

How to Join this Public Meeting

Mississippi State Records Committee Meeting

April 17, 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.

This is in accordance with information provided at <https://www.mdah.ms.gov/state-government#retention>

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AGENDA
STATE RECORDS COMMITTEE
April 17, 2025

1. Call to Order
2. Minutes of Meeting on January 16, 2025
3. Public Comment
4. Application for Disposition / Records Control Schedules
 - A. Proposed General Schedules (see pages 6-8)
 1. G237 Legal, Criminal Case Files
 2. G238 Vital Records, Death Records & Index
 3. G239 Vital Records, Marriage & Divorce Records
 4. G240 Vital Records, Birth Records
 5. G241 Payroll, Tax Records
 6. G242 University Library, Patron Records
 7. G243 University Library, Interlibrary Requests
 8. G244 University Library, Reproduction Records
 9. G245 University Library, Exhibition Records
 10. G246 Building, Construction and Facilities
 11. G247 Legal, Administrative Hearings
 12. G248 University, Registrar – Student Records, Permanent
 13. G249 University, All Departments and Offices
 - B. Amendments to General Schedules (see pages 9 -12)
 1. G131 Accounting & Budget – State Funded
 - a. Combines G131, G4 and G5
 2. G132 Accounting & Budget - Federal and non-state funded
 - a. Combines G132, G4 and G5
 3. G33 Administration, Director and University President's Files
 4. G66 Unofficial and Office Copies of Budget Reports and Forms
 5. G241 Payroll, Tax Records
 - a. Combines G77 and G78
 6. G136 Agency Payroll Records
 - a. Removes language to reference paper records and language cleanup.
 7. G20: Merge with G14
 8. G21: Merge with G15
 9. G67: Merge with G14
 10. G68: Merge with G14

C. Proposed New Agency Schedules (see page 13)

1. Auditor
 - a. Audit Workpapers – 6349
2. Cosmetology and Barbering
 - a. School Compliance Inspections – 6347
 - b. School Closure Records – 6348

D. Proposed Amendments to Existing Agency Schedules

1. Audit Workpapers – 6349
 - a. Auditor – 5087, 5088, 5089
2. Board of Cosmetology and Barbering – 6347
 - a. School Compliance Inspections – nos. 2902, 3438
3. Board of Cosmetology and Barbering – 6348
 - a. School Closure Records – nos. 2906, 3434
4. Patron Records – G242
 - a. Public Universities – nos. 5615, 5616
5. Interlibrary Requests – G243
 - a. Public Universities – nos. 5620, 5621
6. Reproduction Records – G244
 - a. Public Universities – nos. 6026, 6027, 6030, 6291, 6292
7. Exhibition Records – G245
 - a. Public Universities – nos. 6031, 6032, 6033
8. Office of the President – G33
 - a. Public Universities – nos. 5819
9. Registrar – Student Records, Permanent G248
 - a. Public Universities – nos. 5874, 5882, 6170, 6315
10. All Departments and Offices – G249
 - a. Public Universities – nos. 5961, 6103

E. Proposed amendments to existing agency schedules to follow approved general schedules

1. Accounting and Procurement – G131
 - a. Agriculture & Commerce – no.1788
 - b. DEQ – nos. 3237, 5835

2. Administration, Administrative Procedures Act – G25, G26
 - a. Board of Cosmetology and Barbering – no. 3137
3. Administration, Director and University President's Files – G33
 - a. Public Universities – nos. 5819
4. Administration, Grant Files – G120, G121, G127, G128, G129
 - a. DEQ – no. 3213
5. Administration, Loans – G124, G125, G126
 - a. DEQ – no. 3194
6. Administration, Staff Subject Files – G89
 - a. DEQ – nos. 3186, 3233
 - b. Personal Service Contract Review Board – no. 3982
 - c. Public Universities – nos. 5820, 5947
7. Buildings, Construction and Facilities. Physical Plant Operations – G246
 - a. University of Mississippi Medical Center – nos. 3497, 3500, 3502, 3504
8. Fixed Assets – G116
 - a. Public Universities – no. 6231
9. Grants – G119, G120, G121, G127, G128, G129, as applicable
 - a. DEQ – nos. 6047, 6271
 - b. Mental Health – no. 5300
 - c. Public Universities – no. 5977
10. Healthcare, Pharmacy Records – G156, G157, as applicable
 - a. Public Universities – no. 5638
11. Index Records – G231
 - a. DEQ – no. 3184
12. Inspection Records – G234
 - a. DEQ – no. 5159
13. Legal, Civil Litigation – G130
 - a. DEQ – nos. 1495, 1555, 6048
 - b. Tort Claims Board – no. 3834
14. Legal, Criminal Case Files – G237
 - a. Attorney General – no. 2457
 - b. Capital Post Conviction – no. 4953
 - c. Public Defenders Office – no. 5787
15. Licensure, Directory – G140
 - a. Board of Cosmetology and Barbering – no. 3149

