

# **Local Government Records Grant Grant Application and Guidelines**

**ROUND FOUR – 2023**



**Mississippi Department of Archives and History**

**Local Government Records Office**

**Post Office Box 571**

**Jackson, MS 39205-0571**

**601-576-6604**

**[locgov@mdah.ms.gov](mailto:locgov@mdah.ms.gov)**

# Table of Contents

<b>INTRODUCTION</b> .....	2
<b>PART I: SCHEDULE</b> .....	3
<b>PART II: REQUIREMENTS</b> .....	4
<b>PART III: GRANT SELECTION CRITERIA</b> .....	6
<b>PART IV: INSTRUCTIONS FOR APPLYING FOR FUNDS</b> .....	7
<b>PART V: FORMS</b> .....	10
APPLICATION CHECKLIST .....	11
APPLICATION .....	12
PROJECT PLAN & BUDGET BREAKDOWN .....	14
CERTIFICATION OF MATCHING SHARE .....	15
STATEMENT OF UNDERSTANDING .....	16
<b>PART VI: APPENDICES</b> .....	18
APPENDIX A .....	19
APPENDIX B .....	21
APPENDIX C .....	23
APPENDIX D .....	24
APPENDIX E .....	27

## Introduction

The Local Government Records (LGR) Office, established in § 39-5-9, *Mississippi Code of 1972 (MCA)*, as amended, provides education to local governments on records management practices, establishes records management standards, and prepares records retention schedules. Funded entirely by the \$1 records management filing fee collected in participating counties and municipalities per *MCA* § 25-60-5, the LGR Office provides advice and assistance to Mississippi's local governments to improve their records management practices throughout the state.

All participating counties are eligible for this grant. Each grantee can be reimbursed up to a maximum of \$10,000 with a 20% match. There will be five or more grants, totaling \$50,000. A county **cannot** apply for this grant without collecting the additional records management fee as described in *MCA* § 25-60-5.

An order officially adopting the fee must be recorded in the minutes of the Board of Supervisors. The Mississippi Department of Archives and History (MDAH) must receive a certified copy of the applicable page(s) of the minutes. Currently, there are 79 participating counties in Mississippi:

Adams, Alcorn, Amite, Attala, Benton, Bolivar, Calhoun, Carroll, Chickasaw, Choctaw, Claiborne, Clarke, Clay, Coahoma, Copiah, Covington, DeSoto, Forrest, Franklin, Greene, Grenada, Hancock, Harrison, Hinds, Holmes, Humphreys, Issaquena, Itawamba, Jackson, Jasper, Jefferson, Jefferson Davis, Jones, Lafayette, Lamar, Lauderdale, Lawrence, Leake, Lee, Lincoln, Lowndes, Madison, Marion, Marshall, Monroe, Montgomery, Neshoba, Newton, Noxubee, Oktibbeha, Panola, Pearl River, Perry, Pike, Pontotoc, Prentiss, Quitman, Rankin, Scott, Sharkey, Simpson, Smith, Stone, Sunflower, Tallahatchie, Tate, Tippah, Tishomingo, Tunica, Union, Walthall, Warren, Washington, Wayne, Webster, Wilkinson, Winston, Yalobusha, and Yazoo.

## Part I: Schedule

The applications will be accepted via USPS through close of business, **Monday, October 2, 2023 at 5:00 PM CST**. All applications must be received, or postmarked, before the deadline for consideration.

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**We will not accept telephone inquiries about the status of the selection process.** Any written questions related to the proper completion of applications or clarification of the application packet must be received by **July 20, 2023 at 5:00 PM CST**. The responses will be posted online on August 1. LGR Staff will be unable to answer any questions regarding the grant application after the question deadline. All questions should be sent to [locgov@mdah.ms.gov](mailto:locgov@mdah.ms.gov).

