

<https://us06web.zoom.us/j/84154711893?pwd=1C30bSNahau1DHfDFM2SAOGA1vM1nL.1>

Topic: State Records Committee Meeting
Date: Apr 18, 2024
Time: 10:00 AM Central Time (US and Canada)
Meeting ID: 841 5471 1893

AGENDA
STATE RECORDS COMMITTEE
April 18, 2024

1. Call to Order
2. Minutes of Meeting on January 18, 2024
3. Public Comment
4. Application for Disposition / Records Control Schedules
 - A. Proposed schedules:
 1. Institutions of Higher Learning
 - a. Student Temporary Records, Enrolled – 6314
 - b. Student Permanent Records, Registrar's Office – 6315
 - c. Student Fiscal Records – 6316
 - d. Student Accommodation Records - 6311
 - e. Course, Instructor, and Self-Evaluations – 6312
 - f. Accreditation Records – 6313
 - g. Convert all USM specific schedules to All Public Universities
 1. Remove language specific to USM
 2. Retain schedule numbers at this time
 - B. Proposed amendments to existing agency schedules to follow approved general schedules:
 1. Personnel Files – G14, G15, G16, G20, G21 or G91, as applicable
 - a. Dept. of Revenue – no. 133
 - b. Dept. of Employment Security – no. 315
 - c. Dept. of Human Services – no. 368
 - d. Dept. of Health – no. 2889
 - e. Univ. of Mississippi Medical Center – nos. 4136, 3931, 3777
 2. Correspondence – G33 or G62, as applicable
 - a. Board of Barber Examiners – no. 304
 3. Policy & Procedures – G117 and G118, as applicable
 - a. Dept. of Employment Security – nos. 317, 441
 4. Accounting – G131
 - a. Public Employees' Retirement System – no. 2689
 - b. Department of Finance & Administration – no. 4651
 - c. Univ. of Mississippi Medical Center – nos. 2283, 2288, 2313

5. Staff Desk Reference Files – G89 or G90, as applicable
 - a. Dept. of Health – no. 3096
 - b. Archives & History – no. 736
 - c. University of Southern Mississippi – nos. 5702, 5703
6. Agency Payroll Records and Timesheets – G136, G137 or G138, as applicable
 - a. MS Emergency Management Agency – no. 155
7. Procurement – G165, G166 or G167, as applicable
 - a. Univ. of Mississippi Medical Center – nos. 4099, 3488, 3409
 - b. Dept. of Employment Security – no. 565
 - c. Dept. of Environmental Quality – no. 1556
8. Healthcare, Accounting – G131, G132 or 148 as applicable
 - a. Univ. of Mississippi Medical Center – nos. 2928, 2927, 5493, 5494, 2579, 3720
9. Healthcare, Patient Records - G153 or G154, as applicable
 - a. Univ. of Mississippi Medical Center – nos. 3271, 3272, 2769
10. Healthcare, Pharmacy – G155, G156 or G157, as applicable
 - a. Univ. of Mississippi Medical Center – nos. 3661

C. Proposed amendments to agency schedules. Combines multiple IHL schedules:

1. IHL, All Public Universities. Student Temporary Records – no. 6314
 - a. Univ. of Southern Miss – nos. 6082, 6084, 6085, 6083, 6091, 6092, 6093, 6086, 6087, 6088, 6089, 6090
 - b. Univ. of Mississippi Medical Center – nos. 2586, 2588, 2308, 2587, 2589, 2319, 2321
2. IHL, All Public Universities. Student Permanent Records, Registrar's Office – no. 6315
 1. Univ. of Southern Miss. – nos. 5894, 6164, 6165, 6166, 6167, 6168, 6182, 6183, 6184, 6185, 6186, 6176, 6177, 6178, 6179, 6180, 6181, 6169, 6190, 6171, 6172, 6173, 5690
 2. Univ. of Mississippi Medical Center – nos. 2586, 2588, 2587, 2589, 2320, 2319
3. IHL, All Public Universities. Student Fiscal Records – no. 6316
 1. Univ. of Southern Miss. – nos. 5941, 5938, 5944, 5940, 5943
 - b. Univ. of Mississippi Medical Center – nos. 3615, 3987, 3275, 3611, 3985
4. IHL, All Public Universities. Accommodations Provided Files – no. 6311
 1. Univ. of Southern Miss. – nos. 5852, 5854, 5856
5. IHL, All Public Universities. Course and Instructor Evaluations – no. 6312

