

Mississippi Development Authority  
April 16, 2026

Division	Schedule No	Schedule Title	Schedule Description	Disposition Instructions
Energy Division	5453	Oil Overcharge Fund Files	This series consists of files related to money awarded by the courts to states for excess price charges. Included are suit proceedings and final settlement files.	Hold in the current files area five (5) years, then transfer to State Archives. Audit must have been released three (3) years prior to transfer.
Executive Director's Office	3705	General Correspondence Files	This series consists of incoming and outgoing correspondence covering a wide ranged of subject matter. Included are reports and correspondence pertaining to funding sent to and received from the Washington ARC Office and publicity and press releases originating in this office. Also included are statistical studies and reports.	Hold in the current files area two (2) years; transfer to SRC; hold five (5) years, then dispose.
Financial Resources Division	3785	Balance Agriculture With Industry (BAWI) Bonds	This series consists of bonds and supporting documentation relating to the Balance Agriculture With Industry (BAWI) Act of 1936. This series contains correspondence with numerous entities, meeting notes and working papers of staff members, and legal bond and loan documentation. Also included are agreements for reduced utility rates, agreements relating to tax exemptions, and agreements.	Hold hard copy until repayment of indebtedness. Upon completion of repayment, migrate the legal loan documentation and supporting correspondence to electronic format, transfer complete hard copy to State Archives.

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Global Division	5418	General Correspondence	This series consists of general correspondence of the division. The correspondence is related to research done on companies considering the operation of their businesses in the state.	Hold in the current files area three (3) years, then transfer to State Archives.
Global Division	5419	Seminar Record Files	This series consists of files utilized by project managers related to instructing and presenting seminars. Included are working paper files, reference material files pertaining to marketing, copies of articles used in preparing handouts for seminars, copies of expense reports and other related files.	Hold expense reports and working papers in the current files area four (4) years, then dispose. Hold other files in the current files area four (4) years, then transfer to State Archives.
National Development	3570	Division Director's Project Files	This series consists of the National Development Division Director's project files. Included are subject files covering a wide range of subject matter and correspondence.	Hold until the end of the current Executive Director's administration, then dispose.