The grant awards will be determined by the MDAH Board of Trustees in January 2024, and all notifications will take place in writing after that time. **All grantees must wait to begin projects until a formal agreement has been executed between the applicant and MDAH to be eligible to receive reimbursement under this grant.** All grant projects must follow prescribed benchmarks and must be completed as agreed upon. **All funds not expended by October 31, 2024, will be canceled or reprogrammed.**

## Part II: Requirements

### A. Eligibility

1. **Applicant Eligibility** – The applicant must be from a fee-collecting county. Applications are limited to **ONE** per county, but grant awards may be dispersed among multiple offices. A community partner, such as a historical society or public library, may be included **ONLY IF** they store publicly accessible county records and have daily operating hours consistent with the county.
2. **Property Ownership** – The buildings must be owned or operated by the state, city, or county government; school district; or non-profit organization. Any tangible assets purchased with grant funds must be placed on the county inventory following procurement.
3. **Eligibility of Proposed Work Items** – The grant monies must be used as specified in the application—meaning all purchases must directly or indirectly relate to the preservation and storage of archival/historical records. All work must conform to MDAH Guidelines and Standards and the procurement laws of Mississippi. The grant funds **CANNOT** be used to pay salaries or wages.

The grant **cannot** be used to reimburse expenses of work done before or after the period specified in the Memorandum of Agreement.

4. **Eligible Items Include** –
  - Shelving: Bulk Rack, Mobile Aisle, Roller Docket, or Open Shelving. It **must** be low-VOC painted or powder-coated steel.
  - Equipment for Digitization or Storage of Electronic Records
  - Archival Preservation Supplies
  - Book Rebinding or Repairs
  - Ultraviolet Film for Windows and Lighting
  - Vendor Digitization and Indexing Projects (**must** follow MDAH reformatting standards)
  - HVAC Upgrades to Areas Containing Archival or Historic Records
5. **Ineligible Items Include (NOT EXHAUSTIVE)** –
  - Salary or Wages
  - Architectural or Engineering Fees
  - Routine or Annual Maintenance
  - Destruction of Eligible Temporary Records (e.g., Shredding)

## **B. Project Personnel**

Each project shall have a coordinator to serve as a representative for the grantee and as the primary point of contact with the LGR Grant Administrator. The coordinator will be responsible for overall project administration, as well as ensuring that there is timely progress and completion of all work therein. There are no academic or professional requirements for this position.

If the project requires architectural or engineering services to determine the appropriate floor load or arrangement of shelving or other equipment, all verifications by the professional must be submitted **WITH** the application.

## **C. Funding Levels**

MDAH reserves the right to offer partial grant awards in monetary amounts less than the amount originally requested. In such cases, the applicant must decide whether or not to modify the proposed scope of work. If the applicant declines, the Board of Trustees will redistribute the money.

## **D. Matching Shares**

All funds distributed through this grant are awarded in the form of a matching share. The grantees must supply a cash match no less than 20% of the grant dollars requested. Any project with a larger match will score higher; however, any amount offered must be guaranteed.

### **Example of Matching Share**

**Request: \$10,000 + Match: \$2,000 = Total Project Cost: \$12,000**  
**Grant Award + 20% of Grant Award = Total Cost**

The match can come from private donations, local or federal funds, or a combination—but ALL must be guaranteed at time of application. Applicants must provide certification of matching share.

## **E. Reimbursement Requests**

The grantee will receive reimbursement **after** providing appropriate documentation showing that project costs have been incurred and completing a final inspection with the LGR Office. All applicants should be prepared to cover all project costs prior to receiving reimbursement. The specific instructions on filing reimbursements will be supplied to grantees.

## Part III: Grant Selection Criteria

**All applicants must meet criteria one through three** for grant consideration, while priority levels will be measured accordingly with criteria four through nine.

1. Applicants must be **actively participating** in the records program identified in MCA § 25-60-5, at the time of application, meaning at least one office within the county must be regularly collecting the records management fee.
2. Applicants must provide **matching funds certification** equal to at least 20% of the awarded grant. There will be no amendments to lower the match percentage amount.
3. Applicants must demonstrate that the organization has clearly defined, obtainable goals, reasonable expectations of the work involved, and detailed **budget** estimates. The **work plan** should be outlined in the grant application with a detailed budget by item and model number where applicable.

### **Priority Will Be Given to the Following:**

4. The length of time that the county has collected the records management fee—based on minutes showing approval by the Board of Supervisors.
5. Those counties collecting the records management fee in **ALL eligible** offices—applicants must list all collecting offices in application.
6. The projects that best meet the records management standards identified by MDAH and the LGR Office.
7. Those counties that have actively utilized the services of the LGR Office (e.g., attended workshops or requested A Day at Your Disposal).
8. Those counties that have previously received grant amounts less than \$10,000 will be considered for the remaining balance in a subsequent project.
9. Those counties that have not previously received LGR Grant monies.