- a. Univ. of Southern Miss. – no. 5850
 - b. Univ. of Mississippi Medical Center – nos. 2591, 2594, 2597, 2598, 2599
- 6. IHL, All Public Universities. Accreditation Records – no. 6313
 - a. Univ. of Southern Miss – no. 5699
 - b. Univ. of Mississippi Medical Center – no. 2302
- 7. MDA
 - a. 6317 amends 5318 - Disaster Recovery Infrastructure Project Files
- D. Proposed schedules to abolish
 - 1. Mississippi Arts Commission – no. 771. No longer accumulating
- 5. Off-Site Lease Applications: None at this time
- 6. 2024 Meeting Dates: July 18th, Oct 24th
- 7. Other Business
 - a. Schedules Project. April 2021 3,966 agency schedules. Today 2,955
- 8. Adjournment

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Proposed Amendments to Agency Schedules to follow new schedules

6314	Student Temporary Records, Enrolled	This series includes add/drop forms, administrative withdrawals, advisement records, applications, letters of acceptance, change of grade forms, change of major, course substitutions, and excessive repeat documentation. (USM 6082, 6084, 6085, 6083, 6091, 6092, 6093, 6086, 6087, 6088, 6089, 6090) (UMMC 2586, 2588, 2308, 2587, 2589, 2319, 2321)	Hold two (2) years after withdrawal or graduation of student, then dispose.
6315	Student Permanent Records – Registrar’s Office	Student Master File, permanent grade cards, AP/CLEP, Challenge Exam, Transcripts, Transfer Credit Evaluations, University Withdrawals, Student’s Written Consent for Records Disclosure, Request for Disclosure Files, Race/Ethnicity Reporting Files, Student Class Schedules, Name Change Authorization, Rights of Access Waiver form, Transcript Request, Biographical Student Data, Veterans Administration Certifications, Student Course Cancellation, Code of Conduct Disciplinary Action, Graduation Applications, Grade Rosters, Grade Appeal/Complaint Files, Graduation List (Approved), Reinstatement Forms, Academic Authority Charts, Commencement Programs (USM 5894, 6164, 6165, 6166, 6167, 6168, 6182, 6183, 6184, 6185, 6186, 6176, 6177, 6178, 6179, 6180, 6181, 6169, 6190, 6171, 6172, 6173, 5690) (UMMC 2586, 2588, 2587, 2589, 2320, 2319)	Hold paper or verified image permanently.
6316	Student Fiscal Records	Write-off’s, Bankruptcy, course fee set-up, Student Promissory Note, Tuition Appeals, accounting journal, student daily check registers, student loan files, third party servicers, student health insurance premiums (USM 5941, 5938, 5944, 5940, 5943) (UMMC 3615, 3987, 3275, 3611, 3985)	Hold seven (7) years, then dispose. Audit must have been released three (3) years prior to disposal.

6311	Student Accommodation Records	<p>This series includes files related to student accommodations under the Americans with Disabilities Act (ADA) and provided by the university. This may include applications, accommodations provided, supporting documents, financial files, contact information, correspondences, cancellation, academic, and related files.</p> <p>USM 5852, 5854, 5856</p>	<p>Hold seven (7) years after student was last served, then dispose. Audit must have been released three (3) years prior to disposal.</p>
6312	Academic Course, Instructor, and Self-Evaluations	<p>This series includes evaluations of courses and instructors and self-evaluations, designed to give feedback and improve the learning experience.</p> <p>(USM 5850)(UMMC 2591, 2594, 2597, 2598, 2599)</p>	<p>Hold in the current files area one (1) semester after evaluations have been completed, then dispose.</p>
6313	Accreditation Records	<p>This series includes accreditation reports and files required by accrediting institutions, whether institutional or program-specific. This may include annual surveys, final reports, and compilations of information, statistics, studies, and meeting minutes.</p> <p>(USM 5699) (UMMC 2302)</p>	<p>Hold until updated, then transfer to University Archives for permanent retention.</p>

Proposed amendments to existing agency schedules to follow approved general schedules:

Personnel Files – G14, G15, G16, G20, G21, or G91, as applicable

Dept. of Revenue – no 133

Dept. of Employment Security – no. 315

Dept. of Human Services – no 368

Dept. of Health – no. 2889

Univ. of Mississippi Medical Center – nos. 4136, 3931, 3777

#	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G14	Personnel Files - Active (Subject to Personnel Board)	Included are: Application for employment, personnel data summary, attendance records, personnel actions, performance evaluations, cumulative leave records, discipline record, letters of commendation, payroll deduction data, bond, training records, etc.	Hold original or authenticated reproduction until employment is separated; then transfer to Personnel Files - Separated Employees. Active personnel files may be routinely purged of the following material three (3) years after receipt: Request for Leave, Cumulative Leave Records, Attendance Records and Performance Evaluations.	04/06/1989
G15	Personnel Files - Separated Employees (Subject to Personnel Board)	Included are: Application for employment, personnel data summary, attendance record, personnel actions, performance evaluations, cumulative leave records, discipline record, letters of commendation, payroll deduction data, bond, training records, etc.	Original or authenticated reproduction of Personnel Files may be destroyed after 6 years PROVIDED personnel reference data is maintained by agency for all employment activity prior to 1978. The information retained must include employee name, social security number, date of birth, race, sex, job titles, dates held, salary history and termination date. This	04/06/1989

