

**STATE OF MISSISSIPPI  
RECORDS RETENTION SCHEDULES FOR COMMUNITY AND JUNIOR COLLEGES  
GENERAL SCHEDULES**

**Implementation of the General Schedules**

These general records retention schedules are issued by the Department of Archives and History, Local Government Records Office, as found in Section 39-5-9, *Mississippi Code of 1972, Annotated (MCA)*, as amended. The Local Government Records Committee approved these schedules on the dates indicated. Additions and revisions to the schedules may be issued in the future by the Local Government Records Office and will be distributed accordingly.

The retention period listed in the general schedules for each records series is the **minimum** time necessary to retain the records. *There may be conditions or factors in a local government that require retention of a particular record series for a longer period than is required by the general records schedule, and, in such cases, the local governments are urged to continue retention of the records series as needed.* In no case, however, may records be destroyed sooner than the scheduled retention period.

*Records involved in investigations or litigation must be maintained until at least twelve (12) months after the settlement of the case and subsequent appeals regardless of disposition instructions found in a records retention schedule (see Section 9-5-171(2), MCA).*

*No local government records dating prior to 1920 shall be destroyed without special schedule directions issued by the Committee. Records dating prior to 1940, but after 1919, may be destroyed only with the written approval of the Director of the Department of Archives and History. The Committee may modify these dates according to the historical value of a particular record series by placing a special statement in the retention period of such series with an approved records control schedule.*

Upon expiration of the minimum retention period, local officials are authorized to dispose of the records if there are no extenuating circumstances. Disposition should be done in a manner consistent with the nature of the records (e.g. records containing confidential information should be disposed in a manner that will insure confidentiality). There may be instances when a community or junior college, upon the expiration of the retention period, may choose to transfer a records series to a public library or a local historical organization as an alternative to destruction. Prior to such a transfer, the college must contact the Local Government Records Office.

According to Mississippi law, records may not be destroyed except in accordance with an approved retention schedule. Therefore, records series not listed in these schedules are not eligible for disposal until the Local Government Records Committee has approved an appropriate records retention schedule.

# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Community & Junior Colleges Academic Records

SERIES #	TITLE	DESCRIPTION	RETENTION
CJC 07 01	Academic Records	Includes transcripts; narrative evaluations, and competency assessments; changes of major; certification of second majors and minors; transfer credit evaluations; substitutions/waivers; academic advisement records; petitions; transcript requests by students; name change authorizations; and personal data information forms.	<p>Transcripts, narrative evaluations, and competency assessments: Permanent.</p> <p>All other records: Three and a half (3-1/2) years after a student graduates or separates from college or until administrative need is satisfied, whichever is longer.</p> <p>Approved: 7/18/2017</p>
CJC 07 02	Disciplinary Action Files	Documentation of disciplinary warnings or actions against university students. Includes notices of academic warnings, academic suspension, academic dismissal, disciplinary records, grievance/complaint by student, and academic integrity code violations with sanctions.	<p>Files documenting academic integrity code violations with sanctions or other cases resulting in dismissal: Permanent.</p> <p>All other records: Three and a half (3-1/2) years after a student graduates or separates from college.</p> <p>Approved: 7/18/2017</p>

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Community & Junior Colleges Academic Records

SERIES #	TITLE	DESCRIPTION	RETENTION
CJC 07 03	Course Records	Includes graded exams and final coursework, grade reports (midterms), course repeat form/approvals, grade books, grade appeals/complaint, and grade submission sheets.	Grade submission sheets and final exam masters: Permanent.  Grade books: Three and a half (3-1/2) years after course completion.  All other records: One (1) year Approved: 7/18/2017
CJC 07 04	Enrollment Records	Includes registration/enrollment records; enrollment verifications; VA certifications; credit/no credit, audit, or pass/no pass approvals; enrollment changes or withdrawal/cancellations; leave of absence; hold or encumbrance authorizations.	Three and a half (3-1/2) years after graduation or separation from college. Approved: 7/18/2017
CJC 07 05	Graduation Records	Includes application for degree or other credential, degree audit reports, and graduation lists.	Graduation lists: Permanent.  All other records: Three and a half (3-1/2) years. Approved: 7/18/2017
CJC 07 06	Class Records	Includes class lists and student class schedules.	One (1) year. Approved: 7/18/2017

