

Part 2 Chapter 1: Policy for Products, Services, and Fees. REPEAL.

(Revised May 28, 2010; Adopted by the Board of Trustees, June 4, 2010; Effective July 1, 2010)

Introduction

The Mississippi Department of Archives and History (MDAH) offers various ways to obtain copies of items in MDAH collections as a contribution to education and scholarship. The purpose of this document is to define MDAH policies regarding products and services related to the acquisition and use of reproductions of items held by the Archives and Records Services Division.

Rule 1.1 MDAH Approval.

In order to ensure the preservation of the materials and the implementation of copyright and donor restrictions, duplication requests for all materials are subject to the approval of the collection archivist. MDAH reserves the right to deny any reproduction request.

MDAH may delay the reproduction of a fragile item until appropriate conservation measures can be completed. Such measures are implemented as scheduling and available funds allow. The patron may choose to expedite this process by paying the cost of conservation measures necessary to safely reproduce an item.

No copies of collection materials shall be donated to other institutions without the written consent of MDAH.

Failure to comply with this policy may result in the loss of future access to and use of MDAH materials.

Questions about this policy should be submitted in writing to the head of Reference Services or the collection archivist, either of whom may consult with the Division director.

Source: *Miss. Code* § 25-59-1 (1972, as amended).

Rule 1.2 Copyright and Restrictions.

Some materials in the MDAH collections may be protected by the U.S. Copyright Law (Title 17, U.S.C., in accordance with the Berne Convention for the Protection of Literary and Artistic Works), and the Digital Millennium Copyright Act. Additionally, the reproduction of some materials may be restricted by terms of gift agreements with donors, privacy and publicity rights, and licensing and trademarks.

Copyright may be difficult or even impossible to determine, especially for archival collections. Whenever possible, MDAH will provide information about copyright and other restrictions. MDAH provides this information as a service to aid the patron, but determination of the legality of the intended use of an item ultimately rests with the patron. It is the patron's obligation to determine and satisfy copyright or other use restrictions when publishing or otherwise distributing materials found in MDAH collections.

~~MDAH will produce digital images only from items held in the public domain or from copyrighted items for which permission to digitize has been obtained from the copyright owner(s). It is the patron's responsibility to contact the copyright owner(s) to request that the copyright owner(s) send MDAH written permission to digitize and distribute the copyrighted item.~~

~~Each user of reproduced MDAH material will agree to indemnify MDAH for any liability incurred by MDAH as a result of misuse by the user.~~

~~Source: *Miss. Code* § 25-59-1 (1972, as amended).~~

~~*Rule 1.3 Basic Products and Services:*~~

~~A. Patron Self-service Copying~~

~~A patron may make photocopies of books and Subject Files used in the Public Reading Room. A patron may print out paper copies of microfilm and microfiche images and electronic files accessed in the Media Reading Room.~~

~~A patron is not permitted to copy any item with a personal scanner, digital camera, or other portable imaging device.~~

~~B. Staff Services~~

~~Staff will produce all photocopies of materials used in the Archival Reading Room and will produce all reproductions of sound recordings and motion picture video used in the Media Reading Room.~~

~~A patron will request reproduction services using standard order forms. Reproduction orders are processed on a first-come, first-served basis. Production time varies, subject to the size of the order, format, and the volume and nature of other current orders. MDAH may offer expedited service; however, no delivery date can be guaranteed.~~

~~C. Delivery of Orders~~

~~All orders are shipped via standard U.S. mail unless otherwise requested. A standard postage and handling charge is assessed; exceptionally large orders will be assessed additional postage costs. MDAH will only ship through express carriers with third-party billing. Digitized reproductions may be transferred electronically.~~

~~D. Use of a Commercial Vendor~~

~~If MDAH cannot produce the requested reproduction, a commercial vendor may be used. If a vendor is used, the vendor must be approved by MDAH. The patron must make direct payment arrangements for vendor services. No vendor work will be authorized by MDAH until the patron and vendor have agreed on payment terms, and the vendor has notified MDAH of the agreement. MDAH will deliver the original material at the time agreed upon with the vendor and pick up both the original material and the reproductions. A vendor delivery fee will be charged for these services. MDAH will not be responsible for the quality of duplication work performed by a vendor.~~

~~E. Use of Personal Equipment~~

~~If MDAH or an approved vendor cannot provide the desired format, the patron may request to use personal equipment to produce the copy. Such requests must be made in advance using a standard order form, and be approved by the collection archivist and the Division director. If approval is granted, the patron will schedule an appointment with MDAH staff to reproduce the materials. MDAH staff must directly supervise all work and handle all collection materials. Failure on the part of the patron to appear at the appointed copying time will result in cancellation of the appointment and of the order.~~

Source: *Miss. Code* § 25-59-1 (1972, as amended).