16. Licensure – G141, G142, G143, as applicable
 - a. Board of Cosmetology and Barbering – no. 3164
 17. Licensure, Discipline – G145, G146
 - a. Board of Cosmetology and Barbering – no. 3136
 18. Payroll, Tax Deduction Records – G77, G78
 - a. Public Universities – no. 5988
 19. Permits – G143, G144, G145, G146, G147
 - a. DEQ – nos. 3182, 3201, 3214, 3220, 5164, 6003, 6117
 20. Personnel – G14, G15, G16, as applicable
 - a. Public Universities – nos. 5631, 6106, 6262
 21. Personnel – G14, G15, G67; Subject Files G89; Desk Reference Files G90, as applicable
 - a. DEQ – no. 3189
 22. Personnel – G87 Worker’s Compensation Files; G130 Civil Litigation
 - a. Public Universities – nos. 5837, 5838
 23. Procurement, Contracts, and Accounting – Procurement G165; Contracts: G158, G159; Accounting: G131, G132
 - a. DEQ – nos. 3237, 5835
 - b. Public Universities – no. 5981
 24. Subject Files – G89
 - a. Public Universities – nos. 5625, 5820, 5947
 25. State Plan – G29
 - a. DEQ – no. 3193
 26. Vehicle Records, Mileage Reports – G96
 - a. Public Universities – no. 5713
 27. Vehicle Records, License & Driving Records Verification – G98
 - a. Public Universities – no. 5629
- F. Proposed Schedules to Abolish:
1. Auditor – nos. 461, 462, 463, 464, 468, 471, 472, 474, 476 – Functions are no longer performed.
- G. Off-Site Lease Applications: None at this time.
- H. 2025 Meeting Dates: July 17th, Oct 23rd

I. Other Business

J. Adjournment

Proposed New General Schedules

Number	Title	Description	Disposition	Schedules to be amended
G237	Criminal Case Files	Case files managed by state government agencies involved in the prosecution or defense of criminal cases.	Hold ten (10) years after close of case and all appeals, then dispose.	AG: 2457 Capital Post-Conviction: 4953 Public Defender: 5787
G238	Death Records & Index	This series includes the records of deaths in the state.	Hold seventy-five (75) years, then transfer a copy to Archives.	Health: 5041, 2716
G239	Marriage & Divorce Records	This series includes the marriage and divorce records of the state.	Hold one-hundred (100) years, then transfer a copy to Archives.	Health: 5040, 3466
G240	Birth Records	This series includes the records of live births in the state.	Hold one-hundred twenty-five (125) years, then transfer a copy to Archives.	Health: 5041, 2716
G241	Tax Records	Employee and contractor tax records, which may include W-2, description, purpose of payment, name, address, social security number, dates of payment, required notices, W-9, 1099-MISC, 945, taxpayer ID, notices regarding backup withholding, and related files.	Hold five (5) years from the date the forms are sent, then dispose. Audit must have been released three (3) years prior to disposal.	Combines G77 and G78 for simplicity.
G242	Public Universities – Library, Patron Records	Includes faculty, staff, emeritus, and student tracking of overdue materials, access, and circulation privileges for notice of availability.	Hold until superseded, then dispose of outdated information.	Public Universities: 5615, 5616
G243	Public Universities – Library, Interlibrary Requests	Completed forms and related documentation to lend or borrow items from other libraries.	Hold until verification of item returned to source library, then dispose.	Public Universities: 5620, 5621

G244	Public Universities – Library, Reproduction Forms	Includes forms related to camera use, digital reproduction, and photocopy orders to fulfill requests for the reproduction of an item or image in the collections. Documentation includes patron's contact information, item(s) requested, preferred resolution, format, anticipated use, terms of agreement, and delivery details.	Hold ten (10) years, then dispose.	Public Universities: 6026, 6027, 6030, 6291, 6292
G245	Public Universities – Library, Exhibition Records	Includes incoming and outgoing exhibition contracts, parties involved, exhibition fees, dates, locations, security requirements, climate control mandates, intellectual property, copyright statements, insurance conditions, travel and set up fees, shipping and receiving files, and related materials.	Hold twelve (12) years, then dispose.	Public Universities: 6031, 6032, 6033
G246	Buildings, Construction & Facilities. Physical Plant	Transaction registers, storeroom extended price registers, and work order ticket files used by the physical plant to document operations.	Hold one (1) year, then dispose.	Public Universities: 3497, 3500, 3502, 3504
G247	Legal, Administrative Hearings	This series includes documents related to agency hearings designed to resolve disputes of regulations, licenses, permits, or other administrative actions at the agency level.	Hold three (3) years, then dispose.	Attorney General: 6098 Cosmetology: 3136 Employment Security: 5911 Human Services: 2664 Medicaid: 5573 Motor Vehicle Comm: 1002 Revenue 4638 Tax Appeals 5472, 5477, 5478