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Administrative Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 01 01	Minutes	Official minutes of meetings of the governing board of any local government entity or subdivision thereof.	Bound Copies: Permanent  Originals once copied: retain three (3) months for verification purposes. Approved: 7/17/2018
GSL 01 02	Agenda Files	Agenda of meetings of the governing board of any local government entity or subdivision thereof. This series may include supporting documentation for agenda items. Reference copies of minutes may be included.	Four (4) years.  Municipal Docket ( <i>MCA</i> §21-15-19): Permanent. Approved: 7/17/2018
GSL 01 03	Tape Recordings of Meetings	Audio or video recordings of official meetings of the governing board of any local government entity or subdivision thereof, for which written minutes are prepared. This series covers only those recordings which are used solely in the assistance in the preparation of minutes.	Three (3) years. Approved: 4/16/2019
GSL 01 04	Activity Reports	Daily, weekly, or monthly reports providing a summary of all activities of an office, department, agency, or other functional area of a local government entity during the reporting period.	Three (3) years.  Permanent if annual report is not maintained. Approved: 7/17/2018

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Administrative Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 01 05	Annual Reports	Reports, published or unpublished, of summary activities of an office, department, agency, or other functional area of a local government entity.	Permanent. Approved: 7/17/2018
GSL 01 06	Proof of Publication	Proof of publication provided by newspapers regarding publication of a local government entity's ordinances, public hearings, bid solicitations, payment of bills, public sales, etc.	Publications relating to Ordinances: Until superseded or amended.  All others: Three (3) years after release of audit. Approved: 4/16/2019
GSL 01 07	Policies, Procedures, and Plans	Policy statements, organizational charts, procedure materials, planning documents, and other documentation regarding policies, procedures, and plans of any local government entity or subdivision thereof.	Permanent.  If recorded in governing body's minutes, retain seven (7) years after superseded. Approved: 7/17/2018
GSL 01 08	Correspondence, Executive: Elected and Appointed Officials	Correspondence and memoranda relating to policy decisions of various executives of a local government entity.	Permanent. Approved: 7/17/2018
GSL 01 09	Correspondence, Routine	Documentation, correspondence, or internal memoranda created or received in any form in the normal course of business that pertains to routine matters, handled in accordance with existing policies and procedures, but do not create policy or procedures, document the business of a particular program, or act as a receipt.	Two (2) years. Approved: 7/17/2018

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Administrative Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 01 10	Correspondence, Transitory	Documentation or correspondence not directly related to office policies, such as cover letters, fax transmission reports, announcements and non-business related emails. Transitory communications are casual and routine messages that do not fall under the umbrella of public records as defined in <i>MCA</i> §25-59-3.	As long as administratively necessary. Approved: 7/17/2018
GSL 01 11	Requests for Information and/or Copies	Written requests for copies of documents or information from those records normally accessible to citizens, and replies to such requests. Does not include Open Records requests covered under GSL 01-12.	As long as administratively necessary. Approved: 7/17/2018
GSL 01 12	Open Records Requests	Correspondence and other documents containing or relating to a request for access to or for copies of public records. Includes copies of response to the request.	Three (3) years. Approved: 7/17/2018
GSL 01 13	Litigation Files	Documentation of all litigation brought by or against the Local Government Entity.	Ten (10) years following final disposition of the matter, including any settlement. Review cases involving annexation, civil rights, and other landmark or historical issues for potential permanent retention. Approved: 4/10/2018

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Administrative Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 01 14	Records Inventories	Lists or inventories of the active and inactive records created or received by a local government.	Until Superseded. Approved: 7/17/2018
GSL 01 15	Records Disposal Documentation	Records documenting the destruction or other disposition of records under records control schedules, including requests submitted to the Department of Archives and History or the Local Government Records Committee for authorization to dispose of unscheduled records or records dated prior to 1940.	Permanent.  If complete listing is recorded in the official minutes of the governing board, retain five (5) years. Approved: 7/17/2018

