

Education, Community College Board

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| 284 | Activity Files, Intercollegiate Athletic Files | Documents relating to the athletic programs of the colleges. Included are player rosters, eligibility cases, master schedules, appeals and hearings, rules and regulations, annual reports, memos, correspondence, game reports and season bowl game information and programs. | Hold in the current files area five (5) years, then transfer to State Archives. |
| 316 | Activity Files, Non-Athletic Files | Files relating to student activities and programs. Includes supporting documentation, correspondence, workshop and conference information, copies of minutes, copies of the budgets and expenditures, copies of constitutions and bylaws. | Hold in the current files area five (5) years, then transfer to State Archives. |
| 285 | Athletic Eligibility Forms | This series consists of eligibility forms for each participant in athletics at the colleges. The documentation found on Form-1 is name of player, home address, county, scholarship information, Present beginning and ending, and signature. | Hold in the current files area five (5) years, then dispose. |
| 286 | Course Numbering and Approval | This series consists of information pertaining to the community college's uniform course numbering system for the colleges. This numbering system is revised every five years by the Board for Community and Junior Colleges, together with the administration and the academic deans of the colleges. Included are one-page documents notifying the colleges whether the addition of a new course was approved. The documentation will include course information, location, dates, and the course number. | Hold in the current files area five (5) years, then dispose. |
| 287 | Enrollment Audit | This series consists of Board-conducted audits of enrollment to ensure compliance with legal requirements. The audit is divided into different sections. Included is a printout used for verification. | Hold in the current files area five (5) years, then dispose. |
| 288 | Programmatic Approval | This series consists of applications seeking permission to add a new program at a college. Includes applications, correspondence, local level survey material, termination letter, extension letter, and action of the Board | Hold in the current files area five (5) years, then transfer to State Archives. |
| 289 | Proprietary School Files | This series consists of files related to the operations of the Proprietary Schools throughout the State of Mississippi. Proprietary Schools are any schools that are for profit in the State of Mississippi that provide vocational/technical courses of instruction to the public for a fee and certify that completion of these courses and/or programs of study may produce income for students. | Hold in the current files area four (4) years, then transfer to State Archives. |

Approved April 16, 2026