

How to Join this Public Meeting

Mississippi State Records Committee Meeting

January 16, 2025

10:00 AM

The state records committee will review, approve, disapprove, amend, or modify records control schedules for all state agencies, boards, and commissions. Once approved, schedules shall have the force of effect of law.

Written comments must be presented no less than five (5) days before the scheduled meeting by mail or personal delivery to the attention of the Director of the Mississippi Department of Archives and History at 200 North Street, Jackson, MS 39201.

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

<https://us06web.zoom.us/j/81682848598?pwd=dOg7ju8oll9kC1bwswn9wx55oz4SaU.1>

Meeting ID: 816 8284 8598

Passcode: 380112

Or Telephone:

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

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MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

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

Thursday, October 24, 2024

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, October 24, 2024, in a virtual environment using Zoom. David Pilcher, Archives & Records 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
Judy Moulder, representing the Dept. of Health – Vital Records
Katie Blount, Director of MDAH; and
Mark Johnson, Office of the Auditor

The following visitors were present:

Alex Brower, MS Library Commission
David Trewolla, MS State Dept. of Health
Elizabeth Simmons, Ph.D., MS Dept. of Education
Maddie Klutts, MS Library Commission
Vonkeshia Hyatt, MSU

The following staff of MDAH were present:

Bob Dent, Government Records, A&RS
Caroline Gray-Primer, Government Records, A&RS
David Pilcher, A&RS
Nikki Maxwell, Government Records, A&RS

- I. Mr. Pilcher recognized a quorum, called the meeting to order, and welcomed all present.
- II. Minutes of the July 18, 2024, meeting were presented to the Committee. Joseph Sclafani moved to approve, and Mark Johnson seconded. 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:
 - A. Proposed General Schedules:
 - a. Administration (*see page 7*)
 - i. Emergency Preparedness Records
 - i. Drills – G225
 - ii. State-Wide Drills – G226

Mark Johnson moved to approve, and Joseph Sclafani seconded. The Committee unanimously approved the new proposed general schedules for Administration.

- b. Buildings, Construction, and Facilities (*see pages 8-9*)
 - i. Project Files, Local Schools – G227
 - ii. Project Files, State-Owned Facilities – G228
 - iii. Project Files, State-Owned Interstates, Roads and Bridges – G229
 - i. Project Files, Non-State Owned Roads and Bridges – G230
 - ii. Project Files, Indexes – G231
 - iii. Project Files, Inventory – G232

Judy Moulder moved to approve, and Mark Johnson seconded. The Committee unanimously approved the new proposed general schedules for Buildings, Construction, and Facilities.

- c. Inspection Records (*see page 10*)
 - i. Health, Fire, and Safety Facility Inspections – G233
 - ii. Environmental Inspections – G234
 - iii. Agency Copies of Inspections – G235

Joseph Sclafani moved to approve, and Judy Moulder seconded. The Committee unanimously approved the new proposed general schedules for Inspections.

- B. Amendments to Existing General Schedules:
 - a. G172 Dispatch Records – reduce retention from 90 days to 30 days

Mark Johnson moved that G172 Dispatch Recordings be amended from 90 days to 30 days, and Joseph Sclafani seconded. The Committee unanimously approved the amendments to existing general schedules.

- C. Amendments to Existing Agency Schedules:
 - a. 6341. UMMC – no. 5329. Reduce retention from permanent to 10 years

Judy Moulder moved to approve, and Joseph Sclafani seconded. The Committee unanimously approved the amendments to schedules for UMMC.

- D. Proposed Amendments to Existing Agency Schedules to Follow Approved General Schedules:
 - a. Accounting and Procurement – G131
 - i. Agriculture & Commerce – no. 1779
 - b. Accounting and Procurement – G131, G132, G165, G166, G167 as applicable
 - i. Military – nos. 4448, 4449, 4450
 - c. PERS Wage Reports – G135
 - i. PERS – no. 3552
 - d. Administration, Staff Subject Files, and Desk Reference Files– G89, G90
 - i. Attorney General – no. 1752
 - ii. Arts Commission – no. 1472
 - iii. Development Authority – no. 3625
 - iv. Education – nos. 842, 948
 - v. ITS – no. 3130
 - vi. Library Commission – nos. 3974, 3976, 4027, 4028
 - vii. Military – nos. 3084, 3085

