

*How to Join this Public Meeting*

## **Mississippi State Records Committee Meeting**

**April 16, 2026**

**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#public-records>

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

<https://us06web.zoom.us/j/83211445729?pwd=JubBlpiMpWgP38vgcWPU9wjrl8cvwB.1>

Meeting ID: 832 1144 5729

Passcode: 454471

Or Telephone:

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

Find local numbers: <https://us06web.zoom.us/u/kdO3eF1xBF>

**AGENDA**  
**STATE RECORDS COMMITTEE**  
**April 16, 2026**

1. Call to Order
2. Minutes of Meeting on January 15, 2026
3. Public Comment
4. Application for Disposition / Records Control Schedules
  - A. Proposed General Schedules
    1. G340. Cultural Resources, Authority for Educational Television, Clip Books
    2. G341. Cultural Resources, Authority for Education Television, Original Programming Files
    3. G342. Cultural Resources, Library Commission, Special Projects Files
    4. G343. Cultural Resources, University Press, Books
    5. G344. Education, PK-12, Accreditation Records & Reports
    6. G345. Education, PK-12, Emergency Contact
    7. G346. Education, PK-12, Examination Records
    8. G347. Education, PK-12, Incident Records
    9. G348. Education, PK-12, Permissions
    10. G349. Education, PK-12, Student Cumulative and Permanent Record
    11. G350. Education, PK-12, Student Temporary Record
    12. G351. Education, PK-12, Textbooks
    13. G352. Environmental, Oil & Gas Archival Records
    14. G353. Environmental, Oil & Gas Historical Reports
    15. G354. Environmental, Oil & Gas Monthly Reports
    16. G355. Environmental, Oil & Gas Wells Records
    17. G356. Environmental, Oil & Gas Administrative Orders
    18. G357. Environmental, Oil & Gas Financial Responsibility
    19. G358. Family Support Services, Child Protection Hotline & Complaint Records
    20. G359. Family Support Services, Child Welfare System Helpdesk & Code Documentation
    21. G360. Family Support Services, MACWIS APDU Reports
    22. G361. Family Support Services, MACWIS Operational Reports
    23. G362. Family Support Services, Youth Court Case Records
    24. G374. Legislative & Judicial, Administrative & Program Correspondence
    25. G375. Legislative & Judicial, Background Checks (Appointments & Confirmations)
    26. G376. Legislative & Judicial, Budget Planning & Workpapers
    27. G377. Legislative & Judicial, Executive & Director Correspondence (Policy-Level)
    28. G378. Legislative & Judicial, Investigative & Complaint Case Files
    29. G379. Legislative & Judicial, Legacy Special Collections
    30. G380. Legislative & Judicial, Legislative Assistance Projects
    31. G381. Legislative & Judicial, Meeting Agendas & Supporting Materials
    32. G382. Legislative & Judicial, Memos

33. G383. Legislative & Judicial, Official Minutes
34. G384. Legislative & Judicial, Project & Research Files
35. G385. Legislative & Judicial, Redistricting & Reapportionment Records
36. G386. Legislative & Judicial, Reports & Publications (Final)

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

1. Accounting and Budget – G131
  - a. MDE – no. 6326
2. Administration, Subject Files and Staff Desk Reference Files – G89, G90
  - a. Oil & Gas Board – no. 4619
3. Administration, Minutes and Support Files; Staff Desk Reference Files – G34, G35, G90, as applicable.
  - a. MDE – nos. 6322, 6328, 6329
4. Cultural Resources, Authority for Educational Television, Clip Books – G340
  - a. Authority for Educational Television – no. 4111
5. Cultural Resources, Authority for Educational Television, Original Programming Files – G341
  - a. Authority for Educational Television – no. 5042
6. Cultural Resources, University Press, Books – G343
  - a. University Press – no. 1558
7. Cultural Resources, Library Commission, Special Projects Files – G342
  - a. Library Commission – no. 4067
8. Education, PK-12, Accreditation Records & Reports – G344
  - a. MDE – no. 6321
9. Education, PK-12, Emergency Contact – G345
  - a. MDE – no. 6336
10. Education, PK-12, Examination Records – G346
  - a. MDE – no. 6335
11. Education, PK-12, Incident Reports – G347
  - a. MDE – no. 6323
12. Education, PK-12, Permissions – G348
  - a. MDE – no. 6334
13. Education, PK-12, Programmatic Files – G276
  - a. MDE – no. 6325

14. Education, PK-12, School and Student Data – G278
  - a. MDE – no. 6324
15. Education, PK-12, Student Cumulative & Permanent Record – G349
  - a. MDE – nos. 6337, 6339
16. Education, PK-12, Student Temporary Record – G350
  - a. MDE – no. 6338
17. Education, PK-12, Textbook – G351
  - a. MDE – no. 6331
18. Environmental, Oil & Gas Archival Records – G352
  - a. Oil & Gas – nos. 4583, 4607, 4613
19. Environmental, Oil & Gas Historical Reports – G353
  - a. Oil & Gas – nos. 4586, 4604
20. Environmental, Oil & Gas Monthly Reports – G354
  - a. Oil & Gas – nos. 2691, 4594, 4595, 4596, 4597, 4598, 4599, 4600, 4632
21. Environmental, Oil & Gas Wells Records– G355
  - a. Oil & Gas – nos. 4587, 4588, 4602, 4608, 4614, 4615, 4616, 4617, 4612
22. Environmental, Oil & Gas Administrative Orders – G356
  - a. Oil & Gas – nos. 4589, 4590, 4591, 4592
23. Environmental, Oil & Gas Financial Responsibility – G357
  - a. Oil & Gas – nos. 4585, 4620
24. Family Support Services, Child Protection Hotline & Complaint Records – G358
  - a. CPS – nos. 5078, 5083
25. Family Support Services, Child Welfare System Helpdesk & Code Documentation – G359
  - a. CPS – nos. 5070, 5168
26. Family Support Services, MACWIS APDU Reports – G360
  - a. CPS – no. 5071
27. Family Support Services, MACWIS Operational Reports – G361
  - a. CPS – no. 5076
28. Family Support Services, Youth Court Case Records – G362
  - a. CPS – no. 3794
29. Legal, Civil Litigation – G130
  - a. Oil & Gas Board – no. 4593
30. Legislative & Judicial, Administrative & Program Correspondence – G374

