September 17, 2015

The Office of Records and Registration begins filing old files that have been neglected. Files have been stored in joint folders, some alphabetized. Due to damage and poor handwriting, many of the files have to be researched in the grade books, and many cannot be found on record. These files are recorded on a digital spreadsheet and the physical file is shredded. Files of students that are legible or can be proven to have attended Millsaps College are given a file with a label that includes their full name and the date they entered Millsaps College. Files of students born in 1915 or before are also labeled “deceased.”

Procedures for researching and filing old files (1892 and later):

1. Each letter of the alphabet is sub-alphabetized. All students with last names beginning with “A” are removed from the collective files and alphabetized for filing. When “A” filing is complete, move onto “B,” and so on.
2. Any files from the current letter section that are unreadable are researched after Step 1. Files that include dates (date of birth, entrance dates, class dates, etc.) are researched in the grade books. If a name is found that matches the information on hand, the file is given a post it note with a clear spelling of the name and alphabetized into its letter section.
   * 1. Files that are not legible and are not found in the grade books after all avenues of research have been explored are then recorded in the digital spreadsheet and the physical file is shredded.
     2. It should be noted that when researching files in the grade books, if the student is not found in the year listed on their transcript/other document, the year before and the year after should also be searched. The year of entrance listed in the grade book should be used when labeling file folders.
3. The final alphabetized stack is filed in the archived files section of the records vault. If no file folder is found for a document, the document is set aside to be given a file folder.
4. Files that had no folder are given folders with the student’s full name (Last Name, First Name) and first date of entrance. Files are labeled “Deceased” when appropriate. These folders are then filed in the archived files section of the records vault.

Rachel Long/Serena Toler (Student employee) V. Stuart, Coordinator Academic Records