			information is maintained by the State Personnel Board for personnel actions after 1977. Personnel reference information should be retained for a period of fifty-five years. Personnel summary data may be retained in any format and media selected by the agency. NOTE: Personnel files for separated employees may be transferred to the State Records Center for storage until the expiration of the six year period. All files transferred to the State Records Center MUST contain certification from the agency that personnel summary data has been prepared for all files dated prior to 1978.	
G16	General Administrative Files - Personnel Office	Included are: Certificate of eligibility, job applications (unsuccessful), job announcements, employee count printouts, requests for certificate of eligibility, performance evaluations due, manpower project and occupational analysis.	Hold original or authenticated reproduction three (3) years; then destroy.	01/18/2018
G20	Personnel Files - Active (Not Subject to Personnel Board)	Included are: Application for employment, personnel data summary, attendance records, personnel actions, performance evaluations, cumulative leave records, discipline record, letters of commendation, payroll deduction data, bond, training records, etc.	Hold original or authenticated reproduction until employee is separated; then transfer to PERSONNEL FILE - SEPARATED EMPLOYEES. Active personnel files may be routinely purged of the following material three (3) years after receipt: Request for Leave, Cumulative Leave Records,	06/28/1989

			Attendance Records and Performance Evaluations.	
G21	Personnel Files - Separated Employees (Not Subject to Personnel Board)	Included are: Application for employment, personnel data summary, attendance records, personnel actions, performance evaluations, cumulative leave records, discipline records, letters of commendation, notice of separation/resignation, payroll deduction records, bond, training records, other records relating to an individual's employment.	Original or authenticated reproduction of Personnel Files may be destroyed after six (6) years PROVIDED personnel reference data is maintained by agency for all employment activity. The information retained must include employee name, social security number, date of birth, race, sex, job titles, dates held, salary history, and termination date. Personnel reference information should be retained for a period of fifty-five years. Personnel summary data may be retained in any format and media selected by the agency. NOTE: Personnel files for separated employees may be transferred to the State Records Center for storage until the expiration of the six (6) year period. All files transferred to the State Records Center MUST contain certification from the agency that a personnel summary data has been prepared for all files.	06/28/1989
G91	Personal Service Contract Files	Documents related to and including personal service contracts, analysis, requests for approval, advertisements, invitations to bid, vendor bids, awards, contracts and all other records as required by the Personal Service Contract	Hold three (3) years after final payment and agreed settlement, then dispose. Audit must have been released three (3) years prior to disposal.	07/20/2017

		Review Board for the administration of personal service contracts.		
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Proposed amendments to existing agency schedules to follow approved general schedules

Correspondence – G33 or G62, as applicable

Board of Barber Examiners – no. 304

G33	Director's Files	<p>Director's Files contain incoming and outgoing correspondence, policies and procedures, internal memos and reports, agency/organizational reviews, program development records, subject/administrative materials, non-routine fiscal data, and other files related to the overall historical, legal, and administrative functions of an agency or commission. Such files may be generated and received in paper or electronic format, or a combination of the two. Confidential files (e.g., personnel) or proprietary information which may be exempt from public disclosure should be filed separately.</p>	<p>Paper files: hold in current files area five (5) years or until administrative, legal, and fiscal need has been met; transfer to State Archives. If paper records are electronically imaged, follow the standards of the Department of Archives and History and dispose of paper files only after electronic files have been transferred to State Archives. Electronic files: create regular back-ups and transfer to the State Archives at least every five (5) years.</p>	04/17/2008
G62	Transitory Correspondence	<p>Routine correspondence, including e-mail and typed memos of non-executive staff. Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures; certify a transaction, or become a receipt. Includes reminders about scheduled meetings or appointments, telephone messages, announcements of office events and recipient copies of announcements of events such as lectures, exhibits, workshops, etc.</p>	<p>Delete or dispose of upon receipt or after event.</p>	10/20/2011

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Proposed amendments to existing agency schedules to follow approved general schedules