G248	Universities - Registrar: Student Records, Permanent	Includes class rosters, requests for nondisclosure forms, state residency verification files, Student Master File, permanent grade cards, AP/CLEP, Challenge Exam, Transcripts, Transfer Credit Evaluations, University Withdrawals, Student's Written Consent for Records Disclosure, Request for Disclosure Files, Race/Ethnicity Reporting Files, Student Class Schedules, Name Change Authorization, Rights of Access Waiver form, Transcript Request, Biographical Student Data, Veterans Administration Certifications, Student Course Cancellation, Code of Conduct Disciplinary Action, Graduation Applications, Grade Rosters, Grade Appeal/Complaint Files, Graduation List (Approved), Reinstatement Forms, Academic Authority Charts, Commencement Programs.	Hold permanently. Remarks: In the event of school or University closure, contact the Commission on Proprietary Schools & College Registration.	Public Universities: 5874, 5882, 6170, 6315
G249	Universities - All Departments and Offices: Tests, Examinations, Quizzes	Series includes all tests, examinations, quizzes, examination forms, and graded test examinations given to students by instructors.	Hold one (1) years after course completion, then dispose.	Public Universities: 5961, 6103

Proposed Amendments to Existing General Schedules

Number	Title	Description	Disposition	Schedules to be amended
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 system SAS reports, travel, trial balance, vendor payment files, warrants, <u>budget reports, budget request forms, related accounting, and budget files.</u>	Hold records three (3) years after audit, then dispose.	Accounting: G131 Budget: G4, G5
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, SAS reports, travel, trial balance, vendor payment files, warrants, <u>budget reports, budget request forms, related accounting, and budget files.</u>	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.	Accounting: G132 Budget: G4, G5
G66	Unofficial and Office Copies of <u>Accounting</u>	Budget allocation by budget category and by six-month allocation. Computer printouts showing fund	Hold copy one (1) year; then destroy.	Amends language in G66 to include unofficial office copies of accounting files. Removes

	<u>& Budget Records Reports and Forms</u>	balances and status. Included are Z1's, Monthly Budget Reports A & B, and Supplement A (includes monthly reconciliation), Applications for budget appropriation. May include forms MBR-1, MBR-1 Supplement, MBR-1-01 MBR-1-04, MBR-1-B, MBR-1-D-1 and MBR-1-3, and additional forms in the Budget Request Package. <u>Accounting and budget records, reports, applications, and related files used as work copies.</u>		reference to specific form numbers as they change over time.
G33	Director's and University President's Files	Director's or University President's Files contain incoming and outgoing correspondence, policies and procedures, internal memos and reports, agency/organizational reviews, program development records, subject/administrative materials, non-routine fiscal data, and other files related to the overall historical, legal, and administrative functions of an agency, or commission, or IHL. Such files may be generated and received in paper or electronic format, or a combination of the two. Confidential files (e.g., personnel) or proprietary information which may be exempt from public disclosure should be filed separately.	Paper files: Hold in current files area five (5) years or until administrative, legal, and fiscal need has been met; , then transfer to State Archives. <u>Records of a University President shall be transferred to the University Archives.</u> <u>Remarks: Scanned records must meet the imaging standards of the</u> If paper records are electronically imaged, follow the standards of the Department of Archives and History, and dispose of paper files only after electronic files have been transferred to State Archives. Electronic files: create regular back-ups and transfer to the State Archives at least every five (5) years.	Administration, Director's Files: 5819
G136	Agency Payroll Records	Basic earnings records, wage-rate tables, additions/deductions from wages, registers, reports, timesheets & cards, and related material.	State agencies will hold born digital payroll records seven (7) years, then <u>dispose.</u> delete. Paper records will be held two (2) years, then may	Amends language for clarification and consistency.

			be transferred to the state records center for five (5) years, then disposed. Audit must have been released three (3) years.	
G14	Personnel Files - Active (Subject to Personnel Board)	Included are: Application for employment, personnel data summary, attendance records, personnel actions, performance evaluations, cumulative leave records, discipline record, letters of commendation, payroll deduction data, bonds, training records, etc.	Hold original or authenticated reproduction until separated from employment is separated; then transfer to Personnel Files - Separated Employees. Active personnel files may be routinely purged of the following material three (3) years after receipt: Request for Leave, Cumulative Leave Records, Attendance Records, and Performance Evaluations.	Combines Personnel: G14, G20, G67, G68 with the same language and retention period.
G15	Personnel Files - Separated Employees (Subject to Personnel Board)	Included are: Application for employment, personnel data summary, attendance record, personnel actions, performance evaluations, cumulative leave records, discipline record, letters of commendation, payroll deduction data, bonds, training records, etc.	Hold Original or authenticated reproduction of Personnel Files may be destroyed after six (6) years PROVIDED personnel reference data is maintained by agency for all employment activity prior to 1978. The information retained must include employee name, social security number, date of birth, race, sex, job titles, dates held, salary history, and termination date. This information is maintained by the State Personnel Board for personnel actions after 1977. Personnel reference information should be retained for a period of fifty-five (55) years. Personnel summary data may be retained in any format and media selected by the agency. NOTE: Personnel files for separated employees may be	Combines Personnel: G15 and G21 with the same language and retention period.

