

Topic: **State Records Committee Meeting**

Time: **Jul 18, 2024 10:00 AM Central Time (US and Canada)**

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MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

MINUTES OF A MEETING OF THE STATE GOVERNMENT RECORDS COMMITTEE

Thursday, April 18, 2024

The State Records Committee held its regular quarterly meeting at 10:00 a.m., Thursday, January 18, 2024, in a virtual environment using Zoom. David Pilcher, Archives & Records Services director, Mississippi Department of Archives and History (MDAH), and chair of the Committee, presided. Bob Dent, head, Government Records Section, Archives and Records Services Division (A&RS), presented the agenda for the meeting.

The following members of the Committee were present:

Joseph Sclafani, representing the Honorable Tate Reeves, Governor
Judy Moulder, representing the Dept. of Health – Vital Records

The following visitors were present:

Uriah Jenkins, USM
Vonkeshia Hyatt, MSU
Kenneth Heard, UMMC Counsel
Tom Chain, Office of the Auditor

The following staff of MDAH were present:

Caroline Gray-Primer, Government Records, A&RS
Nikki Maxwell, Government Records, A&RS

- I. Mr. Pilcher recognized a quorum, called the meeting to order, and welcomed all present.
- II. Minutes of the January 18, 2024, meeting were presented to the Committee. Joseph Sclafani moved to approve, Judy Moulder seconded. The Committee unanimously approved the minutes.
- III. Mr. Pilcher acknowledged an opportunity for public comment. Mr. Dent indicated that no public comments were received prior to the meeting.
- IV. Mr. Dent presented the remainder of the schedules for the Committee's consideration:
 - A. Proposed Schedules for IHL
 - a. Student Temporary Records, Enrolled – 6314
 - b. Student Permanent Records, Registrar's Office – 6315
 - c. Student Fiscal Records – 6316
 - d. Student Accommodation Records – 6311
 - e. Course, Instructor, and Self-Evaluations – 6312
 - f. Accreditation Records – 6313
 - g. Convert all USM specific schedules to All Public Universities and remove USM specific language and retain schedule numbers at this time.

Judy Moulder moved to approve, and Joseph Sclafani seconded. The Committee unanimously approved the new IHL schedules.

B. Proposed amendments to existing agency schedules to follow approved general schedules

- a. Personnel Files – G14, G15, G16, G20, G21 or G91, as applicable
 - i. Dept. Of Revenue - no 133
 - ii. Dept. of Employment Security – no. 315
 - iii. Dept. of Human Services – no. 368
 - iv. Dept. of Health – no. 2889
 - v. Univ. of Mississippi Medical Center – nos. 4136, 3931, 3777
- b. Correspondence – G33 or G62, as applicable
 - i. Board of Barber Examiners – no. 304
- c. Policy & Procedures – G117 and G118, as applicable
 - i. Dept. of Employment Security – nos. 317, 441
- d. Accounting – G131
 - i. Public Employees’ Retirement System – no. 2689
 - ii. Department of Finance & Administration – no. 4651
 - iii. Univ. of Mississippi Medical Center – nos. 2283, 2288, 2313
- e. Staff Desk Reference Files – G89 or G90, as applicable
 - i. Dept. of Health – no. 3096
 - ii. Archives & History – no. 736
 - iii. University of Southern Mississippi – nos. 5702, 5703
- f. Agency Payroll Records and Timesheets – G136, G137 or G138, as applicable
 - i. MS Emergency Management Agency – no. 155
- g. Procurement – G165, G166 or G167, as applicable
 - i. Univ. of Mississippi Medical Center – nos. 4099, 3488, 3409
 - ii. Dept. of Employment Security – no. 565
 - iii. Dept. of Environmental Quality – no. 1556
- h. Healthcare, Accounting – G131, G132 or 148 as applicable
 - i. Univ. of Mississippi Medical Center – nos. 2928, 2927, 5493, 5494, 2579, 3720
- i. Healthcare, Patient Records - G153 or G154, as applicable
 - i. Univ. of Mississippi Medical Center – nos. 3271, 3272, 2769
- j. Healthcare, Pharmacy – G155, G156 or G157, as applicable
 - i. Univ. of Mississippi Medical Center – nos. 3661

Joseph Sclafani moved to approve, and Judy Moulder seconded. The Committee unanimously approved the amendments for schedules to follow existing general schedules.

