

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

MINUTES OF A MEETING OF THE STATE GOVERNMENT RECORDS COMMITTEE

Thursday, October 24, 2019

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, October 24, 2019, in the boardroom of the William F. Winter Archives and History Building, Jackson, Mississippi. Julie Dees, Director of Electronic Records Section of MDAH chaired the meeting. 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 Governor; and
Grant Krag, representing the State Auditor; and
Lisha Jones, representing the state registrar of vital records, Department of Health.

The following staff of MDAH was present:

Caroline Gray-Primer, Government Records, A&RS; and

The following visitors were present:

Jessica Clark and Lorraine Stuart – University of Southern Mississippi
Samuel Perkins – Jackson State University
Derek Webb – Mississippi University for Women
Catoria Martin – Dept. of Finance & Administration
Tenetron Walton – Dept. of Finance & Administration
Lisa Ouzts – Dept. of Environmental Quality
Joyce Brown – Dept. of Health

- I. Mrs. Dees recognized a quorum, called the meeting to order, and welcomed all present.
- II. Minutes of the July 18, 2019 meeting were presented to the Committee. Joseph Sclafani moved to approve, and Grant Krag seconded. The Committee unanimously approved the minutes.
- III. Mrs. Dees acknowledged an opportunity for public comment; there was none.
- IV. Mr. Dent presented the following schedules for the Committee's consideration:
 - A. Attorney General

Schedule #:	3915 & 413 to 6138
Series Title:	Civil Litigation Case Files
Description:	This series is relating to Federal and State civil litigation cases. Included are briefs, pleadings, correspondence, research, attorneys' working files, and docket books for indexing.
Disposition:	Hold until case is longer in litigation; transfer to SRC; hold ten (10) years, then dispose.

Mr. Sclafani moved to approve, and Ms. Jones seconded. The Committee unanimously approved the schedule.

B. Environmental Quality, Department of

Schedule #:	6191
Series Title:	Facility Files
Description:	This series includes facility files for environmental media involving water, air, solid waste, and waste tires. These files include, but are not limited to, materials such as applications, permits evaluation materials, periodic reports, inspections, tests, certifications, enforcement documents, complaints, and other similar correspondence for facilities which carry out specific functions which are regulated by MDEQ.
Disposition:	Image and verify, then dispose of paper files. Hold imaged files ten (10) years after facility closure, then dispose.

Ms. Jones moved to approve, and Mr. Sclafani seconded. The Committee unanimously approved the schedule.

C. Finance & Administration, Department of

Schedule #:	6140
Series Title:	Personal and Professional Service Contracts
Description:	This series consists of documents relating to agency requests for contractual personal and professional services. Included are requests for proposals, contracts, executive summaries, request logs, and Contract Review Board recommendations.
Disposition:	Hold in the current files area two (2) years after contract has expired; transfer to State Records Center and hold three (3) years; then dispose. Audit must have been released three (3) years.

Mr. Krag moved to approve, and Mr. Sclafani seconded. The Committee unanimously approved the schedule.

D. Institutions of Higher Learning – public Universities & Public 4-Year Colleges; Registrar

Schedule #:	6164
Series Title:	AP/CLEP/Challenge Exam
Description:	Files document credit earned based on alternative means.
Disposition:	Hold electronic files permanently.

Schedule #:	6165
Series Title:	Transcripts
Description:	Transcripts document a student's academic record and are held in paper, microfiche, and as electronic images.
Disposition:	Registrar's Office permanently retains the official record regardless of format.

Schedule #:	6166
Series Title:	Transfer Credit Evaluations

Description: Files document credits a student transfers from another institution to the University. Included are transcripts, course catalogs, and other information used to evaluate the applicability of credit.

Disposition: Once approved, image and verify the files. Registrar's Office permanently retains the official record.

Schedule #: 6167
Series Title: University Withdrawals
Description: Documentation of a student's request to discontinue enrollment during a given term, which must be approved by the college and academic department. Once approved, the Registrar's Office withdraws the student.

Disposition: Registrar's Office permanently retain regardless of format.

Schedule #: 6168
Series Title: Student's Written Consent for Records Disclosure
Description: Consent forms of student's permitting records disclosure to a third party.

Disposition: Image and verify forms. Registrar's Office retains permanently.

Schedule #: 6169
Series Title: Grade Rosters
Description: Grades are submitted to the Registrar's Office by instructors at the end of each semester.

