

Institutions of Higher Learning  
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Division	Schedule No.	Schedule Title	Schedule Description	Disposition Instructions
Administration	782	1202 Commission (Postsecondary Education Planning Board)	Documents relating to statewide planning of post secondary education. Included are reports of commission, correspondence on accreditation of institutions and tenure of faculty. File is arranged chronologically. It is cut off at the end of the calendar year.	Hold in the current files area twenty (20) years; then destroy.
Administration	778	Education and Research Center Buildings and Grounds Dept. File	Documents relating to maintenance of Board's facilities. Included are budgets, correspondence, telecommunications, maintenance of buildings and grounds, floor plans, and parking. File is arranged chronologically.	Hold in the current files area five (5) years; then destroy.
Administration	785	Higher Education Studies	Documents relating to various studies on restructuring higher education in MS. Studies on statewide planning, financial formulas, energy and construction costs, academic programs and needs and assessments of higher education. File is arranged chronologically.	Hold in the current files area lapse of administrative need. Permanently retain final copy of reports; destroy working papers and related material. Copy to be provided to State Archives for permanent retention.

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Administration	607	Institutions of Higher Learning (IHL) Reports	Documents relating to data pertaining only to 8 state supported universities. Financial aid, enrollment, space utilization and degrees conferred. Included are reports from universities and correspondence and student credit hours. File is arranged numerically, then chronologically by school.	Hold in the current files area five (5) years; transfer to SRC and hold five (5) years; then destroy.
Administration	775	List of Graduates	Included are list of names, type of degree and Present received. File is arranged alphabetically by university. It is cut off at the end of the calendar year.	Hold in the current files area one (1) year; then destroy.
Administration	784	Professional Organizations	Documents relating to general correspondence on salaries of executive officers and registration information. Publications of studies and programs of meetings. Included are examples of organizations are the Southern Association of Colleges and Schools and the American Council on Education. File is arranged chronologically.	Hold in the current files area four (4) years after release of the audit; then destroy.
Administration	572	Rights of Way and Easements	Documents relating to requests from highway department to board or vice versa. Included are easement form, plat & correspondence. File is arranged chronologically.	Hold in the current files area permanently within agency.

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Administration	570	Universities Correspondence File (Miscellaneous)	Documents relating to questions about universities that are forwarded to them. Included are complaints, questions on student records, acknowledgment letters, letters from board and faculty correspondence. File is arranged chronologically.	Hold in the current files area five (5) years; then destroy.
Administration	566	University Land Records	Documents relating to the land that each university owns or buys. Included are surveys, titles, deeds, and correspondence.	Hold in the current files area permanently within agency.
Mississippi State University	3338	Livestock Inventories for State Institutions	This series consists of reports received quarterly from state agencies and institutions setting out a detailed inventory of daily cattle, beef cattle, hogs and other animals owned by the agency. Included are report forms and supporting documentation of sales or losses of animals. It is cut off at the end of the calendar year.	Hold in the current files area two (2) years; then destroy.
MS Guarantee Student Loan Agency	2355	Deceased Claims	Documents relating to deceased applicants. Included are death certificates, applications, promissory notes, notice of guarantee, repayment schedules, claim form of money paid (principle and interest), and original notes. File is arranged alphabetically. It is cut off at the end of the calendar year.	Hold in the current files area two (2) years; transfer to SRC and hold three (3) years; then destroy.