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Community & Junior Colleges Admissions and Records

SERIES #	TITLE	DESCRIPTION	RETENTION
CJC 01 01	Federal Disclosure Records	Includes college costs, accreditation, textbook information, transfer credit policy, athletic participation/EADA documents, graduation/completion, transfer-out data, institutional information on cost of attendance, withdrawal procedures, etc.	Three (3) years from date of required disclosure or end of award year. Approved: 4/19/2016
CJC 01 02	Crime Statistics/Security Reports	Includes institutional policies and proceedings for reporting crimes; crime statistics; description of drug and alcohol abuse education programs, policies concerning possession, use and sale of alcoholic beverages or drugs; statement of sexual assault prevention programs; statistics on number of arrests for violations of liquor, drug abuse, or weapons laws; procedures for campus disciplinary actions for alleged sex offenses; and statement of security and access policies for campus facilities.	Six (6) years from compilation date. Approved: 4/19/2016
CJC 01 03	Family Educational Rights and Privacy Act (FERPA) Records	Includes requests for formal hearings, requests for and disclosures of personally identifiable information, statements on content of records regarding hearing panel decisions, written consent for records disclosure, and written decision of hearing panels.	Permanent, or as long as associated records are maintained, if shorter. Approved: 4/19/2016
CJC 01 04	Waivers for Rights of Access	Student's signed waiver for rights of access to relevant Family Educational Rights and Privacy Act (FERPA) records.	Until terminated by the student or as long as the record is maintained, whichever is greater. Approved: 4/19/2016

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Community & Junior Colleges Admissions and Records

SERIES #	TITLE	DESCRIPTION	RETENTION
CJC 01 05	Admission Files	Includes notices of admission, waitlist, or denial; admission communication packets.	Enrolled: five (5) years after a student graduates or separates from college.  Unenrolled: one (1) year. Approved: 7/18/2017
CJC 01 06	Application Files	Application for admission or re-admission.	Enrolled: five (5) years after a student graduates or separates from college.  Unenrolled: one (1) year. Approved: 7/18/2017
CJC 01 07	Application Supporting Documentation	Includes reports and scores on Advanced Placement, CLEP, PEP, etc.; entrance examination reports and test scores; placement test records and scores; letters of recommendation; high school or other college transcripts.	Enrolled: three and a half (3-1/2) years after a student graduates or separates from college.  Unenrolled: one (1) year. Approved: 7/18/2017
CJC 01 08	Residency Classification Forms	Documentation verifying a student's state residency. May include copies of driver licenses, utility bills, and tax filings.	Three and a half (3-1/2) years after a student graduates or separates from college. Approved: 7/18/2017

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Community & Junior Colleges Admissions and Records

SERIES #	TITLE	DESCRIPTION	RETENTION
CJC 01 09	Medical Records	Includes immunization records and other records related to the medical conditions of students that require some action on the part of the college.	Enrolled: five (5) years after a student graduates or separates from college.  Unenrolled: one (1) year. Approved: 7/18/2017
CJC 01 10	Military Documents	Supporting documentation verifying military service, training, eligibility for assistance, and other related records.	Enrolled: five (5) years after a student graduates or separates from college.  Unenrolled: one (1) year. Approved: 7/18/2017
CJC 01 11	International Student Files	Includes copies of visas; alien registration receipt card; DS-2019 forms; employment authorizations (work permit); I-20 forms; I-94 card (copy); passport number; statement of education costs; and statement of financial responsibility.	Enrolled: three and a half (3-1/2) years after a student graduates or separates from college.  Unenrolled: one (1) year. Approved: 7/18/2017

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Community & Junior Colleges Financial Aid