~~Rule 1.4 Specialized Products and Services.~~

~~A patron must request specialized services at the time the order is placed. Additional fees will be assessed to cover higher production costs of these services. Requests for imaging will be denied if the item is too large or too fragile to be printed or scanned with available hardware. MDAH may apply additional special handling charges for material that is unusually difficult to print or scan. Specialized services include the following:~~

~~A. Certification of Copies~~

~~Paper copies of collection materials reproduced by the MDAH staff may be certified as true and accurate copies.~~

~~B. Alteration of Photographic Images~~

~~MDAH will print, scan, or make a frame grab of an image "as is" without alterations. Custom photographic prints (those requiring additional staff time to produce material acceptable for publication or display) may be produced with the permission of the copyright owner(s) and collection archivist. The patron must obtain specific permission from the copyright owner to crop an image.~~

~~C. Oversized and Altered Digital Scans~~

~~MDAH will scan from the original item "as is," with two exceptions: (1) negative images are converted to positives, and (2) 35mm slides and negatives are scanned proportional to their original dimensions to a roughly 5"x7" size. MDAH does not retouch images. Custom scanned images (resized, cropped, or saved as a different file type or on different storage medium) may be produced with the permission of the copyright owner(s) and collection archivist. The patron must obtain specific permission from the copyright owner to crop an image.~~

~~D. Reproduction of Motion Picture Holdings in Film or Video Format~~

~~MDAH can produce reference-quality and production-quality copies of its motion picture holdings. All such requests must be made in writing and include subject content, project information, intended use(s), contact information, and express delivery number (if third party shipping is desired). Prior to delivery of the copied product, a use agreement tendered by MDAH covering the product must be executed by the patron and MDAH.~~

~~The reference quality viewing copy will be provided in a standard format with time code. The reference quality copy must be returned before a production quality copy can be provided. Time code citations must be provided as part of a request for a production quality copy. If delivery to an outside vendor is required, the cost of transporting the original material will be charged to the patron.~~

~~Any duplicates received by a patron and any subsequent authorized reproductions must be returned to MDAH upon or before a date specified by MDAH. The Division director may grant a written exemption to this provision to allow an individual to retain permanently a reference quality copy for personal use.~~

~~Use fees will be charged for all production quality copies. Fees must be paid before copies are produced. The use fee total is calculated on the footage ordered in the production quality copy, regardless of how much of the footage is used in the final product.~~

~~E. Reproduction of Audio~~

~~MDAH cannot reproduce audio in all formats, and the use of an outside vendor may be required. Reproduction may require the creation of an archival master copy. The patron must assume the costs for the production of this master copy, which is retained by MDAH.~~

~~Source: *Miss. Code* § 25-59-1 (1972, as amended).~~

~~*Rule 1.5 Broadcast/Publications/Exhibition/Internet Use of Copies.*~~

~~If publication or broadcast of the reproduction is intended, the patron must receive written permission from the Division director and any copyright holder(s), if applicable. The patron must follow all special restrictions applied to certain items, based on format, and as informed by MDAH staff.~~

~~MDAH will be identified and credited as the holder of the material in all publications and on all Web sites, as specified on the use agreement.~~

~~Use on the Internet or any Web site is prohibited without prior written permission from the Division director and copyright holder(s), if applicable.~~

~~Permission for use will be granted for a period of no more than ten (10) years; rights are not granted in perpetuity. MDAH, and copyright holders, must approve superimposition of text, cropping, bleeding, addition of color, or other alterations at the time the request for duplication is approved.~~

~~MDAH requests two complimentary copies of every final product for placement in the MDAH collection.~~

~~Source: *Miss. Code* § 25-59-1 (1972, as amended).~~

Rule 1.6 Costs, Fees, and Payment.

