

Archives and History, Department of
July 16, 2026

Division	Schedule No.	Title	Description	Disposition Instructions
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	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	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 Hold electronic files in-house until superseded or obsolete, then dispose.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	4914	Management Informix Database	This database is used to store administrative and statistical information concerning the division.	superseded or no longer used.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.

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Historic Preservation	4819	Correspondence and Subject Files	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,	Hold paper files and electronic files in the current files area five (5) years, then transfer to State Archives.
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	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 reviews.	Hold paper files 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	4941	State Capitol Subject Files	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.	Hold paper files and electronic files in the current files area eight (8) years, then transfer to State Archives.
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	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.
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.

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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	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 files.	Hold in the current files area; purge when needed.
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	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	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 Arhives.

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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 Garden files.	Hold paper files and electronic files in the current files area five (5) years, then transfer to State Archives.
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.