			transferred to the State Records Center for storage until the expiration of the six year period. All files transferred to the State Records Center MUST contain certification from the agency that personnel summary data has been prepared for all files dated prior to 1978.	
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Proposed New Agency Schedules

Auditor

6349	Audit Workpapers	Includes audit work papers related to audits of state agencies, local government, and education. Files may include ledger sheets, correspondence, supporting documentation, and CAFR.	Hold five (5) years, then dispose.	Amends: Auditor: 5087, 5088, 5089
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MS Board of Cosmetology and Barbering

6347	School Compliance Inspection	This series consists of student hour inspection reports. May include facility name, address, license number, employee records, sanitation reports, and grading at inspection.	Hold two (2) years, then dispose.	Amends: Barber Examiners: 2902 Cosmetology: 3438
6348	School Closure Records	This series consists of files related to the closure of schools licensed to teach cosmetology. Included are transcripts, correspondences, claim forms where insurance companies paid refunds, student folders, and a copy of the final interpleader.	Hold ten (10) years, then dispose.	Amends: Barber Examiners: 2906 Cosmetology: 3434

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

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

Thursday, January 16, 2025

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, January 16, 2025, 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
Mark Johnson, Office of the Auditor

The following visitors were present:

Vonkeshia Hyatt, MSU
Uriah Jenkins, USM

The following staff of MDAH were present:

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

- I. Mr. Pilcher recognized a quorum, called the meeting to order, and welcomed all present.
- II. Minutes of the October 24, 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
 - i. Grant Operating Files – Awarded, Pass-through (G236)

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

- B. Amendments to Existing General Schedules:
 - a. G150 Hospital Patient Records, Mental Health
 - i. Reduce retention from 28 years to 10 years following MCA §41-9-69 update from the passage of SB287390 days to 30 days

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

C. Amendments to Existing Agency Schedules:

- a. 6342. Ethics Commission – nos. 3406 and 5349. Combine two schedules.
- b. 6343. Ethics Commission – no. 5346. Remove reference to reproduction since they are born digital.
- c. 6344. Secretary of State – no. 993. Amend retention to remain with the agency and not at Archives in accordance with MCA §7-3-5.

Joseph Sclafani moved to approve, and Mark Johnson seconded. The Committee unanimously approved the amendments.

D. Proposed new agency schedule:

- a. 6345. University of Mississippi Medical Center. Cytogenetics Final Report.

Joseph Sclafani moved to approve, and Mark Johnson seconded. The Committee unanimously approved the amendments.

E. Proposed Amendments to Existing Agency Schedules to Follow Approved General Schedules:

- a. Accounting and Procurement – G131
 - i. Agriculture & Commerce – nos. 1780, 1781
 - ii. Employment Security Commission – nos. 435, 437, 447, 451, 453
 - iii. Finance & Administration – nos. 2209, 2953, 2954, 2955
 - iv. Health Dept. - nos. 1524, 1527, 1529, 1731, 1736, 3956
 - v. Mental Health, Ellisville – nos. 5229, 5378
 - vi. Mental Health, NMRC – no. 3898
 - vii. MS. Business Finance Corp. – nos. 4520, 4530
 - viii. Department of Transportation – no. 1168
 - ix. Revenue – nos. 56, 58, 63, 5789
 - x. University of Mississippi Medical Center – no. 3662
 - xi. Wildlife, Fisheries and Parks – nos. 1765, 1767, 1768, 1769, 1771, 2084
- b. Accounting – G132
 - i. Archives & History – no. 4149
 - ii. Education – nos. 1296, 1297, 1429, 1439, 1442, 1703, 1706, 3451, 6332
 - iii. Employment Security Commission – no. 448
 - iv. Finance & Administration – nos. 2933, 3287, 3288
 - v. Human Services – no. 1039
 - vi. Medicaid – no. 1631
 - vii. Transportation – no. 3295
 - viii. Treasury – no. 3343
 - ix. University of Mississippi Medical Center – no. 2285
- c. Accounting and Budget – G131, G4, G5, G6, as applicable
 - i. Mental Health, NMRC – no. 3863
- d. Accounting and Contracts – Accounting: G131, G132, Legal, Contracts: G158, G159
 - i. Education – no. 1303
 - ii. Health Department – no. 1525

