

Executive Branch, Secretary of State

291	Administration, Extraditions, Revocations and Prison Suspensions	Records documenting the processing of extradition and rendition cases. Includes the name of the alleged criminal, criminal charge, name of the requesting state, and the name of the handling agent. Also includes copies of official documents suspending or revoking the suspension of prison sentences.	Hold twenty (20) years, then destroy.
292	Governor's Proclamations & Orders	Copies of official directives issued by the Governor, including restoration of civil rights, instructions to state agencies, Writs of election, messages to the Senate and House of Representatives, executive agreements between governors, and certificates of commendation.	Hold four (4) years, then transfer to State Archives.
293	Holiday Proclamations	This series consists of official notices regarding legal state holidays issued by the Secretary of State.	Hold ten (10) years, then destroy.
294	General Correspondence	This series consists of correspondence for all divisions. This may include citizens in support of policy, the National Association of Secretaries of State, records inquiries, and issues regarding public lands.	Hold three (3) years after expiration, then destroy.
295	Archival Corporate Records	Records filed with the Secretary of State by non-profit organizations, including name, date of incorporation, officers, directors, agents, and related information. Also includes service and trademark registration files such as applications, mark samples (drawings), correspondence, amendments, and index records.	Hold ten (10) years, then transfer to State Archives.
296	Bonds and Notary Oaths	Records related to bonds and oaths filed with the Secretary of State, including those approved by the Governor and Commissioner of Insurance. Includes recorded and original bonds, correspondence, and bound volumes for elected officials, state officials, commission members, and notaries public. Also includes cash and surety bonds filed by nonresidents for oil and gas drilling under Section 53-3-11, Mississippi Code of 1972, and service-related surety bonds.	Hold five (5) years after expiration of bond, then destroy.
297	Liquor Distillers' and Distributors' Reports	This series consists of files related to registration and fee payments of distillers with the Secretary of State. Included are monies paid for different activities for distillers.	Hold one (1) year, then dispose.
298	Permanent Corporate Records	Records documenting the formation, amendment, and dissolution of business entities filed with the Secretary of State. Includes municipal, charitable, financial, and insurance charters; articles of incorporation; amendments; capital stock and purpose statements; and information	Hold permanently.

Approved April 16, 2026

		on directors and officers. Also includes formation and related records for sole proprietorships and other for-profit entities, such as merger, withdrawal, and dissolution files.	
299	UCC Codes and Statements	Records consisting of UCC-1 forms filed in connection with commercial transactions. Includes financial information related to manufactured homes, transmitting utilities, farm liens, and other entities. Forms contain details on the debtor and creditor, as well as descriptions of collateral.	Hold five (5) years after inactive, then destroy.
300	Charitable Registration & Enforcement	Records related to the registration, licensing, and oversight of regulated entities and individuals, including merchandise and services providers, perpetual care cemeteries, scrap metal dealers, athlete agents, and securities-related professionals. Includes applications, renewals, amendments, terminations, legal and examination files, preneed loss recovery documentation, and materials related to broker-dealer and investment adviser firms and branches.	Hold seven (7) years after case is closed, then destroy. Files subject to litigation may be placed on litigation hold and follow G130 (Civil Litigation Case Files).
301	Agent Appointment, Change and Resignation	Includes profit and non-profit name reservations, organization registration and renewal of names, appointments, statement of changes, resignations and designations of agents of names or renewals, which includes applications, certificates, and related correspondence.	Hold two (2) years after expiration, then destroy.
302	Appointment and Registration of Commissions	Register of Commissions of State Boards, Agencies, Counties, and Municipalities.	Hold five (5) years, then transfer to State Archives.
303	Publications, Legislative Acts & Enrolled Bills	Includes the Official Acts of the Mississippi Legislature, which includes all enrolled bills.	Hold until published, then transfer to State Archives.
304	Archival Election Records	Records include Federal Election Commission Files, Candidate Qualification Papers & Petitions, County & Municipal Candidates & Campaign Finance, Fee Paid Officials Files, Initiative Petitions, Election Returns, National Voter Registration Act, Redistricting, and Voter Access Files.	Hold two (2) years, then transfer to State Archives.
305	Temporary Election Records	Includes Out-of-state Federal Candidates and Political Action Committee (PAC) Reports and Elected Official Oath of Office Files.	Hold four (4) years, then destroy.
306	Archival Land Records	Files related to land descriptions that are inadequate and records relating to sixteenth section land in each county, and an index to land patents from the federal government to individuals within the state.	Hold three (3) years, then transfer to State Archives.
307	Cancelled Patent Applications	Applications for patents on state-owned land not accepted.	Hold three (3) years, then destroy.
308	Permanent Land Records	Various property-related documents including deeds, patents, land grants, abstracts, Swamplands, survey notes, maps, tax forfeited	Hold permanently.

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		lands, plats, claim records, school land files, and files disclaiming any claim to a title to land that the state may or may not have possessed in the past.	
309	Administrative Code	This series includes rule filings from all state agencies, boards, or commissions. These filings are published in the Administrative Bulletin and the Administrative Code. Rule filings are sent to the Secretary of State as electronic files with rule text and approved forms. The Administrative Bulletin collects all filed rules, while the Administrative Code contains only the rules that are currently in effect.	Annually transfer to State Archives.
310	Preneed Files	This series covers the Preneed Merchandise, Services, receivership, Perpetual Care Cemeteries, Scrap Metal Dealers, and Athlete Agent entities and individuals. Includes are registration, legal, examination, and preneed loss recovery files.	Hold seventy-five (75) years, then destroy.
311	Investigative Files	This series includes files from investigating and litigating securities fraud cases. It may contain investigatory interviews, accounting records, depositions, transcribed notes, questionnaires, and related materials.	Hold twenty (20) years after completion of investigation or appeal, then destroy.
312	Opinion Letters and Legal Files	This series includes files related to either legal action for entities and individuals, or where no action determinations were made. Includes notification, correspondence, consent orders, hearing enforcement letters, denial or revocation of licensure, copies of forms, agreements, contracts, and interpretations of the Mississippi Securities Act or the rules promulgated thereunder.	Hold fifty (50) years, then destroy.
313	Registration and Audit Files	This series includes registration and licensing files for entities and individuals selling securities products. It contains applications, renewals, amendments, terminations, communications, and related materials.	Hold seven (7) years after closing of offering, approval or renewal, then destroy.