Policy & Procedures – G117 or G118, as applicable

Dept. of Employment Security – no. 317, 441

G117	Policy & Procedure Manuals (General Operations)	This series includes policy and procedure manuals to direct routine business operations of an agency.	Hold one (1) year after the document has been superseded, then dispose. Duplicate copies held at a state agency of state-wide policies are not required to be retained except as reference material. The creator of the policy/procedure manual in the agency is responsible for final disposition of the official copy. This includes both paper and electronic files.	10/22/2020
G118	Policy & Procedure Manuals (Historical)	This series includes manuals that document policies not filed under the Administrative Procedures Act but which impact the citizens of Mississippi. These manuals may also include the enforcement or transactions of state government as it relates to the laws of the federal or state government.	Transfer one (1) copy of document to State Archives. Confidential or proprietary information must be clearly marked prior to transfer.	10/22/2020

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Proposed amendments to existing agency schedules to follow approved general schedules

Accounting Files – G131

Public Employees' Retirement System – no. 2689
Department of Finance & Administration – no. 4651
Univ. of Mississippi Medical Center – nos. 2885, 2283, 2313

G131	Accounting & Budget - State Funded	Accounts payable & receivable, allocations, agency copy of audit reports, banking, CAFR, credit and P-card files, disbursements, financial correspondence, GAAP reports, ledgers, petty cash, purchase orders, receipts, reconciliation, reimbursement, requisitions, sale of commodities, sales tax records, shipping/receiving, statewide accounting system reports, travel, trial balance, vendor payment files, warrants, and related accounting and budget files.	Hold records three (3) years after audit, then dispose.	07/15/2021
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Proposed amendments to existing agency schedules to follow approved general schedules

Staff Desk Reference Files – G89 or G90, as applicable

Dept. of Health – no. 3096
Archives & History – no. 736

G89	Staff Subject Files	May consist of letters, memorandums, attachments, reports and other related material. These files may relate to any topic such as an action, event, person, place or other subject to support a current or potential business task, function or decision, but not the official decision or copy of the agency. These file differ from specific case files or direct work files of an agency.	Hold until lapse of administrative need, then dispose.	07/20/2017
G90	Staff Desk Reference Files	Any document or copy of a document made or kept in the course of routine daily activity solely for reference purposes. These files may include copies of policies, procedures, interoffice memos; copies of individual personnel files; draft copies of correspondence and speeches; form letters, etc.	Hold until lapse of administrative need, then dispose.	07/20/2017

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Proposed amendments to existing agency schedules to follow approved general schedules

Agency Payroll and Timesheets – nos. G136, G137 or G138, as applicable

MS. Emergency Management Agency – no. 155

G136	Agency Payroll Records	Basic earnings records, wage-rate tables, additions/deductions from wages, registers, reports, timesheets & cards, and related material.	State agencies will hold born digital payroll records seven (7) years, then delete. Paper records will be held two (2) years, then may be transferred to the state records center for five (5) years, then disposed. Audit must have been released three (3) years.	07/15/2021
G137	Timesheets and Time Cards - State funded employees	This series includes the timesheets and time cards of individuals working for a state agency.	Agencies whose employees are funded using state dollars will hold records three (3) years, then dispose. Audit must have been released three (3) years prior to disposal. Copies of these files held by an agency office or the employee can be disposed of after one (1) year.	07/15/2021
G138	Timesheets and Time Cards - Federal or other funded employees	This series includes the timesheets and time cards of individuals working for a state agency.	Agencies whose employees are funded through federal funds or private grants hold files seven (7) years, then dispose. Audit must have been released three (3) years prior to disposal.	07/15/2021

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Proposed amendments to existing agency schedules to follow approved general schedules

Procurement – G165, G166 or G167, as applicable

Univ. of Mississippi Medical Center – nos. 4099, 3488, 3409

Dept. of Employment Security – no. 565

Dept. of Environmental Quality – no. 1556

G165	Procurement, Competitive Bid	This series includes documents involved in the competitive bid process for contracts, requests for proposals, requests for bids, or related. These may include advertisements, drawings and specifications, scoring documents, budgets, recap and tabulation sheets, bidder packets or applications, award and rejection letters, and requests for copies of proposals or submitter lists.	Hold one (1) year after award of contract and conclusion of any challenges, then dispose of all documents specific to the unsuccessful bidders. All other information will be incorporated into the awarded contract.	04/20/2023
G166	Procurement - State Contract, Federally Funded	Documents relating to procurement of goods and services on state contract. Included are copies of the contract and supporting documentation.	Hold five (5) years from the end of the fiscal year purchased, then dispose. Audit must have been released three (3) years prior to disposal.	04/20/2023
G167	Procurement - State Contract, State Funded	Documents relating to procurement of goods and services on state contract. Included are copies of the contract and supporting documentation.	Hold three (3) years from the end of the fiscal year purchased, then dispose. Audit must have been released three (3) years prior to disposal.	04/20/2023

