

Mississippi Department of Archives & History

State Records Committee Rules and Procedures

The following rules and procedures are established in accordance with Section 25-59-1 *et. seq.*, *Mississippi Code of 1972, Annotated*, as amended.

I. Committee Meeting Schedule

The State Records Committee shall hold quarterly meetings at 10:00 a.m on the third Thursday of January, April and July, and on the fourth Thursday of October. The Committee shall meet in Jackson, Mississippi, unless another location is agreed upon by the Committee at its regularly scheduled meeting.

A press release detailing the dates, times, and locations of the meetings will be distributed to the heads of the history departments of state colleges and universities and to the news media. Press releases will list the records for which schedules are proposed and will explain how to obtain copies of the proposed schedules and how to submit comments to the Committee.

The Chairman of the State Records Committee may call special meetings as necessary. The meeting times and locations for special meetings will be determined by the Chairman.

All meetings of the State Records Committee shall be held in accordance with Section 25-41-5, *Mississippi Code of 1972, Annotated*, as amended, which states:

“All official meetings of any public body, unless otherwise provided in this chapter or in the Constitutions of the United States of America or the State of Mississippi, are declared to be public meetings and shall be open to the public at all times unless declared an executive session as provided in Section 25-41-7.”

II. Procedures for Public Comment on State Government Records Control Schedules to be Considered by the Committee

A. Solicitation of Public Comment

As the records control schedules under consideration by the State Records Committee will affect records of interest to every citizen of this state, it is the intent of the Committee that citizens have an opportunity to comment on the proposed retention schedules. In accordance with The Mississippi Public Records Act of 1983 (Section 25-61-1, *Mississippi Code of 1972, Annotated*, as amended), all proposed records control schedules and proposed amendments to existing schedules will be available at the Mississippi Department of Archives and History (MDAH) and posted on the MDAH website for public review and comment during the thirty (30) calendar day period immediately prior to the scheduled Committee meeting. To solicit

public comment, MDAH will issue a statewide press release to newspapers and other media, local historical societies, history departments at public and private in-state colleges and universities and community and junior colleges, and other appropriate statewide and local organizations. Interested individuals and organizations must submit a written request to MDAH to be included on the press release notification list.

In the event of a special meeting, the Chairman may set different limits on the length of time available for public comment.

B. Timetable for Submission of Proposed Schedules by State Governmental Entities and for the Public to Comment on Proposed Schedules

Any state governmental entity submitting an application for a records control schedule shall submit, in the manner suggested and on forms prepared by MDAH, a proposed records control schedule no later than seventy-five (75) days prior to a scheduled meeting of the State Records Committee. The proposed schedules are reviewed by the MDAH Appraisal Committee, comprised of the director, Government Records Section; director, Archives and Records Services Division; director, Electronic Records Section; records analysts; government records archivists; and a Reference Services staff member.

The public shall have the immediate thirty (30) calendar days prior to the scheduled meeting of the State Records Committee to review the proposed records control schedules.

Written comments must be presented no less than five (5) days before the scheduled meeting by mail or personal delivery to the attention of the Director of the Department of Archives and History at 200 North Street, Jackson MS 39201. All written comments shall be type written on 8 ½" x 11" white paper, single-spaced, with no less than 1 ½" margins. All pages shall be numbered in the lower right hand corner and identified as "page x of x". A cover page shall be included with all written comments, which must include the name, title, agency or organization, physical address, mailing address, telephone number, and e-mail address of the submitter.

C. Procedures for Addressing Public Comment on Proposed Records Control Schedules

Comments received will be compiled by MDAH staff into a general statement that will be presented to the State Records Committee during its consideration of the records control schedule to which the comments pertain.

Time shall be allotted at the beginning of each meeting of the State Records Committee for members of the public to comment on records control schedules under consideration by the Committee.

III. Implementation of Records Control Schedules Approved by the Committee

Pursuant to Section 25-59-7, *Mississippi Code of 1972, Annotated*, records control schedules approved by the State Records Committee shall be authoritative and directive and shall have the force and effect of law.

All approved schedules will be posted on the MDAH website. Approved agency specific records control schedules will be submitted to the officials of the state governmental entities to which the schedules apply.

IV. Use of Reformatting Technology

The use of digital imaging or microfilming is acceptable compliance with retention requirements outlined in the approved retention schedules only if the reformatting process complies with the standards promulgated by MDAH for microfilm or digital imaging. When records have been reformatted in compliance with such standards, the reformatted records shall be deemed to be the original record following disposition of the original copy and must be retained in accordance with all approved retention schedules.

V. Off-Site Storage of Records

Any state governmental entity submitting an application for off-site storage of records shall submit, in the manner suggested and on forms prepared by MDAH, an application for a records storage lease no later than sixty (60) calendar days prior to a scheduled meeting of the State Records Committee.

Off-site storage locations must comply with the standards promulgated by the Department of Archives and History for off-site storage.