C. Proposed amendments to agency schedules to follow newly adopted IHL schedules

- a. IHL, All Public Universities. Student Temporary Records – no. 6314
 - i. Univ. of Southern Miss – nos. 6082, 6084, 6085, 6083, 6091, 6092, 6093, 6086, 6087, 6088, 6089, 6090
 - ii. Univ. of Mississippi Medical Center – nos. 2586, 2588, 2308, 2587, 2589, 2319, 2321
- b. IHL, All Public Universities. Student Permanent Records, Registrar’s Office – no. 6315
 - i. Univ. of Southern Miss. – nos. 5894, 6164, 6165, 6166, 6167, 6168, 6182, 6183, 6184, 6185, 6186, 6176, 6177, 6178, 6179, 6180, 6181, 6169, 6190, 6171, 6172, 6173, 5690
 - ii. Univ. of Mississippi Medical Center – nos. 2586, 2588, 2587, 2589, 2320, 2319
- c. IHL, All Public Universities. Student Fiscal Records – no. 6316
 - i. Univ. of Southern Miss. – nos. 5941, 5938, 5944, 5940, 5943
 - ii. Univ. of Mississippi Medical Center – nos. 3615, 3987, 3275, 3611, 3985
- d. IHL, All Public Universities. Accommodations Provided Files – no. 6311
 - i. Univ. of Southern Miss. – nos. 5852, 5854, 5856
- e. IHL, All Public Universities. Course and Instructor Evaluations – no. 6312
 - i. Univ. of Southern Miss. – no. 5850
 - ii. Univ. of Mississippi Medical Center – nos. 2591, 2594, 2597, 2598, 2599
- f. IHL, All Public Universities. Accreditation Records – no. 6313
 - i. Univ. of Southern Miss – no. 5699
 - ii. Univ. of Mississippi Medical Center – no. 2302

Judy Moulder moved to approve, and Joseph Sclafani seconded. The Committee unanimously approved the schedules.

D. Proposed amendment to agency schedule

- a. MDA
 - i. 6317 amends 5318 - Disaster Recovery Infrastructure Project Files

Joseph Sclafani moved to approve, and Judy Moulder seconded. The Committee unanimously approved the schedules.

- E. Proposed agency schedule to abolish. Files no longer accumulate for these agencies.
 - a. Mississippi Arts Commission – no. 771. No longer accumulating

Judy Moulder moved to approve, and Joseph Sclafani seconded. The Committee unanimously approved the amendments for schedules to follow existing general schedules.

- 5. Off-Site Lease Applications – None at this time.
- 6. In other business, Mr. Dent announced that the 2024 committee meetings will be held July 18th and October 24th.

7. Adjournment - There being no further business before the Committee, Mr. Pilcher thanked all present for their attention and dedication and adjourned the meeting.

Katie Blount, Chair

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AGENDA
STATE RECORDS COMMITTEE
July 18, 2024

1. Call to Order
2. Minutes of Meeting on April 18, 2024
3. Public Comment
4. Application for Disposition / Records Control Schedules
 - A. Proposed General Schedules
 1. Administration
 - a. Quality Control, Programmatic – G184
 - b. Civil Rights Files – G186
 2. Family Support Services
 - a. Adoption and Foster Care Placement Files – G187
 - b. Child Support Files – G188
 - c. Client Lists – G190
 - d. Client Participation – G191
 - e. Cost Reports – G192
 - f. Federal Communications, General – G193
 - g. Federal Communications, Inspector General – G194
 - h. Federal Reports – G195
 - i. Programmatic Audits and Investigations – G196
 - j. Provider Participation – G197
 - k. Programmatic Reports – G198
 3. Healthcare
 - a. Quality Assurance – G200
 4. Personnel
 - a. Time Management – G201
 - b. Training Events – G202
 - c. Training, Master Files – G203
 - B. Amendments to existing General Schedules
 1. Healthcare. Passage of SB2873
 - a. G151 Hospital Patient Records, Minors. Hold ten (10) years after patient is discharged, then dispose.
 - b. G152 Hospital Radiological Patient Records. Hold three (3) years provided radiological report is held in the patient files, then dispose.