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Proposed amendments to existing agency schedules to follow approved general schedules

Healthcare, Accounting – G131, G132 or G148, as applicable

Univ. of Mississippi Medical Center – nos. 2928, 2927, 5493, 5493, 2579, 3720

G131	Accounting & Budget - State Funded	Accounts payable & receivable, allocations, agency copy of audit reports, banking, CAFR, credit and P-card files, disbursements, financial correspondence, GAAP reports, ledgers, petty cash, purchase orders, receipts, reconciliation, reimbursement, requisitions, sale of commodities, sales tax records, shipping/receiving, statewide accounting system reports, travel, trial balance, vendor payment files, warrants, and related accounting and budget files.	Hold records three (3) years after audit, then dispose.	07/15/2021
G132	Accounting & Budget Federal and non-state funded	Series includes accounts payable & receivable, allocations, agency copy of audit reports, banking, CAFR, credit and P-card files, disbursement, financial correspondence, GAAP reports, ledgers, petty cash, purchase orders, receipts, reconciliation, reimbursement, requisitions, sale of commodities, sales tax records, shipping/receiving, statewide accounting system reports, travel, trial balance, vendor payment files, warrants, and related accounting and budget files.	Hold records five (5) years, then dispose. Audit must have been released for three (3) years prior to disposal.	07/15/2021
G148	Patient Billing	This series consists of financial records that include accounts payable and receivable files related to patient billing for services or treatment. These may include daily register totals, monthly reports, receipts, EOB's, insurance payments, patient payments, charge-offs, collections, correspondence, and related files.	Hold three (3) years after final payment or write-off, and release of audit, then dispose.	10/28/2021

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Proposed amendments to existing agency schedules to follow approved general schedules

Healthcare, Out-Patient Records – G153 or G154, as applicable

Univ. of Mississippi Medical Center – nos. 3271, 3272, 2769

G153	Patient Records, Adults	This series includes records of adult patients of sound mind, which are created or received by non-hospital family practices, clinics, nursing homes, or other state-operated practices, and may include charts, notes, diagnoses, treatment plans, lab results, and related files.	Hold files seven (7) years after patient was last seen, then dispose.	10/28/2021
G154	Patient Records, Minors	This series includes records of minor patients of sound mind, which are created or received by non-hospital family practices, clinics, or other state operated practices and may include charts, notes, diagnoses, treatment plans, lab results, and related files.	Hold files seven (7) years after the patient reaches the age of majority, then dispose.	10/28/2021

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Proposed amendments to existing agency schedules to follow approved general schedules

Healthcare, Pharmacy – G155, G156 or G157, as applicable

Univ. of Mississippi Medical Center – nos. 3661

G155	Medication Acquisition Records	This series includes records to document the purchase of medications at state-operated pharmacies. Included may be invoices, payment vouchers, correspondence, shipping and receiving, and reports related to the order and purchase of medication. The Centers for Medicaid and Medicaid Services (CMS) may require longer retention for participation in the program.	Hold Three (3) years, then dispose. Audit must have been released three (3) years prior to disposal.	07/21/2022
G156	Medication Control Records, Subject to CMS Rules	This series includes records to document the inventory, dispensing, destruction, or return of medications of a state-operated pharmacies subject to the Centers for Medicare and Medicaid (CMS) regulations. This may include prescription number, date of initial dispensing, name and address of patient, prescribers name and DEA registration number, dosage, error rate, health disclosure, and other information as may be required by CMS, FDA, DEA, or the Mississippi Board of Pharmacy regulations.	Hold ten (10) years, then dispose.	07/21/2022

157	Medication Control Records	This series includes records to document the inventory, dispensing, destruction, or return of medications of a state-operated pharmacies not subject to the Centers for Medicare and Medicaid (CMS) regulations. This may include prescription number, date of initial dispensing, name and address of patient, prescribers name and DEA registration number, dosage, error rate, health disclosure, and other information as may be required by CMS, FDA, DEA, or the Mississippi Board of Pharmacy regulations.	Hold six (6) years, then dispose.	07/21/2022
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200 North Street
Jackson, Mississippi 39201

Records Control Schedule

SCHEDULE #: 6317

SCHEDULE NUMBERS TO BE AMENDED: 5318

AGENCY: Mississippi Development Authority
DIVISION: Disaster Recovery
OFFICE/SECTION: Economic Development

RECORDS SERIES TITLE: Disaster Recovery Infrastructure Project Files

DATES: 2006 - 2022

Does this series continue to accumulate? y

ARRANGEMENT: Alphabetically

DESCRIPTION:

This series consists of files related to disaster recovery infrastructure projects targeted to assist in the economic recovery of an area due to Hurricane Katrina. These files contain information regarding specific projects. Included are working files that follow the specific project details, project descriptions, request for payment files, public hearing notices, proof of compliance to state and federal regulations and related files.