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MS Guarantee Student Loan Agency	2354	Denied Claims	Documents relating to denied student loan applications. Included are applications, correspondence from lender, & claim form from lender. File is arranged alphabetically. It is cut off at the end of the calendar year.	Hold in the current files area two (2) years; transfer to SRC and hold three (3) years; then destroy.
MS Guarantee Student Loan Agency	2359	Paid in Full Loans	Documents relating to paid in full loans. Included are applications, promissory notes, notice of guarantee, repayment schedules, and original notes. File is arranged alphabetically. It is cutoff at the end of the calendar	Hold in the current files area two (2) years; transfer to SRC and hold three (3) years; then destroy.
MS Guarantee Student Loan Agency	2360	Pre-Claims Collections Records	Documents relating to pre-claims collections. Included are applications for pre-claims assistance requests from lenders and correspondence on individual accounts. It is cut off at the end of the calendar year.	Hold in the current files area one (1) year; transfer to SRC and hold four (4) years; then destroy.
MS Guarantee Student Loan Agency	2356	Professional Correspondence	Documents relating to professional correspondence. Included are copies of letters sent by staff to lenders and borrowers, and general information. File is arranged chronologically. It is cut off at the end of the calendar year.	Hold in the current files area one (1) year; transfer to SRC and hold two (2) years; then destroy.
MS Guarantee Student Loan Agency	2358	Status Changes	Documents relating to applicant status changes from school. It is cut off at the end of the calendar year.	Hold in the current files area two (2) years; transfer to SRC and hold three (3) years; then destroy.

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Public Universities, Academic Affairs	6072	Disaster Preparedness Plans	This series consists of files that provide a guide for the protection of lives and property at the University. Documentation includes information on preparing for natural disasters or outlining responses to emergencies that may arise, contact information for various individuals, groups that may be able to provide aid and related information.	Hold permanently. Forward one printed copy of each superseded plan to the University Archives for permanent retention.
Public Universities, Academic Affairs	6071	Organization Photograph Composite Boards	This series consists of photograph composite boards and are typically oversized boards (framed or unframed) depicting portrait or group photographs of members of an organization for that designated year.	Hold permanently.
Public Universities, Academic Affairs	6074	Phone Logs	This series consists of the University Libraries' telephone logs. Documentation includes date, time, number called, the length of the call, amount charged for each call and related information.	Hold three (3) years after release of audit, then dispose. Audit must have been released three (3) years prior to disposal.
Public Universities, Academic Affairs	5945	Schedule of Classes	This series consists of semester class schedules.	Hold electronic files permanently. Transfer two (2) copies to the University Archives on a semester basis.

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Public Universities, All Departments and Offices	5949	Annual Reports	This series consists of annual reports which are compiled using staff and department monthly reports for the year.	Hold office/department and division/college internal annual reports permanently in office of origin. Transfer one (1) copy to University Archives. Transfer one (1) copy of University's comprehensive, published annual report at the end of the year to the Mississippi Department of Archives and History and to the Mississippi Library Commission in compliance with Section 25-51-1 et. Seq. of the Mississippi Code of 1972, as
Public Universities, All Departments and Offices	6075	Course Syllabi	This series consists of course syllabi, which lay out expectations for the course and detail required materials/books, deadlines, exam dates, instructor contact information, classroom rules, and related information.	Hold two (2) years after completion of the semester, then dispose unless longer retention is mandated by the accrediting agency.
Public Universities, All Departments and Offices	5704	Delivery Reports (Shipping and Receiving)	This series consists of documentation of good and supplies shipped or delivered.	Retain one (1) year from end of fiscal year shipped or received; then dispose.

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Public Universities, All Departments and Offices	5706	Event and Conference Files	This series consists of records that deal with the nature and subject of an event sponsored by the University. included are brochures, advertising materials, press releases, guest lists, and speaker vitae.	Retain one (1) year from date of event; then transfer to University Archives for permanent retention.
Public Universities, All Departments and Offices	5707	Facilities Reservation Logs	This series consists of reservation files for university facilities, including meeting rooms, auditoriums, etc.	Retain one (1) year in office from date of creation; then dispose.
Public Universities, All Departments and Offices	5708	Forms History File	This series consists of the master set of forms designed for or created by a department, office, or division of the university and establish how information is documented or collected at a given point in time and can establish compliance with accrediting and regulatory requirements. Examples of forms includes: student registration, personnel, purchase requisition, cash accounting, request for departmental services, field trip release, use of photography, etc.	Once form is revised, transfer one (1) copy to University Archives for permanent retention.
Public Universities, All Departments and Offices	5710	Mail and Telecommunications Listings	This series consists of documents listing addresses, phone numbers, fax numbers, or e-mail addresses for staff, faculty, students, and routine contacts.	Retain each generation until superseded; then dispose.

