SCHEME #: 4962

AGENCY: Secretary of State
DIVISION: Elections
OFFICE/SECTION:

RECORDS SERIES TITLE: Voter Application Files
DATES: 2003 - 2019
DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: alphabetically

DESCRIPTION:
This series consists of files related to applications that were forwarded to the Secretary of State's Office regarding ambiguities related to the applicants. Due to the fact that the Secretary of State's Office initially started importing information regarding voter applications into the Statewide Elections Management System (SEMS) during the Dept. of Public Safety's time-limited voting project, all of the applications were forwarded to the agency. Presently, problematic applications only are forwarded to the agency. Included are voter applications and change of address forms. Limited information is duplicated electronically in SEMS.

DISPOSITION INSTRUCTIONS:
Hold paper and electronic files in the current files area until the issue with the application has been resolved, then dispose.

RIGHTS MANAGEMENT:
Social Security Numbers (MCA,§25-1-111)

REMARKS:

STATE RECORDS COMMITTEE STATUS: Approved on 11/02/2006

THIS SERIES IS NO LONGER ACCUMULATING – ABOLISH

All handled locally by the clerk's office
Records Control Schedule

SCHEDULE #: 4977

AGENCY: Secretary of State
DIVISION: Elections
OFFICE/SECTION:

RECORDS SERIES TITLE: GEMS Election Database Backups
DATES: 2006 - 2019
DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT:

DESCRIPTION:
Pre-election and post-election backups of the election database in Mississippi counties that upload data from voting units into the GEMS (Global Election Management System) database. The data is currently being recorded onto compact discs and transferred to the SOS Elections Division following each election.

DISPOSITION INSTRUCTIONS:
Transfer compact discs containing pre-election and post-election backups to State Archives following each election.

RIGHTS MANAGEMENT:
N/A

REMARKS:

STATE RECORDS COMMITTEE STATUS: Approved on 11/02/2006

THIS SERIES IS NO LONGER ACCUMULATING - ABOLISH
SCHEDULE #: 4979

AGENCY: Secretary of State
DIVISION: Elections
OFFICE/SECTION:

RECORDS SERIES TITLE: SEMS Purged Voter Records
DATES: 2006 - 2019
DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT:

DESCRIPTION:
Consists of registration information within the voter registration module of the Statewide Election Management System (SEMS) for voters whose status has been changed to "purged."

DISPOSITION INSTRUCTIONS:
Purge from system five (5) years following removal as active voter.

RIGHTS MANAGEMENT:
N/A

REMARKS:

STATE RECORDS COMMITTEE STATUS: Approved on 11/02/2006

THIS SERIES IS NO LONGER ACCUMULATING - ABOLISH
SCHEDULE #: 4973

AGENCY: Secretary of State
DIVISION: Elections
OFFICE/SECTION: 

RECORDS SERIES TITLE: Election Lawsuits
DATES: 1980 - 2019
DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: chronologically

DESCRIPTION:
This series consists of election lawsuits filed by the Attorney General's Office in collaboration with the Secretary of State's Office contesting voter fraud, along with lawsuits filed against the state which include the Secretary of State's Office. The Secretary of State, as the state's chief elections officer, monitors the implementation of election laws and initiates lawsuits against non-complying parties. This series indicates the state's response to voter irregularities. Included are original correspondence, copies of correspondence, newspaper clippings, and cases. Limited information is duplicated electronically in Microsoft Word.

DISPOSITION INSTRUCTIONS:
Hold paper and electronic files in the current files area three (3) years after case has been closed, then transfer to State Archives.

RIGHTS MANAGEMENT:
Open Litigation (MCA 25-1-102)

REMARKS:

STATE RECORDS COMMITTEE STATUS: Approved on 11/02/2006

THIS SERIES IS NO LONGER ACCUMULATING – ABOLISH
Covered by Civil Litigation Files of the Attorney General's Office
Records Control Schedule

SCHEDULE #: 4974

AGENCY: Secretary of State
DIVISION: Elections
OFFICE/SECTION:

RECORDS SERIES TITLE: Register of Commissions of State, County, and Municipal Officers
DATES: 1980 - 2019
DOES THIS SERIES CONTINUE TO ACCUMULATE? yes

ARRANGEMENT: chronologically

DESCRIPTION:
This series consists of registers containing listings of state, county and municipal elected officials. One of the Secretary of State's responsibilities is to maintain the official acts of the Governor and to maintain official registers of elected and appointed officials and of executive appointments to boards and commissions. The series is duplicated electronically in the Elections Information System (EIS) database.

DISPOSITION INSTRUCTIONS:
Hold paper and electronic files in the current files area four (4) years, then transfer to State Archives.

RIGHTS MANAGEMENT:
N/A

REMARKS:

STATE RECORDS COMMITTEE STATUS: Approved on 11/02/2006

THIS SERIES IS NO LONGER ACCUMULATING - ABOLISH

THIS INFORMATION IS PRESENTED IN THE OFFICIAL AND STATISTICAL REGISTER