DISPOSITION INSTRUCTIONS:

Hold in the current files area three (3) years, then dispose. Audit must have been released three (3) years prior to disposal.

RIGHTS MANAGEMENT:

REMARKS:

This schedule amends 5318 and does not have historical value and will be disposed (3) years after release of audit.

STATE RECORDS COMMITTEE STATUS: Pending

200 North Street
Jackson, Mississippi 39201

Records Control Schedule

[Click to Print This Page](#)

SCHEDULE #: 771

AGENCY: Arts Commission

DIVISION: Administration

OFFICE/SECTION:

RECORDS SERIES TITLE: Conference and Regional Meetings Correspondence

DATES: 1968 - 1975

DOES THIS SERIES CONTINUE TO ACCUMULATE? no

ARRANGEMENT: chronologically

DESCRIPTION:

This series consists of files related to meetings and conferences. Included are minutes and programs (copies).

DISPOSITION INSTRUCTIONS:

Do not maintain current Conferences and Regional Meeting files.

RIGHTS MANAGEMENT:

REMARKS:

STATE RECORDS COMMITTEE STATUS: Approved on 11/07/1985

ABOLISH – No longer accumulating

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

MINUTES OF A MEETING OF THE STATE GOVERNMENT RECORDS COMMITTEE

Thursday, January 18, 2024

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, January 18, 2024, in a virtual environment using Zoom. David Pilcher, Archives & Records Services director, Mississippi Department of Archives and History (MDAH), and chair of the Committee, presided. Bob Dent, head, Government Records Section, Archives and Records Services Division (A&RS), presented the agenda for the meeting.

The following members of the Committee were present:

Joseph Sclafani, representing the Honorable Tate Reeves, Governor; and
Jeff Goodwin, representing the Honorable Shad White, State Auditor.

The following visitors were present:

Uriah Jenkins, USM
Jess Clark, USM
Vonkeshia Hyatt, MSU
Hadley Gable, Attorney General

The following staff of MDAH were present:

Caroline Gray-Primer, Government Records, A&RS

- I. Mr. Pilcher recognized a quorum, called the meeting to order, and welcomed all present.
- II. Minutes of the July 20, 2023, meeting were presented to the Committee. Joseph Sclafani moved to approve, and Jeff Goodwin seconded. The Committee unanimously approved the minutes.
- III. Mr. Pilcher acknowledged an opportunity for public comment. Mr. Dent indicated that no public comments were received prior to the meeting. Jess Clark introduced Uriah Jenkins, records manager for USM.
- IV. Mr. Dent presented the remainder of the schedules for the Committee's consideration:
 - A. Proposed amendments to existing schedules to follow approved general schedules
 - a. Subject Files – G89 or G90, as applicable
 - i. MDAH, Director's Administrative Subject Files 726
 - ii. MDAH, Request for SRC 103 Forms (Office Copy) - 4905
 - iii. MDAH, Subject Files 4875
 - b. Vehicle Purchase Forms – G92
 - i. IHL, Vehicle Purchase Request Forms 5942
 - c. Policy & Procedure Manuals (General Operations) – G117
 - i. ITS, Procurement Handbook 3604

Joseph Sclafani moved to approve, and Jeff Goodwin seconded. The Committee unanimously approved the amendments for schedules to follow existing general schedules.

B. Proposed amendments to existing agency schedules.

- a. DHS
 - i. 6304 – Termination of Parental Rights Files amends 365
 - 1. Moved function from DHS to CPS
- b. Archives & History, Government Records
 - i. 6305 – Division monthly reports amends 737
 - 1. Reduces retention from archival to five (5) years
 - ii. 6306 – State Agency Transactions amends 745, 4867, 4901, 4902
 - 1. Reduces retention from permanent to five (years after destruction of related records.
 - iii. 6307 – County and Court System’s Destruction Certificates amends 741
 - 1. Changes division and office names
- c. Institutions of Higher Learning, University of Southern Mississippi
 - i. 5690 – Commencement Programs
 - ii. 5935 – University Fee Charges
 - iii. 6070 - Equipment Manuals
 - iv. 6231 – Maintenance Manuals
 - 1. All IHL schedules amended for applicability to all IHL’s
- d. Information Technology Services
 - i. 6303 – Consulting Project Files
 - 1. Amends 3602 and 6301 for a total of eight (8) year retention.

Jeff Goodwin moved to approve, and Joseph Sclafani seconded. The Committee unanimously approved the schedules.

