

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

MINUTES OF A MEETING OF THE STATE GOVERNMENT RECORDS COMMITTEE

Thursday, October 25, 2018

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, October 25, 2018, in the boardroom of the William F. Winter Archives and History Building, Jackson, Mississippi. Mark Johnson, Office of the Auditor chaired the meeting. 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:

Amanda Frusha, Office of the Secretary of State;
Will Simpson, representing the Honorable Phil Bryant, Governor; and
Dongela Matory, 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:

Lisa Ouzts, DEQ

- I. Ms. Blount recognized a quorum, called the meeting to order, and welcomed all present.
- II. Minutes of the July 19, 2018 meeting were presented to the Committee. Amanda Frusha moved to approve, and Dongela Matory seconded. The Committee unanimously approved the minutes.
- III. Mr. Johnson acknowledged an opportunity for public comment; there was none.
- IV. Mr. Dent presented the following schedules for the Committee's consideration:
 - A. Department of Environmental Quality

- i. Air Quality

Schedule #:	6117
Series Title:	Asbestos and Lead-based Paint Program Certification Files
Description:	This series consists of files related to the certification by the agency of individuals and firms in different jobs in the asbestos and lead-based paint industries. Federal law requires certification of asbestos planners, designers, inspectors, contractors, supervisors, and workers and lead-based paint planners, firms, supervisors, workers, inspectors, risk assessors, renovators, and dust sampling technicians. Included are applications for certification with personal information, physician's statements, training histories, review sheets, copies

Disposition: of checks, copies of certificates from other states, and certificates issued by the Department.
Historical certifications: hold in the current files area two (2) years after certificate expires without renewal; then dispose.
Current certifications: scan and verify and store in the Department's database two (years) after certificate expires without renewal; then delete. All paper documents are returned to applicant or destroyed after one year (the length of time the certificate is valid).

Dongela Matory moved to approve, and Amanda Frusha seconded. The Committee unanimously approved the schedule.

B. Secretary of State – Regulation and Enforcement

Schedule #: 6111
Series Title: Administrative Procedures Law Files
Description: This series consists of the administrative rule filings by all state agencies, boards or commissions in the Administrative Bulletin and documents containing all effective rules housed in the Administrative Code. Rule filings are presented to the Secretary of State as electronic files including rule text and approved forms. The filings are saved as an Administrative Bulletin, which is a collection of all rules filed regardless of their status. The Administrative Code is a collection of all the currently effective rules.

Disposition: Hold electronic files of each filing permanently. Image and verify paper forms, then dispose of paper. Transfer accumulation of paper filings prior to 2009 to Archives. Annually transfer to Archives on June 30th, one electronic copy of the Administrative Code and one copy of the past year's filings from the Administrative Bulletin in a format that has been agreed upon.

Schedule #: 6112
Series Title: Registration Files
Description: This series consists of the registration files for Preneed Merchandise and Services, Perpetual Care Cemeteries, Scrap Metal Dealers, and Athlete Agent entities and individuals. Files may include annual reports, agent registration forms, contracts, trust agreements, trustee reports, certificates, background investigative files, copies of licenses from other states, and related material.

Disposition: Image and verify paper files, dispose of paper. Hold imaged and born digital files for Scrap Metal Dealers and Athlete Agents twenty-five (25) years, then dispose. Hold imaged and born digital files for Preneed Merchandise and Services and Perpetual Care Cemeteries seventy-five (75) years, then dispose.

Schedule #: 6113
Series Title: Examination Files
Description: This series consists of the examination files for Preneed Merchandise and Services, Perpetual Care Cemeteries, Scrap Metal Dealers, and Athlete Agent entities and individuals. Files

Disposition: may include forms, life insurance documents, agreements, contracts, and related material used to review these entities. Image and verify paper files, then dispose of paper. Hold imaged and born digital files seventy-five (75) years, then dispose.

Schedule #: 6114
Series Title: Legal Files
Description: This series consists of the legal action files for Preneed Merchandise and Services, Perpetual Care Cemeteries, Scrap Metal Dealers, and Athlete Agent entities and individuals. Files may include notifications, correspondence, collection letters, consent orders, hearing enforcement letters, denial or revocation of licensure; copies of forms, life insurance documents, agreements, contracts, and related material.

Disposition: Image and verify paper files, then dispose of paper. Hold imaged and born digital files seventy-five (75) years, then dispose.

Schedule #: 6115
Series Title: Receivership Files
Description: This series consists of the receivership files associated with cemeteries ordered into receivership by the court. Files may include copies of court documents, cemetery registration, examination, correspondence, and related files.

Disposition: Image and verify paper files, then dispose of paper. Hold imaged and born digital files seventy-five (75) years, then dispose.

Schedule #: 6116
Series Title: Preneed Loss Recovery Files
Description: This series consists of files required to be filed which document the trust-funded preneed sales for funerals and/or cemeteries selling services or merchandise as defined in the rules of the Secretary of State. Files may include beneficiary information, social security numbers, dates of birth, contact information, contracts, and associated fees paid to the Secretary of State.

Disposition: Image and verify paper reports, then dispose of paper. Hold imaged and born digital files seventy-five (75) years, then dispose.

Will Simpson moved to approve, and Amanda Frusha seconded. The Committee unanimously approved the schedules.

V. Mr. Dent introduced applications for lease approval:

Agency: Department of Revenue
Records: Title Records, hearings & correspondence, Permit Denials, Liquor Store Personnel Data
Dates: 1969 thru 2000
Volume: 26,360 rolls of microfilm
Schedule #: 47, 142, 148, and 150
Location: ACS
Cost: \$12,000.00

Lease Dates: January 1, 2019 – December 31, 2019
Justification: Electronic records require climate control storage

Agency: Mississippi Development Authority
Records: Homeowners' Assistance Project & Design Files, Economic Development files, and Disaster Recovery Infrastructure files.
Dates: 2006-present
Volume: 5,888 cubic feet
Schedule #: 5228, 5312, 5318, 5321
Location: Vital Records
Cost: \$14,112.00
Lease Dates: January 1, 2019 – December 31, 2019
Justification: These are active records pertaining to Hurricane Katrina and must be accessed by Federal auditors.

Agency: Board of Engineers & Surveyors
Records: PE and PS Licensee Files
Dates: 1936 - Present
Volume: 23 units of 3,900 microfiche
Schedule #: 5906
Location: ACS
Cost: \$1,800.00
Lease Dates: January 1, 2019 – December 31, 2019
Justification: Electronic records require climate control storage

Dongela Matory moved to approve, and Will Simpson seconded. The Committee unanimously approved the off-site lease applications.

VI. In other business, Mr. Johnson announced that the 2019 committee meetings will be held on January 17, April 18, July 18, and October 24.

VII. Adjournment

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

Katie Blount, Chair