SERIES #	TITLE	DESCRIPTION	RETENTION
CJC 06 01	Federal Student Financial Aid (SFA) Records, Programmatic	Includes accrediting and licensing agency review, approvals and reports; audit reports and school responses; records pertaining to financial responsibility and standards of administrative capability; program participation agreement; self-evaluation reports; state agency reports.	Three (3) years after release of audit following award date. Approved: 4/19/2016
CJC 06 02	Federal Student Financial Aid (SFA) Records, Fiscal	Includes bank statements for accounts containing SFA funds; federal work-study payroll records; ledgers; transactions; student accounts; SFA program reconciliation reports; audit reports and school responses; Pell Grant statements of accounts; accrediting and licensing agency reports.	Three (3) years after release of audit following award date. Approved: 4/19/2016
CJC 06 03	Federal Student Financial Aid (SFA) Records, Recipient	Includes application data submitted to the Department of Education or lender by the school on behalf of the student; date and amount of disbursements; documentation of student's eligibility; student's satisfactory academic progress; student's program of study and enrolled courses; amount of grant, loan, award, and calculations used to determine aid amounts; initial or exit loan counseling; documentation supporting the school's calculation of its completion/graduation or transfer-out rate; documents used to verify applicant's data; financial aid history for transfer students; reports and forms used for participation in the SFA program; Student Aid Report (SAR) or Institutional Student Information Record (ISIR).	Three (3) years after release of audit following award date. Approved: 4/19/2016

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Community & Junior Colleges Financial Aid

SERIES #	TITLE	DESCRIPTION	RETENTION
CJC 06 04	Requests for Specific Aid	Borrower's eligibility records.	Three (3) years from end of award year or student's last attendance. Approved: 4/19/2016
CJC 06 05	Campus-Based Aid	Includes Perkins loans, SEOG, and Federal Work Study programs.	Three (3) years from end of award year. Approved: 4/19/2016
CJC 06 06	Federal Family Education Loan (FFEL) and Direct Loan Files	Fiscal records relating to school's participation in loan program.	Three (3) years from end of award year or report submission, whichever is later. Approved: 4/19/2016
CJC 06 07	Pell Grant Records	Applications and related documentation for Pell Grant awards.	Three (3) years from end of award year. Approved: 4/19/2016
CJC 06 08	Perkins Loan Repayment Records	Records related to repayment of students' loans through Federal Perkins Loan Program.	Three (3) years from date loan is assigned, cancelled, or repaid, whichever is later. Approved: 4/19/2016
CJC 06 09	Perkins Loan Original Promissory Note	Original promissory note signed by student to receive Perkins Loan.	Until loan is satisfied, or as long as documents are needed to enforce obligation, whichever is later. Approved: 4/19/2016

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Community & Junior Colleges Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
<i>CJC 02 01</i>	<i>Accounts Payable Files</i>	<i>See Schedule GSL 02-01.</i>	
<i>CJC 02 02</i>	<i>Accounts Receivable Files</i>	<i>See Schedule GSL 02-02.</i>	
<i>CJC 02 03</i>	<i>Adjusting Journal Entries</i>	<i>See Schedule GSL 02-03.</i>	
<i>CJC 02 04</i>	<i>Audit Reports</i>	<i>See Schedule GSL 02-04.</i>	
<i>CJC 02 05</i>	<i>Bank Reconciliation</i>	<i>See Schedule GSL 02-05.</i>	
<i>CJC 02 06</i>	<i>Bank Statements</i>	<i>See Schedule GSL 02-06.</i>	
<i>CJC 02 07</i>	<i>Bond Catalog</i>	<i>See Schedule GSL 02-07.</i>	
<i>CJC 02 08</i>	<i>Bond File</i>	<i>See Schedule GSL 02-08.</i>	
<i>CJC 02 09</i>	<i>Bond Transaction Ledger</i>	<i>See Schedule GSL 02-09.</i>	
<i>CJC 02 10</i>	<i>Bonds and Coupons, Canceled</i>	<i>See Schedule GSL 02-10.</i>	
<i>CJC 02 11</i>	<i>Budget, Approved</i>	<i>See Schedule GSL 02-12.</i>	
<i>CJC 02 12</i>	<i>Budget Preparation File</i>	<i>See Schedule GSL 02-11.</i>	