- c. G153 Patient Records, Adults. Hold ten (10) years after patient is discharged, then dispose.
- d. G154 Patient Records, Minors. Hold ten (10) years after patient is discharged, then dispose.

C. New Agency Schedules

1. MS Department of Education

- a. Accreditation Records & Reports – 6321
- b. Board Records, Temporary – 6322
- c. Accident/Incident Records – 6323
- d. Census – 6324
- e. Child Nutrition Program Files – 6325
- f. Dormitory and Cafeteria Accounts – 6326
- g. Insurance Files – 6333
- h. Monthly Attendance Records – 6327
- i. Permissions – 6334
- j. Reports, Permanent – 6328
- k. Reports, Temporary – 6329
- l. School Facility Construction File – 6330
- m. Standardized Examination Records – 6335
- n. Student Emergency Contact – 6336
- o. Student Files, Permanent – 6337
- p. Student Files, Temporary – 6338
- q. Student Files, Cumulative – 6339
- r. Textbook Files – 6331
- s. Transportation – 6332

2. Joint Legislative Committee on Reapportionment – 6320

D. Proposed amendments to existing agency schedules to follow approved general schedules:

1. Accounting – G132

- a. Human Services – no. 350, 377
- b. Mental Health – nos. 1821, 1837, 1838, 1843, 1845, 1846, 1847, 1848, 1849, 1862, 1864, 1964, 1970, 2045, 2046

2. Accounting and Procurement – G131, G132, G165, G166, G167 as applicable

- a. Human Services – nos. 358, 372, 375, 381, 2658, 2661, 3793, 4324
- b. Medicaid – nos. 1632, 3114, 3649, 5530, 5534, 5537, 5538, 5539, 5544, 5567, 5574, 5575
- c. Rehabilitation Services – nos. 21, 194, 488
- d. Public Safety – no. 236
- e. Dept. of Revenue – nos. 64, 67, 72

3. Administration, Grant Operating Files (Awarded) – G120

- a. MS Development Authority – no. 5318

4. Administration, Staff Subject Files – G89
 - a. Rehabilitation Services – no. 243
 - b. Archives & History – no. 4163
5. Administration, Executive Correspondence – G33
 - a. Public Safety – no. 225
6. Administration, Minutes and Support Files to Minutes – G34, G45 as applicable
 - a. Dept. of Education – no. 1459
 - b. Finance & Administration – no. 3522
 - c. Nursing – no. 973
7. Administration, Policies & Procedures – G106, G117, G118 as applicable
 - a. Emergency Management – nos. 626, 635
 - b. Employment Security – no. 317
 - c. Fair Commission – no. 2173
 - d. Finance & Administration – no. 3286
 - e. Mental Health – nos. 1908, 1912, 1928, 1935
 - f. Rehabilitation Services – nos. 1016, 1017
8. Annual Reports – G30
 - a. Agriculture & Commerce – nos. 2155, 2158
 - b. Human Services – nos. 525, 4706
9. Law Enforcement, Arrest Records, Reports, and Logs – Non-Felonies – G170
 - a. Mental Health – nos. 1812, 2031, 2033, 2036
10. Law Enforcement – G171 Dispatch Logs; G172 Dispatch Recordings as applicable
 - a. Public Safety – no. 234
11. Law Enforcement – G177, G178 Training Records, as applicable
 - a. Mental Health – no. 2037
 - b. Public Safety – no. 223
12. Legal, Affiliation Agreements – G161
 - a. Mental Health – nos. 2009, 2048
13. Legal, Contracts – G158, G159, G160, as applicable
 - a. Mental Health – nos. 1819, 1904
 - b. Nursing – no. 988
14. Legal, Litigation – G130
 - a. Medicaid – nos. 2871, 5585
 - b. Environmental Quality – nos. 1553, 3995
15. Licensure – G141, G142, G143 as applicable
 - a. Accountancy – no. 6058