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Public Universities, All Departments and Offices	6105	Minors on Campus Documentation	This series consists of files related to the University's sponsored or sanctioned activities of non-enrolled minors on campus. Records may include training materials for authorized adults/program staff, attendance records, acknowledgement of understanding forms, background check requests/reports, facilities use agreements, safety of minors addendum forms, release forms, waiver and consent for medical treatment forms, self-administration of prescription medication forms, over-the-counter medication forms, activity request for exemption forms, and related files.	Hold three (3) years after close of program/event, then dispose.
Public Universities, All Departments and Offices	5948	Monthly Department Reports	This series consists of monthly department reports which document activities of each departmental unit. The report is compiled from staff reports and is used to create annual activity reports.	Hold five (5) years, then dispose.
Public Universities, All Departments and Offices	5714	News or Press Releases	This series consists of news or press release support information provided by departments, divisions, or colleges to the News and Media Relations Office.	Hold until lapse of administrative need, then dispose.
Public Universities, All Departments and Offices	5716	Photocopier Use Log	This series consists of copier page count, and related use logs and summaries.	Hold in current files area one (1) year; then dispose.

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Public Universities, All Departments and Offices	5893	Photographs	This series consists of photographs created for use by University personnel. The University does not necessarily own copyright for all images. This series includes all formats including negatives, prints, slides, and digital media. Images are retained that document the operations, programs, facilities, activities, or other institutional history.	Annually transfer to the University Archivist for evaluation for permanent retention.
Public Universities, All Departments and Offices	6314	Student Temporary Records, Enrolled	This series includes add/drop forms, administrative withdrawals, advisement records, applications, letters of acceptance, change of grade forms, change of major, course substitutions, and excessive repeat documentation.	Hold two (2) years after withdrawal or graduation of student, then dispose.
Public Universities, All Departments and Offices	5721	Visitor Control Registers	This series consists of records that document visitors to limited access or restricted areas of the campus.	Hold three (3) years after fiscal year of creation; then dispose.
Public Universities, All Departments and Offices	5722	Work Schedules - Assignments	This series consists of records that detail faculty, staff, and student hours of work; work location; and supervisor and employee contact information.	Hold files one (1) year after end of fiscal year; then dispose.
Public Universities, Assessment and Accreditation	6313	Accreditation Records	This series includes accreditation reports and files required by accrediting institutions, whether institutional or program-specific. This may include annual surveys, final reports, and compilations of information, statistics, studies, and meeting minutes.	Hold until updated, then transfer to University Archives for permanent retention.

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Public Universities, Athletics	5753	Compliance Reports (Permanent)	This series consists of records associated with the work of the faculty athletic representative to the National College Athletics Association (NCAA) and the NCAA liaison. Included are squad lists, eligibility and violation reports, and other files determined by NCCA rules. Files may include individually identifiable student athlete information as part of tracking sport and team performance.	Hold permanently in the Athletics Department.
Public Universities, Campus Law Enforcement	6205	Dispatch Tape Recordings	This series consists of files related to dispatch tape recordings. Included are tape recordings of calls received by dispatchers and radio communications between law enforcement personnel.	Hold ninety (90) days, then dispose. Serious incidents may warrant longer retention at the discretion of the local agency.
Public Universities, Finance & Administration	5995	Payment Cardholder Data	This series consists of payment card information recorded when a transaction is made. Documentation includes cardholder name, expiration date, service code, Primary Account Number (PAN) and card verification code.	Dispose of data immediately after use.
Public Universities, Finance & Administration	5751	Signature on File Cards	This series records the signatures of individuals who have authority to sign off on payroll time sheets or reports.	Hold official record of the signature on file cards in the Controller's Office five (5) years, then dispose.