- viii. University Press – no. 1564
- e. Administration, Executive Correspondence – G33
 - i. Community & Junior College Board – no. 3045
 - ii. Nursing Home Administrators – no. 1135
- f. Administration, Minutes, and Support Files to Minutes – G34, G35, G88 Official & Executive Subject Files, as applicable
 - i. Accountancy – no. 4242
 - ii. Treasury – no. 1085
- g. Administration, Official & Executive Subject Files – G88
 - i. Arts Commission – no. 5736
- h. Administration, Request for Public Records – G3
 - i. Education – nos. 830, 867
- i. Buildings, Construction, and Facilities, Project Files, Local Schools – G227
 - i. Education – nos. 1284, 2376, 2383, 3391, 3754, 3760
- j. Buildings, Construction, and Facilities, Project Files, State-Owned Facilities – G228
 - i. DFA – nos. 1625, 1627
 - ii. Military – nos. 4451, 4453, 4454
- k. Buildings, Construction, and Facilities, Project Files, State-Owned Interstates, Roads & Bridges – G229
 - i. MDOT – nos. 1147, 1148, 1155, 1157, 1159, 1161, 1173, 1196, 1198, 1209, 1351
- l. Buildings, Construction and Facilities, Project Files, Non-State-Owned Roads and Bridges – G230
 - i. MDOT – nos. 1355, 1357, 1147, 1161, 1196, 1209, 1351, 1355, 1357
- m. Buildings, Construction and Facilities, Project Files, Index – G231
 - i. MDOT – no. 1156
- n. Buildings, Construction and Facilities, Project Inventory – G232
 - i. DFA – no. 1621
 - ii. MDOT – nos. 1146, 1163, 1217, 1221
- o. Civil Rights – G186
 - i. MEMA – no. 631
- p. Contracts – G158, G159, G164
 - i. Library Commission – nos. 4074, 4078
- q. Emergency Preparation, Drills – G225
 - i. Education – no. 951
 - ii. DHS – no. 1042
 - iii. Mental Health – nos. 3883, 3891, 5143

- r. Emergency Preparation, State-wide Emergency Preparedness Drills – G226
 - i. MEMA – no. 637
- s. Inspections – G233 (Health, Fire, and Safety Facility Inspections)
 - i. Health Dept. – nos. 4746, 4747, 4749, 5103
 - ii. Dept. of Insurance – nos. 327, 4708, 4710, 4711, 4716, 4719, 4720, 4721, 4722, 5302, 5363
- t. Inspections – G234 (Environmental Inspections)
 - i. DEQ – no. 6191
- u. Inspection Records – G235 (Agency Copies of Facility Inspections)
 - i. Education – no. 944
 - ii. Mental Health – no. 3892
- v. Legal, Litigation – G130
 - i. Education – no. 949
 - ii. Military – no. 4440
- w. Licensure – G140 Directory; G144 Examinations
 - i. Board of Nursing – no. 5254
- x. Licensure – G141 Licensee Files; G142 Denied License Applications; G147 Programmatic Correspondence, G140, G145, G146, G147
 - i. Accountancy – no. 4229
 - ii. Architecture – no. 6043
 - iii. Nursing Home Administrators – no. 1138
 - iv. Physical Therapy – no. 5118
- y. Licensure – G143 Permits
 - i. Animal Health – nos. 4273, 4280, 4287, 4288, 4289
- z. Licensure – G144
 - i. Pharmacy Board – no. 3257
- aa. Grants – G127, G128, G129 as applicable
 - i. Development Authority – no. 5225
- bb. Payroll – G77, G78, G133-G138
 - i. Military – nos. 4424, 4457, 4466
- cc. Personnel, General Administrative Files – G14-G16, G20, G21, G65, G67, G68, G79-G87, G107-G110
 - i. Development Authority – nos. 5506, 5507
 - ii. Education – no. 831
 - iii. Library Commission – no. 4023
 - iv. Marine Resources – no. 6007
 - v. MEMA – no. 161
 - vi. Military – nos. 4416, 4420, 4421, 4422, 4435, 4436