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Community & Junior Colleges Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
<i>CJC 02 13</i>	<i>CAFR or Annual Financial Reports</i>	<i>See Schedule GSL 02-13.</i>	
<i>CJC 02 14</i>	<i>CAFR or Annual Financial Report Workpapers</i>	<i>See Schedule GSL 02-14.</i>	
<i>CJC 02 15</i>	<i>Canceled Checks</i>	<i>See Schedule GSL 02-15.</i>	
<i>CJC 02 16</i>	<i>Chart of Accounts</i>	<i>See Schedule GSL 02-17.</i>	
<i>CJC 02 17</i>	<i>Check Copies</i>	<i>See Schedule GSL 02-18.</i>	
<i>CJC 02 18</i>	<i>Check Stubs</i>	<i>See Schedule GSL 02-20.</i>	
<i>CJC 02 19</i>	<i>Daily Revenue Reports</i>	<i>See Schedule GSL 02-22.</i>	
<i>CJC 02 20</i>	<i>Depository Authorizations</i>	<i>See Schedule GSL 02-23.</i>	
<i>CJC 02 21</i>	<i>Disbursement Record</i>	<i>See Schedule GSL 02-24.</i>	
<i>CJC 02 22</i>	<i>Form 1099</i>	<i>See Schedule GSL 03-08.</i>	
<i>CJC 02 23</i>	<i>General Ledger</i>	<i>See Schedule GSL 02-28.</i>	
<i>CJC 02 24</i>	<i>General Ledger Reconciliation</i>	<i>See Schedule GSL 02-29.</i>	

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Community & Junior Colleges Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
<i>CJC 02 25</i>	<i>Inventory Count and Reports</i>	<i>See Schedule GSL 02-31.</i>	
<i>CJC 02 26</i>	<i>Lost Check Affidavits</i>	<i>See Schedule GSL 02-32.</i>	
<i>CJC 02 27</i>	<i>Monthly Budget Report</i>	<i>See Schedule GSL 02-33.</i>	
<i>CJC 02 28</i>	<i>Receiving Reports</i>	<i>See Schedule GSL 02-36.</i>	
<i>CJC 02 29</i>	<i>Signature Authorization</i>	<i>See Schedule GSL 02-37.</i>	
<i>CJC 02 30</i>	<i>Working Trial Balance</i>	<i>See Schedule GSL 02-40.</i>	
<i>CJC 02 31</i>	<i>Voided Checks</i>	<i>See Schedule GSL 02-39.</i>	

### All Local Governments Financial Records

*(See next page)*

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 02 01	Accounts Payable Files	Documentation for payment of each claim. May include the request for payment, copy of check issued, original invoice, copy of purchase order, copies of bids and contracts, requisitions, backup material, related correspondence in any format, and various reports generated as a part of the accounts payable process. Some records may be filed separately from the main accounts payable file. <i>Replaces Schedule CJC 02-01.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 02	Accounts Receivable Files	Billing statements, including invoices and other related materials, indicating monies owed to the local government entity or individual department or agency for services rendered. May also include receipts, copy of vendor checks, and other related documentation. <i>Replaces Schedule CJC 02-02.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 03	Adjusting Journal Entries	Supporting documentation for year-end adjusting journal entries that appear in the General Ledger. <i>Replaces Schedule CJC 02-03.</i>	Permanent. Approved: 7/16/2019
GSL 02 04	Audit Reports	Annual and special reports from state and independent auditing agencies, including departmental audits. <i>Replaces Schedule CJC 02-04.</i>	Permanent. Approved: 7/16/2019