- b. Cosmetology – no. 4109
 - c. Human Services – nos. 380, 5074, 5075, 5090
 - d. Mental Health – nos. 1813, 1933, 1959
 - e. Dept. of Revenue – no. 41
16. Grants – G127, G128, G129 as applicable
- a. Human Services – nos. 2701
 - b. Rehabilitation Services – nos. 243, 262
17. Healthcare, Patient Billing – G148
- a. Mental Health – no. 1939
18. Healthcare, Hospital Patient Records, Mental Health – G150
- a. Mental Health – nos. 1924, 1884, 1961, 1984, 1989, 1990, 1994, 1998, 1999, 2000, 2011, 2012, 2013, 2047, 2070, 2074, 2075, 2076, 2077, 5244
19. Healthcare, Medication Control Records, Subject to CMS – G156
- a. Mental Health – nos. 1986, 1987, 1988, 1991, 1995, 1996, 2001
20. Payroll – G136
- a. Human Services – no. 1018
21. Personnel, Applicant Selection Process – G85
- a. State Personnel Board – no. 4734
22. Personnel, General Administrative Files – G16
- a. Human Services – nos. 366, 385, 386, 3106
 - b. Archives & History – no. 4170
 - c. Institutions of Higher Learning – nos. 571, 2537
23. Personnel, Separated From Employment – G15, G21 as applicable
- a. Rehabilitation Services – no. 238
24. Personnel, EEOC Case Files – G65
- a. Human Services – no. 386
 - b. Rehabilitation Services – no. 243
25. Personnel, Personal Service Contracts – G91
- a. Rehabilitation Services – no. 488
26. Personnel, Investigations – G109, G110
- a. Employment Security – nos. 613, 614
27. Personnel, Worker's Compensation Files – G187
- a. Mental Health – no. 2065
28. Property – G116 Fixed Assets

- a. Employment Security – no. 423
- b. Environmental Quality – no. 2190
- c. Finance & Administration – nos. 1341, 1375
- d. Human Services – nos. 369, 375, 1036, 1037
- e. Library Commission – no. 3964
- f. Mental Health – nos. 1807, 1915
- g. Rehabilitation Services – no. 180

29. Procurement – G165, G166, G167

- a. Environmental Quality – nos. 1556, 3231
- b. Mental Health – nos. 1853, 2058
- c. Soil & Water Conservation Commission – no. 820

30. Vehicle Records – G92, G93, G94, G95, G96, G97, G98, G99, as applicable

- a. Library Commission – nos. 4084, 4085
- b. Public Safety – no. 232
- c. Soil & Water Conservation Commission – no. 820

31. Loans – G124, G125, G126 Administration Loans

- a. Soil & Water Conservation Commission – no. 4063

32. Proposed Amendments to schedules with multiple unrelated series:

- a. G89 Subject Files; G90 Desk Reference Files; G132 Accounting; G55 Agency Publications; G106, G117, G118 Policy
 - 1. Archives & History – no. 4292
 - 2. Human Services – nos. 385, 394
 - 3. Mental Health – no. 2018
 - 4. State Personnel Board – no. 2779
- b. G132 Accounting; G90 Desk Reference Files; G14, G15, G16, G20, G21 Personnel
 - 1. Human Services – nos. 391, 392, 1030, 5077
 - 2. Rehabilitation Services – nos. 179, 238
- c. G90 Desk Reference Files; G34, G35 Minutes; G92-G99 Vehicle Records
 - 1. Rehabilitation Services – no. 195
- d. G90 Desk Reference Files; G127-G129 Grants
 - 1. Rehabilitation Services – no. 493
- e. G132 Accounting; G14-G21 Personnel
 - 1. Rehabilitation Services – no. 264
- f. G14, G15, G16, G20, G21, G91 Personnel
 - 1. MS. Dept. of Education – nos. 833, 996

