

*How to Join this Public Meeting*

## **Mississippi State Records Committee Meeting**

**July 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 and effect of law.

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

This is in accordance with the information provided at:

<https://www.mdah.ms.gov/state-government#retention>

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

<https://us06web.zoom.us/j/88152697450?pwd=yksdgpUBsp3a2YmXajG6NNopTuUWxh.1>

Meeting ID: 881 5269 7450

Passcode: 241435

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**AGENDA**  
**STATE RECORDS COMMITTEE**  
**July 17, 2025**

1. Call to Order
2. Minutes of Meeting on April 17, 2025
3. Public Comment
4. Application for Disposition / Records Control Schedules (see page 7)

A. Proposed General Schedules

1. G250. Cultural Resources, Library Service Files
2. G251. Cultural Resources, Library Materials Files
3. G252. Cultural Resources, Talking Book Services Files
4. G253. Economic Development, Project Files.
5. G254. Economic Development, Survey, Research Data, and Directories
6. G255. Information Technology, Helpdesk Files
7. G256. Information Technology, Backup Files
8. G257. Information Technology, Systems Management
9. G258. Information Technology, Project Plans
10. G259. Law Enforcement, State Inmate Master Files
11. G260. Law Enforcement, State Inmate Daily Activity Files
12. G261. Licensure, Cooperative Agreement
13. G262. Licensure, Internship Files
14. G264. Military & Veterans, State Business Operations
15. G265. Military & Veterans, Mobilization Readiness
16. G266. Personnel, Residency Files
17. G267. Administrative Procedures Act, Administrative Code

B. Amendments to General Schedules (see page 13)

1. G191 - Client Participation
  - a. Reduce retention from 5 years to 3 years after case is closed, which is consistent with 42 CFR 431.17(c) and 2 CFR 272.1(f).
2. G180 - Video/Audio Recordings
  - a. Law Enforcement G180 & G182. Combine the two types of recordings.
3. G237 - Criminal Case Files
  - a. Amend from April 2025 meeting from death of individual to ten (10) years after close of case. Rename the title to Attorney Work Product, Criminal Files.

4. G33 – Directors’ and University Executive Officers’ Files
  - a. Amend to include all executive officers at a university; and the disposition to read: Records of executive officers shall be transferred to the University archives at a schedule determined by each university.
5. G14 – Personnel Files, Active
  - a. Amend description to include the words LEAP and SEAP.
6. G15 – Personnel Files, Separated
  - a. Amend description to include the words LEAP and SEAP.

C. Proposed Amendments to Existing Agency Schedules

1. Secretary of State – no. 6046. Amend to read: Hold files one (1) year after case is closed, transfer to the State Records Center for seven (7) years, then dispose.
2. Secretary of State – no. 6045. Amend to read: Hold files in the electronic repository for seven (7) years after approval, then dispose.

D. Proposed amendments to existing agency schedules to follow approved general schedules:

1. Accounting and Budget – G131
  - a. Agriculture & Commerce – no. 1788
  - b. Archives & History – nos. 4147, 4158
  - c. Human Services – nos. 2668, 2745, 2746, 3830
  - d. Institutions of Higher Learning - no. 2539
2. Accounting & Budget – G132
  - a. Human Services – no. 3943
3. Administration, Director’s Files – G33
  - a. Library Commission – no. 4068
  - b. Public Universities – no. 5701
4. Administration, Grant Files – G128, G129
  - a. Forestry – no. 5333
5. Administration, Multiple Series – G5, G89, G90, G117, G106, G62, G14, G15, G16, G67, G68, G92, G93, G94, G95, G96, G97, G98, G99, G131, G132, G166, G167
  - a. Corrections – nos. 3810, 3817, 4360
6. Administration, Subject Files and Staff Desk Reference Files – G89, G90
  - a. Agriculture & Commerce – no. 3507
  - b. Medicaid – nos. 1634, 2609, 2718, 2720, 2722, 2723, 2754, 2755, 2756, 3457, 5557
7. Administration and APA G23-G26; G106

