

# MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

## MINUTES OF A MEETING OF THE STATE GOVERNMENT RECORDS COMMITTEE

Thursday, January 16, 2020

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, January 16, 2020, in the boardroom of the William F. Winter Archives and History Building, Jackson, Mississippi. Katie Blount, director, Mississippi Department of Archives and History (MDAH), and chair of the Committee, presided. Bob Dent, head, Government Records Section, Archives and Records Services Division (A&RS), presented the agenda for the meeting.

The following members of the Committee were present:

Earnest Hart, Office of the Secretary of State;  
Grant Krag, representing the Honorable Shad White, State Auditor;  
Emily Kruger, representing the Honorable Tate Reeves, Governor; and  
Lisha Jones, representing the state registrar of vital records, Department of Health.

The following staff of MDAH was present:

Caroline Gray-Primer, Government Records, A&RS; and  
David Pilcher, division director, A&RS.

The following visitors were present:

Jan Hillegas, researcher  
Lorraine Stuart and Jessica Clark, USM  
Joyce Brown, MSDH  
Linda Duir, MDOC  
Amelia Gamble, AG  
Sarah Campbell, MDAH

- I. Ms. Blount recognized a quorum, called the meeting to order, and welcomed all present.
- II. Minutes of the October 24, 2019 meeting were presented to the Committee. Earnest Hart moved to approve, and Lisha Jones seconded. The Committee unanimously approved the minutes.
- III. Ms. Blount acknowledged an opportunity for public comment. Ms. Hillegas discussed schedules 6195 and 6196 and requested a longer retention period since they could have potential research value. Dr. Janice Brockley submitted an e-mail with a similar comment.
- IV. Mr. Dent presented the following schedules for the Committee's consideration:
  - A. Attorney General – Gaming Commission

Schedule #:	6219
Series Title:	Administrative Litigation Files
Description:	This series consists of files related to administrative litigation files. Included are briefs, pleadings, orders, correspondence,

Disposition: research files, attorneys' working files, files generated or received in the course of litigation, and related files.  
Hold three (3) years; transfer to SRC three (3) years, then dispose.

Lisha Jones moved to approve, and Earnest Hart seconded. The Committee unanimously approved the schedule.

#### B. Department of Corrections

Schedule #: 6192  
Series Title: Inmate Master Files  
Description: This series consists of files related to inmate master files. Included are commitment, detention, treatment programs, criminal history, classification, behavior, time computation, release and detainers, and history records.  
Disposition: Transfer inactive microfilm and microfiche to State Archives. Hold paper files until authentically reproduced and verified, then dispose of paper files. Hold authenticated reproduction permanently.

Earnest Hart moved to approve, and Lisha Jones seconded. The Committee unanimously approved the schedule.

#### C. Health Department

##### i. County Health Departments

Schedule #: 6195  
Series Title: Expired Patient Files  
Description: This series consists of files related to patients' medical history. Include are demographic information, nurse's notes, methods of treatment files, lab reports, and related files.  
Disposition: Hold seven (7) years after death, then dispose.

Schedule #: 6196  
Series Title: Maternity Patient Files  
Description: This series consists of patient records of expectant mothers treated by county health department. The documents in each file relate to the mother's medical history and include demographic files, nurse's notes, methods of treatment, lab reports, documents of short-term financial or administrative use such as receipts, income determination forms, notices, and related files.  
Disposition: Hold twelve (12) years after last date of service, then dispose.

Schedule #: 6197  
Series Title: Patient Records - Home Health Services  
Description: This series consists of documents related to the medical history of each patient who receives home health care through the

county health departments. Included are demographic information, nurse's notes, method of treatment, lab results, medication disbursed files, documents of short-term financial or administrative use such as receipts, income determination forms, and related files.

Disposition: Hold twelve (12) years after last date of service, then dispose.

Schedule #: 6198

Series Title: Immunization Files

Description: This series consists of immunization files maintained by each county health department. County health departments have converted over to the Mississippi Immunization Information eXchange (MIIX), and files are presently contained in the database. Documentation includes patient's name, date of birth, address, sex, race, social security number, phone number, parent's name, patient information release authorization, date and type of vaccine administered, and related information.

Disposition: Hold for minors (under 21 years of age) until twenty-eighth (28) birthday, then dispose. For adults (21 years of age and older) hold ten (10) years after the last date of services, then dispose.