- e. Administration, Director's Files – G33
 - i. Wildlife, Fisheries and Parks – no. 1510
- f. Administration, Grant Files – G120, G121, G127, G128, G129
 - i. Education – nos. 1431, 1694
 - ii. Public Safety – no. 3927
- g. Administration, Loans – G124, G125, G126
 - i. Finance & Administration – nos. 2207, 2937, 2938
 - ii. MS. Business Finance corporation – no. 4517
 - iii. Veterans Home Purchase Board – no. 5158
- h. Administration, Preparedness Training – G226
 - i. MEMA – no. 638
- i. Administration, Records Transmittal and Receipt (Agency Copy) – G12
 - i. Finance & Administration – no. 2202
- j. Administration, Records Destruction Certificate (Agency Copy) – G13
 - i. Finance & Administration – no. 2201
- k. Administration, Minutes, and Support Files to Minutes – G34, G35, as applicable
 - i. Ethics Commission – nos. 1395, 5350
- l. Administration, Staff Subject Files – G89
 - i. Accountancy – no. 4243
 - ii. Education – no. 2110
 - iii. Ethics Commission – no. 1393
 - iv. MDOT – nos. 1149, 3837
- m. Administration, Quality Control – G184
 - i. Employment Security – nos. 443, 510, 518
 - ii. Human Services – no. 522
- n. Buildings, Construction, and Facilities. Project Files, State-Owned Facilities – G228
 - i. Education – no. 6330
 - ii. Finance & Administration – nos. 1619, 1623, 1628
 - iii. Human Services – nos. 1033, 1034
- o. Building, Construction, and Facilities. Project Files, G229, 230, as applicable
 - i. MDOT – nos. 1158, 1160, 1202, 1203, 1204, 1208
- p. Civil Rights Compliance - G186
 - i. Education – nos. 1309, 2117
 - ii. Universities – no. 5853
- q. Family Support Services – G191
 - i. Human Services – no. 331

- r. Grants – G120, G121, G127, G128, G129, as applicable
 - i. Education – nos. 557, 1698
 - ii. Health Dept. – no. 1443
- s. Healthcare, Hospital Patient Records, Minors – G151
 - i. University of Mississippi Medical Center – no. 2097
- t. Healthcare, Patient Records, Adults and Patient Records, Minors – G153, G154
 - i. Dept. of Health – nos. 2100, 3463, 6198
- u. Law Enforcement, Arrest Records, Reports and Logs – G169
 - i. Public Safety – no. 1380
- v. Law Enforcement, Tickets – G176
 - i. Wildlife, Fisheries and Parks – no. 1673
- w. Legal, Contracts – G158, G159, as applicable
 - i. Education – nos. 1303, 1688, 1725
 - ii. Finance & Administration – no. 2956
 - iii. Transportation – nos. 1164, 1169, 1179
- x. Legal, Civil Litigation – G130
 - i. Health – no. 3079
- y. Licensure – G140, G141, G142, G144, G145, G146, G147, as applicable
 - i. Agriculture & Commerce – nos. 2327, 2490, 2491, 2494, 2515, 2914, 2915, 2917
 - ii. Health Dept. – nos. 1108, 1111, 1745
 - iii. Insurance Dept. – nos. 5791, 5793, 5794, 5795, 5796, 5797, 5798
 - iv. Motor Vehicle Commission – nos. 1001, 1003
 - v. Wildlife, Fisheries and Parks – nos. 1659, 3990, 3991, 3992
- z. Licensure, Discipline – G145, G146
 - i. Engineers & Land Surveyors – no. 2550
- aa. Payroll – G133
 - i. Finance & Administration – no. 2345
- bb. Permits – G143, G144, G145, G146, G147
 - i. Agriculture & Commerce – nos. 1782, 2152, 2153
 - ii. Oil & Gas Board – no. 4618
 - iii. Public Safety – no. 1453
- cc. Personnel, Administrative Files – G16
 - i. Employment Security – no. 422
 - ii. Health – no. 2888
 - iii. Wildlife, Fisheries and Parks – no. 1674
- dd. Personnel, Time Study – G201
 - i. Employment Security – no. 442

- ee. Personnel – G14, G15, G20, G21, G67; Subject Files G89; Desk Reference Files G90, as applicable
 - i. Public Safety – no. 2708
- ff. Personnel – G16; Leave G67, G68; Health Benefits G80, G81; Payroll G136
 - i. Employment Security – no. 421
- gg. Policy & Procedures Manuals – G117
 - i. Archives & History – no. 4927
 - ii. MEMA – no. 636
- hh. Policy & Procedures Manual, Historical – G118
 - i. University of Mississippi Medical Center – nos. 3801, 3802, 3803
- ii. Procurement – G165, G166, or G167, as applicable
 - i. Agriculture & Commerce – no. 1802
 - ii. University of Mississippi Medical Center – no. 2403
- jj. Procurement & Contracts – Procurement: G165, G166, G167; Legal, contracts: G158, G159, G160
 - i. Education – nos. 3747, 3755
 - ii. Human Services – no. 2660
 - iii. Mental Health, Ellisville – no. 5230
 - iv. MS. Dept. of Transportation – no. 3339
- kk. Procurement, Contracts, and Accounting – Procurement G165; Contracts: G158, G159; Accounting: G131, G132
 - i. Finance & Administration – no. 3645
 - ii. Health Dept. – nos. 1526, 1528
 - iii. ITS – no. 3921
- ll. Procurement, Contracts, Accounting, Vehicles – Procurement G165; Contracts G158, G159; Accounting G132; Vehicles G92
 - i. Education – no. 1424
- mm. Subject and Desk Reference Files – Official Subject Files G88; Staff Subject files G89; Desk Reference Files G90
 - i. Health Dept. – no. 3097
- nn. Tax Incentive Programs – G123
 - i. Education – no. 3447
 - ii. Employment Security – no. 513
- oo. Vehicles – G92, G93, G94, G95, G96, G97, G98, G99
 - i. MEMA – no. 171