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 02 05	Bank Reconciliation	Documentation including spreadsheets, book balance reports, and associated working papers used for reconciliation of all bank accounts held by a local government entity. <i>Replaces Schedule CJC 02-05.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 06	Bank Statements	Bank statements received from banks maintaining funds of a local government entity. <i>Replaces Schedule CJC 02-06.</i>	Five (5) years. Approved: 7/16/2019
GSL 02 07	Bond Catalog	Annual publication of all outstanding bonds and schedule of bonds. <i>Replaces Schedule CJC 02-07.</i>	Permanent. Approved: 7/16/2019
GSL 02 08	Bond File	Working papers and final documentation related to the issuance of bonds for which a local government entity is obligated. May include project schedule and budget, financing timetable, comparison of alternative funding methods, copies of bids received, bond agreement, official statement and closing documents. <i>Replaces Schedule CJC 02-08.</i>	Five (5) years after bonds are redeemed.  Retain closing documents permanently. Approved: 7/16/2019
GSL 02 09	Bond Transaction Ledger	Cumulative report detailing all transactions associated with bond projects. <i>Replaces Schedule CJC 02-09.</i>	Five (5) years following bond redemption. Approved: 7/16/2019

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 02 10	Bonds and Coupons, canceled	Redeemed coupons and canceled bonds returned from the bank administering the bonds. May contain destruction certificate for bonds destroyed by the bank. <i>Replaces Schedule CJC 02-10.</i>	Three (3) years after audit following redemption. Approved: 7/16/2019
GSL 02 11	Budget Preparation File	Documentation associated with the preparation and submission of budget. Includes requests submitted by departments, personnel cost analysis, worksheets, budget as presented to the board. <i>Replaces Schedule CJC 02-12.</i>	Until the close of the subsequent budget process.  Retain one (1) copy of final budget permanently (see GSL 02-12). Approved: 7/16/2019
GSL 02 12	Budget, Approved	Final approved budget. <i>Replaces Schedule CJC 02-11.</i>	Retain one (1) copy permanently.  If copied verbatim into governing body's official minutes, that copy may satisfy retention requirement. Approved: 7/16/2019
GSL 02 13	CAFR or Annual Financial Reports	Comprehensive Annual Financial Report published by a local government entity. <i>Replaces Schedule CJC 02-13.</i>	Permanent. Approved: 7/16/2019
GSL 02 14	CAFR or Annual Financial Report Workpapers	Workpapers associated with the preparation of the end-of-year financial report. Includes a variety of year-end computer generated reports. <i>Replaces Schedule CJC 02-14.</i>	Five (5) years after the close of the fiscal year. Approved: 7/16/2019

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 02 15	Canceled Checks	Original canceled checks or scanned images of canceled checks maintained in either paper or electronic format. <i>Replaces Schedule CJC 02-15.</i>	Five (5) years after the close of the fiscal year. Approved: 7/16/2019
GSL 02 16	Cash Book	Ledgers reflecting cash balances.	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 17	Chart of Accounts	Master list of revenue and expenditure accounts. <i>Replaces Schedule CJC 02-16.</i>	Permanent. Approved: 7/16/2019
GSL 02 18	Check Copies	Duplicate copies of checks issued. <i>Replaces Schedule CJC 02-17.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 19	Check Pick-up Lists	Lists signed by payees or their representatives that identify who picked up check(s) from the issuing office.	One (1) year. Approved: 7/16/2019
GSL 02 20	Check Stubs	Remaining stubs used in checkbooks. <i>Replaces Schedule CJC 02-18.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 21	Claims Docket	Docket of claims for expenditures by a local government entity.	Permanent. Approved: 7/16/2019

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 02 22	Daily Revenue Reports	Documentation for all deposits of revenue. Each file (daily) generally contain supporting documentation of finds received, such as revenue transmittal, copy of receipt, cashier's daily report, recap report, transfer report to deposit money, deposit slip, detail recap and cash balance report. <i>Replaces Schedule CJC 02-19.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 23	Depository Authorizations	Depository authorizations for revenue. File includes depository authorization form and may include other depository documentation. <i>Replaces Schedule CJC 02-20.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 24	Disbursement Record or Journal	Record of disbursements. <i>Replaces Schedule CJC 02-21.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 25	Equipment Change Order File	Original copy of equipment change orders for equipment additions, transfers, disposal, or deadline for auction. <i>Replaces Schedules GSC 02-29, GSM 19-03, and GSS 04-05.</i>	Five (5) years, or three (3) years after release of audit, whichever is later. Approved: 7/16/2019

