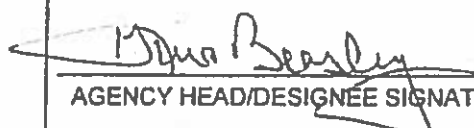


## APPLICATION FOR RECORDS STORAGE LEASE

<b>1. AGENCY</b> University of MS Medical Center Pediatric Hematology/Oncology (Children's Cancer Center)		<b>2. CONTACT NAME:</b> Gina Beasley <b>CONTACT PHONE:</b> 601-984-5226 <b>CONTACT E-MAIL:</b> gbeasley@umc.edu	
<b>3. ADDRESS</b> 2500 North State Street Jackson, MS 39216		<b>4. RECORDS SERIES TO BE STORED</b>  Clinical Research Records	
<b>5. APPLICABLE SCHEDULE NUMBER(S)</b>  1969-present #5329	<b>6. VOLUME OF RECORDS</b> (Cubic feet or type and number of containers)  100+ Perma file boxes and cabinets	<b>7. DATE SPAN OF RECORDS</b>  1969 - present	
<b>8. PROPOSED STORAGE SITE</b> (Name, physical address, city, state, zip) Extra Space Storage 426 Christine Drive Ridgeland, MS 39157		<b>9. ATTACH FEMA FLOOD MAP</b> (FIRMette) FOR PROPOSED LOCATION ( <a href="http://msc.fema.gov">http://msc.fema.gov</a> ) <input checked="" type="checkbox"/> ATTACHED	<b>10. ANNUAL COST OF LEASE</b>  4,272.00
<b>11. PERIOD FOR WHICH APPROVAL IS REQUESTED</b> (mm/dd/yyyy - mm/dd/yyyy)  5/1/19 - 4/30/20		All new or extended leases require approved records control schedules. Contact a Government Records Analyst for assistance.  <div style="text-align: center;">                       AGENCY HEAD/DESIGNEE SIGNATURE                 </div> <div style="text-align: right; margin-right: 50px;">                     3/14/19                      DATE                 </div>	
<b>12. DETAIL REASON(S) FOR NOT UTILIZING THE STATE RECORDS CENTER</b> Pediatric patient study records that need to be available 24/7			

### 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 \_\_\_\_\_ through \_\_\_\_\_  
 \_\_\_\_\_ 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**