- a. Dept. of Revenue – no. 45
- 8. Administrative Procedures Act. Agency Orders, Declaratory Opinions - G23, G24
  - a. Dept. of Revenue – no. 4638
- 9. Administrative Procedures Act. Rule-Making Docket and Record – G25, G26
  - a. Dept. of Revenue – nos. 43, 4643
- 10. Administrative Procedures Act, Administrative Code – G267
  - a. Secretary of State – no. 6111
- 11. Contracts – G158
  - a. Human Services – nos. 4315, 4316
- 12. Cultural Resources, Library Service Files – G250
  - a. Library Commission – nos. 3972, 4036, 4081, 4082
- 13. Cultural Resources, Library Materials Files – G251
  - a. Library Commission – nos. 4038, 4041
- 14. Cultural Resources, Talking Book Services Files – G252
  - a. Library Commission – nos. 3963, 3966, 3967, 3968, 3969, 3970, 3973, 3975, 3979
- 15. Economic Development, Project Files – G253
  - a. MDA – nos. 3701, 3702, 3703, 3782, 3783, 3784, 4537, 5312, 5321, 5420, 5417, 5421, 5452, 5456, 6209, 6222
- 16. Economic Development, Survey, Research Data and Directories – G254
  - a. MDA – no. 6213
- 17. Family Support Services, Client Participation – G191
  - a. Human Services no. 5463
  - b. Medicaid – nos. 1633, 5501
- 18. Grants –G127, G128, G129, as applicable
  - a. MDA – no. 5228
- 19. Healthcare, Patient Records – G153, G154
  - a. Human Services – nos. 1040, 1043
- 20. Information Technology, Helpdesk Files – G255
  - a. Archives & History. – no. 5002
  - b. Human Services – no. 3173
- 21. Information Technology, Backup Files – G256
  - a. Archives & History – nos. 1539, 4999

- b. Education – no. 2535
  - c. Judicial Performance Commission – no. 2459
  - d. Wildlife, Fisheries and Parks – no. 1656
22. Information Technology, Systems Management – G257
- a. Archives & History – no. 4909
  - b. Education – no. 2534
  - c. Mental Health – no. 5193
  - d. Public Service Commission – no. 3306
  - e. Rehabilitation Services – no. 208
23. Information Technology, Project Plans – G258
- a. ITS – nos. 3131, 6303
24. Law Enforcement – G168-G176; G180-G182
- a. Dept. of Revenue – no. 143
25. Law Enforcement, State Inmate Master Files – G259
- a. Corrections – nos. 2602, 2886, 6192
26. Law Enforcement. Inmate Daily Activity Files – G260
- a. Corrections – no. 5045
27. Legal, Administrative Hearing – G247
- a. Human Services – no. 2664
28. Legal, Civil Litigation – G130
- a. Animal Health – no. 4272
  - b. Secretary of State – nos. 4958, 6145
29. Licensure – G140, G141, G142, G143, as applicable
- a. Agriculture & Commerce – nos. 914, 1589, 1603, 1605, 1608, 1783, 1784, 1785, 1786, 1790, 1794, 1796, 2146, 2147, 2148, 2149, 2150, 2151, 2154, 2156, 2157, 2159, 2160, 2175, 2176, 2177, 2178, 2488, 2492, 2493, 2495, 2496, 2543, 2633, 2634, 2913, 2916, 2918, 2919, 2920, 2921, 3379, 3380, 3381, 3383, 3384, 3415, 3512, 4356, 4357, 5928, 5929
  - b. Animal Health – no. 2484
  - c. Dept. of Revenue – no. 49
30. Licensure, Cooperative Agreement G261
- a. Real Estate – no. 1406
31. Licensure, Discipline – G145; Law Enforcement – G168-G178
- a. Agriculture & Commerce – no. 3511
32. Licensure, Internship Files – G262
- a. Engineers and Land Surveyors – nos. 5898, 5899