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### All Local Governments Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 02 26	Fixed Asset Inventory	Record of all fixed assets. Contains type of asset, acquisition information, and disposal documentation. This series is frequently maintained in electronic format and contains the following information: description of item, inventory number, manufacturer, model, serial number, date acquired, total cost unit cost, salvage, value, estimated life, depreciation method, source of funds, grant information, federal stock number, purchase order number, warrant number, location and condition. Disposal information might include date of disposal, method of disposal, amount received, receipt number, and authorization information.	Five (5) years after disposal of fixed asset. Approved: 7/16/2019
GSL 02 27	Fixed Asset Reports	Various reports on equipment and other assets. This series may reflect additions, changes, and deletions for a specific time period.	Until superseded. Approved: 7/16/2019
GSL 02 28	General Ledger	Year-end General Ledger in which summaries of all financial transactions during a fiscal year are recorded. Transactions are culled from subsidiary ledgers, including receipts and expenditures from all revenue sources. <i>Replaces Schedule CJC 02-23.</i>	Permanent. Approved: 7/16/2019
GSL 02 29	General Ledger Reconciliation	Monthly reconciliation workpapers, containing supporting documentation relating to the monthly reconciliation, including daily cash transactions worksheet, monthly control report, computer-generated inventory report, and other reports and working papers. <i>Replaces Schedule CJC 02-24.</i>	Three (3) years after release of audit. Approved: 7/16/2019

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 02 30	Grant Files, Fiscal Records	Documentation for the receipt and expenditure of money for projects funded by state or federal grant programs. May include such items and expenditure reports, billing statements, and accounts payable/receivable files related to the grant.	Three (3) years after release of audit following termination of the grant. Approved: 7/16/2019
GSL 02 31	Inventory Count and Reports	Report detailing inventory of supplies on hand and value. Includes manual inventory counts completed by various departments of a local government entity. <i>Replaces Schedule CJC 02-25.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 32	Lost Check Affidavits	Copy of the original check, signed affidavit of lost check, stop payment order, and worksheets. <i>Replaces Schedule CJC 02-26.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 33	Monthly Budget Report	Reports generated on a monthly basis reflecting budget allocation, expenditures, and budgeted funds remaining by category. <i>Replaces Schedule CJC 02-27.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 34	Public Depositor Annual Report	Copy of the local government entity's annual report to the State Treasurer listing all public accounts held by qualified public depository or depositories, as required by §27-105-5 (6) (b), <i>Mississippi Code, 1972, Annotated.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 35	Receive Warrants	Documentation of receipt of money. A copy may be provided to the payer.	Three (3) years after release of audit. Approved: 7/16/2019

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 02 36	Receiving Reports	Documentation of receipt of goods or services ordered. <i>Replaces Schedule CJC 02-28.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 37	Signature Authorization	Authorization for the issuance of manual checks. <i>Replaces Schedule CJC 02-29.</i>	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 38	Vendor Files and W-9s	W-9s and other information specific to vendors and suppliers of goods and services. May include correspondence, catalogs, and other sales literature, and various financial records related to vendor.	Once inactive, four (4) calendar years or three (3) years after audit, whichever is later. Approved: 7/16/2019
GSL 02 39	Voided Checks	Unusable checks due to printing and other errors. <i>Replaces Schedule CJC 02-31.</i>	Three (3) years after release of audit, if pre-numbered.  Otherwise, dispose securely at discretion. Approved: 7/16/2019
GSL 02 40	Working Trial Balance	Year-end trial balance report used for closing the general ledger. <i>Replaces Schedule CJC 02-30.</i>	Three (3) years after release of audit. Approved: 7/16/2019

