

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	
5. APPLICABLE SCHEDULE NUMBER(S) 5030	6. VOLUME OF RECORDS (Cubic feet or type and number of containers) 7,000	7. DATE SPAN OF RECORDS 1992 - current	
8. PROPOSED STORAGE SITE (Name, physical address, city, state, zip) Vital Records Control of Mississippi, LLC 202 Northwest Progress Parkway Jackson, MS 39213		9. ATTACH FEMA FLOOD MAP (FIRMette) FOR PROPOSED LOCATION (http://msc.fema.gov) <input checked="" type="checkbox"/> ATTACHED	10. ANNUAL COST OF LEASE \$25,333.33
11. PERIOD FOR WHICH APPROVAL IS REQUESTED (mm/dd/yyyy – mm/dd/yyyy) June 1, 2018 – May 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;"> <div style="text-align: center;">  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: <input checked="" type="checkbox"/>
SRC meeting date: <u>4/18/19</u>	Inspection Date (if applicable)

STATE RECORDS COMMITTEE ACTION

_ Approved for period 6/1/2018 through 5/31/2019
 _ 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

APPLICATION FOR RECORDS STORAGE LEASE

1. AGENCY Mississippi State Department of Health		2. CONTACT NAME: Lisha Jones	
		CONTACT PHONE: 601-576-7459	
		CONTACT E-MAIL: lisha.jones@msdh.ms.gov	
3. ADDRESS 570 E Woodrow Wilson Avenue Jackson, MS 39215		4. RECORDS SERIES TO BE STORED Patient Records	
5. APPLICABLE SCHEDULE NUMBER(S) 5997	6. VOLUME OF RECORDS (Cubic feet or type and number of containers) 7,000	7. DATE SPAN OF RECORDS 1992 - Current	
8. PROPOSED STORAGE SITE (Name, physical address, city, state, zip) Vital Records Control of Mississippi, LLC 202 Northwest Progress Parkway Jackson, MS 39213		9. ATTACH FEMA FLOOD MAP (FIRMette) FOR PROPOSED LOCATION (http://msc.fema.gov) <input checked="" type="checkbox"/> ATTACHED	10. ANNUAL COST OF LEASE \$25,333.33
11. PERIOD FOR WHICH APPROVAL IS REQUESTED (mm/dd/yyyy - mm/dd/yyyy) 06/01/2019 - 05/31/2020		<p><i>All new or extended leases require approved records control schedules. Contact a Government Records Analyst for assistance.</i></p> <p align="center">  AGENCY HEAD/DESIGNEE SIGNATURE </p> <p align="right"> 3/12/19 DATE </p>	
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

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STATE RECORDS COMMITTEE ACTION

Approved for period 6/1/2019 through 5/31/2020
 Disapproved Tabled

Chairman, State Records Committee

Date

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