

Archives and History, Department of
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Division	Schedule No.	Title	Description	Disposition Instructions
Administration	5005	Project Files- Information Technology	This series consists of files related to the planning and implementing of projects of the Information Systems Section. This series serves as a guide for documentation analysis of projects of the Information Systems Section. Included are correspondence, in-house charts and Access Database printouts. Limited information in this series is duplicated electronically in Microsoft Word, Access, and Excel.	Hold paper and electronic files in the current files area two (2) years after project has been completed, then dispose.
Administration	5019	IT Planning Files	This series consists of planning files of the Information Systems Section. This series documents the planning for technological equipment installed within the agency. Due to the reorganization of the Information Systems Section, this series will reflect the planning strategies within the section. Included are budget requests, long range plans, and strategic plans. Limited information is duplicated in Word and Excel. The MDAH Administration Division has the official agency records related to this series.	Hold paper and electronic files in the current files area five (5) years, then dispose.
Archives and Library	3805	Search Room Visitor's Registers	This series consists of bound volumes and loose leaf sheets on which patrons using the Search Room sign in and out. Documentation includes name, date, card number and purpose of research. It is cut off at the end of the calendar year.	Hold in the current files area until the end of each month, then transfer to Official Records Section for permanent retention.

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Archives and Library	4513	Library Patron Request and Loan Materials	<p>This series consists of forms signed by patrons acknowledging receipt of requested materials for viewing in the Public and Archival Reading Rooms, along with patron request and loan history information within MDAH's Ex Libris Aleph integrated library system. The William F. Winter Archives and History Building opened to researchers in late October 2003. As of mid-August 2004, over 8100 requests for materials had been made, with over 6500 loan transactions having taken place.</p>	<p>Transfer paper receipt forms to appropriate curators monthly; hold seven (7) years, then dispose. On November 1 of each year download all circulation event history data, including request and loan history data, to an ASCII flat file and transfer to Electronic Records Archives for permanent retention and maintenance.</p>
Archives and Library	4752	Control Folders	<p>This series consists of master filing of supporting documentation for projects conducted by Electronic Records Section. This series encompasses the processing of government, private, and published materials in electronic format which is either generated digitally or formatted. Included are accession records, contracts of gift, Records Control Schedules, transfer files, correspondence, data dictionaries, and database schema and source code.</p>	<p>Maintain paper and electronic files continuously, weed non-substantive material at five (5) year intervals.</p>
Archives and Library	4753	Finding Aids	<p>This series consists of finding aid files of the MDAH, Paper Archives Section. The Paper Archives Section is responsible for preserving and making available personal papers and government records for research. Included are descriptions, guides, lists, and inventories.</p>	<p>Hold in the current files area permanently. Dispose of electronic drafts when administrative needs have superseded.</p>

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Archives and Library	4755	Published Information Public Order Records	Routine in-house paperwork completed to process public orders for materials managed by Published Information. Included are copies of incomplete public order and conservation work order forms.	Hold paper and electronic files five (5) years, then dispose.
Archives and Library	4756	Serials Management Records	Records generated and received by Serials Librarian in administering serials, which include paper/microfilmed newspapers and periodicals.	Hold paper and electronic files five (5) years, then dispose.
Archives and Library	4758	Cartographic Control Folders	This series documents acquisition, processing and use of maps. Included are contracts, donor/agency correspondence, processing notes, negatives and photographs, data sheets, public orders, and catalog records.	Maintain paper files continuously in current files area. Dispose of electronic drafts when no longer administratively useful.
Archives and Library	4761	Published Information Donor Files	Donor records are maintained by Published Information Section head for books and other published materials. Included are completed contract of gift forms, correspondence including letters of acknowledgement, and donor lists.	Maintain paper files in current files area continuously. Dispose of electronic drafts when no longer administratively useful.
Archives and Library	4764	Cataloging Project Files	This series consists of processing notes and rough drafts for cataloging projects, including newspaper, microfilm/fiche, audiovisual, and maps.	Hold paper and electronic files one (1) year, then dispose.
Archives and Library	4770	Control Folders	This series consists of control folders for the Paper Archives Section. This series documents acquisitions, processing, and use of records and collections. Included are contracts of gift, donor or state agency correspondence, patron access forms, processing notes, finding aids, and catalog records.	Hold in the current files area permanently.

