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Mississippi State University Libraries Records Management Policies and Procedures

Managing and preserving records created by departments, schools, colleges, and other agencies and divisions of Mississippi State University are the responsibility of the University Archives, a division of the Mississippi State University Libraries. Created in 1966, the University Archives is the official repository for University files, records, documents, and other items created by faculty and staff during the course of their official duties as employees of Mississippi State University and the State of Mississippi.

The University Archives operates as the records manager of the University under guidelines established by the Mississippi State Legislature in the Mississippi Archives and Records Management Law of 1981. Mississippi Code 25-59-1.

According to this law, institutions of higher learning in the State of Mississippi are included among the entities defined as agencies of the state government. MS Code 25-59-3(e).

As an agency of the state government, Mississippi State University is charged with establishing and maintaining an active and continuing program for the economical and efficient management of its records. MS Code 25-59-15(b).

According to state law, all such records created during the course of faculty and staff official duties at the university are the property of Mississippi State University as an agency of the State of Mississippi. MS Code 25-59-19.

To facilitate the transfer of records to the University Archives from campus offices, the Archives staff is charged with working with the faculty and staff of each office to identify records to be transferred and to set up transfer schedules.

Any disposition of records other than as agreed to by faculty and staff of each office, in consultation with the University Archives staff, is unlawful. According to the state law, violators may be subject to fines. MS Code 25-59-3.

Mississippi Public Records Act of 1983

The provisions of this act provide, with certain exceptions, that all records as described above are public property. As public property such materials must be made available to the public within the parameters of reasonable written guidelines as established by Mississippi State University as an agent, or public body, of the State of Mississippi. MS Code 25-61-5.

The Public Records Act lists several exceptions regarding public access. Records affected by these exceptions should be identified by the creating office before their transfer to the University Archives. In some cases such records should not be transferred. The University Archives staff will work with the faculty and staff of campus offices to identify these records.

Exceptions Regarding Public Access Include: Certain personnel records, MS Code 25-1-100; certain attorney records, MS Code 25-1-102; certain records containing confidential information furnished by third parties to the university, MS Code 25-61-9; certain individual tax records, MS Code 27-3-77; certain judicial records, MS Code 9-1-38; certain jury records, MS Code 13-5-97; certain academic records, MS Code 37-11-51; certain archaeological records, MS Code 39-7-41; certain medical records, MS Code 41-9-

68, 41-61-63, 41-75-19; certain investigative and criminal justice records, MS Code 45-29-1; certain workmen's compensation records, MS Code 71-3-66; certain licensure application and examination records, MS Code 73-52-1; and certain commercial and financial records, MS Code 79-23-1.

Any questions arising from these exceptions will be addressed in consultation with the University attorney.