## Part IV: Instructions for Applying for Funds

The applicant should read this entire application before completion—all required forms are included within. If the instructions are not followed, said application will **not** be considered.

### A. Application Checklist

This checklist provides instructions on how to assemble the application. It must be submitted with your application, acting as its first page.

### B. Application

- 1. Project Title:** This title should reflect the proposed work to be completed. For example, “Yoknapatawpha County Courthouse Chancery Shelving.”
- 2. Project Address:** The physical address (or description) of the property where the project will be completed. If installing shelving, include the floor level (e.g., second floor) within the address.
- 3. Project Description:** There should be a clear description of the proposed project (1-2 sentences). This information will be presented to the Board of Trustees.
- 4. Project Budget:** Applicants must specify the amount of grant funds requested, their matching share, and the total project cost. These figures must equal the figures in the project budget section and matching share forms. (Hint: total project cost should equal at least 1.2 times the grant amount requested.)
- 5. Project Applicant:** Applicants must have legal authority to apply and accept legal and financial responsibility for the project.
- 6. Project Coordinator:** Identify the person designated by the project applicant to administer the project—this person will be the primary contact for MDAH.
- 7. Property Owner:** The building must be owned or operated by the state, city, or county government; school district, or non-profit organization.
- 8. Tax Identification Number (TIN):** This is required under state auditing and income tax regulations. A copy of your W-9 must also be attached to the application under supporting information.



**9. Miscellaneous Information:** These questions will help LGR staff with the rating process. This information can be located in your minutes.

**C. Project Plan and Budget Breakdown**

The plan should detail the specific actions needed to complete the project based on your proposed timeline (e.g., March 2024 – The coordinator will contact vendor to finalize proposed estimates). The budget should include a line item breakdown of the proposed costs of the project.

**D. Estimates from Vendor(s)**

The applicant must receive estimates from vendor(s) for the proposed project, attaching them to the application. If purchasing items through online catalogs, applicants must provide a screenshot showing the title of product with item number, current price of product, and photograph of product.

**E. Color Digital Images (IF APPLICABLE)**

If installing shelving, you must provide several original images to convey the proposed location of the shelving in its current condition. If rebinding or repairing books, you must provide several original images to convey their condition. All images must be high-resolution. They will be presented to the Board of Trustees, as well as to provide before and after examples of work.

**F. Certification of Matching Share**

All applicants must have a cash match not less than 20% of the requested grant amount in-hand or guaranteed at the time of application. If any part is provided by entities other than the applicant, attach letters showing firm and binding commitments for promised donations. The certification of matching share must be signed by a person legally authorized to commit the funds. In-kind matches are not eligible.

**G. Letter(s) of Support from Partnering Entity (IF APPLICABLE)**

If the project involves a partner organization, such as a historical society or library, at least one (1) signed letter of support from that organization must be submitted with the application. While not required, additional letters of support may come from the local historical society, public library, or other interested parties in order to demonstrate support for the proposed project. The letters must demonstrate interest in the specific grant proposal.

**H. Supporting Information**

1. A copy of the Board of Supervisors Order from the Official Minutes showing participation in the records management program that specifies which offices collect the \$1 records management fee. If you are unable to locate

your original minutes, you must provide another board order explaining how long you have been collecting the fee.

2. A copy of the Board of Supervisors Minutes demonstrating board approval of the project and application, as well as familiarity with all the terms and conditions of the grant as stated in the Statement of Understanding.
3. A completed W-9 Form.

**I. Statement of Understanding**

The applicants must sign to acknowledge that they have read, understood, and agreed to the conditions of this grant.