- 33. Loans, Reports; Unfunded; Funded – G124, G125, G126
  - a. Institutions of Higher Learning – nos. 5465, 5466
- 34. Military & Veterans, State Business Operations – G264
  - a. Military Department – nos. 4731, 4732
- 35. Military & Veterans, Mobilization Readiness – G265
  - a. Military Department – no. 2613
- 36. Personnel, Active and Separated – G14 & G15
  - a. Marine Resources – no. 6008
- 37. Personnel, Administrative – G16
  - a. Archives & History – nos. 4161, 4162
  - b. Institutions of Higher Learning – no. 5167
- 38. Personnel, Medical Residency Files – G266
  - a. UMMC - nos. 3375, 3659, 3663, 3664, 3665, 3666, 3779
- 39. Public Relations – G53, G54, G55, G56
  - a. Library Commission – no. 4032
- 40. Public Relations – G54 Public Relations Working Files
  - a. Agriculture and Commerce – no. 2161
- 41. Public Relations – G55 Agency Publications
  - a. Agriculture and Commerce – nos. 2162, 2489, 3509
- 42. Public Relations – G56 History Files: Agency
  - a. Library Commission – no. 3971
- E. Proposed Schedules to Change Agency Responsibility
  - a. DHS to CPS – nos. 3794, 5070, 5071, 5076, 5078, 5083, 5168
- F. Proposed Schedules to Abolish – no longer created or received
  - a. Agriculture & Commerce – nos. 2540, 2679, 3508, 4674, 4675
  - b. Animal Health – no. 2601
  - c. Development Authority – no. 5458
  - d. Human Services – nos. 376, 384, 523, 524, 543, 1035, 1044, 1045, 2747, 2748, 3920, 4001, 4002, 6300
  - e. Institutions of Higher Learning – nos. 780, 783, 789, 1010
  - f. Library Commission – nos. 3965, 4037
  - g. Mississippi Business Finance Corporation – nos. 4519, 4533
  - h. Parole Board – no. 3797
  - i. Revenue – nos. 120, 127, 128, 1330
  - j. Secretary of State – no. 4972
  - k. State Personnel Board – nos. 2782, 2794, 2800, 2801, 2803, 2805, 2807, 2819, 2821, 2824, 2828, 2836, 2838, 2849, 2852, 5386, 5422,

- l. UMMC – nos. 2282, 2292, 2293, 2294, 2295, 2296, 2303, 2307, 2389, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2433, 2434, 2435, 2436, 2501, 2502, 2503, 2504, 2505, 2507, 2508, 2585, 2592, 2593, 2595, 2596, 2674, 2695, 2696, 2926, 3657, 3658, 3660, 3986, 4500, 6224
- m. Veterans' Affairs Board – no. 5345

G. Off-Site Lease Applications: None.

H. Meeting Dates

- 1. 2025: Oct 23<sup>rd</sup>
- 2. 2026: January 15<sup>th</sup>, April 16<sup>th</sup>, July 16<sup>th</sup>, October 22<sup>nd</sup>

I. Other Business

J. Adjournment

## General Schedules

Number	Title	Description	Disposition	Schedules to be amended
G250	Cultural Resources, Library Service Files	This series consists of statistical annual reports, computer system problem report files, National Library reference files such as technical reports and memos, and institutional library consultation files.	Hold in the current files area five (5) years or until superseded, then dispose.	Library Comm: 3972, 4081, 4082, 4036
G251	Cultural Resources, Library Materials Files	This series consists of files related to collection weeding such as lost, superseded, damaged, and out of date items, as well as interlibrary loan request files.	Hold in current files area two (2) years, then dispose.	Library Comm: 4038, 4041
G252	Cultural Resources, Talking Book Services Files	This series consists of Talking Book Services patron files, copyright permission request cards, institution files, reference and source material files, free service files, circulation reports, and Division Director's working papers.	Hold in current files area two (2) years or until superseded, whichever comes first, then dispose.	Library Commission: 3963, 3966, 3967, 3968, 3969, 3970, 3973, 3975, 3979
G253	Economic Development, Project Files	This series consists of BAWI, MMIA, HAP, ARC, Tourism, Community Services, Energy, Business Proposals, Minority Owned Business, International Trade Zones, Film Office project files and reports.	Hold five (5) years after close of project, then transfer to Archives, separated by project type.	MDA: 3701, 3702, 3703, 3782, 3783, 3784, 4537, 5312, 5321, 5417, 5421, 5420, 5452, 5456, 6209, 6222



G254	Economic Development, Survey, Research Data and Directories	All programmatic surveys, research data, and business directories for all economic programs.	Hold five (5) years, then transfer to Archives.	MDA: 6213
G255	Information Technology, Helpdesk Files	Agency files to document computer assistance needed by their staff, which may include login, computer setup, access to applications or websites, broken links, and related information.	Hold one (1) year, then dispose.	Archives & History: 5002 DHS: 3173
G256	Information Technology, Backup Files	May include incremental, differential, and full back-up of systems and data. May be a hard tape, optical disk, on-site, near-site, cold-site, or cloud.	Hold until the next backup is complete and tested, then overwrite previous backup.  REMARKS: Ensure cloud storage allows for complete ownership over the files and the ability to properly delete files when needed. Backup data is subject to a public records request and must be protected and deleted.	Archives & History: 1539, 4999 Education: 2535 Judicial Perf. Comm: 2459 Wildlife: 1656
G257	Information Technology, Systems Management	Operational security scheme, usernames, passwords, infrastructure design, hardware identification, policy/procedures, emergency operation protocol, software documentation, network access/termination requests, implementation of applications, deployment of hardware, and related files.	Hold until superseded, then dispose.	Archives & History: 4909 Education: 2534 Mental Health: 5193 Public Service Comm: 3306 Rehabilitation Services: 208
G258	Information Technology, Project Plans	Includes the planning and development of projects for information technology within an	Hold five (5) years after the conclusion of project, then dispose.	ITS: 3131, 6303

		agency, board or commission. Includes approval files from ITS, documentation of the project, implementation, testing, finalization, deployment, training, and related files.	REMARKS: Transfer files needed for retention following the systems management retention schedule.	
G259	Law Enforcement, State Inmate Master Files	This series consists of files related to inmate master files. Included are commitment, detention, treatment programs, criminal history, classification, behavior, time computation, release and detainers, history records, confinement, assignments, medical class, psychological records, parole revocation certificates, release certificates, arrest and retake warrants, documentation on violations, pre-release investigators reports, preliminary parole revocation hearing, FBI rap sheet, correspondence supervised, earned release certificates, and social admission sheets.	Hold files one hundred twenty-five (125) years after date of birth, or five (5) years after death, whichever occurs first, then transfer to State Archives.  REMARKS: MDOC should not retain the files once transferred to State Archives. Contact MDAH Electronic Archives Office for directions on how to transfer the files.	Corrections: 2602, 2886, 6192
G260	Law Enforcement, State Inmate Daily Activity Files	This series consists of routine administrative files related to the daily operations at Department of Corrections, Parchman. Included are medication refill lists, supervisor's weekly tool audits, key issuance logs, visitor's log forms, visitor tally sheets, telephone log forms, gate vehicle delivery logs, vehicle logs, transportation radio logs, refrigerator temperature logs, area certified count	Hold in the current files area five (5) years, then dispose.	Corrections: 5045

		<p>sheets, medication transfer sheets, use of aspirins/Tylenols forms, daily inmates medication distributions signature sheets, vehicle enter-exit logs, control room key issuance log, control medication logs, and other related files.</p>		
G261	Licensure, Cooperative Agreements	<p>Agreement with non-resident individuals to allow them to perform certain functions, typically required by a license or permit, but allowed to provide the service in Mississippi under the agreement.</p>	<p>Hold five (5) years after the expiration of the agreement, then dispose.</p>	Real Estate: 1406
G262	Licensure, Internship Files	<p>Internship files include applications, verification of degree, enrollment numbers and acknowledgment of certificates if registration is required by a licensing agency prior to full licensure as a professional.</p>	<p>Hold one hundred (100) years or seven (7) years after death; whichever comes first, then dispose.</p>	Engineers and Land Surveyors: 5898, 5899
G264	Military & Veterans, State Business Operations	<p>This series consists of active state business operation administrative files of the Directorate of State Resources and the Fiscal Division of the Mississippi Military Department. This series may include correspondence, duplications of time sheets, information related to military special operations, copies of correspondence, originals and copies of memos, copies of invoices, handwritten notes, copies of handwritten notes, lists of items found on inventory billeting invoice payment logs, copies of blueprints,</p>	<p>Hold five (5) years after files become inactive, then transfer to State Archives.</p> <p>REMARKS: Military Department to purge timesheets annually.</p>	Military Dept.: 4731, 4732

		and copies of legislation. This series does not include contracts.		
G265	Military & Veterans, Mobilization Readiness	Documents relating to mobilization, readiness, force modernization, and force structure. Included are after action reports, force structure documents, force modernization, equipment fielding documents, reading files, higher headquarters correspondence.	Hold five (5) years, then transfer to State Archives.	Military Dept.: 2613
G266	Personnel, Residency Files	This series includes applications, selection, action requests, evaluation forms, correspondence, procedures, privilege forms, residency manuals, schedules, rotation, team assignments, call schedules, master clinic calendars, licensing examinations, Lecture schedules, contracts with hospitals, exist interview, travel copies, fellowship information, patient log sheets, and related files to manage the residency for medical, osteopathic, and dental students.	Hold seven (7) years, then dispose.	UMMC: 3375, 3659, 3663, 3664, 3665, 3666, 3779
G267	Administrative Procedures Act, Administrative Code	This series consists of the administrative rule filings by all state agencies, boards or commissions in the Administrative Bulletin and documents containing all effective rules housed in the Administrative Code. Rule filings are presented to the Secretary of State as electronic files including rule text and approved forms. The filings are saved as an Administrative Bulletin, which is a	Hold electronic files of each filing permanently. Image and verify paper forms, then dispose of paper. Transfer accumulation of paper filings prior to 2009 to Archives. Annually transfer to Archives on June 30th, one electronic copy of the Administrative Code and one copy of the past year's filings from the Administrative Bulletin in a format that has been agreed upon.	SoS: 6111

		collection of all rules filed regardless of their status. The Administrative Code is a collection of all the currently effective rules.		
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## Amendments to Existing General Schedules

Number	Title	Description	Disposition	Schedules to be amended
G191	Client Participation	Includes applications, active, deceased, discharged, eligibility determinations, case mix, buy-in, pre-admission, plan of care, desk review, and related files. These files are for individuals to participate as Medicaid, Human Services, and Rehabilitative Services beneficiaries, clients, and recipients for which the agency may pay another entity for services, treatment, or care received under their program.	Hold <del>five (5)</del> three (3) years after the case is closed, denied, or the individual is deceased, and all state and federal audits have been released for three (3) years. Delete and dispose of all paper and electronic records.	Update needed to remain consistent with the language in 42 CFR 431.17(c) and 7 CFR 272.1(f)
G180	Law Enforcement, Audio/Video Recordings	Non-evidentiary records created by mobile units, in-car, body-worn cameras, and fixed stationary cameras used around public buildings.	Hold thirty (30) days, then dispose. Remarks: A/V needed for evidence will be placed on litigation hold and follow applicable schedules.	G180, G182 Combine these schedules for simplicity
G237	Criminal Case Files	Case files managed by state government agencies involved in the prosecution or defense of criminal cases.	Hold until death of accused, then dispose.	Amend from April 2025 meeting from death of individual to ten (10) years after close of case. <u>Rename the title to Attorney Work Product, Criminal Files.</u>
G33	Directors' and University <u>Executive Officers'</u> <del>President's</del> Files	Directors' or University <u>executive officers'</u> <del>President's</del> files contain correspondence, policies and procedures, internal memos and reports, agency/organizational reviews, program development records, subject/administrative materials, non-routine fiscal data,	Hold files five (5) years, then transfer to State Archives. Records of University <u>executive officers'</u> <del>President</del> shall be transferred to the University archives at a period determined by each university.	Amends G33; Universities: 5701

		and files related to historical, legal, and administrative functions of an agency, commission, or IHL. Confidential files (e.g., personnel) or proprietary information which may be exempt from public disclosure should be filed separately.		
G14	Personnel Files - Active	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, <u>LEAP</u> , <u>SAEP</u> , etc.	Hold until separated from employment; 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.	Amends G14 Marine Resources: 6008
G15	Personnel Files - Separated Employees	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, bond, training records, <u>LEAP</u> , <u>SAEP</u> , etc.	Hold 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 transferred to the State Records	Amends G15 Marine Resources: 6008

			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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# MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

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

Thursday, April 17, 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. Katie Blount, MDAH Executive Director, 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:

Jason Hackett, Office of the Auditor  
Joseph Sclafani, representing the Honorable Tate Reeves, Governor  
Judy Moulder, representing the Dept. of Health – Vital Records  
Katie Blount, Director of MDAH

The following visitors were present:

Catherine Bell, MSBCB  
David Trewolla, MS Department of Health  
Vonkeshia Hyatt, MSU

The following staff of MDAH were present:

Bob Dent, Government Records, A&RS  
David Pilcher, A&RS  
Julie Dees, 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 January 16, 2025, meeting were presented to the Committee. Judy Moulder moved to approve, and Joseph Sclafani 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. G237 Legal, Criminal Case Files
    - b. G238 Vital Records, Death Records & Index
    - c. G239 Vital Records, Marriage & Divorce Records
    - d. G240 Vital Records, Birth Records
    - e. G241 Payroll, Tax Records
    - f. G242 University Library, Patron Records
    - g. G243 University Library, Interlibrary Requests
    - h. G244 University Library, Reproduction Records
    - i. G245 University Library, Exhibition Records

- j. G246 Building, Construction and Facilities
- k. G247 Legal, Administrative Hearings
- l. G248 University, Registrar – Student Records, Permanent
- m. G249 University, All Departments and Offices

Joseph Sclafani moved that G237 Criminal Case Files be amended from ten (10) years to after death, and Judy Moulder seconded. The Committee unanimously approved the new proposed general schedules.

B. Amendments to Existing General Schedules:

- a. G131 Accounting & Budget – State Funded
  - i. Combines G131, G4 and G5
- b. G132 Accounting & Budget - Federal and non-state funded
  - i. Combines G132, G4 and G5
- c. G33 Administration, Director and University President's Files
- d. G66 Unofficial and Office Copies of Budget Reports and Forms
- e. G241 Payroll, Tax Records
  - i. Combines G77 and G78
- f. G136 Agency Payroll Records
  - i. Removes language to reference paper records and language cleanup.
- g. G20: Merge with G14
- h. G21: Merge with G15
- i. G67: Merge with G14
- j. G68: Merge with G14

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

A. Proposed new agency schedules:

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

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

B. Amendments to Existing Agency Schedules:

- a. Audit Workpapers – 6349
  - i. Auditor – 5087, 5088, 5089
- b. Board of Cosmetology and Barbering – 6347
  - i. School Compliance Inspections – nos. 2902, 3438
- c. Board of Cosmetology and Barbering – 6348
  - School Closure Records – nos. 2906, 3434
- d. Patron Records – G242
  - i. Public Universities – nos. 5615, 5616
- e. Interlibrary Requests – G243

- i. Public Universities – nos. 5620, 5621
- f. Reproduction Records – G244
  - i. Public Universities – nos. 6026, 6027, 6030, 6291, 6292
- g. Exhibition Records – G245
  - i. Public Universities – nos. 6031, 6032, 6033
- h. Office of the President – G33
  - i. Public Universities – nos. 5819
- i. Registrar – Student Records, Permanent G248
  - i. Public Universities – nos. 5874, 5882, 6170, 6315
- j. All Departments and Offices – G249
  - i. Public Universities – nos. 5961, 6103

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

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

- a. Accounting and Procurement – G131
  - i. Agriculture & Commerce – no. 1788
  - ii. DEQ – nos. 3237, 5835
- b. Administration, Administrative Procedures Act – G25, G26
  - i. Board of Cosmetology and Barbering – no. 3137
- c. Administration, Director and University President's Files – G33
  - i. Public Universities – nos. 5819
- d. Administration, Grant Files – G120, G121, G127, G128, G129
  - i. DEQ – no. 3213
- e. Administration, Loans – G124, G125, G126
  - i. DEQ – no. 3194
- f. Administration, Staff Subject Files – G89
  - i. DEQ – nos. 3186, 3233
  - ii. Personal Service Contract Review Board – no. 3982
  - iii. Public Universities – nos. 5820, 5947
- g. Buildings, Construction and Facilities. Physical Plant Operations – G246
  - i. University of Mississippi Medical Center – nos. 3497, 3500, 3502, 3504
- h. Fixed Assets – G116
  - i. Public Universities – no. 6231
- i. Grants – G119, G120, G121, G127, G128, G129, as applicable
  - i. DEQ – nos. 6047, 6271

- ii. Mental Health – no. 5300
  - iii. Public Universities – no. 5977
- j. Healthcare, Pharmacy Records – G156, G157, as applicable
  - i. Public Universities – no. 5638
- k. Index Records – G231
  - i. DEQ – no. 3184
- l. Inspection Records – G234
  - i. DEQ – no. 5159
- m. Legal, Civil Litigation – G130
  - i. DEQ – nos. 1495, 1555, 6048
  - ii. Tort Claims Board – no. 3834
- n. Legal, Criminal Case Files – G237
  - a. Attorney General – no. 2457
  - b. Capital Post Conviction – no. 4953
  - c. Public Defenders Office – no. 5787
- o. Licensure, Directory – G140
  - iii. Board of Cosmetology and Barbering – no. 3149
- p. Licensure – G141, G142, G143, as applicable
  - iv. Board of Cosmetology and Barbering – no. 3164
- q. Licensure, Discipline – G145, G146
  - v. Board of Cosmetology and Barbering – no. 3136
- r. Payroll, Tax Deduction Records – G77, G78
  - vi. Public Universities – no. 5988
- s. Permits – G143, G144, G145, G146, G147
  - vii. DEQ – nos. 3182, 3201, 3214, 3220, 5164, 6003, 6117
- t. Personnel – G14, G15, G16, as applicable
  - viii. Public Universities – nos. 5631, 6106, 6262
- u. Personnel – G14, G15, G67; Subject Files G89; Desk Reference Files G90, as applicable
  - ix. DEQ – no. 3189
- v. Personnel – G87 Worker’s Compensation Files; G130 Civil Litigation
  - x. Public Universities – nos. 5837, 5838
- w. Procurement, Contracts, and Accounting – Procurement G165; Contracts: G158, G159; Accounting: G131, G132
  - xi. DEQ – nos. 3237, 5835
  - xii. Public Universities – no. 5981

- x. Subject Files – G89
  - xiii. Public Universities – nos. 5625, 5820, 5947
- y. State Plan – G29
  - xiv. DEQ – no. 3193
- z. Vehicle Records, Mileage Reports – G96
  - xv. Public Universities – no. 5713

- aa. Vehicle Records, License & Driving Records Verification – G98

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

- D. Proposed Schedules to Abolish: Functions are no longer performed.
  - a. Auditor – nos. 461, 462, 463, 464, 468, 471, 472, 474, 476

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

- E. Off-Site Lease Applications: None at this time
- F. 2025 Meeting Dates: July 17<sup>th</sup>, Oct 23<sup>rd</sup>
- G. Other Business
- H. Adjournment

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

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Katie Blount, Chair