

## Education, PK-12

272	Assessment	This series combined the grade level and subject area testing files into the Mississippi Academic Assessment Program (MAAP) assessment series. Included are correspondence, assessment meeting information, training/workshop information, policies and procedures, test scores, procurement files, and contracts.	Hold six (6) years, then transfer to State Archives.
273	Due Process Hearing	This series includes files related to due process hearings for special education placement and complaints.	Hold until the child reaches twenty-one (21) years of age, then destroy.
274	Educable Child Files	This series includes applications for financial assistance, individual educational plans, personal data sheets, and assessment records.	Hold until the child reaches twenty-one (21) years of age, then destroy
275	Programmatic Audits	This series includes files related to programmatic audits, including financial statements, working papers, audit reports, and closing letters.	Hold three (3) years after conclusion and release of administrative or fiscal audit, then destroy.
276	Programmatic Files	This series includes records that document the administration, development, and oversight of educational programs and services across the Mississippi Department of Education. These records support program accountability, accreditation, approvals, compliance, correspondence, funding, monitoring, reports, student tracking, and testing.	Hold five (5) years, then destroy. Any files subject to audit must be held three (3) years after release of the audit.
277	Programmatic Loans	This series includes attendance, enrollment, assessments, and special education data held in the Mississippi Student Information System (MSIS). Some longitudinal data may be held for an extended period of time at the discretion of MDE.	Hold three (3) years from the date the loan was assigned to the USDE, cancelled, or repaid, then destroy.
278	School & Student Data	This series includes attendance, enrollment, assessments, and special education data held in the Mississippi Student Information System (MSIS). Some longitudinal data may be held for an extended period of time at the discretion of MDE.	Hold at least five (5) years, then determine if longitudinal information will be retained or moved to another system. Information determined unnecessary by the State Board of Education may be destroyed.
279	School Surveys	This series includes various surveys sent to schools and districts to include questionnaires, response forms, correspondence, results, analysis and related files.	Hold two (2) years, then transfer to State Archives.
280	Student Organizations	This series includes files related to student organizations including charters, rosters, competition results and correspondence. These may include Health Occupation Students of American, Distributive Education Clubs of America, Vocational Industrial Clubs of America, Future Farmers of America and Future Homemakers of America, or other organizations that may be created and reported to MDE.	Hold five (5) years, then transfer to State Archives.

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281	Transformation & Improvement	This series includes needs assessment reports related to schools failing to meet the accountability standards for student achievement, appraisals, policy and performance reports, evaluations, management reports, plans of instruction and development, school safety, findings, recommendations, districts which are in probation to rectify financial or academic issues, corrective action plans, correspondence, and related files.	Hold twelve (12) years, then transfer to State Archives.
344	Accreditation Records & Reports	Includes reports, requirements, and correspondence for the Mississippi State Special Schools operated by MDE.	Hold two (2) accreditation cycles, then dispose.
345	Emergency Contact	Includes information about student emergency contacts for the Mississippi State Special Schools operated by MDE.	Until superseded or student's last day of attendance, then dispose.
346	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 for the Mississippi State Special Schools operated by MDE.	Hold three (3) years after examination, then dispose. Individual test scores are transferred to the Student Permanent Records.
347	Incident Reports	This series may include reports of unlawful activity or violent incidents occurring on school property or during school-sponsored events. Records may contain details of the incident, statements from school personnel, information about students involved, and documentation of actions taken or treatments provided for the Mississippi State Special Schools operated by MDE.	Hold five (5) years after finalization of the accident or incident, then dispose. If the record becomes part of the student file, hold according to Student Permanent Record.
348	Permissions	Includes permission 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 for the Mississippi State Special Schools operated by MDE.	Hold until the close of the school year in which the activity occurred, then dispose.
349	Student Cumulative and Permanent Record	Records include documentation related to student admission and health compliance, such as applications, standardized test scores, birth certificates, immunization certifications, medical consent, and health screenings (physical, vision, hearing). Files may also contain social security and MSIS numbers, guidance counseling notes, home visit reports, hospital referrals, and related correspondence. Additional materials can include absentee records, case files, reports, certificates, photographs, and information from the student's permanent record, Individualized Education Program (IEP), and associated files. A copy of these records must be transferred to the	Hold cumulative folder five (5) years after it becomes inactive, then merge with permanent folder and hold permanently.

		next K–12 school attended, if applicable for the Mississippi State Special Schools operated by MDE.	
350	Student Temporary Record	Includes monthly admissions records, attendance reports, teacher's attendance registers, grade books, standardized examination records, local survey committee files for the Mississippi State Special Schools operated by MDE.	Hold three (3) years after the date of last attendance, then dispose.
351	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) for the Mississippi State Special Schools operated by MDE.	Dispose following MDE guidance. Do not warehouse books that are authorized for destruction by MDE.