- C. Proposed agency schedule to abolish. Files no longer accumulate for these agencies.
- a. Attorney General – no. 5975
 - b. Community College Board – no. 3050
 - c. MDAH – 727, 740 and 1533

Joseph Sclafani moved to approve, and Jeff Goodwin seconded. The Committee unanimously approved the amendments for schedules to follow existing general schedules.

- 5. Off-Site Lease Applications – None at this time.
- 6. In other business, Mr. Dent announced that the 2024 committee meetings will be held April 18th, July 18th, and October 24th.
- 7. Adjournment

There being no further business before the Committee, Mr. Pilcher thanked all present for their attention and dedication and adjourned the meeting.

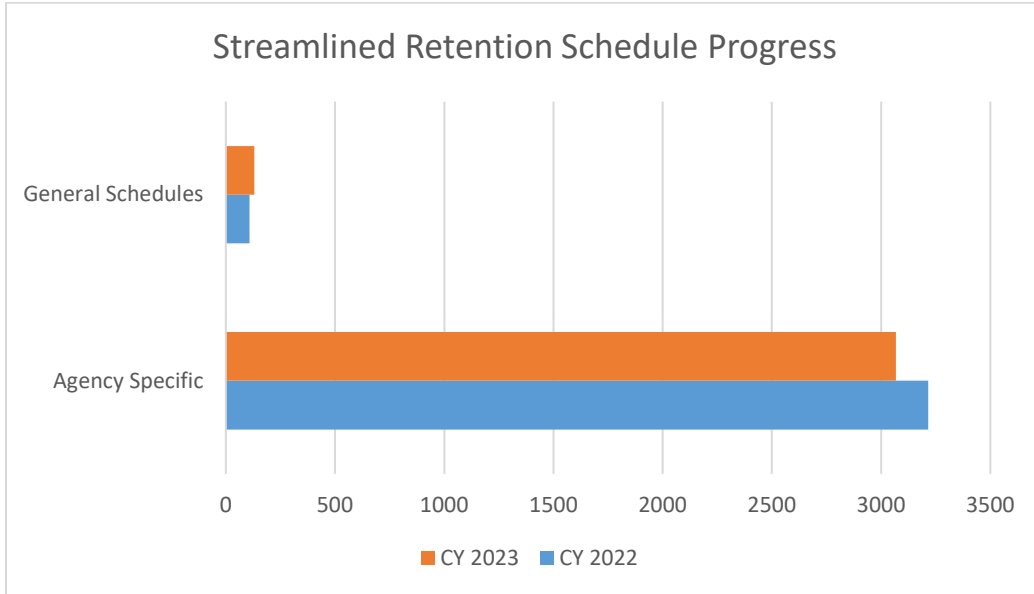
Katie Blount, Chair

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Government Records

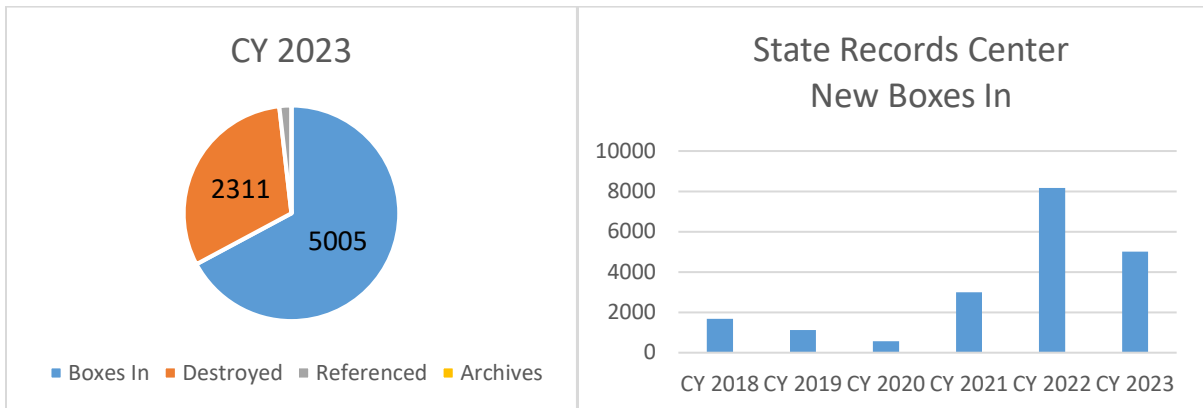
Calendar Year 2023 Activity Report