Disposition: Registrar's Office permanently retains the official grade rosters.

Schedule #: 6170
Series Title: Class Rosters
Description: Student information is stored in a database and class rosters are generated to show the student enrollment records by course for a given term.

Disposition: Registrar's Office permanently retains database files. University Archives permanently retains records pre-dating database implementation.

Schedule #: 6171
Series Title: Graduation List
Description: Degree applications are completed by students. Once approved, the forms are submitted to the Registrar's Office. The application information is entered into the student information system and a graduation list is generated.

Disposition: Approved applications are imaged and retained permanently by the Registrar's Office.

Schedule #: 6172
Series Title: Reinstatement Forms
Description: Academic department retain until graduation of student. Approved forms are imaged and retained permanently by the Registrar's Office.

Disposition: Academic department retain until graduation of student. Approved forms are imaged and retained permanently by the Registrar's Office.

Schedule #: 6173
Series Title: Academic Authority Charts
Description: The authority charts indicate the areas of positions within the University that have the authority to make specific decisions regarding student issues.
Disposition: Registrar's Office will retain permanently.

Schedule #: 6176
Series Title: Transcript Requests
Description: Files include student requests for transcript copies.
Disposition: Image and verify paper requests, or merge born digital requests and retain permanently.

Schedule #: 6177
Series Title: Biographical Data
Description: Biographical student data used for general director information; includes full name, address, phone number, and e-mail address.
Disposition: Student information is entered into the student information system upon receipt and acceptance of the application for admission. Once matriculated, permanently retain information.

Schedule #: 6178
Series Title: Veterans Administration Certifications
Description: The files document student eligibility for Veterans Administration educational benefits.
Disposition: Image and verify records; then dispose of paper files. Registrar's Office retains images permanently.

Schedule #: 6179
Series Title: Cancellations
Description: Student requests to be removed from enrolled classes prior to the first day of a course of a specific term.
Disposition: Registrar's Office will retain permanently.

Schedule #: 6180
Series Title: Disciplinary Action
Description: Documentation summarizing disciplinary actions taken against an individual student for violations of the student code of conduct.
Disposition: Registrar's Office retains records permanently.

Schedule #: 6181
Series Title: Graduation Applications
Description: Applications for graduation are submitted by students to their departments for review. Once approved, the application is forwarded to the Registrar's Office for inclusion in the student record.

Disposition: Image and verify files. Once verified, Registrar's Office retains imaged record permanently.

Schedule #: 6182
Series Title: Requests for Disclosure Files
Description: This series consists of files related to requests for and disclosure of personally identifiable information. Included are requests for disclosure forms, Social Security numbers, residency status files, academic transcripts, test scores, academic standing files and other related files.

Disposition: Image and verify, then dispose of paper files; hold image in the student master files permanently.

Schedule #: 6183
Series Title: Race/Ethnicity Reporting Files
Description: This series consists of statistical reports for student enrollment, classification, graduation rates, in-state students, out-of-state students and transfer students based on race and ethnic origin. This data assists the University of Southern Mississippi in developing educational outreach and diversity programs, program planning and both domestic and international recruitment.

Disposition: Image and verify; hold electronic files (image) permanently.

Schedule #: 6184
Series Title: Student Class Schedules
Description: This series consists of student class schedules for each semester. Student class schedules include student information, semester date range, class information, class location and instructor.

Disposition: Hold electronic files in the student master files permanently.

Schedule #: 6185
Series Title: Name Change Authorization Files
Description: This series consists of files related to students' request for changes to their names. Included are official name change forms. This series may include official name change forms, copies of marriage licenses, copies of divorce decrees, copies of birth certificates, Social Security numbers, adoption files, copies of annulment files, copies of driver licenses, copies of passports, copies of military identification and related files.

Disposition: Image and verify, then dispose of paper files; hold image in the student master files permanently.

Schedule #: 6186
Series Title: Waiver Forms (Rights of Access)
Description: This series consists of waiver forms related to the students' rights to inspect confidential recommendations in education records.

Disposition: Image and verify, then dispose of paper files; hold image in student master file permanently.

Schedule #: 6188

Series Title: Returned Diplomas/ Request for Replacement Diploma Files
 Description: This series consists of files related to diplomas returned by alumni for requested correction and replacement. Included are requests for replacement diploma forms, marriage certificates, divorce decrees, correspondence and related files.
 Disposition: Image requests for new diplomas; hold image permanently. After returned diplomas have been verified, dispose of paper files.

Schedule #: 6190
 Series Title: Grade Appeal/Complaint Files
 Description: This series consists of files related to student appeals of final course grades. Included are grade appeal forms, correspondence, coursework documentation, documentation of excused and unexcused absences, examination grades, attendance records and other related files.
 Disposition: Image and verify, then dispose of paper files; hold image in the student master files permanently.

Ms. Jones moved to approve, and Mr. Krag seconded. The Committee unanimously approved the schedule.

E. Secretary of State; Business Services

Schedule #: 6141
 Series Title: Non-Profit Organizations' Charter Books
 Description: This series consists of files related to charters for municipalities, charities, savings and loan companies, and insurance companies. Included are copies of original charter and any amendments or dissolution information.
 Disposition: Image and verify, then dispose paper files. Hold imaged files permanently. Transfer electronic copy of files to State Archives.

Schedule #: 6142
 Series Title: Domestic and Foreign Corporations' Annual Reports
 Description: This series consists of documents relating to all incorporated companies agency of organization, capital stock, purpose, directors and officers of corporation.
 Disposition: Image and verify. Hold paper files one (1) year, then dispose. Hold electronic imaged files permanently.

Schedule #: 6143
 Series Title: Liquor Distillers' and Distributors' Reports
 Description: This series consists of files related to registration and fee payments of distillers with the Secretary of State. Included are monies paid for different activities for distillers and monies paid.
 Disposition: Hold one (1) year, then dispose.

Schedule #: 6144
 Series Title: Surety Bond Files
 Description: This series consists of files related to bonded elected officials that are approved by the Governor and Commissioner of

Insurance. Included in bound volumes are actual bonds recorded, copies of original bonds and correspondence.

Disposition: Image and verify; transfer bound volumes and imaged files to State Archives. Dispose of other paper files after imaged and verified. Hold electronic imaged files permanently.

Schedule #: 6145
Series Title: Service of Process
Description: This series consists of summons served to defendants to appear in court at a specified date and time.
Disposition: Hold one (1) year, then dispose.

Schedule #: 6146
Series Title: Correspondence Schools
Description: This series consists of requests for application of permit to furnish correspondence courses within the state. Included are type of courses offered with a brief summary of each course, copy of all textbooks, power of attorney, and corporate charter.
Disposition: Hold until application for permit expires, then dispose.

Schedule #: 6147
Series Title: Corporate Documents
Description: This series consists of files related to sole proprietorships and all for-profit entities that are not corporations. Included are formation documents, amendments, merger files, dissolution files, withdrawal files and related files.
Disposition: Image and verify, then dispose of paper after imaged and verified. Hold electronic imaged files permanently.

Schedule #: 6148
Series Title: Tax Suspensions and Set-Asides
Description: This series consists of files related to delinquent franchise taxes and annual reports. Included are statements from the Tax Commission that give the name of the corporation, reason for suspension and set aside of suspension and the date.
Disposition: Hold one (1) year, then dispose.

Schedule #: 6149
Series Title: Corporate Name Reservations
Description: This series consists of files related to reserving corporate names for 180 days. Included is correspondence or applications requesting that a particular name be reserved for an organization. Also a certificate from the Secretary of State's office stating that the name has been reserved.
Disposition: Hold 180 days, then dispose.

Schedule #: 6150
Series Title: Financing Statements UCC -1 Forms
Description: This series consists of UCC-1 Forms related to commercial transactions. Financial information on the forms are of manufactured homes, transmitting utilities, farm liens and

other entities. The forms contain information of both debtor/borrower and creditor/lender, and collateral.

Disposition: Image and verify, then dispose of paper files. Hold imaged files five (5) years after inactive, then dispose.

Schedule #: 6151
Series Title: Uniform Commercial Codes
Description: This series consists of uniform commercial codes related to commercial financial statements. Included are forms for collateral information, the names of the holder of the secured interest in the property and related files.

Disposition: Image and verify, then dispose of paper files. Hold imaged files one (1) year after filing lapses, then dispose.

Schedule #: 6152
Series Title: Performance Bonds
Description: This series consists of files related to surety bonds. Included are all surety bonds filed with the Secretary of State for state officials and commission members.

Disposition: Image and verify, then dispose of paper files. Hold imaged files five (5) years, then dispose.

Schedule #: 6153
Series Title: Domestic and Foreign Corporations Annual Reports
Description: This series consists of files related to all incorporated companies. Included are registered agent files, capital stock files, purpose of corporation files, directors and officers of corporation files and related files.

Disposition: Hold ten (10) years, then dispose.

Schedule #: 6154
Series Title: Corporate Records
Description: This series consists of corporate documents. Included are articles of incorporations, amendments, merger files, dissolution files, withdrawals files and related files.

Disposition: Image and verify, then dispose of paper files. Hold electronic imaged files permanently. Transfer copy of imaged files to State Archives.

Schedule #: 6157
Series Title: Reports On Non-Profit Organizations
Description: This series consists of reports filed by non-profit organizations with the Secretary of State office. The reports set out the name of the organization, the date of incorporation, officers, directors, agents and other information.

Disposition: Hold ten (10) years, then transfer to State Archives.

Schedule #: 6159
Series Title: Notary Bonds and Oaths
Description: This series consists of bonds and oaths filed with the Secretary of State by newly appointed notaries public.

Disposition: Image and verify, then dispose of paper files. Hold electronic imaged files permanently.

Schedule #: 6160
Series Title: Trade and Service Marks
Description: This series consists of files related to the registration process of service and trademarks with the office of the Secretary of State. Included are applications, samples of marks (drawings), correspondence, amendment documentation, and an index.
Disposition: Image and verify, then dispose of paper files; hold image in the student master files permanently.

Schedule #: 6162
Series Title: Oil and Gas Surety Bonds
Description: This series consists of cash and surety bonds filed with the Secretary of State by nonresidents desiring to drill a well in search of oil or gas in accordance with the provisions of Section 53-3-11, Mississippi Code of 1972.
Disposition: Hold six (6) years from closing of well, then dispose.

Schedule #: 6163
Series Title: Notary Applications
Description: This series consists of original applications for Notary Public Commissions.
Disposition: Image and verify, then dispose of paper files. Hold imaged files until application expires, then dispose.

Mr. Scalfani moved to table schedule 6150 to determine the valid period of either 5 or 7 years, and Mr. Krag seconded. The Committee unanimously approved to table schedule 6150. Ms. Jones moved to approve all other schedules, and Mr. Krag seconded. The Committee unanimously approved the schedules.

F. Secretary of State; Business Regulation and Enforcement

Schedule #: 6158
Series Title: Registration of Athletic Agents
Description: This series consists of documents related to registration of athletic agents as required by Section 73-4-1, et seq. Mississippi Code of 1972. Included are applications, bonds of agents involved in investment of funds and other related documents.
Disposition: Hold three (3) years after expiration without renewal, then dispose.

Mr. Krag moved to approve, and Mr. Scalfani seconded. The Committee unanimously approved the schedules.

G. Secretary of State; Education and Publications

Schedule #: 6156
Series Title: Official Acts of the Legislature
Description: This series consists of original acts of the legislature. Included are original bills, concurrent bills, general laws, local and private bills and special session bills.

Disposition: Hold until General Laws are published, then transfer to State Archives.

Ms. Jones moved to approve, and Mr. Krag seconded. The Committee unanimously approved the schedules.

V. Mr. Dent introduced applications for lease approval:

Agency: Department of Revenue
Records: Original and replacement title applications, correspondence, rejects, designated agent cards, and master original titles
Dates: 1969-2000
Volume: 26,360 rolls of microfilm
Schedule #: 47, 142, 148, 150
Location: ACS
Cost: \$12,000.00
Lease Dates: January 1, 2020 – December 31, 2020
Justification: Records require climate control storage and frequent access

Agency: Mississippi Development Authority
Records: Disaster Recovery
Dates: 2006- Present
Volume: 5880 cubic feet
Schedule #: 5228, 5312, 5318, 5321
Location: Vital Records
Cost: \$1,263.36
Lease Dates: January 1, 2020 – December 31, 2020
Justification: Active records pertaining to Hurricane Katrina accessed by federal auditors frequently

Ms. Jones moved to approve, and Mr. Krag seconded. The Committee unanimously approved the schedules.

VI. In other business, Mrs. Dees announced that the 2020 committee meetings will be held on January 16, April 16, July 16, and October 22.

VII. Adjournment

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

Julie Dees representing Katie Blount, Chair