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Public Universities, Graduate School	6076	Theses and Dissertations	This series consists of graduate and honors students' theses and dissertations submitted in support of candidature for academic degrees and presenting the authors' research or findings.	Hold paper and electronic files permanently within the University Library's digital institutional repository.
Public Universities, Health Professions Facilities	5636	Acknowledgement Forms	Client or patient acknowledgement of clinic policies, practices, requirements, including Health Insurance Portability and Accountability Act (HIPAA) notice of privacy practice and Family Educational Rights and Privacy Act (FERPA) releases. May also include acceptance of responsibility or participation in experiments, agreements to maintain confidentiality of group members for group-based services, and related agreements between clients/patients and counselors, therapists, and other health care professionals in the employ of USM.	Maintain five (5) years from last date of contact; then destroy.
Public Universities, Human Resources	5630	Biographical Information	Vitas or biographical summaries for all levels and positions if or when biographical files are created.	Retain one (1) year after creation; transfer to University Archives.
Public Universities, Human Resources	5632	Corrective Action Documentation	Documentation of corrective actions or processes; i.e. those that do not affect pay, status, or tenure and are imposed to correct or improve job performance.	Retain five (5) years after termination of corrective action; then destroy.
Public Universities, Human Resources	5633	Disciplinary Action Documentation	Records of disciplinary actions, i.e. those actions that affect pay, status, or tenure including demotion and dismissal.	Retain five (5) years after termination of employment; then destroy.

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Public Universities, Human Resources	5634	Mail-Forwarding Addresses	These records contain the forwarding addresses of employees.	Retain one (1) year; then destroy.
Public Universities, Legal	5840	Copyright Records	Legal records documenting the University's copyrighted materials including materials created by or owned by the University.	Transfer one (1) set of documentation to University Archives annually for permanent retention. Hold other files in the current files area three (3) years, then dispose.
Public Universities, Legal	5841	Copyright Release Records	Records documenting permissions for use of copyrighted material, whether from author, publisher, or services such as Copyright Clearinghouse.	Retain four (4) years after request, then dispose.
Public Universities, Legal	5839	General Liability Claims	Incident/Accident reports and associated documentation generated when incidents occur on campus grounds that result in damage or injury to person or property. Claimants may be employees with non-medical claims or non-employees (students, campus visitors, etc.) with medical or non-medical claims.	Retain ten (10) years, then dispose.
Public Universities, Libraries	6099	Acquisition Records	This series documents the acquisition (purchased or gifted) of individual items in the collection.	Hold while items remain in University Libraries holdings.

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Public Universities, Libraries	6290	Archives and Special Collections Case Files	This series consists of case files containing essential information on special collections (SPCOL) materials. Included are correspondence, accession files, deeds of gifts, restricted item files, clippings relating to publicity of completed processing or promotion events, transmittals and transfer information files, completed finding aids, collection surveys, conservation and processing notes, and related files.	Hold permanently.
Public Universities, Libraries	6293	Archives and Special Collections Usage Statistics	This series consists of usage statistics, which allow employees to numerically review which collections are being utilized and track collection processing and patron transactions. Documentation includes reference inquiries, researchers, tours, special events, instruction sessions, items used, accessions, processing, finding aids and fees collected for reproductions/shipping/donations.	Hold permanently.
Public Universities, Libraries	6100	Bibliographic Records	This series consists of catalog records for material in the University Libraries. Bibliographic records provide access to the University Libraries bibliographic, serial, and manuscript holdings.	Maintain while item remains in holdings. Delete quarterly following deaccession of final item (copy) described in bibliographic catalog record.

