

AGENDA
STATE RECORDS COMMITTEE
April 20, 2023

1. Call to Order
2. Minutes of Meeting on January 19, 2023
3. Public Comment
4. Application for Disposition / Records Control Schedules
 - A. Proposed New General Schedules
 1. Contracts
 - a. Contracts – Federally or other Funded – no. G158
 - b. Contracts – State Funded – no. G159
 - c. Contracts – Healthcare Services – no. G160
 - d. Affiliation Agreements – no. G161
 - e. Reciprocal Agreements – no. G162
 - f. Lease, Real Property – no. G163
 - g. Lease, Equipment – no. G164
 2. Procurement
 - a. Competitive Bid – no. G165
 - b. State Contract, Federally and other Funded – no. G166
 - c. State Contract, State Funded – no. G167
 3. Law Enforcement
 - a. Accident Reports – no. G168
 - b. Arrest Records, Reports, and Logs – Felonies – no. G169
 - c. Arrest Records, Reports, and Logs – Non-Felonies – no. G170
 - d. Dispatch Logs – no. G171
 - e. Dispatch Recordings – no. G172
 - f. Expungements – no. G173
 - g. Capital Offense Reports – no. G174
 - h. Non-Capital Offense Reports – no. G175
 - i. Tickets – Violations of Law – no. G176
 - j. Training Records, General – no. G177
 - k. Training Records, Individual – no. G178
 - l. Video/Audio Recordings – Mobile Units, Non-Evidentiary – no. G180
 - m. Video/Audio Recordings – Stationary Cameras, Non-Evidentiary – no. G182

- B. New Agency Specific Retention Schedules
 - 1. Charter School Authorizer Board
 - a. Foundational Records – no. 6286
 - b. Support and Oversight – no. 6287

- C. Proposed amendments to existing agency schedules to follow approved general schedules regarding contracts and procurement.
 - 1. Contracts – Federally or other funded. G158
 - a. Development Authority – no. 1485
 - b. Education – no. 2366, 2370
 - c. Human Services – no 383
 - d. Military Department – no. 4043
 - e. Transportation – nos. 1184, 1187, 3342
 - f. University of Mississippi Medical Center – no 4310
 - 2. Contracts – State funded. G159
 - a. Archives & History – no. 4146
 - b. Environmental Quality – nos. 1554, 3203
 - c. Finance & Administration – nos. 2232, 2234
 - d. Health – no. 3329
 - e. Mental Health – nos. 1901, 1944, 2060
 - 3. Contracts – Healthcare Services. G160
 - a. Health – no. 1743
 - b. Medicaid – no. 1640
 - c. Mental Health – nos. 1814, 1839, 1875, 1892, 1931
 - d. University of Mississippi Medical Center – no. 2299
 - 4. Affiliation Agreements. G161
 - a. Institutions of Higher Learning – no. 5700
 - b. Mental Health – no. 1867
 - 5. Reciprocal Agreements. G162
 - a. Insurance Department – no. 99
 - b. Wildlife, Fisheries and Parks – no. 1658
 - 6. Lease, Real Property. G163
 - a. Cosmetology – no. 3147
 - b. Finance & Administration – no. 3708
 - c. Employment Security Commission – no. 5646
 - d. Human Services – no. 370
 - e. Institutions of Higher Learning – nos. 567, 5999
 - f. Public Safety – no. 2707
 - g. Rehabilitative Services – nos. 177, 1839
 - h. Transportation – no. 1378
 - i. University of Mississippi Medical Center – no. 3492
 - 7. Lease, Equipment. G164
 - a. Public Service Commission – no. 2990
 - 8. Procurement, Competitive Bid. G165
 - a. Education – no. 2366
 - b. Mental Health – no. 1861
 - c. Transportation – nos. 1186, 1187, 3342
 - 9. Procurement, State Contract. Federally Funded. G166

- a. Education – no. 3581
 - b. Mental Health – no. 1856
 - c. Rehabilitative Services – no. 176
 - 10. Procurement, State Contract, State Funded. G167
 - a. Finance & Administration – no. 2235
 - 11. Procurement. G165, G166, or G167, as applicable
 - a. Transportation – no. 3840

- D. Proposed amendments to existing agency schedules to follow approved general schedules regarding Law Enforcement Records.
 - 1. Accident Reports – G168
 - a. Education – no. 3748
 - b. Institutions of Higher Learning – no. 6200
 - c. Marine Resources – no. 6013
 - d. Transportation – no. 1354
 - e. Wildlife, Fisheries and Parks – no. 1497
 - 2. Arrest Records, Reports, and Logs (Felonies) – G169
 - a. Institutions of Higher Learning – no. 6201
 - b. Wildlife, Fisheries and Parks – nos. 1504, 1506
 - 3. Arrest Records, Reports, and Logs (non-felonies) – G170
 - a. Institutions of Higher Learning – no. 6201
 - b. Mental Health – no. 2032
 - c. Wildlife, Fisheries and Parks – now. 1504, 1506
 - 4. Dispatch Logs – G171
 - a. Institutions of Higher Learning – no. 6202
 - b. Marine Resources – no. 6015
 - c. University of Mississippi Medical Center – no. 2672
 - 5. Expungements – G173
 - a. Institutions of Higher Learning – no. 6206
 - b. Marine Resources – no. 6010
 - 6. Capital Offense Reports – G174
 - a. Institutions of Higher Learning – no. 6204
 - 7. Non-Capital Offense Reports – G175
 - a. Institutions of Higher Learning – no. 6207
 - 8. Tickets – Violations of Law – G176
 - a. Institutions of Higher Learning – no. 6203
 - b. Marine Resources – no. 6012
 - c. Mental Health – 2040
 - d. Public Safety – no. 2243
 - e. Public Service Commission – no. 2980
 - f. Transportation – no. 5917
 - g. University of Mississippi Medical Center – no. 2498
 - h. Wildlife, Fisheries and Parks – no. 1508

- E. Proposed amendments to agency schedules.
 - 1. University of Mississippi Medical Center
 - a. 6283 – Investigational Drug Records – amends no. 3412
 - 2. Department of Insurance
 - a. 6274 Company Record Charter Files – amends no. 5339

- b. 6275 Statutory Filings – amends nos. 90, 2554, 2557, 5336, 5341, 5443, 5775, 5779, 5780, and 5784
 - c. 6276 Statutory Deposits – amends no. 5773
 - d. 6277 Examination Files & Reports – amends nos. 5774, 5836
 - e. 6278 Rate Service/Advisory Organization Files – amends no. 5782
 - f. 6279 Burial Association Files – amends no. 5337
 - g. 6280 Automobile Clubs – amends nos. 5777, 5781
 - 3. Education
 - a. 6285 Textbook Adoption Catalogues – amends no. 3582
 - b. 6284 Braille Materials – amends no. 6284 to correct the office name
 - 4. Public Safety
 - a. 6288 Accident Reports – amends no. 2620
 - b. 6289 Arrest Cards – amends no. 5923
- F. Proposed amendments of agency schedules to follow existing general schedules G89 or G90, (Subject Files & Desk Reference Files) as applicable.
- 1. Archives & History – nos. 4781, 4906, 4876
- G. Proposed amendment to an agency schedule to follow general schedule G62 (Transitory Correspondence).
- 1. Education – no. 3578
- H. Proposed amendment to an agency schedule to follow general schedule G128 (Grants).
- 1. Human Services – no. 4323
- I. Proposed amendment to an agency schedule to follow general schedules G4, G5, or G6, (Budget) as applicable.
- 1. Education – no. 2364
- J. Proposed amendment of an agency schedule to follow general schedules G116 or G132, (Property & Budget) as applicable.
- 1. Institutions of Higher Learning, USM – no. 5848
- K. Proposed amendment to an agency schedule to follow general schedule G145 or G146, (Licensure, Permits & Certifications) as applicable.
- 1. Real Estate Commission – no. 1411
- L. Proposed amendment to an agency schedule to follow general schedule G136 (Payroll).
- 1. Human Services – no. 3105
- M. Proposed amendment to an agency schedule to follow general schedule G87. (Worker's Compensation Files).
- 1. Transportation – no. 1154

N. Proposed amendments of agency schedules to follow existing general schedule G116 (Property, Fixed Assets).

1. Education – nos. 841, 873, 885, 1236, 1295, 3735
2. Ethics Commission – no. 1396
3. Rehabilitation Services – no. 1550
4. Wildlife, Fisheries and Parks – no. 1678
5. Contractor’s Licensing Board – no. 2088
6. Finance & Administration – no. 2267
7. University of Mississippi Medical Center – nos. 2286, 3503
8. Pharmacy Board – no. 3252
9. Veterinary Diagnostic Laboratory – no. 4222
10. Archives & History – no. 5003
11. Mental Health – no. 5266
12. Institutions of Higher Learning – no. 5937

O. Proposed amendment to an agency schedule to follow general schedules G92. G93, G94 (Vehicles) as applicable.

1. Transportation – nos. 1352, 1353

P. Proposed agency schedules to abolish – no longer accumulating.

1. Archives & History, Local Government Records Office
 - a. 4861 – Project Database
 - b. 4862 – Project Working File
 - c. 4956 – Monthly Reports, Hurricane Katrina
2. Department of Education
 - a. 2372 – Defective Textbook Files
 - b. 2362 – Field Representatives’ Daily reports
 - c. 2369 – Surplus Textbook Inventory
 - d. 2368 – Textbook Inventory

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

6. 2023 Meeting Dates: July 20th, Oct 19th

7. Other Business

- a. Government Records Activity Calendar Year 2022

8. Adjournment

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MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY
MINUTES OF A MEETING OF THE
STATE GOVERNMENT RECORDS COMMITTEE

Thursday, January 19, 2023

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, January 19, 2023, in a virtual environment using Zoom. David Pilcher, archives & services 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;

Jeff Goodwin, representing the Honorable Shad White, State Auditor; and

The following visitors were present:

Lisa Ouzts, Department of Environmental Quality

The following staff of MDAH were present:

Caroline Gray-Primer, Government Records, A&RS

- I. Mr. Pilcher recognized a quorum, called the meeting to order, and welcomed all present.
- II. Minutes of the July 21, 2022 meeting were presented to the Committee. Jeff Goodwin moved to approve, and Joseph Sclafani moved to approve. 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:
 - Q. Proposed new agency schedule – Department of Archives & History
 1. Museum Comment Cards – 6268

Joseph Sclafani moved to approve, and Jeff Goodwin seconded. The Committee unanimously approved the schedules.

- R. Amendment to agency schedules – Department of Environmental Quality, Pollution Control
 - 1. Treatment, Storage and Disposal (TSD) Files – no. 6269 amends 3226
 - 2. Annual Hazardous Waste Report – no. 6270 amends 3229
 - 3. EPA Files – no. 6271 amends 3230
 - 4. Generator Files – no. 6272 amends 3227

Joseph Sclafani moved to approve, and Jeff Goodwin seconded. The Committee unanimously approved the schedules.

- S. Amendments to Agency Schedules to follow General Schedules
 - 1. Licensure, Permits, and Certifications: G141, G142, G143, G145, or G146 as applicable.
 - a. Dept. of Revenue – nos. 142, 145, 147, and 150
 - 2. Personnel Records: G14, G15, G77, G107, or G136 as applicable.
 - a. University of Mississippi Medical Center – no. 4135

Jeff Goodwin moved to approve, and Joseph Sclafani seconded. The Committee unanimously approved the schedules.

- T. Off-Site Lease Applications – None at this time.

U. In other business, Mr. Dent announced that the 2023 committee meetings will be held April 20th, July 20th, and October 19th.

- V. Adjournment

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

Katie Blount, Chair

Proposed Contract General Schedules

<p>G158 Contracts – Federally or other Funded</p>	<p>Includes bid packets for winning proposals, progress reports, timesheets, documentation of accepted deliverables, amendments, as-built drawings, change-orders, correspondence, corrective actions, time-delay files, close-out documentation, purchase orders, invoices, requisitions for payment, evidence of payment, directives regarding the contractors’ responsibility for recordkeeping, and related materials.</p>	<p>Hold five (5) years after close of contract and final payment, then dispose. Audit must have been released three (3) years prior to disposal.</p>
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- Mississippi Development Authority – schedule 1485
- Department of Education – schedule 2366
- Department of Human Services – schedule 383
- Military Department – schedule 4043
- Department of Transportation – schedules 1184, 1186, 1187, 3342
- University of Mississippi Medical Center – schedule 4310

<p>G159 Contracts – State Funded</p>	<p>Includes bid packets for winning proposals, progress reports, timesheets, documentation of accepted deliverables, amendments, as-built drawings, change-orders, correspondence, corrective actions, time-delay files, close-out documentation, purchase orders, invoices, requisitions for payment, evidence of payment, directives regarding the contractors’ responsibility for recordkeeping, and related materials.</p>	<p>Hold three (3) years after close of contract and final payment, then dispose. Audit must have been released three (3) years prior to disposal.</p>
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- Department of Archives & History – schedule 4146
- Department of Environmental Quality – schedules 1554, 3203
- Department of Finance & Administration – schedules 2232, 2234
- Department of Health – schedule 3329
- Mental Health – schedules 1901, 1944, 2060

G160 Contracts – Healthcare Services	Includes bid packets for winning proposals to provide professional licensed healthcare services to individuals, progress reports, timesheets, documentation of accepted deliverables, amendments, change-orders, correspondence, corrective actions, time-delay files, close-out documentation, purchase orders, invoices, requisitions for payment, evidence of payment, Business Associate Agreements, directives regarding the contractors' responsibility for recordkeeping, and related materials.	Hold six (6) years after close of contract and final payment, then dispose.
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- Department of Health – schedule 1743
- Medicaid – schedule 1640
- Mental Health – schedules 1814, 1839, 1875, 1892, 1931
- University of Mississippi Medical Center – schedule 2299

G161 Affiliation Agreements	This series consists of documentation of agreements with external entities (e.g. companies, hospitals, clinics, pharmacies, etc.) that accept students for practical service connected to a degree program. Included are signed agreements, correspondence, and related records of negotiations contributing to the relationship and with the external entity.	Hold five (5) years from end of agreement, then dispose.
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- IHL, USM – schedule 5700
- Mental Health – schedule 1867

G162 Reciprocal Agreements	Documents relating to agreements between states and licensing of agents.	Hold until no longer applicable, then dispose.
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- Insurance – schedule 99
- Wildlife, Fisheries and Parks – schedule 1658

G163 Lease, Real Property	This includes lease documents for state agencies to lease real property, or oil, gas, or mineral rights to or from another entity. Files may include the lease agreement, addendums, correspondence, easements, deeds, plat maps, building floor plans and related items.	Hold three (3) years after expiration of the lease, then dispose.
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- Board of Cosmetology – schedule 3147
- Department of Finance & Administration – schedule 3708
- Employment Security Commission – schedule 5646
- Department of Human Services – schedule 370
- IHL (Admin) – schedule 567
- IHL (USM) – schedule 5999
- Public Safety – schedule 2707
- Department of Rehabilitative Services – schedules 177, 1839
- Department of Transportation – schedule 1378
- University of Mississippi Medical Center – schedule 3492

G164 Lease, Equipment	This includes lease documents for state agencies to lease equipment. This may include office equipment, implements, tools, or technology that does not go through the competitive bid process.	Hold three (3) years after expiration of the lease, then dispose.
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- Public Service Commission – schedule 2990

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Proposed Procurement General Schedules

<p>G165 Procurement – Competitive Bid</p>	<p>This series includes documents involved in the competitive bid process for contracts, requests for proposals, requests for bids, or related. These may include advertisements, drawings and specifications, scoring documents, budgets, recap and tabulation sheets, bidder packets or applications, award and rejection letters, and requests for copies of proposals or submitter lists.</p>	<p>Hold one (1) year after award of contract and conclusion of any challenges, then dispose of all documents specific to the unsuccessful bidders. All other information will be incorporated into the awarded contract.</p>
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- Department of Education – schedule 2366
- Department of Transportation – schedules 1186, 1187, 3342
- Mental Health – schedule 1861

<p>G166 Procurement – State Contract, Federally Funded</p>	<p>Documents relating to procurement of goods and services on state contract. Included are copies of the contract and supporting documentation.</p>	<p>Hold five (5) years from the end of the fiscal year purchased, then dispose. Audit must have been released three (3) years prior to disposal.</p>
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- Mental Health – schedule 1856
- Department of Rehabilitative Services – schedule 176

<p>G167 Procurement – State Contract, State Funded</p>	<p>Documents relating to procurement of goods and services on state contract. Included are copies of the contract and supporting documentation.</p>	<p>Hold three (3) years from the end of the fiscal year purchased, then dispose. Audit must have been released three (3) years prior to disposal.</p>
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- Department of Finance and Administration – schedule 2235

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Proposed Law Enforcement General Schedules

G168. Accident Reports – Vehicles & Vessels	This series includes dates and descriptions of accidents, people involved, climates, and descriptions of vehicles/vessels involved where the accident occurred, and related files.	Hold three (3) years after accident report is completed, then dispose.
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- Department of Education – schedule 3748
- Institutions of Higher Learning – schedule 6200
- Department of Marine Resources - schedule 6013
- Department of Transportation – schedule 1354
- Wildlife, Fisheries and Parks – schedule 1497

G169. Arrest Records, Reports, and Logs - Felonies	This series consists of files related to felony arrests. Included is documentation of the arrest of an individual by a state law enforcement agency.	Hold records for felonies or crimes for which there is no statute of limitations seventy-five (75) years; then dispose.
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- Institutions of Higher Learning – schedule 6201
- Wildlife, Fisheries and Parks – schedules 1504, 1506

G170. Arrest Records, Reports, and Logs - Non-Felonies	This series consists of files related to non-felony arrests. Included is documentation of the arrest of an individual by a state law enforcement agency.	Hold non-felony records five (5) years after the final disposition of the case, then dispose.
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- Institutions of Higher Learning – no. 6201
- Department of Mental Health – schedule 2032
- Wildlife, Fisheries and Parks – schedules 1504, 1506

G171. Dispatch Logs	This series consists of logs maintained by the dispatch unit that contain information regarding time, location, units dispatched in an incident, and other information.	Hold three (3) years, then dispose. Logs involved in litigation, by or against the state entity, are disposed of five (5) years after final disposition of the case.
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- Institutions of Higher Learning – schedule 6202
- Department of Marine Resources – schedule 6015
- University of Mississippi Medical Center – schedule 2672

G172. Dispatch Recordings	This series consists of files related to dispatch tape recordings. Included are tape or digital recordings of calls received by dispatchers and radio communications between law enforcement personnel.	Hold tape or digital recording ninety (90) days, then dispose. Recordings involved in litigation are disposed of five (5) years after final disposition of the case. Hold recordings of felonies, or crimes for which there is no statute of limitations seventy-five (75) years, then dispose.
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G173. Expungements	This series consists of files related to expungements. Included are various law enforcement records (offense reports, arrest reports, and all other records stipulated in a court order).	Hold files until case is finalized, then dispose.
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- Institutions of Higher Learning – schedule 6206
- Department of Marine Resources – schedule 6010

G174. Capital Offense Reports	This series consists of files related to capital offense reports. Included are cases gathered by the investigating law enforcement officer at an incident. They are common in form and format and detail all information concerning the reported incidents. Additional information is often contained in a supplemental report, which is included as a part of this series.	Hold files seven (7) years, then dispose.
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- Institutions of Higher Learning – schedule 6204

G175. Non-Capital Offense Reports	This series consists of files related to non-capital offense reports. Included are cases gathered by the investigating law enforcement officer at an incident. They are common in form and format and detail all information of reported incidents. Additional information is often contained in a supplemental report, which is included as a part of this series.	Hold four (4) years, then dispose.
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- Institutions of Higher Learning – schedule 6207

G176. Tickets – Violations of Law	This series includes traffic citations and tickets for violations of law where issued by a state law enforcement officer.	Hold three (3) years after resolution and audit, then dispose.
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- Institutions of Higher Learning – schedules 6203
- Department of Marine Resources – schedules 6012
- Department of Mental Health – schedule 2040
- Department of Public Safety – schedule 2243
- Public Service Commission – schedule 2980
- Department of Transportation – schedule 5917
- University of Mississippi Medical Center – schedule 2498
- Wildlife, Fisheries and Parks – schedule 1508

G177. Training Records, General	This series documents training activity provided to law enforcement personnel. Information may include description of training activities, sign-in sheets, and general information regarding the training provided.	Hold ten (10) years, then dispose.
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G178. Training Records, Individual	This series documents all training received by individuals employed by a state law enforcement agency.	Hold three (3) years following separation of employment.
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G180. Video/Audio Recordings - Mobile Units, Non-Evidentiary	Non-evidentiary recordings created by mobile units, including both in-car and body-worn cameras.	Hold thirty (30) days, then dispose.
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G182. Video/Audio Recordings - Stationary Cameras, Non-Evidentiary	Created by fixed, stationary cameras used for surveillance purposes in and around public buildings.	Hold thirty (30) days, then dispose.
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200 North Street
Jackson, Mississippi 39201

Records Control Schedule

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SCHEDULE #: 6286

AGENCY: Charter School Authorizer Board

DIVISION:

OFFICE/SECTION:

RECORDS SERIES TITLE: Foundational Records

DATES: 2013-Current

DOES THIS SERIES CONTINUE TO ACCUMULATE? Yes

ARRANGEMENT: Alphabetically

DESCRIPTION: This series contains records relating to the authorizing of charter schools and includes application cycle, contract, funding request, performance framework, renewal cycle, and closure documents.

DISPOSITION INSTRUCTIONS: Hold five (5) years from school closure and dispose.

RIGHTS MANAGEMENT:

REMARKS:

STATE RECORDS COMMITTEE STATUS: PENDING

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

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SCHEDULE #: 6287

AGENCY: Charter School Authorizer Board

DIVISION:

OFFICE/SECTION:

RECORDS SERIES TITLE: Support and Oversight

DATES: 2013-Current

DOES THIS SERIES CONTINUE TO ACCUMULATE? Yes

ARRANGEMENT: Alphabetically

DESCRIPTION: This series contains records relating to the authorizing of charter schools and includes preopening, audit and site visit, enrollment, correspondence, and reporting documents.

DISPOSITION INSTRUCTIONS: Hold five (5) years from date of document and dispose.

RIGHTS MANAGEMENT:

REMARKS:

STATE RECORDS COMMITTEE STATUS: PENDING

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

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SCHEDULE #: 6283

AGENCY: University of Mississippi Medical Center

DIVISION: Pharmacy

OFFICE/SECTION: Drug Information

RECORDS SERIES TITLE: Investigational Drug Study Records

DATES: 1984-Current

DOES THIS SERIES CONTINUE TO ACCUMULATE? Yes

ARRANGEMENT: Numerically

DESCRIPTION: Files relating to drug research conducted by UMC Pharmacy. Included are research protocols, enrollment records, randomization charts, raw data, signed statements of confidentiality, correspondence, prescription information, investigator's statements, shipping receipts, receipts for unused drugs returned to vendor, & other related documents. It is cut off at the end of the calendar year.

DISPOSITION INSTRUCTIONS: Hold in the current files area two (2) years after close of study; transfer to UMMC archives for retention of historically valuable material.

RIGHTS MANAGEMENT: Health Insurance Portability & Accountability Act

REMARKS: This schedule amends 3412 to transfer historical records from the state archives to UMMC archives.

STATE RECORDS COMMITTEE STATUS: PENDING

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

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SCHEDULE #: 6274

AGENCY: Mississippi Insurance Department

DIVISION: Financial and Market Regulation

OFFICE/SECTION:

RECORDS SERIES TITLE: Company Record Charter Files

DATES: 1960-Current

DOES THIS SERIES CONTINUE TO ACCUMULATE? Yes

ARRANGEMENT:

DESCRIPTION: This series consists of corporate records of domestic insurance companies that are required to keep such as company formation, charter and related documents.

DISPOSITION INSTRUCTIONS: Image and verify records. Once verified, dispose of hard copy. Hold electronic files five (5) years after license or registration has been suspended, forfeited or revoked then dispose of electronic files.

RIGHTS MANAGEMENT:

REMARKS: This schedule amends 5339.

STATE RECORDS COMMITTEE STATUS: PENDING

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

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SCHEDULE #: 6275

AGENCY: Mississippi Insurance Department
DIVISION: Financial and Market Regulation
OFFICE/SECTION:

RECORDS SERIES TITLE: Statutory Filings – Domestic and Foreign

DATES: 1960-Current

DOES THIS SERIES CONTINUE TO ACCUMULATE? Yes

ARRANGEMENT: Alphabetically

DESCRIPTION: Documents relating to the Corporate financial and market conduct of domestic and foreign entities for filings required by the Mississippi Code and pursuant to a Uniform Certificate of Authority Expansion and corporate amendment applications. This may include correspondence, applications, fees, documents, amendments, and renewals filed by insurance companies to obtain a privilege license to conduct business in the state.

DISPOSITION INSTRUCTIONS: Image and verify records. Once verified, dispose of hard copy. Hold electronic files ten (10) years; then dispose.

RIGHTS MANAGEMENT:

REMARKS: This schedule amends 90, 2554, 2557, 5336, 5341, 5443, 5775, 5779, 5780, and 5784.

STATE RECORDS COMMITTEE STATUS: PENDING

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

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SCHEDULE #: 6276

AGENCY: Mississippi Insurance Department
DIVISION: Financial and Market Regulation
OFFICE/SECTION:

RECORDS SERIES TITLE: Statutory Deposits

DATES: 2012-Current

DOES THIS SERIES CONTINUE TO ACCUMULATE? Yes

ARRANGEMENT: Alphabetically

DESCRIPTION: Documents relating to statutory deposits held on file for insurance companies and other entities conducting business in the state.

DISPOSITION INSTRUCTIONS: Image and verify records. Hold paper copy one (1) year, dispose. Hold electronic files ten (10) years after license or registration has been suspended, forfeited or revoked; then dispose.

RIGHTS MANAGEMENT:

REMARKS: This schedule amends 5773 to extend the retention period consistent with other schedules.

STATE RECORDS COMMITTEE STATUS: PENDING

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

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SCHEDULE #: 6277

AGENCY: Mississippi Insurance Department
DIVISION: Financial and Market Regulation
OFFICE/SECTION:

RECORDS SERIES TITLE: Examination Files and Reports – Domestic and Foreign

DATES: 2012-Current

DOES THIS SERIES CONTINUE TO ACCUMULATE? Yes

ARRANGEMENT: Alphabetically

DESCRIPTION: This series consists of files related to the financial and market conduct examinations of domestic and foreign entities. Included are work-papers, reports generated pursuant to applicable examination statutes and related files.

DISPOSITION INSTRUCTIONS: Image and verify records. Once verified, dispose of hard copy. Hold electronic files ten (10) years; then dispose.

RIGHTS MANAGEMENT:

REMARKS: This schedule combines 5774 and 5836 to include both domestic and foreign examination files.

STATE RECORDS COMMITTEE STATUS: PENDING

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

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SCHEDULE #: 6278

AGENCY: Mississippi Insurance Department
DIVISION: Financial and Market Regulation
OFFICE/SECTION:

RECORDS SERIES TITLE: Rate Service/Advisory Organization Company Files

DATES: 2012-Current

DOES THIS SERIES CONTINUE TO ACCUMULATE? Yes

ARRANGEMENT: Alphabetically

DESCRIPTION: This series consists of files related to various rate service organizations and advisory organizations. Rate service organizations receive licenses by the agency, and forms used by the organizations must be approved by the agency. Advisory organizations are required to be approved by the agency and operate perpetually. Included are charters, by-laws, articles of incorporation, lists of members and corporate subscribers, and service of process forms.

DISPOSITION INSTRUCTIONS: Image and verify records. Once verified, dispose of hard copy. Hold electronic files ten (10) years; then dispose.

RIGHTS MANAGEMENT:

REMARKS: This schedule amends 5782.

STATE RECORDS COMMITTEE STATUS: PENDING

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

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SCHEDULE #: 6279

AGENCY: Mississippi Insurance Department
DIVISION: Financial and Market Regulation
OFFICE/SECTION:

RECORDS SERIES TITLE: Burial Association Files

DATES: 1960-Current

DOES THIS SERIES CONTINUE TO ACCUMULATE? Yes

ARRANGEMENT: Alphabetically

DESCRIPTION: This series consists of files related to burial associations. Burial associations are organizations that make contracts in advance of death to bury or pay the funeral expenses of an individual. Agreements are established with burial associations and funeral homes whereby credits toward the burial or funeral are given in the amount of the contracts. Burial associations are licensed by the agency. Included are articles of incorporation, policy applications, policy forms, burial association histories, and related files.

DISPOSITION INSTRUCTIONS: Image and verify records. Once verified, dispose of hard copy. Hold electronic files five (5) year after license has been suspended, forfeited or revoked, then dispose of electronic files.

RIGHTS MANAGEMENT:

REMARKS: This schedule amends 5337 to reduce the retention period.

STATE RECORDS COMMITTEE STATUS: PENDING

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[Click to Print This Page](#)

SCHEDULE #: 6280

AGENCY: Mississippi Insurance Department
DIVISION: Financial and Market Regulation
OFFICE/SECTION:

RECORDS SERIES TITLE: Automobile Clubs

DATES: 2012-Current

DOES THIS SERIES CONTINUE TO ACCUMULATE? Yes

ARRANGEMENT: Alphabetically

DESCRIPTION: Documents relating to financial condition, transactions, and affairs of automobile clubs. The series consists of files related to domestic and foreign organizations that render emergency roadside service (automobile clubs). Automobile club policy forms must be submitted along with the required application, and approved by the agency in order to obtain a certificate of authority. Included are corporate files, articles of incorporation, by-laws, biographical files, policy forms, and other files.

DISPOSITION INSTRUCTIONS: Image and verify records. Once verified, dispose of hard copy. Hold electronic files ten (10) years; then dispose.

RIGHTS MANAGEMENT:

REMARKS: This schedule amends 5777, 5781 to make the language and retention period consistent.

STATE RECORDS COMMITTEE STATUS: PENDING

200 North Street
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[Click to Print This Page](#)

SCHEDULE #: 6285

AGENCY: Mississippi Department of Education

DIVISION: Textbooks

OFFICE/SECTION:

RECORDS SERIES TITLE: Textbook Selection

DATES: 1940-2023

DOES THIS SERIES CONTINUE TO ACCUMULATE? Y

ARRANGEMENT: Chronologically

DESCRIPTION: A list of books adopted by MDE are available online. Public schools make the selections for either digital or printed materials, which are distributed by the vendor directly to the schools.

DISPOSITION INSTRUCTIONS: Hold five (5) years then dispose.

RIGHTS MANAGEMENT:

REMARKS: This schedule amends 3582 to reflect current operations.

STATE RECORDS COMMITTEE STATUS: PENDING

200 North Street
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Records Control Schedule

[Click to Print This Page](#)

SCHEDULE #: 6288

AGENCY: Department of Public Safety
DIVISION: MS Highway Safety Patrol
OFFICE/SECTION: Safety Responsibility

RECORDS SERIES TITLE: Accident Reports

DATES: 1986-Current

DOES THIS SERIES CONTINUE TO ACCUMULATE? Yes

ARRANGEMENT: Chronologically by year

DESCRIPTION: Documents relating to accident reports. Included are progress sheet, motor vehicle accident report-SR1, officer's report, correspondence, tickler sheet (compliance), and officer's supplemental report.

DISPOSITION INSTRUCTIONS: Hold digital records twenty (20) years, then dispose.

RIGHTS MANAGEMENT:

REMARKS: This schedule amends 2620 to extend retention from five to twenty years.

STATE RECORDS COMMITTEE STATUS: PENDING

200 North Street
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Records Control Schedule

[Click to Print This Page](#)

SCHEDULE #: 6289

AGENCY: Department of Public Safety
DIVISION: Criminal Information Center
OFFICE/SECTION: Special Processing

RECORDS SERIES TITLE: Arrest Cards

DATES: 1990-Current

DOES THIS SERIES CONTINUE TO ACCUMULATE? Yes

ARRANGEMENT: Chronologically by year

DESCRIPTION: This series consists of arrest cards created by an arresting law enforcement agencies regarding offenders of various crimes.

DISPOSITION INSTRUCTIONS: Image and verify paper files. Once verified dispose of paper and hold electronic files one-hundred (100) years, then dispose.

RIGHTS MANAGEMENT:

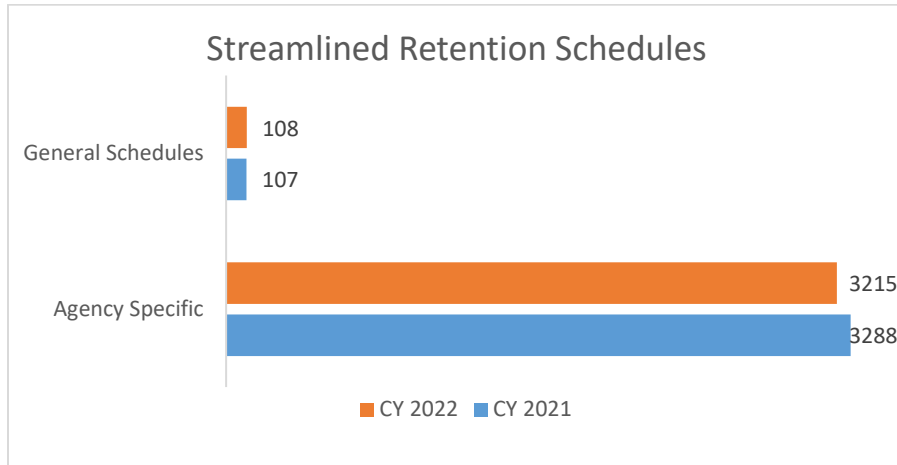
REMARKS: This schedule amends 5923 to dispose of paper files once imaged and reduce retention from permanent to 100 years.

STATE RECORDS COMMITTEE STATUS: PENDING

Government Records

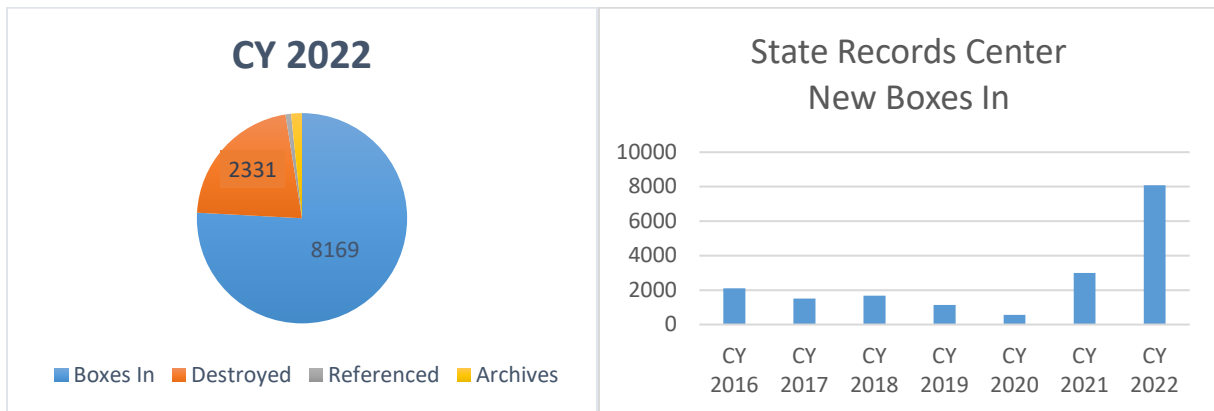
Calendar Year 2022 Activity Report

Records Retention Schedule Activity



	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022
Agency Specific	3186	3240	3966	3288	3215
General	70	70	117	107	108

State Records Center Box Activity

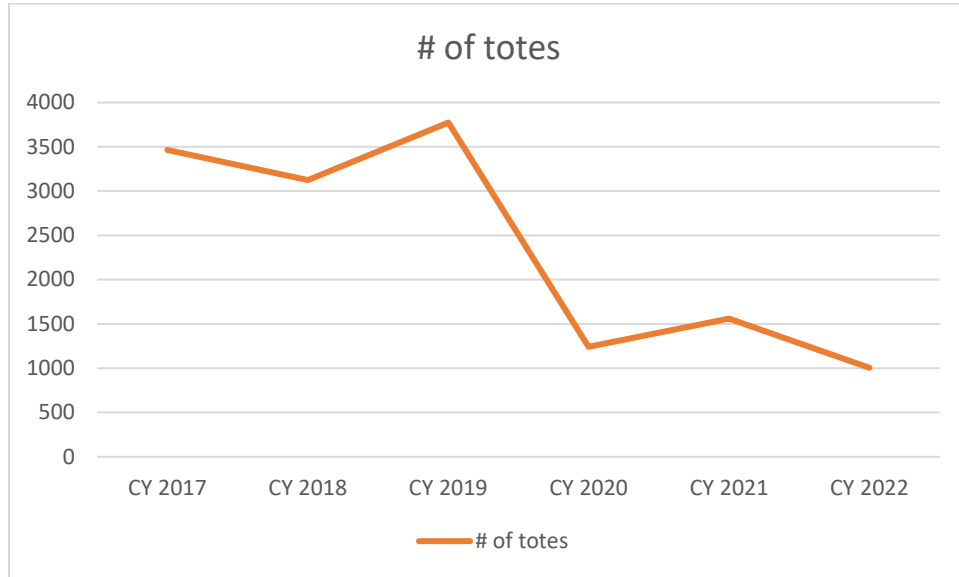


**7652 boxes transferred in CY 2022 were previously stored with off-site vendor for UMMC and MDA*

Cost savings approx. \$47,000/year until destruction (total life cycle savings of approx. \$594,255.34)

	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022
# of agencies	17	21	17	12	16	10
# of Boxes	1510	1672	1131	567	2993	8169

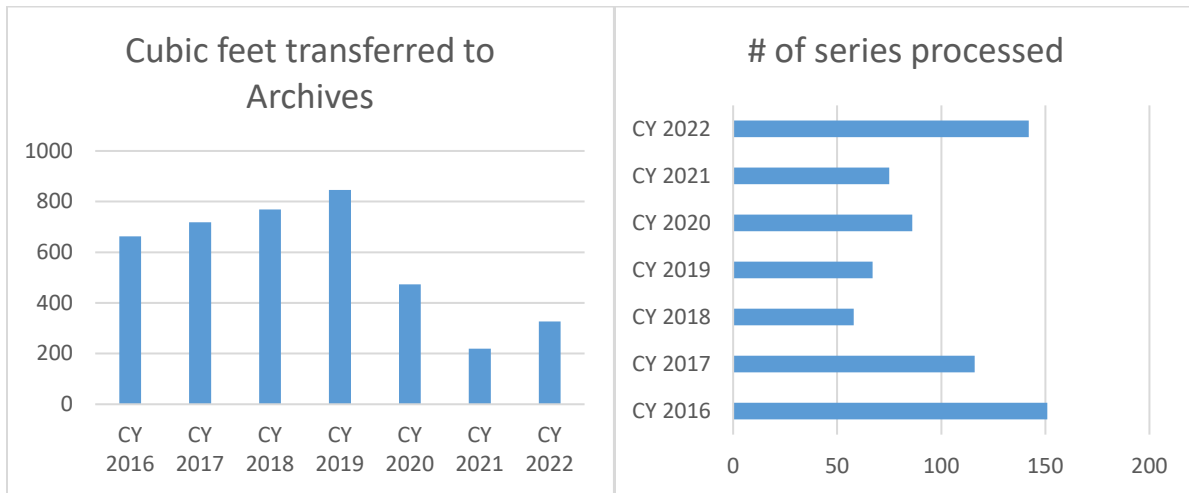
Backup Tape Rotation Activity



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

	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022
# of agencies	13	12	13	11	11	8
# of Totes	3466	3124	3774	1241	1560	1005

Archival Records Activity



	CY 2017	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022
Cubic feet transferred	718	768.50	846.35	474	219	326.5
# of agencies transferred	18	18	16	11	17	22
# of series processed	116	58	67	86	75	142