


APPLICATION FOR RECORDS STORAGE LEASE

1. AGENCY Mississippi State Department of Health		2. CONTACT NAME: Esther Poe CONTACT PHONE: 601-576-7459 CONTACT E-MAIL: Esther.poe@msdh.ms.gov	
3. ADDRESS 570 E Woodrow Wilson Ave. Jackson, MS 39215		4. RECORDS SERIES TO BE STORED Patient Records and TB records	
5. APPLICABLE SCHEDULE NUMBER(S) 4574 and 5021	6. VOLUME OF RECORDS (Cubic feet or type and number of containers) 4 ten drawer filing cabinets of microfiche 3,399 rolls of microfilm	7. DATE SPAN OF RECORDS 1930 - 1990	
8. PROPOSED STORAGE SITE (Name, physical address, city, state, zip) Data Bank 3000 DeSoto Street Monroe, LA 71201		9. ATTACH FEMA FLOOD MAP (FIRMette) FOR PROPOSED LOCATION (http://msc.fema.gov) <input checked="" type="checkbox"/> ATTACHED	10. ANNUAL COST OF LEASE \$2,400.00
11. PERIOD FOR WHICH APPROVAL IS REQUESTED (mm/dd/yyyy – mm/dd/yyyy) August 1, 2018 – July 31, 2019		All new or extended leases require approved records control schedules. Contact a Government Records Analyst for assistance. <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  ESTHER POE AGENCY HEAD/DESIGNEE SIGNATURE </div> <div style="text-align: center;"> 7/19/18 DATE </div> </div>	
12. DETAIL REASON(S) FOR NOT UTILIZING THE STATE RECORDS CENTER Records must be kept in a climate controlled environment. SRC facility is not climate controlled.			

FOR STATE RECORDS COMMITTEE ONLY

Reviewed by: <u>Bob Dent</u>	Flood Map Verified: <input checked="" type="checkbox"/>
Review date: <u>3/15/19</u>	Zone Designation: <u>X</u>
SRC meeting date: <u>4/18/19</u>	Inspection Date (if applicable)

STATE RECORDS COMMITTEE ACTION

_ Approved for period 8/1/2018 through 7/31/2019
 _ Disapproved _____ Tabled

Chairman, State Records Committee

Date

Send original application to Department of Archives and History, Government Records Section,
P.O. Box 571, Jackson, MS 39205-0571.

INSTRUCTIONS FOR COMPLETING THE FORM