## **Part V: Forms**

# Application Checklist

County Name \_\_\_\_\_

## Application (IN ORDER)

- Application Checklist
- Application
- Project Plan & Budget Breakdown
- Estimates from Vendor(s) or Product Page
- Color Digital Images (IF APPLICABLE)
- Certification of Matching Share
- Letter(s) of Support from Partnering Entity (IF APPLICABLE)
- Supporting Information
  - Board Minutes Authorizing Fee Collection
  - Board Minutes Showing Dedication to Grant Submission
  - Completed W-9 Forms
- Signed Statement of Understanding

**Your application should be stapled in the upper left hand corner – please do not submit a bound application. The ‘Application Checklist’ should appear first.**

The applications will be accepted via USPS through close of business, **Monday, October 2, 2023 at 5:00 PM CST.**

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All applicants are encouraged to submit early and make additional copies of documentation for their records. **You should return only PART V.**

# Application

All applicants must read full application before completion – incomplete or inaccurate applications will NOT be considered.

**Project Title** \_\_\_\_\_

**Project Address (or Location Description)**

\_\_\_\_\_

**Project Description**

**Project Budget**

Total Requested Funds (MAX. \$10,000) \_\_\_\_\_

Matching Funds by Applicant (MIN. \$2,000 OR 20%) \_\_\_\_\_

Total Project Cost \_\_\_\_\_

**Project Applicant**

\_\_\_\_\_  
Contact Name County Title

\_\_\_\_\_  
Mailing Address City State ZIP

\_\_\_\_\_  
Phone Number Email Address

**Project Coordinator** \_\_\_\_\_ SAME AS ABOVE

\_\_\_\_\_  
Contact Name County Title

\_\_\_\_\_  
Mailing Address City State ZIP

\_\_\_\_\_  
Phone Number Email Address

**Property Owner**

\_\_\_\_\_  
Owner's / Entity Name

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
County Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

**Tax Identification Number (Attach W-9)** \_\_\_\_\_

**Miscellaneous Information**

What year did the county begin collecting the fee? \_\_\_\_\_

Which offices collect the fee?

# Project Plan & Budget Breakdown

Project Plan (Include Estimated Timeline)

Budget Breakdown

## Certification of Matching Share

I certify that the matching share funds identified above are available and will be allocated only to the Local Government Records Management Grant project described in this application and titled:

---

Project Title

---

Name and Title of Authorized Representative

---

Signature

Date



## Statement of Understanding

### Mississippi Department of Archives and History

With respect to grants received from the Mississippi Department of Archives and History (MDAH), applicants indicate by their signatures they have read, understand, and agree to this Statement of Understanding. Failure to comply will result in cancellation of the grant.

1. This is a request for consideration for a grant and does not constitute a commitment for funding from the Local Government Records Management Grant Program administered by MDAH.
2. Individuals submitting this grant request on behalf of applicants have the necessary authority to request consideration of this project by MDAH.
3. This is a cash matching grant program in which only a portion of the total project cost can be supplied by the grant funds. Matching share will be supplied by applicants in the form of cash. In-kind matches will not be considered or credited to applicants.  
**There will be no amendments to lower the match percentage amount.**
4. No work paid for by this grant application is to begin until applicants have been notified in writing that the grant has been approved and have accepted in writing the terms and conditions of the grant. Funds will not be released until after the project has been confirmed as complete.
5. If a grant is received, the county must place on its inventory any tangible assets purchased with the grant funds and maintain those assets throughout the life of the assets.
6. If a grant is received, all obligations for material work are to be paid by the grantee, which will then receive reimbursement from the Department of Finance and Administration, based on prior agreement and approval by MDAH upon project completion.
7. Grants will be administered in accordance with all applicable state laws, regulations, policies, requirements, and guidelines, including Title VI of the 1964 Civil Rights Act, non-discrimination on the basis of disability, and equal employment opportunity and labor laws.
8. Procurement actions will be conducted in accordance with the State of Mississippi bidding and procurement laws.
9. All costs charged to the grant project will be in payment of approved budget items.

10. Adequate resources will be available for the completion of the proposed project and the continued operation and public access to the records of the county.
11. An adequate financial management system (and audit procedure when deemed applicable) will be maintained to provide control of all property, funds, and assets during the grant period.
12. The project, if funded, will be carried out in accordance with the guidelines set forth by the Local Government Records (LGR) Office and will be completed within the allotted time.
13. Applicants will cooperate with MDAH staff in meeting all requirements.
14. Additional administrative requirements and project-specific conditions may be a part of any grant offer made by MDAH as a result of this application.
15. **Hold harmless and indemnification.** The county receiving the grant funds for a project will hold harmless and indemnify MDAH, Board of Trustees, Staff, and agents from any and all liabilities that arise from the purchase, installation, and use of materials purchased and all other aspects of compliance with this grant.
16. **Failure to comply with the conditions set forth in this Statement of Understanding will result in cancellation of the grant.**

The applicant recognizes and agrees that any state financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the State of Mississippi reserves the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and on the person or persons whose signature(s) appear below and who is/are authorized to sign this assurance on behalf of the applicant.