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Archives and Library	4771	Conservation Files	This series consists of conservation files. This series serves as a tracking mechanism for Paper Archives and serves as a tracking device for the purpose of any conservation work that has been conducted on the collections. Included are conservation and public work orders, disaster planning procedures, and reports on conservation problems.	Hold Work Orders in the current files area twenty-five (25) years, then dispose. Hold materials that documents the conservation history of the collections in the current files area permanently.
Archives and Library	4772	Project Files	This series consists of project files of Paper Archives. Paper Archives preserves records of historical value. Included are planning and research materials for projects, correspondence, minutes, memos, planning procedures, research notes, drafts, and reports. The minutes are from the prior meetings of Curators from Paper Archives. The Curators' meeting has been discontinued.	Hold in the current files area ten (10) years, then dispose. Transfer minutes to State Archives.
Archives and Library	4773	Procedural Files	This series consists of working files used in the acquisition, arrangement, and description of the collections of Paper Archives. Included are procedures, guidelines, instructions, electronic templates, and forms.	Hold paper and electronic files in current files area until administrative needs have lapsed, then transfer to State Archives. Purge forms when needed.
Archives and Library	4774	Acquisition Files	This series consists of acquisition files of Paper Archives. Included are incoming and outgoing correspondence, minutes, memos, contracts of loans, appraisals, and reports.	Hold in the current files area twenty (20) years, then dispose.

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Archives and Library	4812	Image & Sound Project Files and Log Books	This series consists of project files of the Image and Sound Section. Included are working papers, correspondence, logs, grids, construction planning files, consultation files, grant proposals and projects, policy development inventories, and routine reformatting files.	Hold paper and electronic files in the current files area until completion of project, then transfer to the State Archives.
Archives and Library	4813	Image & Sound Collection Control Files	This series consists of control files of the MDAH, Image and Sound Section. Included are contracts of gifts, accessioning files, inventories, incoming and outgoing correspondence, appraisals, audio-visual reports, and micrographic and photographic collection files.	Hold in the current files area permanently.
Archives and Library	4815	Image & Sound Forms & Worksheets	This series consists of forms and worksheets used to track flow and inspection of materials. Included are conservation work requests, quality control forms, material transfer forms, inspection forms, and camera targets.	Hold paper files in the current files area five (5) years, then dispose. Hold electronic files in-house until superseded or obsolete, then dispose.
Archives and Library	4817	Routine Reference Requests	This series consists of reference responses and Interlibrary Loan Forms from the Reference Services Section. This series contains requests by patrons (telephone communication, written correspondence, or e-mail) and copies of responses to requests. Interlibrary Loan Forms are requests made by other libraries to MDAH to loan materials located within the agency. Included are routine reference responses and Interlibrary Loan Forms.	Hold paper files and electronic files in the current files area one (1) year, then dispose.

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Archives and Library	4913	Public Informix Database	This series consists of the Informix Database. The Informix Database is utilized in many capacities by different MDAH Divisions. Informix Database is used to store publicly available information related to the Division's holdings and is currently used in creating Records Control Schedules. The Informix Database allows access to view the inventory of boxes that are located in the State Records Center.	Delete database forms when superseded or no longer used. Export data to delimited text file and maintain five (5) years before disposal. Maintain data dictionary and documentation for life of form plus one (1) year before disposal.
Archives and Library	4914	Management Informix Database	This database is used to store administrative and statistical information concerning the division.	Delete database forms when superseded or no longer used. Export data to delimited text file and maintain five (5) years before disposal. Maintain data dictionary and documentation for life of form plus one (1) year before disposal.
Archives and Library	4915	ALEPH Catalog/Oracle Database	ALEPH is an integrated library automation system made by Ex Libris Corporation. It includes the online public catalog and the circulation system.	Delete catalog records from the system when superseded or no longer needed.
Archives and Library	6263	Library Patron Research Card Applications	This series consists of application forms completed by patrons desiring to conduct research in the Archives Library, along with the data entered from the forms into a reference database or catalog. Application includes patron signature and agreement with the MDAH library rules. Research cards were first issued in October 2003 and are valid for four (4) years.	Hold paper files four (4) years, then dispose. Hold electronic files permanently.