- a. Commission on Judicial Performance – no. 2458
- 31. Legislative & Judicial, Background Checks (Appointments & Confirmations) – G375
  - a. Legislature: Joint P.E.E.R. Committee: – no. 6259
- 32. Legislative & Judicial, Budget Planning & Workpapers – G376
  - a. Legislative Budget Office – nos. 4579, 4580, 4581
- 33. Legislative & Judicial, Executive & Director Correspondence (Policy-Level) – G377
  - a. Legislative Budget Office – no. 4582
- 34. Legislative & Judicial, Investigative & Complaint Case Files – G378
  - a. Commission on Judicial Performance – no. 5240
- 35. Legislative & Judicial, Legacy Special Collections – G379
  - a. Legislature: Joint P.E.E.R. Committee – no. 2165
- 36. Legislative & Judicial, Legislative Assistance Projects – G380
  - a. Legislature: Joint P.E.E.R. Committee – no. 6255
- 37. Legislative & Judicial, Meeting Agendas & Supporting Materials – G381
  - a. Legislature: Joint P.E.E.R. Committee – no. 6254
- 38. Legislative & Judicial, Memos – G382
  - a. Legislature: Joint P.E.E.R. Committee – no. 1387
- 39. Legislative & Judicial, Official Minutes – G383
  - a. Legislature: Joint P.E.E.R. Committee – no. 6256
- 40. Legislative & Judicial, Project & Research Files – G384
  - a. Legislature: Joint P.E.E.R. Committee – no. 6264
- 41. Legislative & Judicial, Redistricting & Reapportionment Records – G385
  - a. Joint Legislative Committee on Reapportionment – no. 6320
- 42. Legislative & Judicial, Reports & Publications (Final) – G386
  - a. Legislature: Joint P.E.E.R. Committee – no. 6257
- 43. Licensure, Permits – G143
  - a. Oil & Gas Board – nos. 4609, 4610, 4611
- C. Proposed Schedules to Abolish – no longer created or received:
  - 1. MDE – no. 6327
  - 2. Oil & Gas Board – nos. 2693, 4601, 4603
- D. Off-Site Lease Applications: None.

E. Meeting Dates

1. 2026: July 16<sup>th</sup>, October 22<sup>nd</sup>

F. Other Business

G. Adjournment

General Schedules

<b>Number</b>	<b>Title</b>	<b>Description</b>	<b>Disposition</b>	<b>Schedules to be amended</b>
G340	Cultural Resources, Authority for Educational Television, Clip Books	This series consists of six three-ring binders containing newspaper clippings related to ETV matters. It is cut off at the end of the calendar year.	Transfer to State Archives.	Authority for Educational Television: 4111
G341	Cultural Resources, Authority for Educational Television, Original Programming Files	This series consists of a complete unabridged version of the programs (16 mm, beta, or digital), story boards, scripts, set design notes, producer files/notes, contracts, releases, and all such records generated in the production of specific programs. Included in the categories of original programming files are historical, educational, talk/open forums, musical, artistic, wildlife, and people/ places.	Hold paper and electronic files in the current files area until administrative needs have lapsed; then transfer to State Archives for review. State Archives will retain records deemed of archival value and return all others.	Authority for Educational Television: 5042
G342	Cultural Resources, Library Commission, Special Project Files	This series consists of special projects that serve as supporting evidence in planning and developing for Mississippi Library Commission and public libraries. Included are studies and statistical data, monitoring of state and federal regulations and proposed bills, five-year	Hold in current files area until inactive; then transfer to Library Files.	Library Commission: 4067

		plans, developing handbooks, manuals, and proposals. It is cut off at the end of the serial year.		
G343	Cultural Resources, University Press, Books	This series consists of books. Included is one copy of each book published. It is cut off at the end of the serial year.	Hold in current files area permanently.	University Press: 1558
G344	Education, PK-12, Accreditation Records & Reports	Includes reports, requirements, and correspondence for the Mississippi State Special Schools operated by MDE.	Hold two (2) accreditation cycles, then dispose.	MDE: 6321
G345	Education, PK-12, Emergency Contact	Includes information about student emergency contacts.	Until superseded or student's last day of attendance, then dispose.	MDE: 6336
G346	Education, PK-12, Examination Records	This series documents the administration of standardized examinations of students. Information in these records includes information about the time and place of examinations, student identification, rules, questions, answers and scores. Test scores are records in the Student Permanent Record.	Hold three (3) years after examination, then dispose. Individual test scores are transferred to the Student Permanent Records.	MDE: 6335
G347	Education, PK-12, Incident Reports	This series may include reports of unlawful activity or violent incidents occurring on school property or during school-sponsored events. Records may contain details of the incident, statements from school personnel, information about students involved, and documentation of actions taken or treatments provided.	Hold five (5) years after finalization of the accident or incident, then dispose. If the record becomes part of the student file, hold according to Student Permanent Record.	MDE: 6323

G348	Education, PK-12, Permissions	Includes permission documents granted by the parent or guardian to participate in activities, attend events, or travel on school sanctioned trips. Included are the sign-in/out forms from campus.	Hold until the close of the school year in which the activity occurred, then dispose.	MDE: 6334
G349	Education, PK-12, Student Cumulative and Permanent Record	Records include documentation related to student admission and health compliance, such as applications, standardized test scores, birth certificates, immunization certifications, medical consent, and health screenings (physical, vision, hearing). Files may also contain social security and MSIS numbers, guidance counseling notes, home visit reports, hospital referrals, and related correspondence. Additional materials can include absentee records, case files, reports, certificates, photographs, and information from the student's permanent record, Individualized Education Program (IEP), and associated files. A copy of these records must be transferred to the next K–12 school attended, if applicable.	Hold cumulative folder five (5) years after it becomes inactive, then merge with permanent folder and hold permanently.	MDE: 6339, 6337
G350	Education, PK-12, Student Temporary Record	Includes monthly admissions records, attendance reports, teacher's attendance registers, grade books, standardized examination records, local survey committee files.	Hold three (3) years after the date of last attendance, then dispose.	MDE: 6338

