

Mississippi Business Finance Corporation

Division	Schedule	Schedule Title	Schedule Description	Disposition Instructions
Administration	4521	Insurance Files	This series consists of insurance files for Mississippi Business Finance Corporation (MBFC) and Mississippi Development Bank (MDB). Included are correspondence, directors officers liability policies, and other related files.	Hold in the current files area (3) three years, then dispose.
Administration	4524	Quarterly Reports	This series consists of Quarterly Reports of the Business Finance Corporation (MBFC) and the Development Bank. This series is cut off at the end of the fiscal year.	Hold in the current files area (3) three years, then dispose.
Administration	4531	Board Member Files	This series consists of files of current and former members of the Mississippi Business Finance Corporation (MBFC) and the Mississippi Development Bank (MDB). This series contains a wide range of subject matter related to Board issues. Included are lists of Board members, copies of correspondence, and other related files.	Hold in the current files area until administrative need has lapsed, then dispose.
Mississippi Development Bank	4532	Bond Transcripts	This series consists of transcripts related to legal binding agreements established among Mississippi companies, the Mississippi Business Finance Corporation or the Development Bank, and banks. Included are closing memorandum, issuers incumbency certificates, issuers certificate as to signatures and non- litigation, issuers certificate pursuant to bond purchase agreements, loan agreements and assignments, trust indentures, and other	Hold in the current files area until administrative need has lapsed, then transfer to State Archives.