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Mississippi Department of Archives and History Local Government Records Office Update

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Mississippi Department of Archives and History

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Mississippi Department of Archives and History
Local Government Records Office Update
Bill Hanna
Local Government Records Office

Established in 1996 by the Mississippi Legislature, the Local Government Records Office of the Mississippi Department of Archives and History is responsible for providing records management assistance to local government officials.

During the past two years, the Local Government Records Office has focused on the development of records retention schedules for counties and municipalities, and assisting local governments in developing records inventories of extant records.

General retention schedules are now in place in eight functional areas for county government, fifteen functional areas for municipal government, five functional areas for school districts. In addition, locality specific retention schedules have been approved for five local governmental units. A total of 471 records series are now covered by approved retention schedules issued by the Local Government Records Office. Current appraisal activity is being conducted in several functional areas, including law enforcement/emergency services, election commissions, and several programmatic areas for municipalities. The Local Government Records Committee makes proposed retention schedules available for public comment for thirty days prior to their consideration. The committee is composed of seventeen officials representing state government, local government, research organizations, and the general public.

All approved retention schedules and proposed retention schedules for local governments are available at the web site of the Mississippi Department of Archives and History (www.mdah.state.ms.us). The Local Government Records Office can be contacted at (601) 359-6894 or Post Office Box 571, Jackson, Mississippi 39205.

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