G351	Education, PK-12, Textbooks	This series includes the textbooks procured for use by the school. Textbooks may be unusable for several reasons as determined by the Mississippi Department of Education (MDE).	Dispose following MDE guidance. Do not warehouse books that are authorized for destruction by MDE.	MDE: 6331
G352	Environmental, Oil & Gas Archival Records	This series contains forms and files about oil spills in Mississippi. It includes reports from either operators acknowledging spills or field inspectors who found spills. Each record lists details such as field name, operator, inspector, API number, county, section, township, range, well type and status, whether the well exists, spill details, date, who reported or discovered it, and the MOGB inspector.	Hold until lapse of administrative need, then transfer to State Archives.	OGB: 4583, 4607, 4613
G353	Environmental, Oil & Gas Historical Reports	Combines Monthly Fluids Injected Reports (Form 14) and Stripper Reports. Covers data on fluids injected into Class II wells, injection pressure, reservoir depth, and stripper well activity reports including national survey data and crude stripper well data.	Hold permanently.	OGB: 4586, 4604
G354	Environmental, Oil & Gas Monthly Reports	Includes Transporters and Storers Monthly Reports, Gasoline Plant Reports, Monthly Gas Reports, Refiners Reports, Well Test Reports, Producers Monthly Reports, and Gas Well Deliverability Tests. Tracks oil and gas production, transportation, refining, and testing data	Hold three (3) years after release of audit, then destroy.	OGB: 2691, 4594, 4595, 4596, 4597, 4598, 4599, 4600, 4632

		statewide.		
G355	Environmental, Oil & Gas Wells Records	Integrates Enhanced Oil Recovery Wells Files, Saltwater Disposal Wells Files, NORM Surveys, Oil & Gas Well Files, Wildcat Well Files, Field Logs, Wildcat Logs, and Norm Survey Logs. Covers permitting, drilling, completion, compliance, radiation surveys, geophysical logs, and production data for wells statewide.	Hold permanently.	OGB: 4587, 4588, 4602, 4608, 4614, 4615, 4616, 4617, 4612
G356	Environmental, Oil & Gas Administrative Orders	Combines Orders, Dockets, Special Field Rule Orders, and Exhibit Files documenting Board decisions, hearings, petitions, and regulatory actions governing oil and gas operations.	Hold permanently.	OGB: 4589, 4590, 4591, 4592
G357	Environmental, Oil & Gas Financial Responsibility	Consolidates Financial Responsibility Files and Correspondence related to surety bonds, letters of credit, and enforcement ensuring operators finance plugging of wells and comply with UIC Class II regulations.	Hold five (5) years after well is released from financial responsibility, then destroy.	OGB: 4585, 4620
G358	Family Support Services, Child Protection Hotline & Complaint Records	Records of information received via the Central Registry/Hotline regarding possible abuse/neglect, including fatality logs, fatality reports, incident review reports, correspondence, weekly summaries, and public complaints documenting child safety/protection concerns. Summarized information (e.g., fatality/incident summaries) may	Hold three (3) years then dispose. Records that are subject to audit must have been released three (3) years prior to disposal.	CPS: 5078, 5083

		be posted to the agency website. Limited information may be duplicated electronically.		
G359	Family Support Services, Child Welfare System Helpdesk & Code Documentation	Records documenting issues and changes in the Mississippi Automated Child Welfare Information Protection Services (MACWIS), including desk forms/tickets, login logs, screenshots evidencing system issues, and code documentation (creation, updates, fixes). Limited information may be duplicated electronically.	Hold six (6) years, then dispose. Federal certification must have been obtained prior to destruction of helpdesk records, and audit must have been released three (3) years prior to disposal of coding documentation.	CPS: 5070, 5168
G360	Family Support Services, MACWIS APDU Reports	Files related to Advanced Planning Document Update (APDU) reporting for the Mississippi Automated Child Welfare Information Protection Services (MACWIS), including projected budgets, compliance reports submitted to the federal government, and organizational charts—demonstrating that MACWIS meets federal automation requirements.	Hold five (5) years, then dispose. Audits must have been released three (3) years prior to disposal.	CPS: 5071
G361	Family Support Services, MACWIS Operational Reports	Operational reports in the Mississippi Automated Child Welfare Information System (MACWIS) submitted by social workers concerning adoptions and children in foster homes. Information is duplicated in MACWIS.	Hold seven (7) years, then dispose. Audit must have been released three (3) years prior to disposal.	CPS: 5076

G362	Family Support Services, Youth Court Case Records	Mississippi Department of Child Protection Services county office youth court case records. Includes agency records and case plans, copies of court orders, originals/copies of medical and mental health examinations, foster care reports, and related correspondence.	Retain as directed by CPS policy, then obtain a blanket destruction order from the youth court judge. For records dated prior to 1940, MDAH approval is also required. Remove all medical and mental health records prior to destruction, then dispose of remaining copy of the record. File a written report of compliance with the Youth Court following destruction.	CPS: 3794
G374	Legislative & Judicial, Administrative & Program Correspondence	Documents relating to general correspondence. Included are complaint form letter mail outs, correspondence with state agencies.	Hold in the current files area for one (1) year; then destroy.	Commission on Judicial Performance: 2458
G375	Legislative & Judicial, Background Checks (Appointments & Confirmations)	This series consists of files related to background investigations of appointees for confirmation purposes.	Hold seven (7) years, then digitize and verify the final product; dispose of paper files. Digital copy will be held permanently.	Legislature: Joint P.E.E.R. Committee: 6259
G376	Legislative & Judicial, Budget Planning & Workpapers	This series consists of files used by the Legislative Budget Office in preparing an overall balanced budget to be submitted to the State Legislature. The overall budget will consist of three parts. Part One of the overall budget will include the requested budget and the recommended budget for each general fund state agency and the proposed revenue means of which the recommended appropriation can be met. Part Two of the overall	Hold in the current files area fifteen (15) years, then transfer to State Archives.	Legislative Budget Office: 4579, 4580, 4581

		<p>budget will include the requested and recommended budget for each special fund state agency. Part Three of the overall budget will consist of an estimated preliminary annual budget of the Dept. of Transportation and the Division of State Aid Road Construction of the Dept. of Transportation. Included are budget work papers used by the budget analysts in the budget process. These work papers will consist of copies of budget requests submitted by State agencies, copies of appropriation bills, research notes, tracking documents, financial analysis documentation and payroll projections from the State Personnel Board. Also included are five-page documents compiled and forwarded monthly to the Members of the Joint Legislative Budget Committee detailing the major revenue sources. Included are documents detailing the year-to-date Sine Die estimate to the general fund, the current year collection compared to the prior year collections, monthly and quarterly comparison of collections to the current year Sine Die revenue estimate, and the monthly general fund revenue for the current year. Included are published Legislative Budget</p>		
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		Reports which contain the Joint Legislative Budget Committee's budget recommendation to the Legislature. Every member of the Legislature receives a copy of the published report as well as each state agency included in the budget proposal. Also included are bulletins which are prepared after appropriations are made which summarize the appropriations.		
G377	Legislative & Judicial, Executive & Director Correspondence (Policy-Level)	This series consists of incoming and outgoing correspondence of the Director's Office. Included are inquiries and responses from State agencies pertaining to deficits, changes to programs, and budget information. Also included is correspondence with the Department of Finance and Administration related to the Budgeting process as well as with the Chairmen of Appropriation Committees.	Hold in the current files area ten (10) years, then transfer to State Archives.	Legislative Budget Office: 4582
G378	Legislative & Judicial, Investigative & Complaint Case Files	This series consists of documents related to all complaints against judges in the State of Mississippi. Both informal and formal complaints are contained in this series. Included are correspondence, complaints, investigative reports, transcripts and legal pleadings.	Hold in current files area three (3) years after resolution of complaint; digitally image use copy and verify; destroy paper copy; hold imaged copy fifty (50) years, then destroy.	Commission on Judicial Performance: 5240
G379	Legislative & Judicial, Legacy Special Collections	Documents relating to reports of the Department of Corrections activities at Parchman prison. Included are prison auditors	Hold in the current files area permanently. Master copy to be transferred to Archives and History for permanent retention.	Legislature: Joint P.E.E.R. Committee: 2165

		reports that are done monthly and special prison auditors done quarterly.		
G380	Legislative & Judicial, Legislative Assistance Projects	This series consists of files related to Legislative Assistance Projects. Included are memos and correspondence in response to legislative requests.	Hold seven (7) years, then digitize and verify the final product and dispose paper copies. Digital copy will be held permanently.	Legislature: Joint P.E.E.R. Committee: 6255
G381	Legislative & Judicial, Meeting Agendas & Supporting Materials	This series consists of files related to agendas for committee meetings. Included are agenda items (original handouts).	Hold permanently.	Legislature: Joint P.E.E.R. Committee: 6254
G382	Legislative & Judicial, Memos	This series includes memos and correspondence.	Hold five (5) years, then weed and dispose of unnecessary material.	Legislature: Joint P.E.E.R. Committee: 1387
G383	Legislative & Judicial, Official Minutes	This series consists of meeting minutes of the board.	Hold permanently.	Legislature: Joint P.E.E.R. Committee: 6256
G384	Legislative & Judicial, Project & Research Files	Documents relating to project plans, interviews, file and library searches. Field work for red or blue books or PEER reports, memos and statistical data.	Hold seven (7) years, then dispose.	Legislature: Joint P.E.E.R. Committee: 6264
G385	Legislative & Judicial, Redistricting & Reapportionment Records	This series includes County precinct maps and information used in redistricting, Congressional Split Blocks, County Split Precincts, New Precincts, Population Verification Reports, House, Senate, Congressional, Judicial, and Precinct District Maps, Congressional and Legislative Submission Plans, Public Hearing records, and all files related to reapportionment.	Hold twelve (12) years, then transfer to State Archives.	Joint Legislative Committee on Reapportionment: 6320

G386	Legislative & Judicial, Reports & Publications (Final)	This series consists formal PEER reports.	Hold permanently.	Legislature: Joint P.E.E.R. Committee: 6257
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**MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY**

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

**Thursday, January 15, 2026**

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, January 15, 2026, in a virtual environment using Zoom. David Pilcher, representing MDAH Executive Director Katie Blount was Julie Dees, who chaired the Committee. 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:

Julie Dees, Director of Archives & Records Services, MDAH  
David Trewolla, representing the Dept. of Health – Vital Records  
Cody Smith, representing the Honorable Tate Reeves, Governor  
Mark Johnson, Office of the Auditor

The following visitors were present:

Vonkeshia Hyatt, MSU  
Joshua Jenkins, USM

The following staff of MDAH were present:

Bob Dent, Government Records, A&RS  
Julie Dees, A&RS  
Nikki Maxwell, Government Records, A&RS  
Amy Mellon, A&RS

- I. Mrs. Dees recognized a quorum, called the meeting to order, and welcomed all present.
- II. Minutes of the October 17, 2025 meeting were presented to the Committee. Mark Johnson moved to approve, and Cody Smith seconded. The Committee unanimously approved the minutes.
- III. Mrs. Dees 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. G320. Cultural Resources, Museums, Administrative Files
    - b. G321. Education, Public Universities, Administrative University & Governance Documentation Files
    - c. G322. Education, Public Universities, Academic Bulletins & Diploma Records
    - d. G323. Education, Public Universities, Construction & Design
    - e. G324. Education, Public Universities, Facility Operations
    - f. G325. Education, Public Universities, Research Projects & Survey Documentation
    - g. G326. Education, Public Universities, Student Academic & Support Records
    - h. G327. Education, Public Universities, Student Athletics & Compliance Records

- i. G328. Education, Public Universities, Student Financial & Institutional Fiscal Records
- j. G329. Healthcare, Patient Health Records
- k. G330. Legal, Attorney General, Attorney General Opinions
- l. G331. Legal, Attorney General, Banking Case Files
- m. G332. Legal, Attorney General, Compensation Files
- n. G333. Legal, Attorney General, Complaints & Investigations
- o. G334. Legal, Attorney General, Criminal Litigation Case Files
- p. G335. Legal, Attorney General, Reapportionment Litigation Files
- q. G336. Personnel, Employee Appeals
- r. G337. Personnel, Volunteers
- s. G338. Public Relations, Historical
- t. G339. Public Relations, Temporary

David Trewolla moved to approve, and Mark Johnson seconded. The Committee unanimously approved the new proposed general schedules.

B. Amendments to Existing General Schedules:

- a. G250 – Library Service Files
  - i. Amend description to include staff, section, and division reports for archives and libraries.
- b. G15 – Personnel Files, Separated
  - i. Amend description to include new, expanded language...
- c. G90 – Staff Desk Reference Files
  - i. Amend description to include equipment manuals.
- d. G246 – Physical Plant
  - i. Amend description to include environmental monitoring records.
- e. G228 – Project Files, State-Owned Facilities:
  - i. Amend description to include grounds work and maintenance files.
- f. G329 – Healthcare, Patient Health Records
  - i. Merge G149, G150, G151, G153, G154

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

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

- a. Accounting and Budget – G131
  - i. Archives & History – no. 4930
  - ii. Health – nos. 4534, 2518
- b. Accounting & Budget – G131, G132, as applicable
  - i. Medicaid – nos. 1464, 1465, 1466, 5556

- c. Administration, Subject Files and Staff Desk Reference Files – G89, G90
  - i. Archives & History – nos. 4870, 4896, 4922, 6241
  - ii. Education – no. 838
  - iii. Health – no. 2517
  - iv. IHL – no. 6070
  - v. MEMA – no. 160
- d. Administration, Official & Executive Subject Files – G88
  - i. MEMA – no. 3405
- e. Administration, Programmatic Quality Control – G184
  - i. Medicaid – nos. 2721, 3459
- f. Administration, Transitory Correspondence – G62
  - i. Archives & History – no. 4863
  - ii. Medicaid – nos. 1638, 5529, 5579, 5584
- g. Administrative Procedures Act, Rule-Making Records – G26
  - i. Medicaid – no. 5564
- h. Buildings, Construction, and Facilities – G228, G231, G232, as applicable
  - i. Archives & History – nos. 2676, 4793, 4872, 4898, 5004
  - ii. IHL – no. 6225
- i. Buildings, Construction, and Facilities - G246
  - i. Archives & History – no. 4856
  - ii. UMMC – no. 3494
- j. Contracts – G158
  - i. MEMA – no. 169
- k. Cultural Resources, Library Service Files – G250
  - i. Archives & History – nos. 4825, 4851, 4871, 6242, 6243, 6305
- l. Education, PK-12, Programmatic Files – G276
  - i. Education – nos. 880, 881, 887
- m. Education, Public Universities, Administrative University & Governance Documentation Files – G321
  - i. IHL – nos. 574, 5717, 5720, 5746, 5822, 5823, 5831, 5862, 5863, 5864
- n. Education, Public Universities, Academic Bulletins & Diploma Records – G322
  - i. IHL – nos. 5689, 6188
- o. Education, Public Universities, Construction & Design – G323
  - i. IHL – nos. 6226, 6227, 6228, 6229, 6230
- p. Education, Public Universities, Facility Operations – G324
  - i. IHL – nos. 6232, 6233, 6234, 6235
- q. Education, Public Universities, Research Projects & Survey Documentation – G325

- i. IHL – nos. 5641, 5642, 5826, 5868, 5982, 5984
- r. Education, Public Universities, Student Academic & Support Records – G326
  - i. IHL – nos. 5635, 5855, 5892, 5962, 6311
- s. Education, Public Universities, Student Athletics & Compliance Records – G327
  - i. IHL – nos. 5603, 5604, 5752
- t. Education, Public Universities, Student Financial & Institutional Fiscal Records – G328
  - i. IHL – nos. 5464, 5467, 5939, 5953, 5955, 5990, 5991, 5992, 5993, 6316
- u. Family Support Services, Client Participation – G191
  - i. Medicaid – nos. 4553, 4554, 5080, 5081, 5082, 5562, 5568, 5569, 5570, 5571, 5576
- v. Family Support Services, Cost Reports – G192
  - i. Medicaid – nos. 4557, 4558, 4559, 4560, 5532, 5535, 5541, 5542, 5558
- w. Family Support Services, Programmatic Audits & Investigations – G196
  - i. Medicaid – nos. 1641, 2095, 3460, 4336, 5543, 5545, 5546, 5547, 5549, 5550, 5551, 5552, 5553, 5554, 5555, 5566, 5580
- x. Family Support Services, Provider Participation – G197
  - i. Medicaid – nos. 1639, 1755, 4326, 4327, 4328, 4329, 4330, 4334, 4335, 4551, 4552, 5540, 5548, 5559, 5560, 5561, 5572, 5577, 5581, 5582, 5583, 6094, 6223
- y. Grants, Loans, & Tax Incentive Programs, Grant Applications & Closeout Reports (Awarded) – G119
  - i. Archives & History – no. 2865
- z. Grant Operating Files (Awarded – Routine) – G120
  - i. IHL – no. 5982
- aa. Healthcare, Patient Records. Adults and Minors – G153, G154, as applicable
  - i. Health – nos. 1520, 1521, 2347, 2923, 3652, 5886, 5895, 5896
- bb. Information Technology, Systems Management – G257
  - i. Archives & History – no. 5010
- cc. Inspection Records, G233, G235; Licensure Files – G141
  - i. Health – no. 5101
- dd. Inspection Records, Agency Copies – G235
  - i. Health – nos. 1057, 1730, 2333, ~~2636~~, 6021
- ee. Law Enforcement, Video/Audio Recordings – G180
  - i. Archives & History – no. 4511
- ff. Legal, Administrative Hearings – G247
  - i. Medicaid – no. 5573

- gg. Legal, Attorney General, Attorney General Opinions – G330
  - i. AG – nos. 1534, 3179
  
- hh. Legal, Attorney General, Banking Case Files – G331
  - i. AG – no. 399
  
- ii. Legal, Attorney General, Compensation Files – G332
  - i. AG – nos. 4514, 5932
  
- jj. Legal, Attorney General, Complaints & Investigations – G333
  - i. AG – nos. 2645, 2646, 6250, 6251, 6252, 6260
  
- kk. Legal, Attorney General, Criminal Litigation Case Files – G334
  - i. AG – nos. 2643, 2644, 2725, 2726, 2731, 3559
  
- ll. Legal, Attorney General, Reapportionment Litigation – G335
  - i. AG – no. 2642
  
- mm. Legal, Civil Litigation – G130
  - i. AG – nos. 2647, 2648, 3560
  
- nn. Legal, Contracts – Healthcare Services – G160
  - i. Medicaid – nos. 4331, 4332, 4347, 5025, 5563, 5578
  
- oo. Legal, Lease – Equipment – G164
  - i. MEMA – no. 624
  
- pp. Licensure – G141
  - i. Health – nos. 1097, 4572, 5102, 5104
  
- qq. Licensure – G141, G142, as applicable
  - i. Health – nos. 1732, 5100, 6022
  
- rr. Licensure, Permits – G143
  - i. Health – nos. 1056, 6023
  
- ss. Personnel, Time Management – G201
  - i. Archives & History – no. 4889
  - ii. Military – nos. 4428, 4430
  
- tt. Personnel, Applicant Selection Process – G85
  - i. Archives & History – no. 4899
  
- uu. Personnel, Separated Employees – G15
  - i. Archives & History – no. 4171
  
- vv. Personnel – G14, G15, G16, G20, G21
  - i. Health – nos. 2742, 3334
  
- ww. Personnel, Volunteers – G337

- i. Archives & History – nos. 4808, 4897
- ii. Mental Health – nos. 5291, 5292
  
- xx. Procurement – G165, G166, G167, as applicable
  - i. MEMA – no. 619
  
- yy. Public Relations, Historical – G338
  - i. Existing General Schedules – nos. G53, G55, G56, G57, G58, G63
  - ii. MEMA – no. 644
  
- zz. Public Relations, Temporary – G339
  - i. General Schedules – nos. G54, G64
  
- aaa. State Plan – G29
  - i. MEMA – no. 627
  
- bbb. Training – G113, G202, G203, as applicable
  - i. Archives & History – no. 5001
  - ii. UMMC – no. 2891
  
- ccc. University Records, Registrar: Permanent Student Records – G248
  - i. IHL – nos. 5934, 5935
  
- ddd. University Records, All Departments & Offices: Tests, Examinations, & Quizzes – G249
  - i. IHL – no. 6312
  
- eee. Vital Records, Death Records & Indexes – G238, G240
  - i. Health – no. 5041
  
- fff. Vital Records, Marriage & Divorce Records – G239
  - i. Health – no. 3466, 5040

David Trewolla moved to approve, and Mark Johnson seconded. The Committee unanimously approved the amendments to existing agency schedules to follow general schedules.

D. Proposed Schedules to Change Agency Responsibility

- a. 3479. Public Service Commission to MDOT

Mark Johnson moved to approve, and David Trewolla seconded. The Committee unanimously approved the amendments.

E. Proposed Schedules to Abolish: Functions are no longer performed.

- a. Archives & History – no. 3279
- b. Education – no. 883
- c. Health Department – nos. 1051, 1053, 1059, 1060, 1739, 2101, 2105, 2106, 2520, 2546, 2637, 2714, ~~2890~~, 3117, 3364, 3766, 4137, 4139, 4140, 4142
- d. Institutions of Higher Learning – no. 5166

- e. Medicaid – no. 5533
- f. MEMA – nos. 156, 162, 163, 615, 625, 628, 629, 630, 632, 633, 634, 640
- g. Public Service Commission – no. 3004

David Trewolla moved to approve, and Cody Smith seconded. The Committee unanimously approved the amendments.

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

G. Meeting Dates

- 1. 2026: April 16<sup>th</sup>, July 16<sup>th</sup>, October 22<sup>nd</sup>

H. Other Business

I. Adjournment

David Trewolla moved to adjourn, and Mark Johnson seconded. The motion to adjourn was approved.

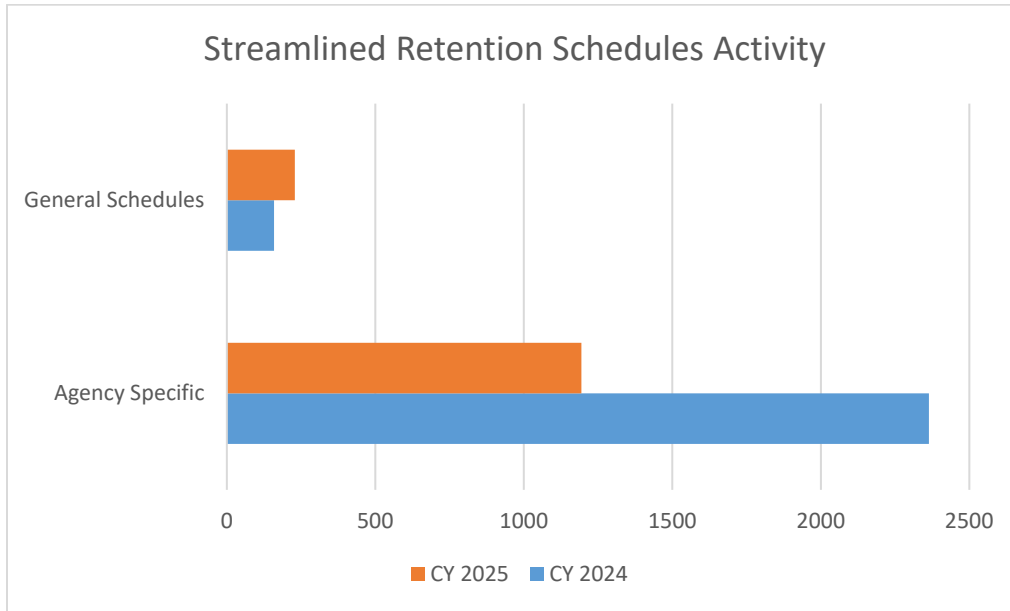
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Katie Blount, Chair

# Government Records

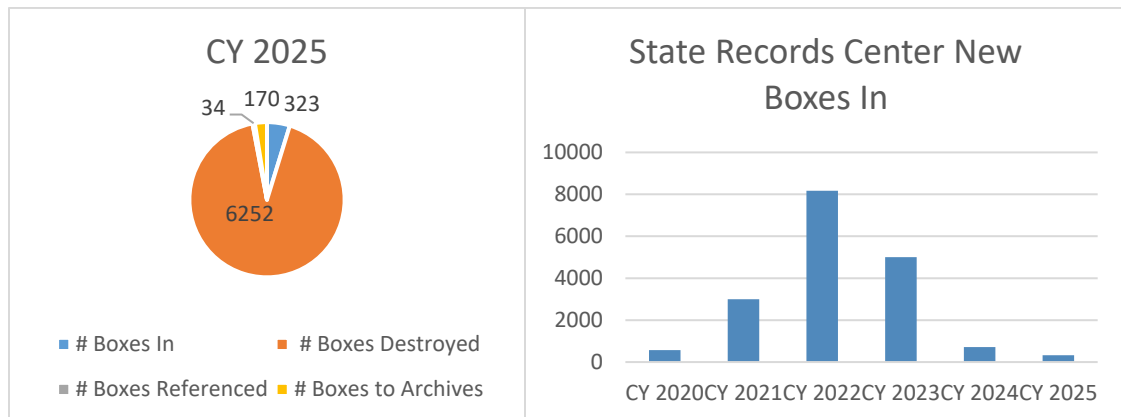
## Calendar Year 2025 Activity Report

### Records Retention Schedule Activity



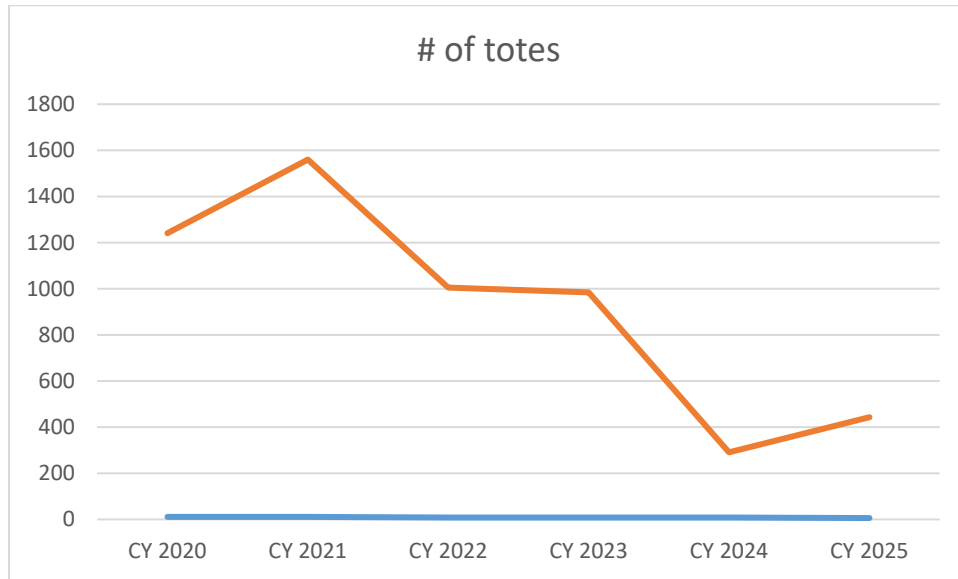
	CY 2020	CY 2021	CY 2022	CY 2023	CY 2024	CY 2025
Agency Specific	3966	3288	3215	3067	2364	1194
General	117	107	108	131	159	229

### State Records Center Box Activity



	CY 2020	CY 2021	CY 2022	CY 2023	CY 2024	CY 2025
# of agencies	12	16	10	9	10	10
# of Boxes In	567	2993	8169	5005	711	323

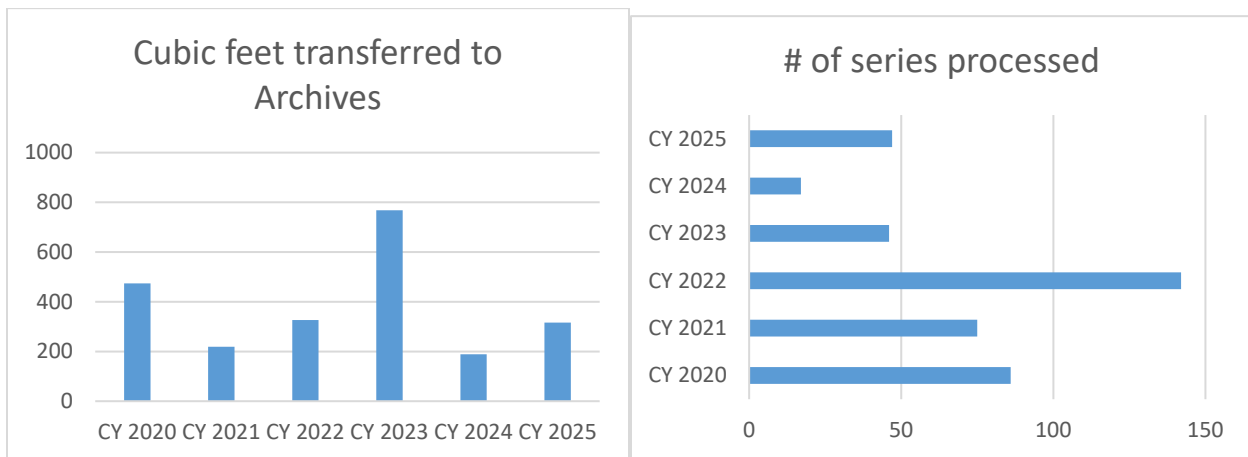
## Backup Tape Rotation Activity



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

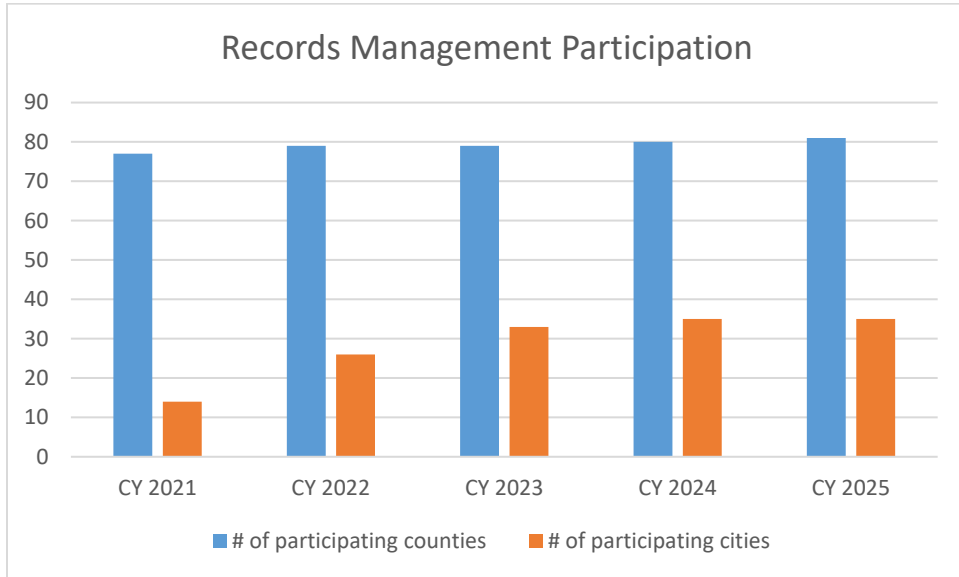
	CY 2020	CY 2021	CY 2022	CY 2023	CY 2024	CY 2025
# of agencies	11	11	8	8	8	6
# of Totes	1241	1560	1005	984	291	443

## Archival Records Activity



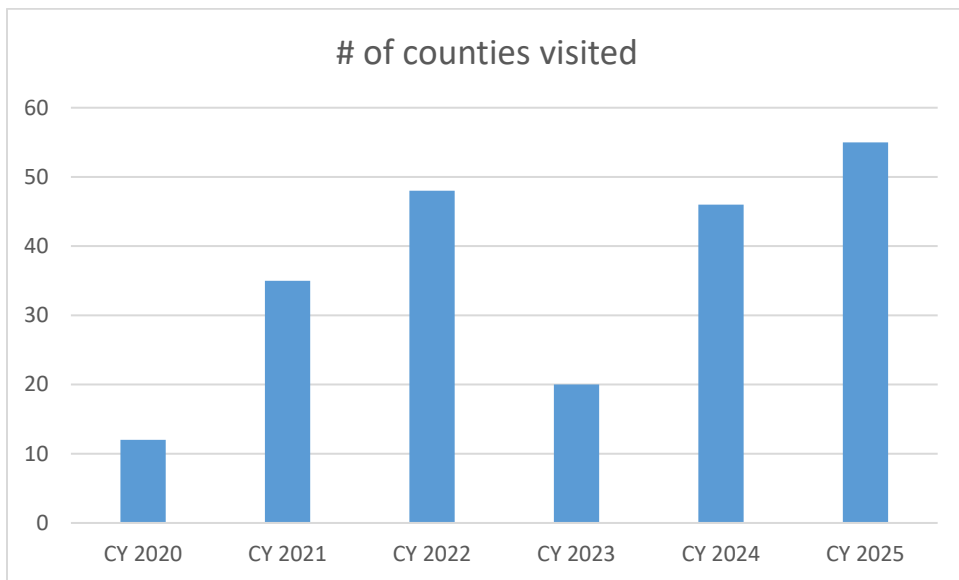
	CY 2020	CY 2021	CY 2022	CY 2023	CY 2024	CY 2025
Cubic feet transferred	474	219	326.5	768	188.5	316
# of agencies transferred	11	17	22	11	9	15
# of series processed	86	75	142	46	17	47

## Local Government Activity



	CY 2021	CY 2022	CY 2023	CY 2024	CY 2025
# of participating counties	77	79	79	80	81
# of participating cities	14	26	33	35	35

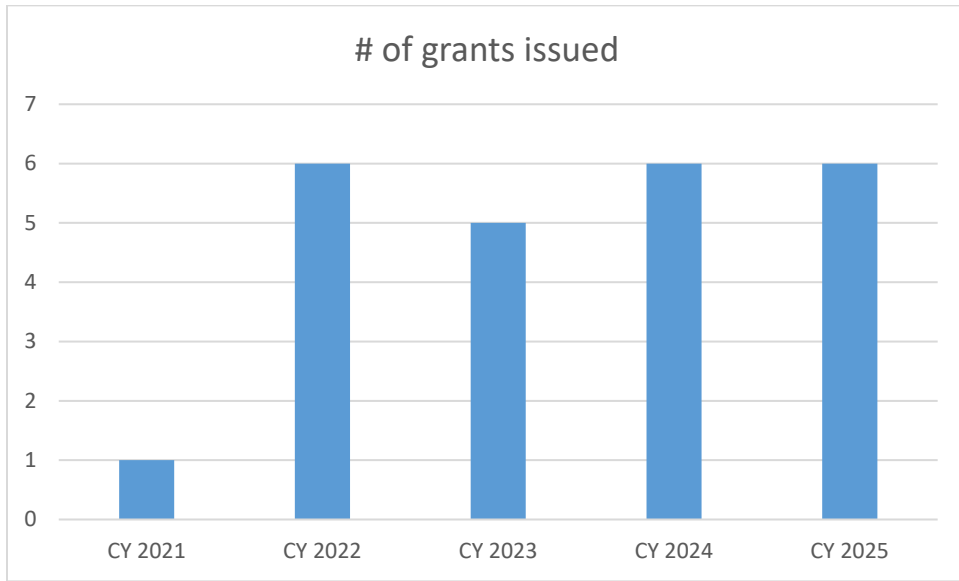
## Local Government Assistance



	CY 2020	CY 2021	CY 2022	CY 2023	CY 2024	CY 2025
# of counties visited	12	35	48	20	46	55*

\* Includes two counties visited twice

## Local Government Grants



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

	CY 2021	CY 2022	CY 2023	CY 2024	CY 2025
# of grants issued	1	6	5	6	6
Amount paid out	\$2,689.86	\$50,000.00	\$42,198.15	\$57,062.05	\$29,980.00*

- \* Three counties are outstanding:  
 Greene, scanning project not completed  
 Lauderdale, shelving received 1/2026 but not yet reimbursed  
 Tippah, shelving not yet received due to supplier delays