## APPLICATION FOR RECORDS STORAGE LEASE

1. AGENCY		2. CONTACT NAME:	Esther Poe		
Mississippi State Department of Health		CONTACT PHONE:	601-576-7459		
		CONTACT E-MAIL:	Esther.poe@msdh.ms.gov		
3. ADDRESS		4. RECORDS SERIES TO E			
570 E Woodrow Wilson Ave.		Patient Records and TB reco	ords		
Jackson, MS 39215					
5. APPLICABLE SCHEDULE NUMBER(S)	6. VOLUME C		7. DATE SPAN OF RECORDS		
		type and number of containers)			
4574 and 5021		filing cabinets of microfiche	1930 - 1990		
	3,399 rolls o		1000 1000		
8. PROPOSED STORAGE SITE		ACH FEMA FLOOD MAP	10. ANNUAL COST OF LEASE		
(Name, physical address, city, state, zip) Data Bank		FIRMette) FOR PROPOSED			
3000 DeSoto Street		OCATION	\$2,400.00		
Monroe, LA 71201		ttp:\\msc.fema.gov)			
		TTACHED			
11. PERIOD FOR WHICH APPROVAL IS REQUESTED All new or extended leases require approved records control					
(mm/dd/yyyy mm/dd/yyyy)		schedules. Contact a Governm	nent Records Analyst for assistance.		
August 1, 2018 - July 31, 2019		$\alpha = 1$			
	1	TSHADA POP	1/19/10		
<b>_</b>		AGENCY HEAD/DESIGNEE SIGNATURE DAIL			
	]	AGENUT READIDESIGNEES	IGNATURE DATE		
12. DETAIL REASON(S) FOR NOT UTILIZING THE STATE RECORDS CENTER					
Percente must be kept in a climate controlled environment. ODO for the truth of the truth of the					
Records must be kept in a climate controlled environment. SRC facility is not climate controlled.					
FOR STATE RECORDS COMMITTEE ONLY					

Reviewed by: Bob Dut	Flood Map Verified:				
Review date: 3/15/19					
SRC meeting date: 4/18/19	Inspection Date (if applicable)				
STATE RECORDS COMMITTEE ACTION Approved for period $\frac{8/1}{2018}$ through $\frac{7/31}{2019}$					
_ Disapproved	Tabled				
Chairman, State Rec	cords 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

FORM SRC 110

<ol> <li>AGENCY Mississippi State Department of Health</li> <li>ADDRESS 570 E Woodrow Wilson Avenue Jackson, MS 39215</li> </ol>		2. CONTACT NAME: CONTACT PHONE: CONTACT E-MAIL:     4. RECORDS SERIES TO E Patient Records and T	Lisha Jones 601-576-7459 lisha.jones@msdh.ms.gov BE STORED B Records		
5. APPLICABLE SCHEDULE NUMBER(S) 5890 and 5997	ABLE SCHEDULE NUMBER(S) 6. VOLUME ( Cubic feet or 4 Ten drawe 3,399 rolls of		7. DATE SPAN OF RECORDS 1930 - 1990		
(Name, physical address, city, state, zip)(FIData BankLO3000 DeSoto Street(htMonroe, LA 71201X		TACH FEMA FLOOD MAP IRMette) FOR PROPOSED DCATION ttp:\\msc.fema.gov) ATTACHED	10. ANNUAL COST OF LEASE \$2,400.00		
08/01/2019- 07/31/2020		All new or oxtended leases require approved records control schedules. Contact a Government Records Analyst for assistance.			
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: Boh Dent Review date: 3/15/19		Flood Map Verified:			
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STATE RECORDS COMMITTEE ACTION

\_\_\_\_\_ Approved for period

Disapproved

2020 31 through

Tabled

Chairman, State Records Committee

Date

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