Reproduction charges and service and use fees are set by the MDAH Board of Trustees. A current copy of the *Cost and Fee Schedule* is maintained onsite in the William F. Winter Archives and History Building and on the MDAH Web site. The costs and fees are subject to change without notice and are determined as follows:

~~A. Product Charges~~

~~Product charges are derived from the costs, including, but not limited to, salaries and commodities, incurred by MDAH in the creation of a variety of products from a broad range of diverse, and original and/or published materials in various formats and condition.~~

~~B. Service Fees~~

~~Service fees are derived from the staff time and salaries required to perform the service. If delivery to an outside vendor is required, the cost of transporting the original material will include, but is not limited to, public transportation, car rental, food, lodging, insurance, and salary expenses.~~

~~C. Use Fees~~

~~Use fees represent MDAH's proprietary interest in the materials and are based on fees established by institutions with comparable collections of similar historical items. MDAH reserves the right to charge royalties for use.~~

~~MDAH staff will determine the category of proposed use. Use fees are for a one time, non-exclusive use of the image(s) in one product distributed in one format/medium in one language and are in addition to any production, handling, and mailing costs and any service fees. The conditions of said one-time use will be established with the collection archivist and will be listed on a separate use agreement. Any subsequent use constitutes a reuse and must be approved by MDAH following the procedures set forth in this policy. The reproduced material may not be used in other media or formats without the express, written permission of MDAH. The use fee total for film and video is calculated on the footage ordered in the production-quality copy, regardless of how much of the footage is used in the final product.~~

~~Requests for motion picture production footage in excess of 300 seconds may be eligible for a 10% discount on any use fees charged. Discounts are subject to the approval of the collection archivist and the Division director.~~

~~Legal residents of Mississippi will not be charged use fees; however, for profit organizations chartered in Mississippi will be charged use fees as specified in the *Cost and Fee Schedule for Research, Products, Services, and Use*. Mississippi government agencies will not be charged use fees unless the intended use is related to a product that will be distributed for a price, in which case, they will be charged use fees as specified in the *Cost and Fee Schedule for Research, Products, Services, and Use*. Proof of Internal Revenue Service filing category is required to qualify for the not-for-profit fee rate.~~

~~Profit/Not for profit status is determined by the status of the entity requesting the use, not by the status of the entity funding the project.~~

~~D. Payment in Advance~~

~~Mississippi law requires payment in advance for all products, services, and use fees (Mississippi Code of 1972, Annotated, as amended, §25-61-7). Charges for products, services, and use fees are not refundable.~~

~~Source: Miss. Code Ann. § 25-59-1 § 25-61-7 (1972, as amended).~~

Part 2 Chapter 9: Public Records – Standards: Destruction of Original Records after Imaging. REPEAL.

(Approved by the Board of Trustees, June 3, 1999)

Introduction.

A. Purpose:

~~These rules provide the standards that must be used by state agencies, counties, municipalities, or other entities of the State of Mississippi, when undertaking imaging technology applications with the intent of disposing of the original public records. This rule replaces relevant portions of "Reproduction of records of archival or enduring value, storage of the copies; and destruction of the originals."~~

~~The purpose of this rule is to ensure that public records maintained only in digital format through the use of an optical imaging system will remain accessible to the public, state agency and/or local government for the full period that the record must be maintained.~~

B. Authority:

~~The authority for the establishment of this rule is §25-59-9 and §25-59-29, Mississippi Code of 1972, Annotated.~~

C. Scope:

- ~~1. This rule is applicable to all custodians of public records (see definition of "public records" at E.18) including state agencies, counties, municipalities, school districts, and other entities of the State of Mississippi.~~
- ~~2. This rule establishes the minimum requirements necessary for disposal of original public records after duplication in an imaging system.~~
- ~~3. This rule applies to records series which have been scheduled as permanent by the State Records Committee or Local Government Records Committee.~~

D. Intent:

The Department of Archives and History is aware that there may be instances where an agency or local government has an imaging application which, due to the nature of the application, might require adoption of technical standards that are not in compliance with the standards outlined in this rule. It is not the intention of Department of Archives and History to impose standards upon an agency or local government that will reduce the intended benefits of an imaging application, provided the Department can be confident that steps have been taken to insure the future migration of the images in accordance with retention requirements. In such cases, the agency or local government may request to work with the Department to develop alternative systems. The use of an alternate system should be considered exceptional, and the Department will not approve disposal of original records unless it is fully confident that all measures insuring future migration of data are in place.