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Archives and Library	6306	State Agency Transactions	This series consists of documents relating to the transmittal, withdrawal, reference, and destruction of records at the State Records Center.	Hold (5) years after destruction of the related records, then dispose.
Archives and Library	6307	County And Court System's Destruction Certificates	This series consists of documents relating to authorizations to destroy records series in county offices and in the state courts. Included are copies of destruction certificates (original form for counties), archivists' approval forms and correspondence.	Hold until counties and courts have a records management program. Retain permanently.
Government Records	748	Records Center Accession Log Books	Documents relating to transmitting records from the agencies to the Records Center. Included are log book gives agency name, box numbers, total quantity received, month and year of receipt, and location in the Records Center. It is cut off at the end of the Calendar year.	Hold in the current files area permanent within division.
Historic Preservation	690	Community Development Files	Documents relating to federal agency funding for construction projects on a statewide basis, section 106 review of impact of public construction on National Register sites, State Clearinghouse logs from Federal and State programs in Governor's Office relating to department's comments on impact, maps photographs, and cultural resources assessments. Arranged alphabetically. It is cut off at the end of the Calendar year.	Hold in the current files area two (2) years; transfer to SRC; hold five (5) years, then destroy.

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Historic Preservation	4819	Correspondence and Subject Files	This series consists of subject files of the Director and the Administrative Assistant of Historic Preservation. This series contains a wide range of subject matter. This series documents the Director's role in administering and facilitating a variety of projects. Included are incoming and outgoing correspondence of the Director, budget files, the Main Street Project files, Mississippi Heritage Trust files, annual reports, National Park Service files, Margaret Walker Center files, etc.	Hold paper files and electronic files in the current files area five (5) years, then transfer to State Archives.
Historic Preservation	4822	Historic Sites Project Files	This series consists of files related to the restoration and rehabilitation of historic properties or sites administered by HP. Included are handwritten notes, incoming correspondence, photographs, archaeological investigations, acquisitions, plans, and final reports.	Hold paper files and electronic files in the current files area three (3) years, then transfer to State Archives. Audit must have been released three years before transfer.
Historic Preservation	4826	Historic Preservation Tax Incentives Program Files	This series consists of Tax Incentive Program files. The Tax Incentive Program is a federal program administered by the National Park Service in partnership with HP. Included are correspondence, applications, photographs, floor plans, elevation drawings, and tax project logs.	Hold plan and specification paper files in the current files area one (1) year after project has been completed, then transfer to State Archives. Hold other paper files in the current files area permanently.
Historic Preservation	4827	Photographic Negative Collection	This series consists of black and white photographic negatives. The photographic negatives are from historic resources inventories, architectural surveys, and tax credit programs conducted by HP.	Hold in the current files area permanently.

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Historic Preservation	4828	Photographic Slide Collection	This series consists of 35mm color slides made and used by the architectural and technical assistance staff of the Division. The slides are used for public education and public information purposes, though they are often used for photographic reference.	Hold in the current files area permanently.
Historic Preservation	4829	Historic Resources Inventory Files	The National Historic Preservation Act of 1966 as Amended through 1992, requires HP to maintain a registry of historic buildings and sites that are located throughout the State of Mississippi (36CFA61). Included are architectural surveys, correspondence, reports, articles, and federal and state project	Hold paper files in the current files area permanently.
Historic Preservation	4831	Review & Compliance Correspondence Files	This series consists of records generated during the Section 106 review process. This series is utilized for the purpose of federal and state project reviews. Included are incoming and outgoing correspondence, public notices, and Federal Register updates.	Hold in the current files area permanently.
Historic Preservation	4832	Civil War Program Files	This series consists of files related to the Civil War Program. This series is utilized by HP for compliance and review purposes to determine if any Civil War site will be affected. This series is also used for research purposes and educational community purposes. Included are Civil War preservation organizational files, National Register Historic Landmark files, Civil War Trail Program files, grant program files, studies with the National Parks Service and acquisitions.	Hold in the current files area permanently.

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Historic Preservation	4833	Mississippi Civil War Trails Project File	This series consists of files related to the Civil War Trail Project Program, which is administered by HP. This series documents the restoration of various Civil War sites and hiking and biking trails in Raymond, Brices Crossroad, and Corinth. Included are invoices, incoming and outgoing correspondence, Civil War trails construction plans, contracts, MDOT Project Routing Forms, MDOT Requests, (PAR Forms), Non-Roadway Design Related Data Sheets, and	Hold paper files and electronic files in the current files area five (5) years, then transfer to State Archives. Audit must have been released three years before transfer.
Historic Preservation	4834	Civil War Battlefield Acquisition Files	This series consists of files related to the Civil War Battlefield Acquisition Program. This series documents the purchasing of Civil War Battlefields by HP through the Civil War American Battlefield Protection Program. Included are incoming and outgoing correspondence, appraisals, surveys, legal descriptions, and bank statements.	Hold paper files and electronic files in the current files area three (3) years after the project has been completed, then transfer to State Archives. Audit must have been released three years before transfer.
Historic Preservation	4836	Abandoned Cemetery Files	This series consists of files related to abandoned cemeteries. The approval of HB 780 of 1971 Regular Session gave the authorization of public funds to be utilized for the purpose of cleaning private cemeteries. MDAH's Board of Trustees designates cemeteries as abandoned cemeteries. This series assists HP with administering the Abandoned Cemetery Program. Included are applications, maps, photographs, burial inventories, handwritten notes, and correspondence.	Hold in the current files area permanently.

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Historic Preservation	4837	Environmental Impact Statements	This series consists of files related to documentation published by federal agencies pertaining to agency projects. The Environmental Impact Statement is an assessment of the proposed actions and environmental consequences and its affects on the cultural resources in the State of Mississippi, such as archaeological sites and historic buildings. Included are DEIS-Draft Environmental Impact Statements and FEIS-Final Environmental Impact Statements.	Hold paper files in the current files area two (2) years; transfer to SRC; hold three (3) years, then dispose. Hold electronic files in-house five (5) years, then dispose.
Historic Preservation	4838	Mississippi Landmark Files	This series consists of Mississippi Landmark Program files. HP has the responsibility of locating, protecting, and preserving historic properties. This series documents the Mississippi Landmarks. Included are certificates of designation, correspondence, notices of intent, plans (blueprints), specifications (project manuals), permits, and minutes of the permit committees.	Hold in the current files area permanently.
Historic Preservation	4839	Community Development Files	This series contains applications for reviews related to potential community projects which are directly or indirectly involved with receiving federal funds. Under federal law, HP must review federal funded or licensed projects that could affect properties listed on or may be eligible to be listed on the National Register. This series documents HP's assessment of the projects. Included are incoming and outgoing correspondence, photographs, maps, and permits.	Hold paper files in the current files area two (2) years; transfer to SRC; hold five (5) years, then dispose. Hold electronic files in-house five (5) years, then dispose.

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Historic Preservation	4840	Certified Local Government Program Files	<p>The Certified Local Government Program receives federal funding from the National Park Service through the National Historic Preservation Act of 1966 as Amended. This series indicates local recipients in Mississippi that have received funding by HP through the NHP Act. Certified communities apply for and receive grant funds on a yearly basis. Included are correspondence, reports, and expenditure documentation.</p>	<p>Transfer paper files from 1985-2000 to SRC; Hold five (5) years, then transfer to State Archives.</p>
Historic Preservation	4841	Certified Local Government Program Administration Files	<p>The Certified Local Government Program (CLGP) is a federal-state-local partnership which was established in 1980 (National Historic Preservation Act of 1966). This series assists HP in the daily operations and implementations of the CLGP. Included are CLG applications and supporting documentation, evaluations, minutes, and training material.</p>	<p>Hold in the current files area permanently.</p>
Historic Preservation	4842	County Archaeological Subject Files	<p>This series consists of subject files and contains a wide range of subject matter related to archaeology in the State. The archaeological records are generated by the HP staff for the purpose of archaeological site documentation. The records are utilized for research purposes for archaeologists and the staff. Included are newspaper articles, names and addresses of sites and their owners, drawings and plats, photocopies of artifacts, and correspondence.</p>	<p>Hold files in the current files area permanently.</p>

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Historic Preservation	4843	Archaeological Slide Collection	This series consists of color slides of artifacts and archaeological sites located throughout the State of Mississippi. This series is generated by HP and serves as a presentational and educational mechanism to the community.	Hold in the current files area permanently.
Historic Preservation	4845	Archaeological Map File	This series consists of United States Geological Survey Maps. The maps in this series are plotted with archaeological sites and surveys. The maps are utilized by the staff of HP for the purpose of determining if federally funded projects are in compliance with the National Historic Preservation Act of 1966.	Hold maps in the current files area permanently.
Historic Preservation	4938	State Capitol Correspondence Files	This series consists of files related to the decisions and recommendations rendered by the prior Architectural Historian. This series is no longer accumulating but is used as a reference guide for the current Architectural Historian related to the preservation of the facility. Included are incoming and outgoing correspondence, personnel files, and faxes.	Hold in the current files area eight (8) years, then transfer to State Archives.
Historic Preservation	4940	State Capitol Building and Grounds Files	This series consists of files related to work performed on the building and grounds of the State Capitol. This series is no longer accumulating but is used as a current point of reference in the maintenance of the State Capitol. Included are architectural studies, incoming and outgoing correspondence, planning documents, and grant projects.	Hold in the current files area eight (8) years, then transfer to State Archives.

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Historic Preservation	4941	State Capitol Subject Files	<p>This series consists of subject files and has a wide range of subject matter. The Architectural Historian has consolidated all of the current files into one subject file series, and is utilized as the primary source of reference regarding preservation and administrative issues. Included are incoming and outgoing correspondence, building and ground files, architectural files, project files, timesheets, leave forms and event files. Limited information is duplicated electronically in Word.</p>	<p>Hold paper files and electronic files in the current files area eight (8) years, then transfer to State Archives.</p>
Historic Preservation	5231	National Register of Historic Places Files	<p>This series consists of files of properties that have been nominated to the National Register of Historic Places. Included are correspondence, nomination forms, maps, notification letters, photographs, and other related files.</p>	<p>Hold in the current files area permanently.</p>
Historic Preservation	5232	Archaeological Site Cards	<p>The archaeological site cards are used to determine which archaeological sites have National Register eligibility. Documentation on a typical card includes archaeological site location, name of property owner, condition of the site, environment and cultural information, National Register eligibility, description of artifacts, and other related files.</p>	<p>Hold in the current files area permanently.</p>

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Historic Preservation	5233	Archaeological Surveys	This series consists of surveys related to the construction of buildings that are federally funded which receive clearance from Historic Preservation and must be in compliance with the National Historic Preservation Act of 1966 as Amended. Historic Preservation archaeologists must review the project to determine if an archaeological site will be affected. Documentation includes introduction, previous research information, cultural information, methodology, and conclusion.	Hold in the current files area permanently.
Historic Preservation	5234	Archaeological Collection Accession Books	Historic Preservation has the responsibility of assigning archaeological numbers to archaeological sites in the state. Documentation includes date, log number, author, affiliation, title of report, number of acres surveyed, and quad map name.	Hold in the current files area permanently.
Historic Preservation	5235	Historical Marker Files	This series consists of files related to the Historical Marker Program. Included are order forms, correspondence which documents the designated historical marker locations, Historical Marker Request Forms, and other related files.	Hold in the current files area permanently.
Local Government Records	4859	Retention Schedules Database	The series is a database used to store records retention schedules issued by the Local Government Records Committee. This series is utilized to create new retention schedules for local government. Additionally, this series allows the Director to review prior approved schedules and to update amended retentions.	Retain individual records in database until they have been terminated/superseded by the Local Government Records Committee.

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Local Government Records	4864	Disposal Authorizations	This series consists of approved and denied disposal authorizations of counties and municipalities. Also included are written authorizations granting or denying approval from the LGR Program. Documentation includes name of local government, type of records, dates of records, series number (if applicable), and general notes.	Hold paper files and electronic files in the current files area twenty (20) years, then dispose.
Museum	4778	Old Capitol Museum Collections Security Record Files	This series consists of the OCM Collection section's security files related to planning for disasters and other catastrophes. This series serves as a guide in case of disasters. Included are disaster plans, lists of contacts related to freezing material, and copies of contracts related to donors of artifacts. Due to the fact that various donors requested for their identity to remain anonymous, these series has restricted information.	Hold in the current files area until out-dated, then dispose of out-dated material.
Museum	4779	Old Capitol Museum Accession Record Files	This series consists of files related to the legal and historical status of artifacts in the OCM. This series indicates the provenance related to the artifacts, and this series has routine maintenance information related to artifacts. Included are file cards, photographs, negatives, photographic transparencies, and digital images. Due to the fact that various donors requested for their identity to remain anonymous, this series has restricted information.	Hold paper files in the current files area twenty-five (25)years, then transfer to State Archives. Hold electronic files in-house five (5) years, then transfer to State Archives.

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Museum	4782	Old Capitol Museum Collections Correspondence Files	This series consists of incoming and outgoing correspondence of the OCM Collections section. It contains inquiries from and responses to the general public and staff. Included are incoming and outgoing correspondence and e-mail.	Hold paper and electronic files in the current files area five (5) years, then dispose.
Museum	4787	Old Capitol Museum Collections Exhibit Files	This series consists of exhibit files of the OCM Collections section. This series assists the staff in providing information on temporary and permanent exhibits in the OCM. Included are correspondence, memos, e-mail, maintenance files, photographs, research files, and new museum project notebooks related to artifacts.	Hold paper files in the current files area twenty-five years (25), then transfer to State Archives. Hold electronic files in-house five (5) years, then transfer to State Archives.
Museum	4789	Old Capitol Museum Collections Loan Record Files	This series consists of loan records of the OCM Collections section. This series provides documentation of exhibit items borrowed from individuals or other institutions. Included are incoming and outgoing correspondence, forms, photos, and condition reports.	Hold paper and electronic files in the current files area twenty-five (25) years, then dispose.
Museum	4790	Reaccreditation Files-Field Services Curator	This series consists of files related to the accreditation of state historical museums. Every ten years museums that are funded by MDAH must produce self-studies and provide information for on-site reviews. This series assists in determining the accreditation. Included are self-study questions/answers, photos, policies, and incoming and outgoing correspondence.	Hold paper files and electronic files in the current files area until updated, dispose when out-dated.

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Museum	4792	Old Capitol Museum Collection Research Files	This series consists of research files documenting the history of the exhibits of the Old Capitol Museum. This series provides the provenance of exhibits and items collected and provides documentation of the historic significance of the items when applying for grants. Included are grants, artifact files, and reasearch files.	Hold in the current files area until administrative needs have lapsed, then transfer to State Archives.
Museum	4794	Manship House Museum Administrative Files	This series consists of administrative files of the Manship House Museum (MHM). This series assists the staff with the daily operation and administration of the MHM. Included are policies, grant files, disaster preparedness files, accreditation files, incoming and outgoing correspondence, professional organization affiliation files, photographs, slides and audiovisuals.	Hold paper files in the current files area permanently. Hold electronic files in-house five (5) years, then transfer to State Archives.
Museum	4795	Manship House Museum Collection Files	This series consists of collection record files of the Manship House Museum (MHM). This series supports the staff with the care and preservation of artifacts and MHM and also assists with maintaining information related to the inventory of items. Included are policies, invoices, gift contact files, photographs, maintenance files, and preservation files.	Hold paper files in the current files area until artifact has depreciated, then transfer to State Archives. Hold electronic files in-house five (5) years, then transfer to State Archives.
Museum	4796	Manship House Museum Program Files	This series consists of program files of the Manship House Museum (MHM). This series assists staff with detailed information of programs, events, and exhibits. Included are research files, grant files, financial information program files, event and exhibit logs, announcements, visitor logs, tour schedules, and mailing lists.	Hold in the current files area permanently.

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Museum	4798	Manship House Subject Files	This series consists of subject files of the Manship House. This series assists the staff with the general operations and administrative routines of the Division. Included are incoming and outgoing correspondence, photographs, slides, videotapes, acquisitions, daily maintenance files, contract lists, visitor lists, and reports.	Hold in the current files area permanently.
Museum	4799	Old Capitol Museum Exhibits Subject Files	This series consists of exhibit subject files of the OCM Exhibits section. This series indicates to the staff the general public's response related to desired exhibits and contains a variety of issues related to exhibits. Included are policies and procedures, administrative files, vendor files, exhibit files, museum files, e-mail, equipment files, articles, and newsletters.	Hold paper files and electronic files in the current files area until updated, then dispose of out-dated information.
Museum	4801	Old Capitol Museum Exhibits Historical Subject Files	This series consists of files related to future exhibits of the OCM Exhibits section. This series contains information used for research purposes for future exhibits. Included are research files, articles, equipment files, and e-mail.	Hold paper files and electronic files in the current files area until updated, then transfer to State Archives.
Museum	4802	Old Capitol Museum Exhibits-Exhibit Files	This series consists of files related to a variety of issues regarding exhibits of the OCM Exhibits section. This series indicates the origin of the exhibits(how they were created). Included are budgets, borrowed artifact files, photos, incoming and outgoing correspondence, research files, planning files, and design drawings.	Hold paper and electronic files in the current files area until updated, then transfer to State Archives.

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Museum	4803	Old Capitol Museum Exhibits Graphic Files	This series consists of graphic files of the OCM Exhibits section. This series contains a wide range of graphic images of past, current, and future exhibits that are utilized by the staff. Included are photographs, negatives, and slides.	Hold in the current files until administrative needs have lapsed, then transfer to State Archives.
Museum	4805	Governor's Mansion Subject Files	This series consists of general files of the Governor's Mansion (GM). This series contains a wide range of subject matter and assists the Curator in accomplishing curatorial duties of the GM. Included are administrative files, instructions for the computers, phone instructions, personnel and reference files on subjects related to GM, historical preservation files, GM history files, and material culture	Hold in the current files area; purge when needed.
Museum	4806	Governor's Mansion Security Collection Files	This series consists of files related to the ownership of or borrowed items/artifacts of the Governor's Mansion (GM). This is considered as a vital series due to the fact that the files signify the legal ownership of items/artifacts and must be maintained and preserved for legality purposes. Included are accession record books, legal ownership files, catalog files, and active loan record files.	Hold in an offsite facility permanently.
Museum	4820	Governor's Mansion Photographic Record Files	This series consists of photographic inventories of materials in the Governor's Mansion (GM). This series serves as a reference regarding the physical condition of items, buildings and grounds. Included are photos, prints, slides, negatives, inventory logs, and event logs.	Hold in the current files area twenty-five (25) years, then transfer to State Archives

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Museum	4852	Governor's Mansion Guest Registers	This series consists of guest registers of the Governor's Mansion (GM). This series tracks statistically the number of visitors and tour guides at the GM. Documentation includes name of visitor, address, city, and state.	Hold in the current files area two (2) years, then dispose.
Museum	4855	Governor's Mansion Film and Photo Permission Files	This series consists of files related to public usage of the Governor's Mansion (GM) in regards to filming/photographing and video tapings. This series is a quality control device utilized to determine request made and request granted. The Curator requests copies for all filming/photographing and video tapings that occurs at the GM. Included are publications, permissions forms, films, photos and videos.	Hold paper files in the current files area; purge when needed. Hold film/photographs and tapes in the current files area twenty-five (25) years, then transfer to State Archives.
Museum	4857	Governor's Mansion Disaster Plans	This series consists of the disaster plans for MDAH, Museum Division, Governor's Mansion (GM). This series indicates to the Curator accurate procedures to occur in case of an emergency or disaster. Included are instructions, equipment list, and supply lists.	Hold paper files in the current files area until updated, then dispose of out-dated paper files. Hold electronic files in-house until updated, then dispose of out-dated files.
Museum	4858	Governor's Mansion Correspondence Files	This series consists of general correspondence of Governor's Mansion (GM). This series contains a wide range of subject matter related to the maintenance of GM and programs and activities of GM. This series assists the Curator in coordinating activities at GM. Included are program files, maintenance files, incoming and outgoing correspondence, memos, faxes, and e-mail.	Hold paper files in the current files until administrative needs have lapsed, then transfer to State Archives. Hold electronic files in-house five (5) years, then transfer to State Archives.

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Museum	4873	Governor's Mansion Collections Files	This series consists of files related to the inventory of artifacts and items owned by the Governor's Mansion (GM). This series assists the Curator in documenting all of the items owned by GM. This series also documents the ownership of the donated items that were transferred to GM. Included are accession record books, photos, negatives and loan record files.	Hold in the current files area permanently.
Museum	4877	Governor's Mansion Building & Grounds Work Files	This series consists of files related to the maintenance and repair of the Governor's Mansion. This series illustrates to the Curator the documentation, maintenance, and the repair of ground work in order to protect historical properties from damages. Included are maintenance files, repair files, files related to changes in the Governor's Mansion and grounds, copies of bids, specifications, incoming memos, and incoming project correspondence.	Hold paper files in the current files area twenty-five (25) years, then transfer to State Archives. Hold electronic files in-house five (5) years, then transfer to State Archives.
Museum	4884	Eudora Welty House Garden Files	This series consists of garden restoration files of the Eudora Welty House. This series indicates the maintenance and restoration of the Eudora Welty House Garden. Included are cultural landscape reports, property surveys, garden tour records, garden scrapbooks, photographs, and copies of	Hold paper files in the current files area fifteen (15) years, then transfer to State Archives. Hold electronic files in-house five (5) years, then transfer to State Archives.

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Museum	4887	Eudora Welty House Restoration Files	This series consists of restoration files. This series provides a paradigm of organizational structure of the Eudora Welty House and is utilized as a guide to the staff. Included are monthly reports, blueprints, historic structure reports, surveys, construction files, neighborhood meeting notes, tapes, photographs and visitor center meeting files.	Hold in the current files area permanently.
Museum	4888	Eudora Welty House Collection Files	This series consists of collection files of the Eudora Welty House. This series serves as a reference of documentation and contains the provenance related to the collection. Included are accession files, catalog files, inventories, condition reports, conservation work files, research files, and photographs.	Hold in the current files area permanently.
Museum	4891	Old Capitol Museum Education Photograph Files	This series consists of photographs of the Education section. This series documents events and educational programs sponsored by the section. Included are photographs, negatives, and press conference files.	Hold in the current files area twenty-five (25) years, then transfer to State Archives.
Museum	4894	Old Capitol Museum Education Publication Files	This series consists of publication files of the OCM, Education section. This series is the mechanism used by OCM to inform educators regarding events scheduled at OCM. Included are publications, home educator guides, copies of invoices, graphic files, and research files.	Hold invoices in the current files area; purge when needed. Hold paper files in the current files area thirty (30) years, then transfer to State Archives. Hold electronic files in-house until administrative needs have lapsed, then transfer to State

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Museum	4917	Special Projects Officer OCM Facility Use Files	This series consists of files related to the facility use of the Old Capitol Museum. This series serves as a guide to the coordinator as to the transactions and payment of fees of each event held at the OCM. Included are application and contract forms, event files, copies of checks, supply lists, photos, pamphlets, press release packs, and guest lists.	Hold paper files and electronic files in the current files area seven (7) years, then dispose.
Museum	4918	Special Projects Officer Special Project Files	This series consists of files related to special events (not Dept Education events) held at facilities of the Museum Division. This series assists the Special Projects Officer in facilitating the events. Included are incoming and outgoing correspondence, e-mail, mailing lists, research files, supply orders, photos, logs, and purchase orders.	Hold paper files and electronic files in the current files area five (5) years, then dispose.
Museum	4919	Cultural Festival Administration Files	This series consists of files related to cultural festival programs coordinated by the MDAH Museum Division. The festivals were held to educate the public regarding ethnic diversity in the state. This series assists the staff in coordinating the events. Included are incoming and outgoing correspondence, copies of photos, budget files, diagrams, sketches of banners, programs, menus, and handwritten notes.	Hold paper files in the current files area ten (10)years, then transfer to State Archives. Hold electronic files in the current files area five (5) years, then transfer to State Archives.

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Museum	4924	Governor's Mansion & Manship Administrative Files	This series consists of files related to the Governor's Mansion & Manship House. This series assists the staff in the routine operation of the Governor's Mansion & Manship House. Included are incoming and outgoing correspondence, memos, renovation plans, policies, web site files, maintenance files, program flyers, quarterly reports, budget requests and strategic conservation plans.	Hold paper files and electronic files in the current files area five(5) years, then transfer to State Arvhives.
Museum	4925	Welty House Administration Files	This series consists of administration files related to the Welty House. This series assists the staff in the routine operation of the Welty House. Included are mailing lists, membership renewal forms, donor lists, architect files, incoming and outgoing correspondence, grant reports, and Welty	Hold paper files and electronic files in the current files area five (5) years, then transfer to State Archives.
Museum	6268	Museum Comment Cards	This series consists of comment cards collected by guests who visit MDAH Museums. Information from the comment cards may be transcribed to an electronic spreadsheet or database.	Hold paper cards until information is compiled in an electronic file, then dispose paper copies. Hold electronic files or unconverted cards ten (10) years, then dispose.
Museum/Administrative	6025	Education Program Files	This series consists of education program files used by staff to provide information on programs and workshops administered by the education section. Included are annual program files, outreach program files, specialty tour guide files, publications, educational handouts, original printed programs, online educational resources, invoices and related files.	Purge invoice copies after there is no longer any administrative value. Hold other paper files fifteen (15) years, then transfer to State Archives. Hold electronic files five (5) years, then transfer to State Archives.