

Wildlife, Fisheries and Parks, Department of  
July 16, 2026

| Division       | Schedule No. | Title                        | Description                                                                                                                                                                                                    | Disposition                                                                                                                                                                                                                                 |
|----------------|--------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Administration | 1655         | Correspondence               | This series consists of files related to request for information. Included are letters and memos.                                                                                                              | Hold in the current files area five (5) years, then dispose. Weed and dispose unnecessary material.                                                                                                                                         |
| Boating Safety | 1500         | Teacher and Student Programs | This series consists of files related to boating safety course records. Included are list of instructors, students, and course date. This series is cut off at the end of the fiscal year.                     | Hold in the current files area until information is placed on computer, then dispose hard copy. Disk is to be maintained permanently. Printouts may be disposed when updated.                                                               |
| Boating Safety | 1499         | Stolen Boats and Motors      | Included are owner information, serial number, where stolen, Present stolen, etc. This series is cut off at the end of the calendar year.                                                                      | Hold in the current files area five (5) years, then dispose.                                                                                                                                                                                |
| Fisheries      | 1666         | State Lakes                  | Included are maps and construction files on each of MS 21 state lakes. (Aerial photographs, copies of deeds, correspondence & construction plans).                                                             | Hold in the current files area indefinitely.                                                                                                                                                                                                |
| Fisheries      | 1665         | Progress Reports             | This series consists of annual progress reports on federal aid projects. This series is cut off at the end of the calendar year.                                                                               | Hold in the current files area indefinitely. Archives will begin receiving current reports and will receive a copy of previous issues. Agency is also expected to furnish the MS Library Commission with copies of each published document. |
| Fisheries      | 1663         | Lakes and Streams            | This series relates to activities in each lake and stream area. Included is repair information, fish population studies, complaints, commercial fishing information, management agreements, water levels, etc. | Hold in the current files area ten (10) years, then dispose. Weed and dispose unnecessary material. Information must not be involved in litigation.                                                                                         |

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| Fisheries        | 1662 | Fish Stockings                | This series relates to what fish stocked in each lake and fish caught in each lake. This series is cut off at the end of the calendar year.                                                                                                                                                                                                                                                                                             | Hold in the current files area indefinitely.                                                                                                                                                                                             |
| Game             | 1671 | Land Records                  | This series consists of files related to areas under the control of the Dept. of Wildlife. Included are copies of deeds, lease agreements, appraisals, right of way agreements, correspondence, and title information.                                                                                                                                                                                                                  | Hold in the current files area indefinitely.                                                                                                                                                                                             |
| Hunter Safety    | 2085 | Hunting Accidents             | This series consists of files related to reports on accidents. Included are hunter, victim, what happened and how, when accident happened, what county, and investigators' report. This series is cut off at the end of the fiscal year.                                                                                                                                                                                                | Hold in the current files area for six (6) years if victim is twenty-one (21) years or older, then dispose. Hold in the current files area for six (6) years after turning twenty-one (21) years old if victim is a minor, then dispose. |
| Hunter Safety    | 1503 | Hunter Safety Course Material | This series consists of material used to teach courses. Included are handbooks, pamphlets, order forms, etc.                                                                                                                                                                                                                                                                                                                            | Hold in the current files area until updated, then dispose. Agency is also expected to furnish the Mississippi Library Commission with copies of each published document. (25-51-3).                                                     |
| Internal Affairs | 4673 | Investigative Files           | This series consists of files related to investigations conducted by the Internal Affairs Division pertaining to legal issues involving the Department of Wildlife, Fisheries and Parks. Included are title page with case number, index complaint documentation, reports detailing interviews, investigative information, case synopsis, typed interview transcripts, evidence lists, surveillance reports and related correspondence. | Hold in the current files area five (5) years after investigation is closed, transfer to SRC; hold five (5) years, then dispose.                                                                                                         |

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| Law Enforcement           | 1509 | Undercover Files                | Documents relates to covert operations concerning illegal transactions.                                                                                                                                                                                                                                                                                                                           | Hold in the current files area two (2) years, then dispose if no longer in litigation.                                                                                                            |
| License                   | 3989 | Boat Registration Renewal Cards | This series consists of boat registration renewal cards. Documentation includes boat owner's name, address, certification number, expiration Present, fee, and description of the boat. This series is cut off at the end of the fiscal year.                                                                                                                                                     | Hold in the current files area two (2) years; transfer to SRC; hold two (2) years, then dispose. Audit must have been released three (3) years prior to disposal.                                 |
| License                   | 3988 | Boat Registration Application   | This series consists of boat registration application relating to boat owners in the State of Mississippi. Included are boat owner's name, address, diver's license number, social security number, phone number, boat serial number, bill of sale, and description of boat. Also included is proof of payment of Mississippi sales tax. This series is cut off at the end of the fiscal year.    | Hold in the current files area two (2) year or until litigation is resolved; transfer to SRC; hold five (5) years, then dispose. Audit must have been released three (3) years prior to disposal. |
| Museum of Natural Science | 5239 | Environmental Reviews           | This series consists of environmental reviews requested by both government and private agencies looking for impacts to any threatened and/or endangered species from their projects. Included are the copies of the actual project, diagrams of the project sites, correspondence, data request forms, photos of project sites, heritage environmental review responses, and other related files. | Hold in the current files area three (3) years; transfer to SRC; hold fifteen (15) years, then transfer to State Archives for review.                                                             |

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| Planning | 1675 | Comprehensive Planning Records | This series consists of files related to Federal Aid Project for Comprehensive Planning. Included is correspondence, work papers, schedules, meeting notes, assignments and reports. | Hold in the current files area five (5) years, then dispose. Weed and dispose unnecessary material. |
| Property | 1676 | Correspondence                 | This series consists of letters and memos.                                                                                                                                           | Hold in the current files area five (5) years, then dispose. Weed and dispose unnecessary material. |