E. Definitions:

1. ~~AIIM—the Association for Information and Image Management, a standards-setting body affiliated with the American National Standards Institute (ANSI), which is the principal developer of standards for microforms and information storage technologies involving images, such as optical disks and scanners.~~
2. ~~ANSI—the American National Standards Institute, a private national standards organization in the United States, which coordinates the development and maintenance of various industry standards.~~
3. ~~CCITT—International Telegraph and Telephone Consultative Committee (predecessor of ITU).~~
4. ~~COLD (Computer Output to Laser Disk)—the storage on optical disk of coded data generated by a host computer. COLD replaces COM (Computer Output to Microfilm) as a mainframe storage medium.~~
5. ~~CD-ROM (Compact Disk—Read Only Memory)—a data storage system using compact disks as the medium.~~
6. ~~DPI (Dots Per Inch)—in scanning, a measurement of resolution—the number of pixels a scanner can physically distinguish in each vertical and horizontal inch of an original image.~~
7. ~~Flatbed—scanner design in which the document is placed on a glass surface similar to placing an item on the glass of a photocopier. This allows for the scanning of materials that cannot be fed through an automatic document feeder.~~
8. ~~ICR (Intelligent Character Recognition)—the ability of software to recognize and translate bit mapped scans or faxes of hand printed or machine printed alphanumeric characters into machine-readable text.~~

9. ~~IEC—International Electrotechnical Commission.~~
10. ~~ISO—the International Organization for Standardization, which coordinates national standards worldwide.~~
11. ~~ITU—International Telecommunication Union (formerly CCITT).~~
12. ~~JPEG—a standard for still image compression developed by the Joint Photographic Experts Group.~~
13. ~~OCR (Optical Character Recognition)—the ability of software to recognize and translate bitmapped scans or faxes of printed alphanumeric characters into machine-readable text.~~
14. ~~Open System—a system with characteristics that comply with specified, publicly maintained, readily available standards and that therefore can be connected to other systems that comply with those same standards.~~
15. ~~Optical Disk—a direct access storage device that is written and read by laser light.~~
16. ~~Original Record—a public record in the format as created or received, or in the format as reproduced in accordance with standards issued by the Mississippi Department of Archives and History.~~
17. ~~Public Body—any department, bureau, division, council, commission, committee, subcommittee, board, agency and any other entity of the state or a political subdivision thereof, and any municipal corporation and any other entity created by the Constitution or by law, executive order, ordinance or resolution. Within the meaning of this chapter, the term "entity" shall not be construed to include individuals employed by a public body or any appointed or elected public official.~~
18. ~~Public Records—all books, records, papers, accounts, letters, maps, photographs, films, cards, tapes, recordings or reproductions thereof, and any other documentary materials, regardless of physical form or characteristics, having been used, being in use, or prepared, possessed or retained for use in the conduct, transaction or performance of any business, transaction, work, duty or function of any public body, or required to be maintained by any public body (as defined in Mississippi Code Annotated 25-59-3).~~
19. ~~TIFF (Tagged Image File Format)—a family of bitmap file formats for describing and storing color and grayscale images.~~
20. ~~WORM (Write Once, Read Many)—storage media (usually recordable CD-ROM or optical disk) that is not re-writable. Information can only be written to the disk once. It is permanently stored on the disk.~~

Rule 9.1 Technical Requirements.

~~A. Open System Architecture:~~

~~The design of the system shall permit future system upgrades with minimal effect on system operation. The system architecture shall allow flexibility in exporting and importing data to other non-proprietary systems. Standards for open systems such as the United States Department of Defense's TAFIM, the Institute of Electrical and Electronic Engineers' Open Systems Handbook: A Guide to Building Open Systems, or Open Systems Handbook: A Guide to Building Open Systems published by the Open Software Foundation shall be used.~~

~~B. Non-Rewritable Storage Media:~~

~~Only non-rewritable storage media is acceptable. Such media include write-once read many (WORM), compact disk read only (CD-ROM), and microfilm produced in accordance with standards issued by the Mississippi Department of Archives and History. Prior to disposal of the scanned documents, images must be stored on one or more of these media.~~

~~1. Use of these storage media shall be in accordance with the following standards:~~