---

Applicant Date

---

Name and Title of Authorized Representative

---

Signature Date

**Part VI: Appendices**

## Appendix A

### Glossary of Grant Descriptions

**Disposition** — The transfer of records, especially noncurrent records, to their final state as described in a retention schedule.

**Digitization** — The process of converting hard copies of paper records or other non-digital records into digital formats such as digital text, photographs, maps, microfilm, and other digital media.

**Local Government Records (LGR) Office** — The Local Government Records Office provides advice and assistance to counties, municipalities, and other local government entities in managing their records. The Mississippi Legislature established the LGR Office in § 39-5-9, *MCA*.

**Local Government Records Program** — The LGR Office is funded by a \$1 fee added to any document filed in a county or municipal office for which a fee is already charged. The local government keeps half of the fee collected and remits the other half to the Local Government Records Fund. While all municipalities are required to collect the fee, each county's Board of Supervisors must vote to approve collection of the fee (*MCA* § 25-60-5). The local government's portion of the fee collected is to be used to properly manage the records of the local government, including personnel services, contractual services, commodities, or equipment.

**Mississippi Department of Archives and History (MDAH)** — The Mississippi Department of Archives and History was founded in 1902. A comprehensive historical agency, the department collects, preserves, and provides access to the archival resources of the state, administers museums and historic sites, and oversees statewide programs for historic preservation, government records management, and publications. MDAH is governed by a nine-member board of trustees.

**Preservation** — (1) The act of keeping from deterioration, loss, decay, or destruction, especially through noninvasive treatment; (2) Law — The obligation to protect records and other materials potentially relevant to litigation and subject to discovery.

**Project Coordinator** — Represents the grantee in project administration, ensures the progress and timely completion of all work, and submits reports and reimbursement requests to MDAH. The project coordinator is the contact person for all correspondence relating to the project. There are no academic or professional requirements.

**Public Records** — “... all documents, papers, letters maps, books, tapes, photographs, films, sound recordings or other materials regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency or by any appointed or elected official.”  
(MCA § 25-59-3 (b))

**Records Management** — The systematic approach to the creation, use, maintenance, storage and disposition of records throughout the information life cycle.

**Shelving** — There are several types of shelving that may be needed depending on the situation of a county. Typical solutions include but are not limited to Bulk Rack, Mobile Aisle, Open Steel, and Roller Docket shelving. No wood shelving should be utilized as part of this grant.

## Appendix B

### Advice for Completing the Application

MDAH staff have prepared the following advice to cover the parts of grant proposals that are most often found to be incomplete or inadequate. The Local Government Records Management Grant Program is competitive, and by following this advice your proposal will be more effective. Applications will be reviewed only after the Application Deadline. The LGR staff will not complete the application for you. There is no guarantee a project will be funded, but a well-developed proposal has a better chance.

#### **Dos and Don'ts in Preparing Grant Proposals:**

- Do** Submit questions in writing to the LGR Office at [locgov@mdah.ms.gov](mailto:locgov@mdah.ms.gov) by **July 20, 2023 at 5:00 PM CST**. Responses will be posted online by August 1. Our staff will not answer any questions outside the official channels.
- Do** Assemble the proposal carefully following the order given in the Application Checklist. Include detailed project descriptions, budget, matching share, and any required documentation. It is much easier to find a specific part of any application when they are all assembled in the same manner. This ensures that the proposal can be reviewed in its entirety. The evaluation of each application is directly derived from the content and not the appearance of the grant proposal.
- Do** Give your proposal to someone else to read before submitting, preferably someone not connected with the project. If the reader has questions about the project, then the application may not be clear enough. You will then have the opportunity to rework it.
- Do** Prepare your application early. If parts are missing or incomplete, you will have time to make necessary corrections before the final deadline.
- Do** Ask for letters of support from local people, organizations, and political representatives early. This allows the letters to be submitted with the application. Letters received after the final deadline will not be considered.
- Do** Read the instructions thoroughly to make sure you have completed the application correctly.