Mark Johnson moved to approve, and Joseph Sclafani seconded. The Committee unanimously approved the amendments.

- F. Proposed Schedules to Abolish: Any records scheduled to transfer to Archives must be sent prior to abolishing an applicable schedule.
- a. Agriculture & Commerce – no. 4676
 - b. Archives & History – no. 4939
 - c. Finance & Administration – no. 4652
 - d. Oil & Gas Board – no. 4633 (if all maps have been transferred)
 - e. Public Safety – no. 1379

Joseph Sclafani moved to approve, and Mark Johnson seconded. The Committee unanimously approved the amendments.

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

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

I. Other Business

J. Adjournment

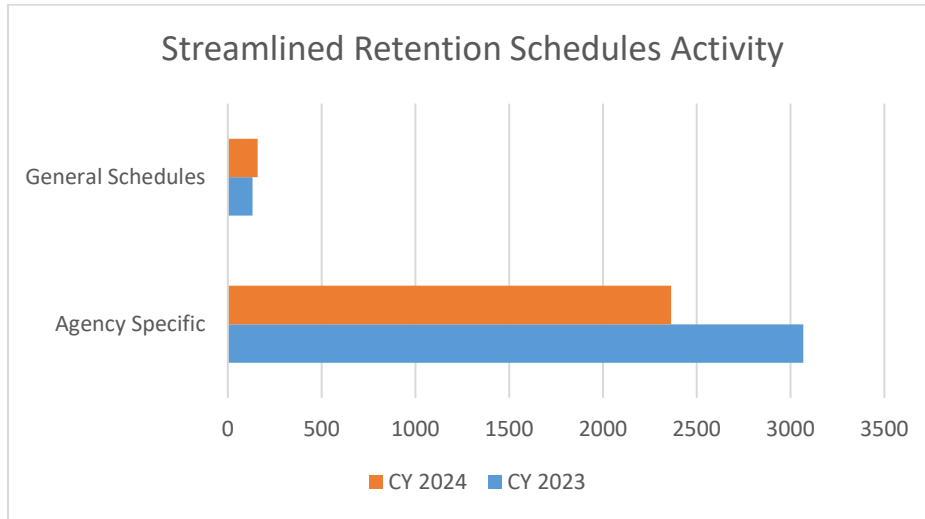
Joseph Sclafani moved to approve, and Mark Johnson seconded. The Committee unanimously approved the amendments.

Katie Blount, Chair

Government Records

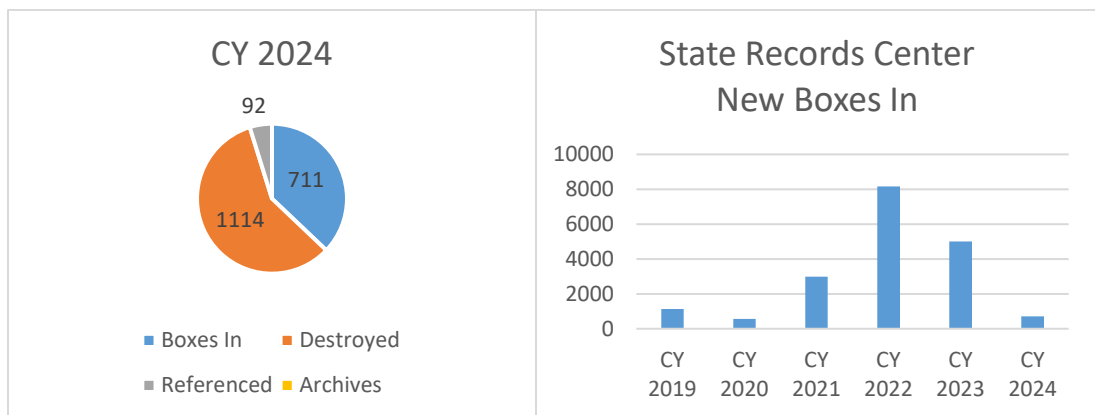
Calendar Year 2024 Activity Report

Records Retention Schedule Activity



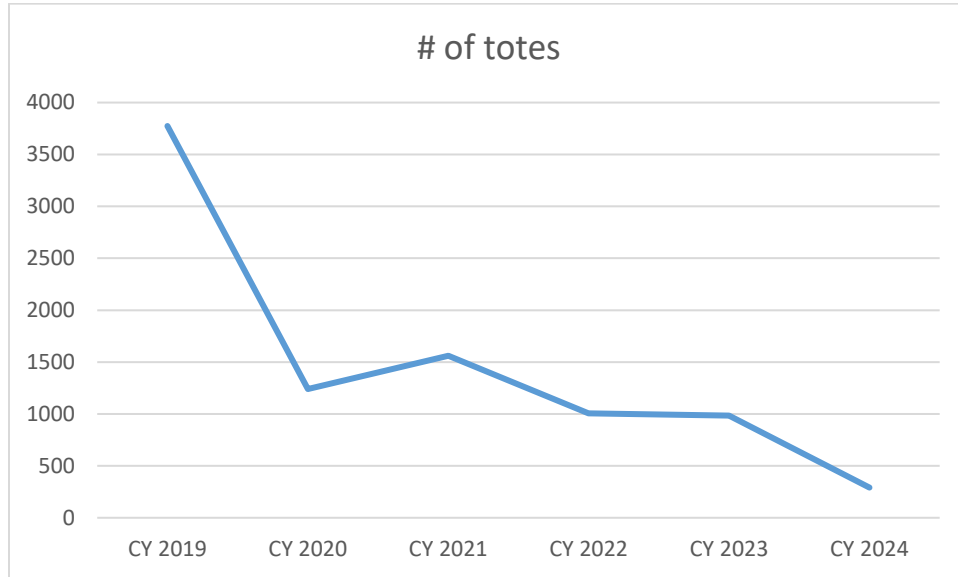
	CY 2019	CY 2020	CY 2021	CY 2022	CY 2023	CY 2024
Agency Specific	3240	3966	3288	3215	3067	2364
General	70	117	107	108	131	159

State Records Center Box Activity



	CY 2019	CY 2020	CY 2021	CY 2022	CY 2023	CY 2024
# of agencies	17	12	16	10	9	10
# of Boxes In	1131	567	2993	8169	5005	711

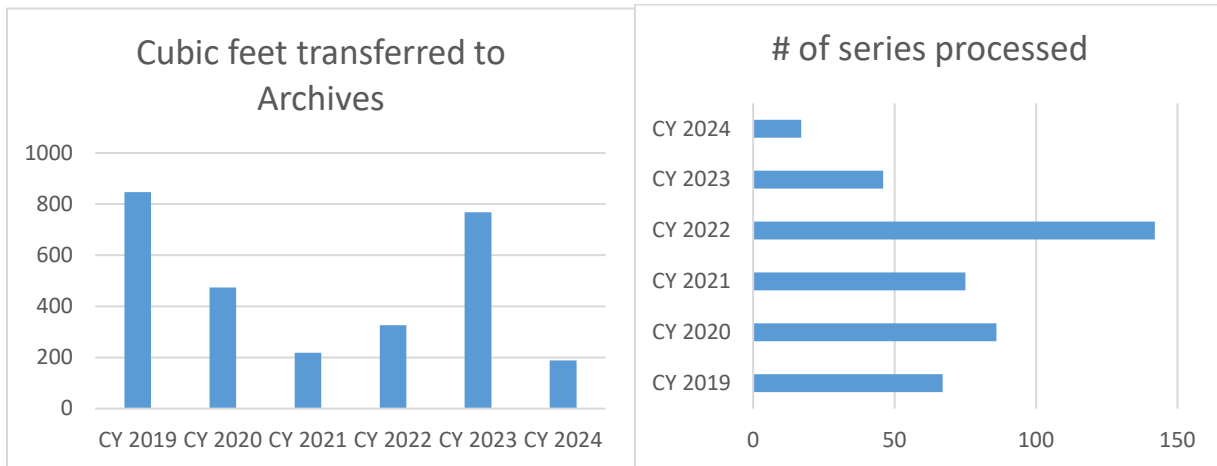
Backup Tape Rotation Activity



*Reduction in number of totes is consistent with smaller size of media devices and shift to cloud storage

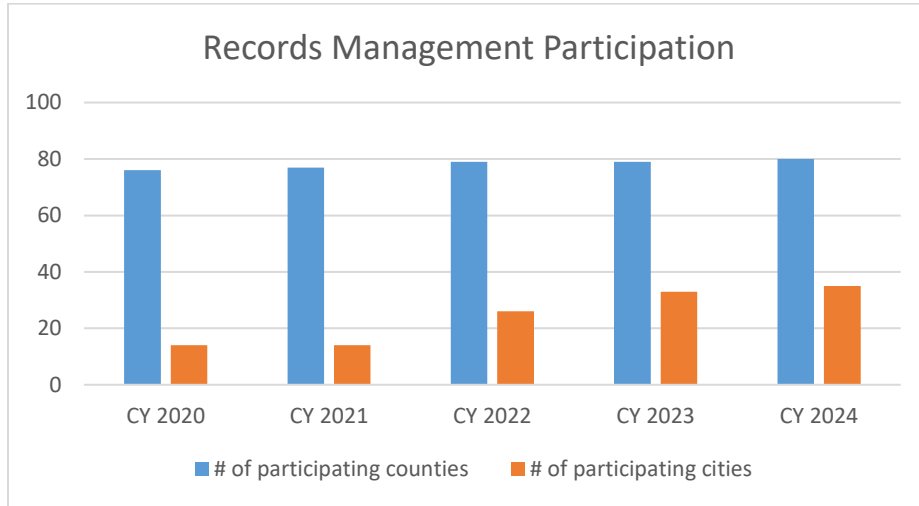
	CY 2019	CY 2020	CY 2021	CY 2022	CY 2023	CY 2024
# of agencies	13	11	11	8	8	8
# of Totes	3774	1241	1560	1005	984	291

Archival Records Activity



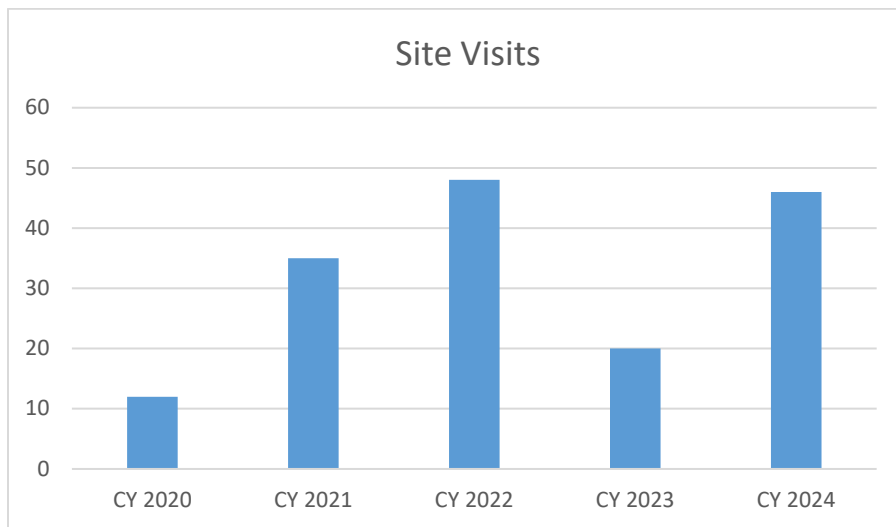
	CY 2019	CY 2020	CY 2021	CY 2022	CY 2023	CY 2024
Cubic feet transferred	846.35	474	219	326.5	768	188.5
# of agencies transferred	16	11	17	22	11	9
# of series processed	67	86	75	142	46	17

Local Government Activity



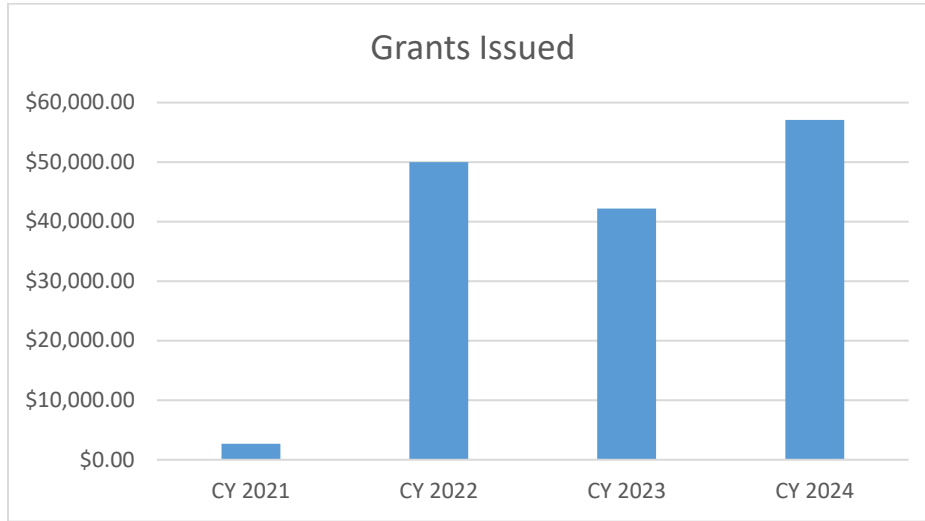
	CY 2020	CY 2021	CY 2022	CY 2023	CY 2024
# of participating counties	76	77	79	79	80
# of participating cities	14	14	26	33	35

Local Government Assistance



	CY 2020	CY 2021	CY 2022	CY 2023	CY 2024
# of counties visited	12	35	48	20	46

Local Government Grants



Total amount given back to participating counties for records managment projects \$151,950.06

	CY 2021	CY 2022	CY 2023	CY 2024
# of grants issued	1	6	5	6
Amount paid out	\$2,689.86	\$50,000.00	\$42,198.15	\$57,062.05