2. Mental Health – nos. 1868, 1869, 2008, 2049, 2050, 2051, 2053, 2054, 2055, 2056, 2059, 2061, 2062, 2063, 2064, 2071, 2078
- g. G106, G117, G118 Administration; G130 Legal; G132 Accounting
 1. Human Services – no. 329
 - h. G88 Official Subject Files; G89 Subject Files; G90 Desk Reference Files
 1. Corrections – no. 4361
 2. Environmental Quality – no. 2193
 3. Ethics Commission – no. 1393
 4. Human Services – nos. 345, 346, 353, 356
 5. Mental Health – nos. 1806, 1808, 1811, 1827, 1829, 1840, 1842, 1857, 1863, 1872, 1876, 1879, 1885, 1888, 1891, 1894, 1895, 1902, 1903, 1905, 1906, 1907, 1910, 1913, 1914, 1916, 1918, 1919, 1920, 1921, 1926, 1927, 1930, 1934, 1936, 1937, 1940, 1947, 1948, 1949, 1950, 1951, 1952, 1953, 1955, 1956, 1958, 1960, 1962, 1966, 1967, 1968, 1971, 1973, 1974, 1975, 1976, 1977, 1979, 1980, 1981, 1982, 1992, 2002, 2003, 2005, 2022, 2023, 2024, 2025, 2026, 2029, 2034, 2039, 2041, 2043, 2044, 2052, 2066, 2067, 2068, 2073
 6. MS. Development Authority – no. 3704
 7. Pharmacy Board – no. 3254
 8. Rehabilitation Services – no. 197
 - i. G53 Press Releases; G54 Public Relations Working Files; G55 Agency Publications; G56 History Files; G57 Invitations & Programs; G58 Speeches; G63 Newsletters, Bulletins & Brochures; G64 Newsletter Support File, as applicable.
 1. Archives & History – nos. 4295, 4296, 4298, 4314
 - j. G62 Transitory Correspondence; G89 Staff Desk Reference Files; G90 Staff Subject Files
 1. Attorney General – no. 398
 2. Finance & Administration – no. 1618
 3. Board of Nursing – nos. 975, 988
 4. Dept. of Transportation – nos. 1165, 1166
 5. Univ. of Mississippi Medical Center – no. 3489
 - k. G104 Strategic Plans; G30 Annual reports; G55 Agency Publications, as applicable
 1. Accountancy – no. 4232
 2. Human Services – no. 525
 - l. G62 Transitory Correspondence; G89 Staff Subject Files; G16 Personnel; G91 personal Service Contract Files; G131 Accounting
 1. Board of Pharmacy – no. 3255

- m. G169 Arrest Records, Reports, and Logs – Felonies; G170 Arrest Records, Reports, and Logs – non-felonies
 - 1. Dept. of Public Safety – no. 217
- n. G33 Director's Files; G62 Transitory Correspondence; G89 Staff Subject Files; G90 Desk Reference Files
 - 1. Attorney General – nos. 398, 400
- o. G124, G125, G126 Loans; G165, G166, G167 Procurement; G116 Fixed Assets; G131 Accounting
 - 1. Soil & Water Conservation Commission – no. 4063
- p. G77, G78, G136 Payroll Records
 - 1. Chiropractic Examiners – no. 3349
- q. Proposed schedules to abolish
 - 1. Accountancy – no. 4267
 - 2. Archives & History – no. 4291
 - 3. Health – no. 4175
 - 4. Mental Health – nos. 1890, 1963, 2015, 2017, 2019, 2020, 2021
 - 5. Rehabilitation Services – no. 492
 - 6. Veterinary Diagnostic Laboratory – no. 4227
- r. Off-Site Lease Applications: None at this time
- s. 2024 Meeting Dates: Oct 24th
- t. 2025 Meeting Dates: Jan 16th, April 17th, July 17th, Oct 23rd
- u. Other Business
- v. Adjournment

