

Finance and Administration, Department of

Division	Schedule Code	Schedule Title	Schedule Description	Disposition Instructions
Surplus Property	1335	Compliance Case Files	This series consists of compliance case files. Included are General Services Administration case files against donees. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years or until after case is closed, then dispose.
Surplus Property	1337	Correspondence	This series consists of files related to correspondence. Included are letters and memos.	Hold in the current files area three (3) years, then dispose unnecessary material after weeding.
Surplus Property	1340	Eligibility Files	This series consists of qualifying papers for eligibility status. Included are authorization letters, name and address of donees, and list of personnel authorized to enter property area.	Hold in the current files area until donee becomes ineligible. File is to be transferred to voided donee accounts.
Surplus Property	1348	Voided Donee Accounts	This series consists of files related to donees who are no longer eligible. Included are correspondence, letters of complaint, and original application. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years or until case becomes ineligible. If the General Services Administration has filed a case, transfer to Compliance Case Files. If a case has not been filed, dispose of the file.
Fiscal Management	2278	Legislative Reports	This series consists of annual Legislative Reports of expenses of the House, Senate, and Joint Legislative operations.	Hold in the current files area two (2) years, then transfer to State Archives.

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Budget and Accounting	2935	Aircraft Log	This series consists of files related to logoff use of state aircraft. Included are name of passengers carried, Present of use, location of beginning and termination of trip, miles traveled, stops made, fuel consumed and cost per hour of operation. This series is cut off at the end of the fiscal year.	Hold in the current files area one (1) year, then transfer to State Archives.
Support Service	2945	Sovereign Immunity Research Files	This series consists of files related to the issue of sovereign immunity. Included are work files, data collected, reference materials and copies of proposed legislation.	Hold in the current files area two (2) years, then transfer to State Archives.
Budget and Policy	2947	Correspondence Files	This series consists of files related to correspondence with agency directors and legislators addressing individual agency budget needs and addressing specific fiscal questions. Included are incoming and outgoing correspondence of the director of the Office of Budget and Fund Management. This series is cut off at the end of the fiscal year.	Hold in the current files area one (1) year, then dispose. Weed and dispose as necessary.

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Budget and Policy	2951	Agency Correspondence	<p>This series consists of files related to agency budget needs. Included are correspondence received from state agencies during the preparation cycle and the legislative session. This series is cut off at the end of the fiscal year.</p>	<p>Hold in the current files area two (2) years, then dispose.</p>
Fiscal Management	3285	CAFR (Comprehensive Annual Financial Reports)	<p>This series consists of comprehensive annual financial reports. These reports are the official bound audited financial reports for the State of Mississippi. About 1300 of these reports are published each year and are distributed to various entities requiring financial information about the State of Mississippi. This series is cut off at the end of the fiscal year.</p>	<p>Hold in the current files area three (3) years; weed as necessary. Transfer copy to State Archives annually.</p>
Finance and Administration, Department of	3644	Bond Records	<p>This series consists of files related to the coordination and administration of projects financed by state revenue bonds or by state bonds which have the general obligation pledge of the state. These bonds have a maturity period between five and twenty years. Included are working papers, resolutions, correspondence, and the final bound document. This series is cut off at the end of the calendar year.</p>	<p>Hold in the current files area until final payment of the bond; transfer to SRC; hold five (5) years, then dispose.</p>

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Bureau of Financial Control	3789	Vendor File Maintenance Forms	This series contains Statewide Automated Accounting System(SAAS) Vendor Maintenance Form 09.20.14, and a copy of the vendor's W-9 federal tax form. Included are vendor numbers and the Department of Finance and Administration's representative's approval signature and Present.	Hold in the current files area until microfilmed, then dispose of the hard copy.
Finance and Administration, Department of	4113	Aircraft Flight Logs	This series consists of files related to flight logs maintained for three state aircrafts. A separate log is maintained for each aircraft. Documentation includes name of passengers, location of beginning and termination of trips, miles traveled, stops made, and cost per hour of operation. This series is cut off at the end of the fiscal year.	Hold in the current files area four (4) years, then transfer to State Archives. Audit must have been released three (3) years prior to transfer.
Office of Insurance	4647	Appeal Files	This series consists of files related to appeals that were submitted by participants to the Department of Finance and Administration (DFA), Office of Insurance after denied by the designated vendor. The Office of Insurance makes the final determination regarding if the claim is to be accepted or denied. Included are incoming and correspondence (related to vendor information), vendor screen prints, medical records, copies of claims, and enrollment forms. This series is cut off at the end of the calendar year.	Hold in the current files area two (2) years; transfer to SRC; hold five (5) years, then dispose.

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Office of Insurance	4648	Retiree Health and Life Enrollment Insurance Files	<p>This series consists of files related to retired participants of the State and School Employee Health and Life Insurance Plan. The State and School Employees Health Insurance Management Board acting administratively through the Department of Finance and Administration, Office of Insurance administers the Plan. The Office of Insurance acts on behalf of the Board in executing the Board's day to day operational responsibilities concerning the Plan's administration. Included are applications, enrollment forms, and medical information. This series is cut off at the end of the calendar year.</p>	<p>Hold in the current files area two (2) years; transfer to SRC; hold ten (10) years, then dispose.</p>
Office of Insurance	4649	Life Insurance Claim Files (Deceased Policy Holders)	<p>This series consists of files related to life insurance claims and supportive documentation regarding the deceased insurance policy holders. Included are life insurance enrollment forms, death certificates, incoming and outgoing correspondence related to deceased beneficiary's policy and copies of medical records. This series is cut off at the end of the calendar year</p>	<p>Hold in the current files area two (2) years; transfer to SRC; hold ten (10) years, then dispose.</p>

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Office of Insurance	4653	Management and Statistical Report Files	<p>This series consists of reports submitted by vendors/insurers providing services to the State and School Employees Life and Health Insurance Plan and the Children's Health Insurance Program. This series also consists of ad hoc reports developed by the Office of Insurance. Included are monthly reports, quarterly reports, annual management reports, analytical reports, utilization reports and eligibility reports. This series is cut off at the end of the calendar year.</p>	<p>Hold in the current files area two (2) years; transfer to SRC; hold two (2) years, then dispose.</p>
Mississippi Management and Reporting System	5122	General Correspondence Files	<p>This series consists of memoranda, agency surveys, agency site visits, and results from users' group meetings related to information technology systems administered by</p>	<p>Authentically reproduce and verify files. Hold electronic files in-house three (3) years, then dispose.</p>