**Don't** Wait until the last minute to begin preparing your application. Supporting documentation is extremely important and may take several weeks to pull together. Proposals written at the last minute often lack necessary details and documentation, and as a result generally do not score well. Remember, this is a competitive program—take time to put together a quality application.

**Don't** Submit your application with the pages inserted in plastic sleeves.

**Don't** Tape, staple, or attach prints of digital images to pages. These can be printed or copied onto regular letter-size paper.

# Appendix C

## W-9 Form

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

<p><b>Form W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service</p>	<p><b>Request for Taxpayer Identification Number and Certification</b></p> <p>▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.</p>	<p><b>Give Form to the requester. Do not send to the IRS.</b></p>
<p>Print or type. See Specific instructions on page 3.</p>	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC                 <input type="checkbox"/> C Corporation                 <input type="checkbox"/> S Corporation                 <input type="checkbox"/> Partnership                 <input type="checkbox"/> Trust/estate         </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____         </p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____         </p>	
	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>	
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p> <hr/>	<p>Requester's name and address (optional)</p> <hr/>

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>					
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## Appendix D

### Mississippi Department of Archives & History Local Government Records Office Standards for Off-Site Storage of Inactive Records of Local Government Entities

*(Adopted by Board of Trustees, December 12, 1996)*

*(Submitted to Secretary of State December 10, 1996)*

*(Adopted by Secretary of State, January 14, 1997)*

*(Amended October 20, 2009)*

The following standards are issued by the Department of Archives and History in accordance with Section 39-5-9 (b), *Mississippi Code of 1972, Annotated*, as amended (MCA).

Section 39-5-9 (b) authorizes the Department of Archives and History to establish records management standards for local governments on issues including, but not limited to, microfilm production and storage, electronic records security and migration, records preservation, imaging, and records storage.

1. For the purposes of these standards, in addition to the definitions established by MCA §25-59-3, the following definitions will have effect:

*Department:* The Mississippi Department of Archives and History.

*Inactive Records:* Records become inactive when the reference activity for such records requires, on average, less than one retrieval per month per file.

*Local Governmental Entities:* Any unit of local government including, but not limited to, municipalities, cities, towns, villages, counties, school districts, and library systems.

*Records of Archival Value:* Those records designated by the Department of Archives and History to be permanently preserved. Records of archival value are so designated on the records control schedule governing the disposition of the records.

*Records of Enduring Value:* Those records of a local governmental entity not having archival value that the entity determines need to be retained for a period of

time after the records become inactive. Records of enduring value are so designated on the records control schedules governing the disposition of the records.

## 2. Standards for the Off-Site Storage of Inactive Records of Local Governmental Entities.

The physical location of the off-site storage facility in relation to the local governmental unit's seat of operations. The storage facility should be located in relatively close proximity to the local government's seat of operations in order to provide efficient reference services to staff members and the public.

The physical structure of the off-site storage facility. The storage facility must maintain a secure, clean records storage environment. A modern facility is preferred but not required. The structure should provide solid protection from the weather.

*Floor strength.* The floor must be capable of bearing the full weight of the records.

The physical security and interior environment of the off-site storage facility. The storage facility should provide a secure and appropriate environment for records storage.

*Document security and access.* The facility should provide appropriate levels of security from theft and premature destruction. Access to the storage area should be limited to authorized persons only. The doors to the storage areas should be equipped with devices which allow only the entry of appropriate personnel.

*Fire protection.* Proper fire and smoke detection devices should be located throughout the storage facility and a continuing fire awareness and safety program should be a part of the facility's standard operating procedures. A sprinkler or other fire suppression system is preferred but not required.

*Flood protection.* The facility should not be located in a flood plain.

*Climate control (temperature/humidity).* The facility should maintain moderate temperature and humidity levels and avoid extremes in either direction of both categories. Temperatures of 65-75 degrees Fahrenheit and a relative humidity of 30-60 percent are recommended. Special provisions are needed for storing records on media such as microfilm and electronic formats. The ideal records storage environment is clean, dry, and cool.