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Proposed General Schedules – Administration

#	Title	Description	Disposition
G184	Quality Control, Programmatic	This series includes records related to programmatic error rates for services for which an individual has applied. This may include applications, internal correspondence for correction, case actions, and summary information to improve the quality and effectiveness of services.	Hold three (3) years, then dispose.
		<u>Employment Security</u> : 440 <u>DHS</u> : 526, 527, 529, 532, 539, 540, 3534 <u>Medicaid</u> : 2721, 3459, 3460, 5567	
G186	Civil Rights Files	This series includes checklists, assurances of compliance, discrimination monitoring, reports, site-review information, and related files.	Hold five (5) years following final results or reports, then dispose. Open Department of Justice reviews or audits must have been concluded prior to destruction.
		<u>Education</u> : 832, 946	

Proposed General Schedules – Family Support Services

#	Title	Description	Disposition
G187	Adoption and Foster Care Placement Files	Includes Interstate Compact on Placement of Children (Adoption & Foster Care), County Adoption Case Files, and related files.	Hold one-hundred twenty-five years (125), then dispose. Paper must be held in a climate controlled area, and electronic records must be duplicated off-site.
		<u>CPS</u> : 6019, 6304 <u>DHS</u> : 5068, 5069, 5200	
G188	Child Support Files	This series includes parent locator case files, administrative files, child support fiscal records, enforcement and attorney's reports, and legal and related files.	Hold five (5) years, then dispose. Fiscal records must have been released three (3) years prior to disposal.
		<u>DHS</u> : 347, 350, 994, 995, 3109	
G190	Client Lists	This series includes lists of clients, beneficiaries, or others served by programs of the agency. The lists are used internally to evaluate programs and the numbers and programmatic assignments. This may include daily, weekly, monthly, quarterly, and annual lists.	Hold until superseded, then dispose.
		<u>DHS</u> : 520, 534, 544 <u>Rehabilitation</u> : 198, 199, 200, 201, 260	
G191	Client Participation	Includes applications, active, deceased, discharged, eligibility determinations, case mix, buy-in, pre-admission, plan of care, desk review, and related files. These files are for individuals to participate as Medicaid, Human Services, and Rehabilitative Services beneficiaries, clients, and recipients for which the agency may pay another entity for services, treatment, or care received under their program.	Hold five (5) years after case is closed, denied, or individual is deceased, and all state and federal audits have been released three years. Delete and dispose of all paper and electronic records.
		<u>DHS</u> : 530, 531, 535, 542, 548, 554, 2463, 2651, 2663, 2665, 2666, 2744, 3099, 3100, 3469, 4317, 4318, 5091, 5497 <u>Rehab Services</u> : 175,199, 203, 204, 205, 206, 207, 244, 247, 254, 255, 256, 257, 258, 495, 936, 937, 1013, 1130, 1549, 1551, 2166, 2521	

G192	Cost Reports	Rural Health Clinics, Nursing Home, Home Health Agency, Long-term Care and Federal Qualified Health Clinic Cost Reports, hospital reimbursement non-prospective payment system.	Hold five (5) years after settlement, then dispose.
G193	Federal Communications, General	Official communications to include memos, bulletins, correspondence, instructions, policies, and procedures. <u>DHS: 348</u> <u>Rehab Services: 263</u>	Hold until superseded, then dispose.
G194	Federal Communications, Inspector General	Sanction Letters	Hold six (6) years after final resolution and release, then dispose.
G195	Federal Reports	This includes information and work papers used to compile, complete, and submit reports to the federal government related to agency programs as required. <u>DHS: 352, 536</u> <u>Rehabilitation Services: 198</u>	Hold six (6) years after acceptance, then dispose.
G196	Programmatic Audits and Investigations	Audits and financial review by the agency of providers, clients, or programs to ensure compliance with programmatic requirements to include provider, client, and reported abuse. <u>DHS: 357, 359, 382</u>	Hold five (5) years after closure, then dispose.
G197	Provider Participation	Application, Provider Enrollment, Certification & Transmittal, Prior Authorizations, Pharmacy, out-of-state pharmacy and providers, provider audits, medical licensure notices, provider inspections, case mix, and related files. <u>DHS: 555</u>	Hold five (5) years after denied or inactive, then dispose.
G198	Programmatic Reports	This series many include weekly, monthly, quarterly, and annual reports on client case work, closures, and other reports to show aggregated or individual clients added or removed, costs per recipient/benefit type from program assistance or benefits. <u>DHS: 537, 541, 544, 545, 549, 551, 554, 3102, 3110, 3112</u> <u>Rehab Services: 197, 198, 203, 204, 205, 206, 494</u>	Hold annually compiled information five (5) years, then dispose.

Proposed General Schedule – Healthcare

#	Title	Description	Disposition
G200	Quality Assurance, Healthcare	This series includes records related to programmatic error rates for services completed by the provider or laboratory. This may include applications, orders, internal correspondence for correction, case actions, and summary information to improve the quality and effectiveness of services.	Hold five (5) years, then dispose.
		<u>Mental Health</u> : 2079, 5211 <u>UMMC</u> : 2387, 2406, 3851 <u>Veterinary Diagnostic Lab</u> : 4204, 4209, 4212, 4216, 4224	

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Proposed General Schedules - Personnel

#	Title	Description	Disposition
G201	Time Management	This series includes documentation of case management, staff assignment and time study reports to determine the amount of time involved in projects by staff/contractors, and to allocate costs for future expenditures relating to the number of individuals involved.	Hold one (1) year, then dispose.
		DHS: 521, 547, 552, 1019, 3126, 4703, 4705 Health: 3597	
G202	Training Events	Sign-in sheets, announcements, and correspondence. Correspondence and invoices for training provided by a third party must follow Procurement retention schedules.	Hold three (3) years, then dispose.
		DHS: 392, 5077	
G203	Training Master Files	Development files to include curriculum, presentation material, hand-outs, lecture notes or information compiled for the presentation of the training. Agency should obtain a copy from contractors or vendors who are providing the training for the benefit of the agency.	Hold until superseded, then dispose.
		DHS: 387, 392, 5077	

MS Department of Education – State Special Schools

#	Title	Description	Disposition
6321	Accreditation Records & Reports	Includes reports, requirements, and correspondence.	Hold two (2) accreditation cycles, then dispose.
		Amends schedule 953	
6322	Board Records, Temporary	This series includes board claims dockets, school board orders, cancelled bonds and coupons, and tax collector's reports to the superintendent of schools.	Hold five (5) years, then dispose. Board Orders must be held five (5) years after they have been recorded into the Minute Book.
			MCA 37-15-8
6323	Accident / Incident Records	This series may include reports regarding unlawful activity or violent acts on school property or during school events. May include description of the accident, reports of the school personnel, information about the student involved, and the action or treatment given.	Hold five (5) years after finalization of the accident or incident, then dispose.
			MCA 37-11-29
6324	Census	This is a list of educable children, which may include a list of students for each county. May include parent's name, address, telephone number or related information.	School to hold one copy permanently and transfer copy annually to State Archives.
		Amends schedule 868	MCA 37-15-7
6325	Child Nutrition Program Files	Records include school meal program files, financial records and reports, applications for participation, eligibility verification, list of applicants, food inventory files, food production and purchase records, meal count	Hold five (5) years. Audit must have been released three (3) years prior to disposal.

		documentation, and monthly reports for free and reduced meals.	
		Amends schedule numbers 869 and 875	
6326	Dormitory and Cafeteria Accounts	This includes accounts with student funds held on behalf of the student for expenditure on approved supplies and products.	Hold three (3) years after audit, then dispose.
		Amends schedule number 877	
6327	Monthly Attendance Records	Monthly attendance reports and absence records.	Hold one (1) year, then dispose.
		Amends schedule number 960	
6328	Board Reports, Permanent	Includes annual board reports, annual school reports, and all other required compiled reports for the Mississippi Department of Education (MDE).	Hold permanently.
		Amends schedule 839	MCA 37-15-4
6329	Board Reports, Temporary	Includes reports prepared for the State Board of Education on less than an annual basis.	Hold five (5) years, then dispose upon order of the district school board.
			MCA 37-15-4
6330	School Facility Construction File	Includes records documenting the construction and renovation of school facilities. May include correspondence, contracts, permits, reports, photographs, maps, drawings, and related material.	Hold until lapse of administrative need or until destruction of the facility (whichever comes first), then transfer to State Archives.
		Amends schedule 950	

6331	Textbooks	This series includes the textbooks procured for use by the school. Textbooks may be unusable for several reasons as determined by the Mississippi Department of Education (MDE).	Dispose following MDE guidance. Do not warehouse books that are authorized for destruction by MDE.
		Amends schedule 6284	
6332	Transportation	All transportation files to include reimbursement to students, correspondence with parents, vouchers, and verification forms.	Hold five (5) years, then dispose. Files subject to audit are held according to accounting general schedules.
		Amends schedule 843	MCA 37-15-8
6333	Insurance Files	Insurance forms, letters to insurance companies, type of coverage and amount of payment. Explanation of coverage, and related files.	Hold three (3) years, then dispose provided all payments have been collected and there are no outstanding third party liability claims.
		Amends schedules 845, 870	
6334	Permissions	Includes permissions documents granted by the parent or guardian to participate in activities, attend events, or travel on school sanctioned trips. Included are the sign-in/out forms from campus.	Hold until the close of the school year in which the activity occurred, then dispose.
		Amends schedule numbers 870, 871, 872, 874, 878	
6335	Standardized Examination Records	This series documents the administration of standardized examinations of students. Information in these records includes information about the time and place of examinations, student identification, rules, questions, answers and scores. Test scores are records in the Student Permanent Record.	Hold three (3) years after examination, then dispose. Individual test scores are transferred to the Student Permanent Records.

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6336	Student Emergency Contact	Includes information for student emergency contacts.	Hold until superseded or student's last day of attendance, then dispose.

6337	Student File, Permanent	Applications for admission, standardized examination scores, birth certificates, health and testing information, social security number, MSIS number, guidance counseling, home visits, hospital referrals, certification of compliance with immunization law, routine physicals, visual and hearing screening, medical consent.	Hold permanently.
		Amends schedule numbers 834, 835, 847, 955, 2684	

6338	Student Files, Temporary	Includes monthly admissions records, attendance reports, teacher's attendance registers, grade books, standardized examination records, local survey committee files.	Hold three (3) years after the date of last attendance, then dispose.
		Amends schedule numbers 828, 836, 837, 864, 866, 874, 886, 956	

6339	Student Files, Cumulative	May include correspondence, memoranda, applications, absentee records, case files, reports, certificates, photographs, and other documentation of information found in the student's permanent record, IEP, and related files. A copy must be transferred to the next K-12 school in attendance if applicable.	Hold five (5) years after the permanent records have become inactive and store in a central repository of the district.
		Amends schedule numbers 829, 865, 879, 954,957, 960, 2684	MCA 37-15-3

Joint Legislative Committee on Reapportionment

6320	Reapportionment Files	This series includes County precinct maps and information used in redistricting, Congressional Split Blocks, County Split Precincts, New Precincts, Population Verification Reports, House, Senate, Congressional, Judicial, and Precinct District Maps, Congressional and Legislative Submission Plans, Public Hearing records, and all files related to reapportionment.	Hold twelve (12) years, then transfer to State Archives.
		<u>Joint Legislative Committee on Reapportionment: 4398, 4399, 4400, 4401, 4402, 4403, 4404, 4405, 4406, 4407, 4408, 4409</u>	