~~a. WRITE ONCE READ MANY (WORM). Standards for WORM optical disks may be found in the WORM portion of ISO/IEC 1336 Volume and File Structure of Write Once and Rewritable Optical Disks Using Non-Sequential Recording for Information Interchange Universal Disk Format.~~

~~b. COMPACT DISK READ ONLY. ISO 9660 Volume and File Structure of CD-ROM for Information Interchange.~~

~~c. MICROFILM. Mississippi Department of Archives and History Rule.~~

~~2. The use of digital optical disks with a guaranteed minimum shelf life of five years and a minimum post-write life of twenty years is required.~~

~~C. Non-Proprietary Image File Format:~~

~~TIFF file format is the required standard for alphanumeric documents and JPEG file format is the required standard for graphic documents. Because of variation in the structure of these file formats among vendors and in order to increase the likelihood of accessibility to permanent records stored in this method, comprehensive documentation of the image file format must be maintained with other system documentation. Alternative file formats are acceptable provided complete documentation of the digital image file format, including tested procedures and techniques for the conversion of images and data, is maintained.~~

~~D. Compression Algorithm:~~

~~ITU Group 3 and 4 (formerly CCITT Group 3 and 4) shall be used.~~

~~E. Scanning Resolution:~~

~~300 dpi or greater~~

~~F. Media Error Detection and Correction:~~

~~ANSI/AIIM MS 59-1996, Media Error Monitoring and Reporting Techniques for Verification of Stored Data on Optical Digital Data Disks, is the required standard for reporting the error rate data to the operating system for user evaluation.~~

~~G. Indexing System:~~

~~The indexing system used to retrieve images shall be a relational database. Alternative indexing systems must be approved in writing by the Mississippi Department of Archives and History. Information on establishing index fields in an electronic imaging system may be found in ANSI/AIIM TR40-1995, Suggested Index Fields for Documents in Electronic Image Environments.~~

~~Source: Miss. Code Ann. §§ 29-59-9, 25-59-29, 25-59-3 (1972, as amended).~~

~~*Rule 9.2 System Management/Functional Requirements.* The comprehensive management of a document imaging system is key to its functional success as well as the quality, integrity, and authenticity of the imaged records. System planning, design, budgeting, procurement, procedure formulation, training, and testing all require thoughtful deliberation and patience.~~

~~The following is an overview of required practices in several categories of system management and operation:~~

~~A. Documentation:~~

~~Comprehensive procedural and system documentation must be maintained to ensure that the operation continues to function effectively over time. The documentation shall include:~~

- ~~1. Hardware and software specifications, brand names, versions, and dates of installation, upgrade, replacement, and conversion.~~
- ~~2. An overview of system purposes and uses.~~
- ~~3. Policies and procedures for all aspects of system operation and maintenance, including procurement, file and document preparation for scanning, data entry,~~

~~quality control, indexing, corrections, expungement, redaction, back-ups, security, migration, application of safeguards to prevent tampering and unauthorized access, and printing.~~

- ~~4. Data structure and content, including file layout and data dictionaries.~~
- ~~5. Enhancement algorithms are techniques for processing the image so that the result is visually clearer than the original image. Imaging systems should not be capable of altering a record as scanned, except for standard computer enhancement routines used to improve legibility.~~
- ~~6. Documentation is also necessary for providing audit trails, for establishing legal admissibility of images, and for use by future system operators as staffs change. It is the responsibility of the system's administrators, not the vendor.~~

~~B. Quality Control:~~

- ~~1. To ensure the integrity and legibility of scanned images, there must be in place established procedures for quality control. Visual quality inspection of each image is necessary and should be performed initially by the staff member scanning and then by a second staff member.~~
- ~~2. The accuracy of the index must also be verified through visual inspection by a second staff member of each index entry following either entry of terms or creation through optical or intelligent character recognition.~~
- ~~3. The system should also include the ability to rescan and to correct indexing errors before the image and/or index is written to optical media.~~
- ~~4. Quality control issues must be raised with vendors during the selection process and be considered when planning for time and staff budgeting. Since original records are more often than not destroyed once reformatted, the importance of image and index quality control must not be underestimated.~~
- ~~5. Information regarding the establishment and use of procedures for the ongoing control of quality within an electronic imaging system may be found in ANSI/AIIM MS44-1988 (R1993), Recommended Practice for Quality Control of Image Scanners.~~
- ~~6. Information regarding appropriate use of test charts and patterns in document imaging applications may be found in AIIM TR38-1996, Compilation of Test Targets for Document Imaging Systems.~~