Earnest Hart moved to approve, and Emily Kruger seconded. The Committee unanimously approved the schedule.

ii. Field Operations

Schedule #: 6193

Series Title: Children's Medical Program Files

Description: This series consists of files related to medical records of patients of the Mississippi Department of Health Children's Medical Program. The Children's Medical Program provides medical and surgical care to children with chronic or disabling conditions. Included are demographic information files, progress notes, method of treatment files and specific diagnosis and referrals from other physicians, x-rays, and related files.

Disposition: Hold six (6) years; transfer to SRC; hold twenty-three (23) years, then dispose.

Schedule #: 6199

Series Title: Adult Patient Files

Description: This series consists of files related to adult patients' medical records of the county health department offices. This series indicates the medical history of the adult patient. The health department offices are responsible for the delivery of a wide range of medical services and to promote and protect the health of all Mississippians. Included are demographic information files, nurses' notes, method of treatment files, lab reports, and related files.

Disposition: Hold six (6) years, then dispose.

Schedule #: 6208

Series Title: Child Patient Files

Description: This series consists of children's medical records from the county health departments. Included are demographic information files, nurses' notes, method of treatment, and related files.

Disposition: Hold six (6) years; transfer to SRC; hold twenty-three (23) years, then dispose.

Mr. Dent requested on behalf of the agency to table schedule 6193. Lisha Jones moved to table 6193 and approve 6199 and 6208, and Earnest Hart seconded. The Committee unanimously approved the schedule.

iii. Women, Infants, and Children (WIC)

Schedule #: 6194  
Series Title: Women, Infants, and Children (WIC) Program Certification Files  
Description: This series consists of files relating to certification of eligibility of individuals to participate in the Women, Infants and Children (WIC) Program. Included are WIC certification forms.  
Disposition: Hold six (6) years, then dispose.

Earnest Hart moved to approve, and Emily Kruger seconded. The Committee unanimously approved the schedule.

D. Institutions of Higher Learning – Public Universities and 4-Year Colleges

i. Campus Law Enforcement

Schedule #: 6200  
Series Title: Traffic Accident Reports  
Description: This series consists of files related to traffic accident reports.  
Disposition: Hold three (3) years, then dispose.

Schedule #: 6201  
Series Title: Arrest Reports  
Description: This series consists of files related to arrests. Included is documentation of the arrest of an individual by the law enforcement agency. It may be filed within a case file containing other information related to an incident or it may be filed separately.  
Disposition: Felony arrests for crimes for which there is no statute of limitations or which result in a death. Hold seventy-five (75) years, then dispose. Hold non-felony arrests twenty-five (25) years, then dispose.

Schedule #: 6202  
Series Title: Dispatch Logs  
Description: This series consists of printouts or manual logs maintained by the dispatch unit. Included are information regarding time, location, units dispatched in an incident, and other general information.

Disposition: Hold three (3) years, then dispose.

Schedule #: 6203

Series Title: Ticket Books

Description: This series consists of files related to traffic ticket books. Included are copies of all tickets issued.

Disposition: Hold three (3) years after the release of audit, then dispose.

Schedule #: 6204

Series Title: Capital Offense Reports

Description: This series consists of files related to capital offense reports. Included are cases gathered by the investigating law enforcement officer at an incident. They are common in form and format and detail all information concerning the reported incidents. Additional information is often contained in a supplemental report, which is included as a part of this series.

Disposition: Hold files seven (7) years, then dispose.

Schedule #: 6205

Series Title: Dispatch Tape Recordings

Description: This series consists of files related to dispatch tape recordings. Included are tape recordings of calls received by dispatchers and radio communications between law enforcement personnel.

Disposition: Hold ninety (90) days, then dispose. Serious incidents may warrant longer retention at the discretion of the local agency.

Schedule #: 6206

Series Title: Expungements

Description: This series consists of files related to expungements. Included are various law enforcement records (offense reports, arrest reports, and all other records stipulated in a court order).

Disposition: Hold files until case is finalized, then dispose.

Schedule #: 6207

Series Title: Non-Capital Offense Reports

Description: This series consists of files related to non-capital offense reports. Included are cases gathered by the investigating law enforcement officer at an incident. They are common in form and format and detail all information of reported incidents. Additional information is often contained in a supplemental report, which is included as a part of this series.