*Records accessibility.* The Public Records Act of 1983 (MCA §25-61-2), states in part, “It is the policy of this state that public records shall be available for inspection by any person unless otherwise provided by this chapter.” Therefore, custodians of public records must ensure reasonable access to public records. Provisions should be made to provide efficient and timely reference services to local government officials and employees as well as members of the public.

*Continuity of Operations/Emergency Operations Plan.* The storage facility must certify that it maintains an appropriate plan to protect and recover records stored off-site and to provide access to those records in the event of a hazard (natural or man-made).

3. These standards are established and will be regularly reviewed by MDAH Archives and Records Division staff, including the directors of the division, the local government records office, the government records section, the electronic records section, and other staff as appropriate.

## Appendix E

### Mississippi Department of Archives & History Local Government Records Office Standards for Local Government Archives

(October 20, 2009)

Pursuant to Section 25-59-9 (h), *Mississippi Code Annotated, 1972, as amended (MCA)*, the Department of Archives and History (MDAH) is required to “promulgate rules and regulations permitting the storage, use and dissemination of records which are transferred by any local governmental body in this state to a local historical or archival group which has been incorporated and operates as a private, nonprofit corporation.” Section 25-59-25 (2) states, in part: “Any local governmental body which desires to transfer records to a local historical or archival group or public library shall have certification from the department prior to the records being transferred indicating that such entity has satisfied all the rules and regulations of the department and that the department has officially approved such entity as a records depository.”

For the purposes of these standards, in addition to the definitions established by *MCA* §25- 59-3, the following definitions will have effect:

*Local Governmental Body:* Any unit of local government including, but not limited to, municipalities, cities, towns, villages, counties, school districts, and library systems.

*Local historical or archival organization:* Any local historical or archival group which has been incorporated and operates as a private, nonprofit corporation.

*Custodial office:* The agency, department or office within a local governmental body responsible for creating, filing, and maintaining certain records series.

The following standards for local government archives are issued by the Department of Archives and History:

1. Any local governmental body that desires to transfer records to a public library or local historical or archival organization shall enter into a formal agreement with the organization outlining the terms and conditions of the transfer.
2. Per *MCA* Section 25-59-25 (2), “The title to all records transferred to any local historical or archival group or public library shall remain in the local governmental

body which transfers the records to such entity, and the ultimate authority over the records shall continue to reside with the person charged with the responsibility for making and keeping the records.”

3. The organization or library must demonstrate that it can provide better storage, access, and dissemination than the custodial office can, providing archival and/or records center services to the custodial office, by compliance with the following:
  - a. The records storage area(s) must meet MDAH “Standards for Off-Site Storage of Inactive Records of Local Government Entities.” The physical structure must provide safe and secure storage for the records, as well as adequate and secure work and research areas.
  - b. The organization must have adopted written policies for maintaining control of the public records from initial accessioning through public access.
  - c. The organization must have a written policy that complies with the Public Access to Public Records Law (*MCA §25-61-1, et seq.*). The facility must be open to the public at least ten (10) hours a week, part of which must coincide with the legal hours of the local governmental body. The local governmental body must also be allowed reasonable access to its records during its normal business hours when the facility is otherwise closed.
  - d. The organization must have a written policy to allow the public to obtain copies of the local governmental body’s records held in its facility, for a fee not to exceed the normal costs of reproduction.
  - e. The facility must be staffed by appropriately trained personnel.
  - f. Use of records will be monitored by staff, and records will not be removed from the facility.
  - g. Storage of information in alternative media must meet approved American National Standards Institute (ANSI) or other applicable standards. Any conservation practices must follow generally accepted professional practices. The local governmental body must approve all reformatting.
4. The local governmental body shall be responsible for ensuring that these standards are maintained by the local historical or archival organization or public library. If the organization or library fails to maintain these standards, the local governmental

body is obligated to its citizens to remove its records from the facility and to either return them to its own facilities or transfer them to another organization that complies with these standards.

5. These standards are established and will be regularly reviewed by MDAH Archives and Records Division staff, including the directors of the division, the local government records office, the government records section, the electronic records section, and other staff as appropriate.