medication Control Records, Subject to CMS Rules</p> <p>This series includes records to document the inventory, dispensing, destruction, or return of medications of a state-operated pharmacies subject to the Centers for Medicare and Medicaid (CMS) regulations. This may include prescription number, date of initial dispensing, name and address of patient, prescribers name and DEA registration number, dosage, error rate, health disclosure, and other information as may be required by CMS, FDA, DEA, or the Mississippi Board of Pharmacy regulations.</p>	Hold ten (10) years, then dispose.	Pending
G157	<p>Medication Control Records</p> <p>This series includes records to document the inventory, dispensing, destruction, or return of medications of a state-operated pharmacies not subject to the Centers for Medicare and Medicaid (CMS) regulations. This may include prescription number, date of initial dispensing, name and address of patient, prescribers name and DEA registration number, dosage, error rate, health disclosure, and other information as may be required by CMS, FDA, DEA, or the Mississippi Board of Pharmacy regulations.</p>	Hold six (6) years, then dispose.	Pending

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G10	Request for Authority to Purchase (P-1's)		Hold original or authenticated reproduction three (3) years after release of audit; then destroy.	09/22/1988
G11	Request to Purchase (In-agency)	These documents may be found in agencies requiring in-agency approval prior to issuing a purchase order. They generally will contain description of item, quantity, vendor, catalog number and price.	Hold one (1); then destroy.	01/26/1989

Amend to follow

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G131	Accounting & Budget - State Funded	Accounts payable & receivable, allocations, agency copy of audit reports, banking, CAFR, credit and P-card files, disbursements, financial correspondence, GAAP reports, ledgers, petty cash, purchase orders, receipts, reconciliation, reimbursement, requisitions, sale of commodities, sales tax records, shipping/receiving, statewide accounting	Hold records three (3) years after audit, then dispose.	07/15/2021

		system reports, travel, trial balance, vendor payment files, warrants, and related accounting and budget files.		
G132	Accounting & Budget Federal and non-state funded	Series includes accounts payable & receivable, allocations, agency copy of audit reports, banking, CAFR, credit and P-card files, disbursement, financial correspondence, GAAP reports, ledgers, petty cash, purchase orders, receipts, reconciliation, reimbursement, requisitions, sale of commodities, sales tax records, shipping/receiving, statewide accounting system reports, travel, trial balance, vendor payment files, warrants, and related accounting and budget files.	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.	07/15/2021

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

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SCHEDULE #: 6265

SCHEDULE NUMBERS TO BE AMENDED: 702

AGENCY: Secretary of State

DIVISION: Public Lands

OFFICE/SECTION:

RECORDS SERIES TITLE: Strike-offs

DATES: 1926 - 2022

Does this series continue to accumulate? y

ARRANGEMENT: Alphabetically

DESCRIPTION:

This series consists of files related to land descriptions that are inadequate so they are stricken from the record. These files may include strike-off journals. These strike-offs are approved by the Attorney General. These parcels of land are owned by the state due to nonpayment of taxes. This series is cut off at the end of the calendar year.

DISPOSITION INSTRUCTIONS:

Hold (3) three years, then transfer to Archives.

RIGHTS MANAGEMENT:

REMARKS:

This schedule amends schedule 702 by holding three (3) years, then transferring files to Archives instead of microfilming.

STATE RECORDS COMMITTEE STATUS: Pending

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Records Control Schedule

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SCHEDULE #: 6266

SCHEDULE NUMBERS TO BE AMENDED: 6239

AGENCY: Secretary of State

DIVISION: Public Lands

OFFICE/SECTION:

RECORDS SERIES TITLE: Sixteenth Section Land Classifications

DATES: 1950 - 2022

Does this series continue to accumulate? y

ARRANGEMENT: Alphabetically

DESCRIPTION:

This series consists of records relating to sixteenth section land in each county. Included is correspondence with school districts, aerial photos, maps, classification of each parcel of land according to function, lease agreements, computer printouts, correspondence, school audits, and related files. Prior to 2000 the documentation was entered into annual reports of the Secretary of State. After 2000 the information is located in a database.

DISPOSITION INSTRUCTIONS:

Hold imaged or original land documentation three (3) years after it is placed into an annual report or database; then transfer the paper or digital printout of land classifications, aerial photos and maps to Archives. After transfer to Archives all other materials, to include audits and correspondence may be disposed after three (3) years.

RIGHTS MANAGEMENT:

REMARKS:

This amendment allows for the destruction of documentation once the land information is placed in a public annual report or entered into a database and transferred to Archives.

STATE RECORDS COMMITTEE STATUS: Pending

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Records Control Schedule

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SCHEDULE #: 6267

SCHEDULE NUMBERS TO BE AMENDED: 716

AGENCY: Secretary of State

DIVISION: Public Lands

OFFICE/SECTION:

RECORDS SERIES TITLE: Original Patents

DATES: 1850 - 2022

Does this series continue to accumulate? y

ARRANGEMENT: by district, township, and range

DESCRIPTION:

This series consists of files related to information on property given to individuals by the U.S. government. Included are card cross reference file.

DISPOSITION INSTRUCTIONS:

Hold three (3) years, then transfer to Archives.

RIGHTS MANAGEMENT:

REMARKS:

This schedule amends schedule 716 by holding three (3) years, then transferring to Archives instead of microfilming.

STATE RECORDS COMMITTEE STATUS: Pending

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