Records Retention Schedule Activity



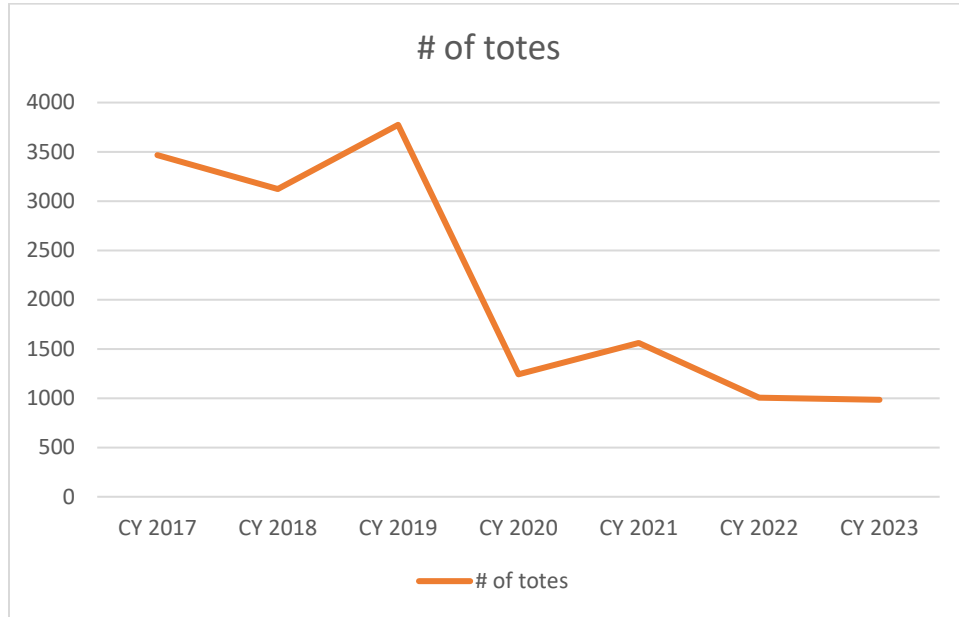
	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022	CY 2023
Agency Specific	3186	3240	3966	3288	3215	3067
General	70	70	117	107	108	131

State Records Center Box Activity



	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022	CY 2023
# of agencies	21	17	12	16	10	9
# of Boxes	1672	1131	567	2993	8169	5005

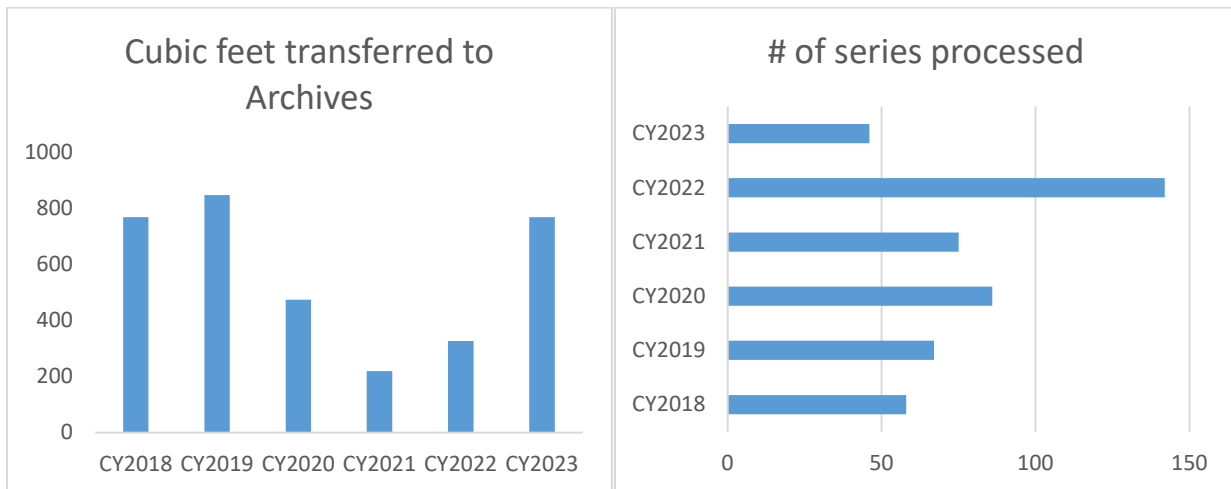
Backup Tape Rotation Activity



**Reduction in number of totes is consistent with smaller size of media devices and agencies moving to cloud storage*

	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022	CY 2023
# of agencies	12	13	11	11	8	8
# of Totes	3124	3774	1241	1560	1005	984

Archival Records Activity



	CY 2018	CY 2019	CY 2020	CY 2021	CY 2022	CY 2023
Cubic feet transferred	768.50	846.35	474	219	326.5	768
# of agencies transferred	18	16	11	17	22	11
# of series processed	58	67	86	75	142	46