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Health Insurance

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 06 01	Enrollment Forms	Enrollment forms of participants in insurance programs offered to the employees of a local government entity.	One (1) year after superseded. Approved: 1/21/2020
GSL 06 02	Change of Enrollment	Adjustments made by participants to insurance coverage.	One (1) year after superseded. Approved: 1/21/2020
GSL 06 03	HIPAA Privacy Notice	Signed acknowledgements of receipt of HIPAA privacy notice.	Two (2) years after termination of employee. Approved: 1/21/2020
GSL 06 04	Contract with Third Party Administrator	Contract between the local government entity and the third party administrator of the health insurance plan.	Three (3) years after expiration of contract. Approved: 1/21/2020
GSL 06 05	Business Associates Agreement	Agreements between the health insurance plan of a local government entity and other parties that use or disclose health information of covered participants.	Six (6) years. Approved: 1/21/2020
GSL 06 06	Third Party Administrator Report, Not Containing PHI	Reports that do not contain protected health information submitted by the third party administrator of the health insurance plan.	Three (3) years after release of audit. Approved: 1/21/2020

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Health Insurance

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 06 07	Protected Health Information (PHI)	All documents received by the local government entity that contain protected health information.	Six (6) years. Secure disposal required. Approved: 1/21/2020
GSL 06 08	Disclosure Requests	Requests from plan participants for information on all entities receiving protected health information on the participant.	Six (6) years. Secure disposal required. Approved: 1/21/2020
GSL 06 09	Disclosure Information	Responses by the local government entity to participants submitting disclosure requests.	Six (6) years. Secure disposal required. Approved: 1/21/2020

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Payroll Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 03 01	Cafeteria Plan Administrative Fees	Listing of employees enrolled in cafeteria plan supplemental program (e.g. uninsured medical, day care, etc.) and the administrative fee charged to the entity. Used for determining amount due carrier. <i>Replaces Schedule CJC 03-01.</i>	Three (3) years after release of audit. Approved: 7/18/2017
GSL 03 02	Cafeteria Plan Enrollment	Form used to enroll employees in Cafeteria Plan on a yearly basis. Indicates coverage selected and amounts selected. <i>Replaces Schedule CJC 03-02.</i>	Four (4) years after close of calendar year. Approved: 7/18/2017
GSL 03 03	Deduction Cards	Payroll deduction cards enrolling employees in various payroll deduction programs including credit union, direct deposit, insurance (except health), and disability and rehabilitation. <i>Replaces Schedule CJC 03-03.</i>	Until superseded, then three (3) years after release of audit. Approved: 7/18/2017
GSL 03 04	Employee Earnings Record	Report detailing all payroll checks issued to employees. Includes employee's name, Social Security number, and types and amounts of individual deductions. <i>Replaces Schedule CJC 03-04.</i>	Fifty-five (55) years. Approved: 7/18/2017
GSL 03 05	Garnishment Files	Garnishment case files of employees. May contain wage earner's plan with posted payments, court order, notification of garnishment or tax levy, and release of wages notification. <i>Replaces Schedule CJC 03-05.</i>	Four (4) years after final release of wages. Approved: 7/18/2017

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Payroll Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 03 06	Payroll Register	Contains payroll information for all employees for each pay period. Includes check number, name, social security number, earnings amounts, withholding amounts, net pay. This series may also include information on hours worked and rate of pay. <i>Replaces Schedule CJC 03-06.</i>	Fifty-five (55) years. Approved: 7/18/2017
GSL 03 07	Retirement Reports	Public Employees' Retirement System reporting form, which provides total amount submitted to the retirement fund, lists each employee, retirement wages and retirement contribution. <i>Replaces Schedule CJC 03-07.</i>	Three (3) years after release of audit.  Retain fifty-five (55) years if Payroll Register or Earnings Record for the same reporting period is not available. Approved: 7/18/2017
GSL 03 08	Tax Reports	Documentation for reports to Internal Revenue Service regarding Social Security and withholding taxes paid. Includes weekly and monthly payroll deposit and quarterly reports. Also includes IRS Forms 941 and 1099 and variants. <i>Replaces Schedules CJC 02-22 and 03-08.</i>	Five (5) years after tax is due or paid, whichever is later. Approved: 7/16/2019
GSL 03 09	Time Sheets	Reports for all employees listing time(s) worked or exceptions to normal salary for the pay period. <i>Replaces Schedule CJC 03-09.</i>	Three (3) years after release of audit. