

Cultural Resources

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| 250 | 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 | Hold in the current files area five (5) years or until superseded, then dispose. |
| 251 | Library Materials Files | This series consists of files related to collection weeding such as lost, superseded, damaged, and out of date items, as well as interlibrary loan request files.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. |
| 252 | 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 | Hold in current files area two (2) years or until superseded, whichever comes first, then dispose. |
| 320 | Museums Administrative Files | This series consists of administrative files for each site and section. This series assists the staff with the daily operation and administration of the site or section. Included are accreditation files, incoming and outgoing correspondence, photographs, blueprints, maintenance records, restoration files, exhibit files, volunteer information, tour schedules, guest books and comment cards. | Hold permanently. |
| 340 | 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. |
| 341 | 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. |
| 342 | 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 plans, developing handbooks, manuals, and proposals. It is cut off at the end of the serial year. | Hold in current files area until inactive; then transfer to Library Files. |
| 343 | 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. |

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