Disposition: Hold four (4) years, then dispose.

Lisha Jones moved to approve, and Earnest Hart seconded. The Committee unanimously approved the schedule.

#### E. Mississippi Development Authority

##### i. Community Services

Schedule #: 6209

Series Title: Community Services Program Files

Description: This series consists of files related to programs administered by the Community Services Division of the Department of Economic and Community Development. Included are correspondence, publicity materials, project plans and proposals, project development documentation, project development reports, and related reference material.

Disposition: Hold five (5) years after implementation of program, then transfer to State Archives.

Schedule #: 6210

Series Title: Community Financial Assistance Loan Program Files

Description: This series consists of files of loan programs sponsored by the agency through the Community Financial Assistance Loan Program. Included are loan applications with attachments, including publication notices, business plans, financial statements, and requests for payments.

Disposition: Hold three (3) years after loan is paid, then dispose. Audit must have been released three (3) years prior to disposal.

Earnest Hart moved to approve, and Lisha Jones seconded. The Committee unanimously approved the schedule.

ii. Minority Business Enterprise

Schedule #: 6211

Series Title: Unapproved Certification Application Files

Description: This series consists of unapproved certification application files. Included are unapproved applications, letter of denial, original application, financial information including copies of applicant's prior two years federal and state tax returns, proposed business plans in some cases, and related files.

Disposition: Hold three (3) years, then transfer to State Archives.

Schedule #: 6212

Series Title: Accepted Certification Application Files

Description: This series consists of accepted certification application files. Included are certification letter, original application, financial information including copies of the applicant's prior two years federal and state tax returns, proposed business plan in some cases, and related files.

Disposition: Hold five (5) years, then transfer to State Archives.

Schedule #: 6213

Series Title: Minority Directory

Description: This series consists of bound directories listing minority-owned businesses and the working papers used to compile the directories. The directory is published annually from a blanket survey.

Disposition: Hold five (5) years, then transfer to State Archives.

Emily Kruger moved to approve, and Earnest Hart seconded. The Committee unanimously approved the schedule.

F. Mississippi Home Corporation

Schedule #: 6217  
Series Title: Home Investment Grant Files  
Description: This series consists of files related to federal grants for home construction requests for community development. The grants assist with new construction, acquisition-rehabilitation, and demolition. Included are guideline files, financial information files, budget files, and related files.  
Disposition: Hold five (5) years after close of grant, then dispose. Audit must have been released three (3) years prior to disposal.

Schedule #: 6218  
Series Title: Emergency Shelter Grant Files  
Description: This series consists of files related to federal grants for use of existing structures as drug rehabilitation houses, domestic abuse shelters, and children's shelters. Included are cash request files, project descriptions, grant contracts with the agency, monitoring reports, correspondence and related files.  
Disposition: Hold five (5) years after close of grant, then dispose. Audit must have been released three (3) years prior to disposal.

Lisha Jones moved to approve, and Earnest Hart seconded. The Committee unanimously approved the schedule.

G. Mississippi Secretary of State, Business Services

Schedule #: 6150  
Series Title: Financing Statements UCC -1 Forms  
Description: This series consists of UCC-1 Forms related to commercial transactions. Financial information on the forms are of manufactured homes, transmitting utilities, farm liens and other entities. The forms contain information of both debtor/borrower and creditor/lender, and collateral.  
Disposition: Image and verify, then dispose of paper files. Hold imaged files five (5) years after inactive, then dispose.

Lisha Jones moved to approve, and Emily Kruger seconded. The Committee unanimously approved the schedule.

V. Records Control Schedules to be Abolished

A. This series no longer accumulates and have been disposed

1. Mississippi Development Authority – no. 3725

Earnest Hart moved to approve, and Lisha Jones seconded. The Committee unanimously approved to abolish the listed schedules.

VI. There were no off-site lease applications submitted for this meeting.

VII. In other business, Mrs. Blount announced that the next committee meetings will be held April 16<sup>th</sup>; July 16<sup>th</sup>; and October 22<sup>nd</sup>.

VIII. Adjournment

There being no further business before the Committee, Mrs. Blount thanked all present for their attention and dedication and adjourned the meeting.

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Katie Blount, Chair