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Public Universities, Libraries	5611	Bindery Lists	List of books, periodicals, newspapers, etc. sent to bookbinder for binding or repair.	Maintain associated records one (1) year after completion of service (return of book); then destroy.
Public Universities, Libraries	5755	Check Out Statistics	Check out statistics track when and how often materials are checked out of the university libraries.	Hold records permanently in the integrated library system.
Public Universities, Libraries	5613	Circulation Records - Overdue & Billing	Records documenting overdue amounts and billing notices associated with patrons and materials borrowed by them.	Retain until a fine is collected or forgiven; then destroy.
Public Universities, Libraries	5619	Copyright Release Records	Records documenting permission granted for use of copyrighted material whether from author, publisher, or a service such as Copyright Clearinghouse.	Retain three (3) years after year of request; then destroy.
Public Universities, Libraries	5612	Current Circulation Records	Records documenting the current circulation of materials, regardless of format. Refers only to the circulation item and includes dates circulated and due.	Maintain until item is returned; then destroy.
Public Universities, Libraries	6294	Deeds of Gift	Records documenting the donation of an item or collection to the Libraries.	Retain permanently at University Archives.
Public Universities, Libraries	5618	Electronic Research	Electronic files produced as course-specific service to active faculty/adjunct faculty/instructors, created by digital imaging or electronic file transfer, regardless of source material (includes course materials and selected articles) and posted for student use during a course.	Maintain for current semester; then destroy.

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Public Universities, Libraries	6101	Order Records For Deaccessioned Items	This series consists of records of deaccessioned items that had been purchased for the University Libraries Collections, documenting vendor and cost of items.	Hold paper spreadsheets seven (7) years, then dispose. Audit must have been released three (3) years prior to disposal.
Public Universities, Libraries	5614	Patron Records - Community	Information on patrons used to track overdue materials, access, and circulation privileges for notice of availability of requested items.	Retain in system one (1) year after last date of contact; then destroy.
Public Universities, Libraries	6073	Special Collections Appraisal Files	This series consists of appraisal files related to special collections. Documentation includes description of collection's condition, statement of value, correspondence and related information.	Hold permanently in case files.
Public Universities, Libraries	6029	Special Collections Curatorial Files	This series consists of curatorial files related to the support of decisions implemented that affect Special Collections (SPCOL) at the University. Included are subject files, special project files, general and formal correspondence and related files.	Hold general correspondence five (5) years, then dispose; transfer donor correspondence to case files for permanent retention; hold other files
Public Universities, Libraries	5622	Statistical Reports	Copies of reports furnished to national library organizations such as Association of College and Research Libraries (ACRL) and National Center for Education Statistics (NCES).	Retain final reports permanently in Dean's Office. Departments may destroy copies of preliminary statistics and working papers after annual reports are submitted to national organizations.

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Public Universities, Libraries	6102	Volunteer Applications	This series consists of volunteer applications for the purpose of allowing the Library to utilize talents of those wishing to volunteer their time and to assist the University in achieving its mission. Documentation includes name, date of birth, social security number, address, and signed statement of understanding.	Hold three (3) years, then dispose.
Public Universities, Public Relations	5959	Press Release- Official Copy	This series consists of news and press releases issued by the University.	Hold permanently. One copy of every release will be forwarded to the University Archives for permanent retention.
Public Universities, Research	5827	Data Collection Surveys - Instruments and Data Summaries	Blank surveys distributed to students, faculty, or alumni by Institutional Research. Summaries of data returned.	Permanently retain.
Public Universities, Research	5829	External Surveys	Surveys were completed for other agencies by Institutional Research such as US News, AAUP (American Association of University Professors), and SUG (Southern University Group), or similar.	Transfer paper and electronic data submissions to University Archives every five (5) years.
Public Universities, Research	5825	Fact Book	Summary report issued by office giving statistical and summary data about the University.	Retain in Institutional Research. Annually transfer one copy to the State Archives and one copy to the University Archives.

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Public Universities, Research	5828	Federal and State Surveys and Data Submissions	Surveys and data submissions completed for state and federal agencies such as IPEDS (Integrated Postsecondary Education Data System) and IHL (Institutions of Higher Learning).	Annually transfer paper and electronic data submissions to University Archives.
Public Universities, Research	5865	Institutional Reports	This series consists of reports created for administrative utilization such as Grade Distribution Reports, Course Evaluations, Student Data Reports, UPC (University Priorities Committee) Reports, and Retention Reports.	Hold electronic files and reports of confidential information in Institutional Research permanently. Transfer non-confidential reports to University Archives as created.