- dd. Personnel – G16; Budget G4, G5, G66
 - i. Education – no. 961
- ee. Personal Service Contracts – G91
 - i. Attorney General – no. 5730
- ff. Property – G116 Fixed Assets
 - i. Library Commission – no. 4035
 - ii. Military – nos. 3083, 4468
- gg. Procurement – G165, G166, G167
 - i. Auditor – no. 6109
 - ii. Education – nos. 884, 963
 - iii. Health – no. 1727
 - iv. Public Service Commission – no. 2973
- hh. Policy Development Files – G106; Policy Manuals G117; Historical Policy Manuals G118
 - i. Corrections – no. 4367
 - ii. Military – no. 4469
- ii. Fixed Property G116; Accounting G131; Accounting G132
 - i. Military – nos. 4727, 4729
- jj. Administration – G89 Subject Files; G90 Desk Reference Files; Personnel G14, G15, G16, G20, G21
 - i. Military – no. 4441
- kk. Director’s Files G33; Press Releases G53; Public Relations Working Files G54; Agency Publications G55; History Files G56
 - i. Development Authority – no. 3621
- ll. Training – G113, G202, G203
 - i. Archives & History – nos. 4912, 5008
 - ii. Corrections – nos. 4359, 4363, 4368, 4369, 4371, 4372, 4373
 - iii. Education – nos. 3587, 3590
 - iv. Health Dept. – no. 3118
 - v. MEMA – no. 623
 - vi. Mental Health – nos. 5155, 3865
- mm. Training – G113, G202, G203; Law Enforcement G177, G178
 - i. Marine Resources – no. 6009
- nn. Transitory Correspondence G62; Staff Desk Reference Files G89; Staff Subject Files G90; Licensure Programmatic correspondence G147
 - i. Board of Nursing – no. 3537
- oo. Accounting G131; Procurement Bid G165; Procurement State Funds G166

- i. Real Estate Commission – no. 1417
- pp. Personnel – G14, G15, G20, G21; Law Enforcement – G177, G178 Training.
 - i. Military – nos. 3366, 3367
- qq. Minutes – G35; Programmatic Correspondence – G147
 - i. Engineers and Land Surveyors – no. 5904
- rr. Minutes, Official – G35; Minutes that do not establish policy – G69
 - i. Personal Service Contract Review Board – no. 5384
- ss. Administration – G62 Transitory Correspondence; G88 Official & Executive Subject Files; G89 Staff Subject Files; G90 Staff Desk Reference Files; G106 Policy Development Files; G117 Policy & Procedures Manuals; Administrative Procedures Act: G23, G24, G25, G26; Legal: G159 Contracts.
 - i. Nursing Home Administrators – no. 1141
- tt. Worker’s Compensation Files – G87
 - i. MEMA – no. 165
- uu. Strategic Plans G104; Staff Subject Files G89; Staff Desk Reference Files G90
 - i. ITS – no 3351

Joseph Sclafani moved to approve, and Mark Johnson seconded. The Committee unanimously approved proposed amendments to existing agency schedules to follow approved general schedules.

E. Proposed Schedules to Abolish:

1. Military – nos. 4456, 4455
2. Mississippi Development Authority – no. 3953
3. Pharmacy Board – no. 3258
4. PERS – no. 2461
5. Public Safety – no. 2925
6. Treasury – no. 4483

Judy Moulder moved to approve, and Mark Johnson seconded. The Committee unanimously approved the proposed schedules to abolish.

- V. Off-Site Lease Applications: None at this time.
- VI. In other business, Mr. Dent announced that the 2025 committee meetings will be held on January 16th, April 17th, July 17th, and October 23rd.
- VII. Adjournment - There being no further business before the Committee, Judy Moulder moved to adjourn the October 2024 SRC Meeting and Mark Johnson seconded. The motion to adjourn was approved.

Katie Blount, Chair

AGENDA
STATE RECORDS COMMITTEE
January 16, 2025

1. Call to Order
2. Minutes of Meeting on October 24, 2024
3. Public Comment
4. Application for Disposition / Records Control Schedules
 - A. Proposed new general schedule:
 1. G236. Grant Operating Files - Awarded, Pass-Through (*See page 6*)
 - B. Proposed amendments to existing general schedules:
 1. G150. Hospital Patient Records, Mental Health (*See page 7*)
 - a. Reduce retention from 28 years to 10 years following MCA §41-9-69 update from the passage of SB2873
 - C. Proposed amendments to existing agency schedules (*See pages 8-10*):
 1. 6342. Ethics Commission – nos. 3406 and 5349. Combine two schedules.
 2. 6343. Ethics Commission – no. 5346. Remove reference to reproduction since they are born digital.
 3. 6344. Secretary of State – no. 993. Amend retention to remain with agency and not at Archives in accordance with MCA §7-3-5.
 - D. Proposed new agency schedule:
 1. 6345. University of Mississippi Medical Center. Cytogenetics Final Report. (*See page 11*)
 - E. Proposed amendments to existing agency schedules to follow approved general schedules:
 1. Accounting and Procurement – G131
 - a. Agriculture & Commerce – nos. 1780, 1781
 - b. Employment Security Commission – nos. 435, 437, 447, 451, 453
 - c. Finance & Administration – nos. 2209, 2953, 2954, 2955
 - d. Health Dept. - nos. 1524, 1527, 1529, 1731, 1736, 3956
 - e. Mental Health, Ellisville – nos. 5229, 5378
 - f. Mental Health, NMRC – no. 3898
 - g. MS. Business Finance Corp. – nos. 4520, 4530
 - h. Department of Transportation – no. 1168
 - i. Revenue – nos. 56, 58, 63, 5789
 - j. University of Mississippi Medical Center – no. 3662

- k. Wildlife, Fisheries and Parks – nos. 1765, 1767, 1768, 1769, 1771, 2084
2. Accounting – G132
 - a. Archives & History – no. 4149
 - b. Education – nos. 1296, 1297, 1429, 1439, 1442, 1703, 1706, 3451, 6332
 - c. Employment Security Commission – no. 448
 - d. Finance & Administration – nos. 2933, 3287, 3288
 - e. Human Services – no. 1039
 - f. Medicaid – no. 1631
 - g. Transportation – no. 3295
 - h. Treasury – no. 3343
 - i. University of Mississippi Medical Center – no. 2285
 3. Accounting and Budget – G131, G4, G5, G6, as applicable
 - a. Mental Health, NMRC – no. 3863
 4. Accounting and Contracts – Accounting: G131, G132, Legal, Contracts: G158, G159
 - a. Education – no. 1303
 - b. Health Department – no. 1525
 5. Administration, Director's Files – G33
 - a. Wildlife, Fisheries and Parks – no. 1510
 6. Administration, Grant Files – G120, G121, G127, G128, G129
 - a. Education – nos. 1431, 1694
 - b. Public Safety – no. 3927
 7. Administration, Loans – G124, G125, G126
 - a. Finance & Administration – nos. 2207, 2937, 2938
 - b. MS. Business Finance corporation – no. 4517
 - c. Veterans Home Purchase Board – no. 5158
 8. Administration, Preparedness Training – G226
 - a. MEMA – no. 638
 9. Administration, Records Transmittal and Receipt (Agency Copy) – G12
 - a. Finance & Administration – no. 2202
 10. Administration, Records Destruction Certificate (Agency Copy) – G13
 - a. Finance & Administration – no. 2201
 11. Administration, Minutes, and Support Files to Minutes – G34, G35, as applicable
 - a. Ethics Commission – nos. 1395, 5350

12. Administration, Staff Subject Files – G89
 - a. Accountancy – no. 4243
 - b. Education – no. 2110
 - c. Ethics Commission – no. 1393
 - d. MDOT – no. 1149, 3837

13. Administration, Quality Control – G184
 - a. Employment Security – nos. 443, 510, 518
 - b. Human Services – no. 522

14. Buildings, Construction, and Facilities. Project Files, State-Owned Facilities – G228
 - a. Education – no. 6330
 - b. Finance & Administration – nos. 1619, 1623, 1628
 - c. Human Services – nos. 1033, 1034

15. Building, Construction, and Facilities. Project Files, G229, 230, as applicable
 - a. MDOT – nos. 1158, 1160, 1202, 1203, 1204, 1208

16. Civil Rights Compliance - G186
 - a. Education – nos. 1309, 2117
 - b. Universities – no. 5853

17. Family Support Services – G191
 - a. Human Services – no. 331

18. Grants – G120, G121, G127, G128, G129, as applicable
 - a. Education – nos. 557, 1698
 - b. Health Dept. – no. 1443

19. Healthcare, Hospital Patient Records, Minors – G151
 - a. University of Mississippi Medical Center – no. 2097

20. Healthcare, Patient Records, Adults and Patient Records, Minors – G153, G154
 - a. Dept. of Health – nos. 2100, 3463, 6198

21. Law Enforcement, Arrest Records, Reports and Logs – G169
 - a. Public Safety – no. 1380

22. Law Enforcement, Tickets – G176
 - a. Wildlife, Fisheries and Parks – no. 1673

23. Legal, Contracts – G158, G159, as applicable
 - a. Education – nos. 1303, 1688, 1725
 - b. Finance & Administration – no. 2956
 - c. Transportation – nos. 1164, 1169, 1179

24. Legal, Civil Litigation – G130

- a. Health – no. 3079
25. Licensure – G140, G141, G142, G144, G145, G146, G147, as applicable
- a. Agriculture & Commerce – nos. 2327, 2490, 2491, 2494, 2515, 2914, 2915, 2917
 - b. Health Dept. – nos. 1108, 1111, 1745
 - c. Insurance Dept. – nos. 5791, 5793, 5794, 5795, 5796, 5797, 5798
 - d. Motor Vehicle Commission – nos. 1001, 1003
 - e. Wildlife, Fisheries and Parks – nos. 1659, 3990, 3991, 3992
26. Licensure, Discipline – G145, G146
- a. Engineers & Land Surveyors – no. 2550
27. Payroll – G133
- a. Finance & Administration – no. 2345
28. Permits – G143, G144, G145, G146, G147
- a. Agriculture & Commerce – nos. 1782, 2152, 2153
 - b. Oil & Gas Board – no. 4618
 - c. Public Safety – no. 1453
29. Personnel, Administrative Files – G16
- a. Employment Security – no. 422
 - b. Health – no. 2888
 - c. Wildlife, Fisheries and Parks – no. 1674
30. Personnel, Time Study – G201
- a. Employment Security – no. 442
31. Personnel – G14, G15, G20, G21, G67; Subject Files G89; Desk Reference Files G90, as applicable
- a. Public Safety – no. 2708
32. Personnel – G16; Leave G67, G68; Health Benefits G80, G81; Payroll G136
- a. Employment Security – no. 421
33. Policy & Procedures Manuals – G117
- a. Archives & History – no. 4927
 - b. MEMA – 636
34. Policy & Procedures Manual, Historical – G118
- a. University of Mississippi Medical Center – nos. 3801, 3802, 3803
35. Procurement – G165, G166, or G167, as applicable
- a. Agriculture & Commerce – no. 1802
 - b. University of Mississippi Medical Center – no. 2403

- 36. Procurement & Contracts – Procurement: G165, G166, G167; Legal, contracts: G158, G159, G160
 - a. Education – nos. 3747, 3755
 - b. Human Services – no. 2660
 - c. Mental Health, Ellisville – no. 5230
 - d. MS. Dept. of Transportation – no. 3339

- 37. Procurement, Contracts, and Accounting – Procurement G165; Contracts: G158, G159; Accounting: G131, G132
 - a. Finance & Administration – no. 3645
 - b. Health Dept. – nos. 1526, 1528
 - c. ITS – no. 3921

- 38. Procurement, Contracts, Accounting, Vehicles – Procurement G165; Contracts G158, G159; Accounting G132; Vehicles G92
 - a. Education – no. 1424

- 39. Subject and Desk Reference Files – Official Subject Files G88; Staff Subject files G89; Desk Reference Files G90
 - a. Health Dept. – no. 3097

- 40. Tax Incentive Programs – G123
 - a. Education – no. 3447
 - b. Employment Security – no. 513

- 41. Vehicles – G92, G93, G94, G95, G96, G97, G98, G99
 - a. MEMA – no. 171

F. Proposed Schedules to Abolish: Any records scheduled to transfer to Archives must be sent prior to abolishing an applicable schedule.

- 1. Agriculture & Commerce – no. 4676
- 2. Archives & History – no. 4939
- 3. Finance & Administration – no. 4652
- 4. Oil & Gas Board – no. 4633 (if all maps have been transferred)
- 5. Public Safety – no. 1379

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

H. 2025 Meeting Dates: April 17th, July 17th, Oct 23rd

I. Other Business

J. Adjournment

Proposed new general schedule

Number: G236

AGENCY: All, Grants

RECORDS SERIES TITLE: Grant Operating Files (Awarded, Pass-through)

DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT:

DESCRIPTION: This series consists of files related to grants for which a state agency, board, or commission has received a federal pass-through grant. Included are budget modifications, correspondence, invoices, pay vouchers, and related items. (2 CFR 200.332)

DISPOSITION INSTRUCTIONS: Hold three (3) years after close of grant, then dispose. Must be held three (3) years after conclusion of audit.

STATE RECORDS COMMITTEE STATUS: Pending

Amendment to G150

Number: G150

AGENCY: All

RECORDS SERIES TITLE: Hospital Patient Records, Mental Health

DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT:

DESCRIPTION: This series consists of records of adult and minor patients under a mental health disability, which are created or received by a state mental health hospital and may include charts, notes, diagnoses, treatment plan, lab results, and related files.

DISPOSITION INSTRUCTIONS: Hold files ~~twenty-eight (28)~~ ten (10) years after date of discharge, then dispose.

STATE RECORDS COMMITTEE STATUS: Pending

DRAFT

Amend and Combine Schedules 3406 & 5349

Number: 6342

AGENCY: Ethics Commission

RECORDS SERIES TITLE: Investigative Files

DATES: 1980 - 2022

DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: chronologically by year, then by case number

DESCRIPTION: This series consists of sworn complaint forms made against public officials and public employees. Sworn complaints are documented on the agency's standard form. Documentation on the sworn complaint form includes name, address, telephone number, name of person against whom complaint is made, address, title or position, allegation and statement of facts, complainant's signature, and signature of judge or notary public. Other files included are copies of cancelled checks, affidavits, subpoenas, memos, investigative reports, and related files.

DISPOSITION INSTRUCTIONS: Hold in the current files area (5) years, then dispose.

STATE RECORDS COMMITTEE STATUS: Pending

Amend Schedule 5346

SCHEDULE #: 6343

AGENCY: Ethics Commission

DIVISION: Ethics Commission

OFFICE/SECTION: Executive Director

RECORDS SERIES TITLE: Statements of Economic Interest

DATES: 2002 - 2022

DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: chronologically by date

DESCRIPTION:

This series consists of statements of economic interest. Elected and appointed public officials are required by MCA §25-4-25 to disclose their source of income on this form. Former statements of economic interest contained Social Security numbers, which are no longer included. Documentation includes name, position, title, business name, address, client name, client address, nature of business, and other related information.

DISPOSITION INSTRUCTIONS:

Hold files area seven (7) years, then transfer to State Archives.

RIGHTS MANAGEMENT:

MCA §25-1-111 (Social Security Numbers) & MCA §25-4-23 (Records of Investigations)

STATE RECORDS COMMITTEE STATUS: Pending

Amend Schedule 993

SCHEDULE #: 6344

AGENCY: Secretary of State

DIVISION: Publications

OFFICE/SECTION:

RECORDS SERIES TITLE: House and Senate Docket Books

DATES: 1884 - 1938

DOES THIS SERIES CONTINUE TO ACCUMULATE? no

ARRANGEMENT: chronologically then numerically

DESCRIPTION:

This series consists of records of House of Representative and Senate bills. Included are mileage book expense report (1911) and Chancery Court Report (1920-1925).

DISPOSITION INSTRUCTIONS:

Hold files permanently.

RIGHTS MANAGEMENT:

REMARKS:

STATE RECORDS COMMITTEE STATUS: Pending

Proposed new agency schedule

SCHEDULE #: 6345

AGENCY: University of Mississippi Medical Center

DIVISION: Cytogenetics

OFFICE/SECTION:

RECORDS SERIES TITLE: Cytogenetics Final Report

DATES: 2004-Current

DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: chronologically

DESCRIPTION:

This series consists of files related to final reports generated by the Department of Cytogenetics.

DISPOSITION INSTRUCTIONS:

Hold files twenty (20) years after date of discharge, then dispose.

RIGHTS MANAGEMENT:

REMARKS:

STATE RECORDS COMMITTEE STATUS: Pending