~~C. Indexing:~~

- ~~1. Complete, appropriate and accurate indexing capability is essential. Indexing and information retrieval needs must be assessed during system planning and design. Migration and long term usability planning must also include consideration of continuing information retrieval requirements. As noted in F.7, information on establishing index fields in an electronic imaging system may be found in ANSI/AIIM TR40-1995, Suggested Index Fields for Documents in Electronic Image Environments.~~
- ~~2. The importance of indexing requires that vendor claims be validated through demonstration and testing.~~

~~D. Migration:~~

- ~~1. A comprehensive plan for refreshing data and for migrating images, indexes and related data through successive versions of hardware and software is essential for ensuring long term access to imaged records. Not only should plans be established for the migration of images and related data, but structural data relationships should be preserved under migration. The strategy should facilitate the movement of records from one generation of technology to another and should take into consideration vendor stability and dependability, system obsolescence, and media longevity.~~
- ~~2. The reality of obsolescence requires that agencies and governmental entities keep pace with constant developments and improvements. Technology trends must be monitored. The technology choices made when systems are developed or upgraded may determine the ease of migration.~~
- ~~3. Systems should consist of hardware and software that conform to non proprietary standards and should be constructed in an open system architecture.~~
- ~~4. Budgeting and planning should include consideration of the costs of technology upgrades and data migration.~~

~~E. Back-up, Disaster Recovery, and Security Copies:~~

- ~~1. Back-up procedures and disaster recovery plans should be in place with specified provisions for the imaging system. Detailed information on back-ups and disaster recovery should be obtained from vendors. Back-up expense and complexity can vary depending on the type of media and the amount of data to be stored and must be considered during the planning and selection process.~~
- ~~2. A regular schedule of back-ups should be instituted for all data on the system, including indexes.~~
- ~~3. Security copies should be labeled with information to include date, system, and software used, and any existing restrictions on access, keeping in mind that it is~~

impossible to determine content merely by looking at a disk or tape. It is preferable that security copies be stored off site, in an area with stable environmental conditions and with adherence to the manufacturer's specifications for the storage of the media, whether magnetic or optical. Information regarding optical media storage may be found in ANSI/PIMA IT9.25-1998, Imaging Materials-Optical Disc Media Storage.

F. Expungement/Redaction/Encryption Capabilities:

1. Agencies and governmental entities should have in place a strategy to guarantee that material exempted from disclosure is not made available to the public. Imaging systems should have the capability to expunge images and index entries and to redact confidential portions of images or indexes when required by law. System administrators may also wish to further insure privacy of their data through the use of an encryption technique by which data is scrambled before transmission and then unscrambled (decrypted) by the receiver.
2. The potential need for expungement, redaction and encryption capabilities must be assessed on the front end and discussed with vendors when planning for long-term usability of an imaging system. Explanation of procedures for expunging information on WORM optical systems may be found in ANSI/AIHM TR28-1991, The Expungement of Information Recorded On Optical Write Once Read Many (WORM) Systems.

G. Legality:

1. The legal admissibility of reproductions of state and county records is addressed by Mississippi Code Annotated (MCA) Sections 25-59-29 and 19-15-3, respectively.
2. Requirements for the legal acceptance of records are outlined in ANSI/AIHM's TR-31 (1992-1994), a four-part legal admissibility series, and the Mississippi Rules of Evidence.

H. System Selection:

1. Agencies/governmental entities should conduct a thorough survey of document and paper types, sizes, colors, and contrasts within their records and collect examples of potential problems or obstacles, such as browned and fragile papers, pencil and pen handwriting, bound volumes, photographs, and oversized items. Before selection, a scanner should demonstrate the ability to handle the job. The potential need for flatbed scanning capability rather than automatic feed alone must also be assessed, both for immediate and future needs.
2. The selection of a vendor is perhaps the most important single decision impacting an imaging system's success. A vendor's stability, accessibility, and long-term

viability must be assessed when procuring a system heavily dependent on vendor support.

Source: *Miss. Code Ann.* §§ ~~29-59-9, 25-59-29, 19-15-3~~ (1972, as amended).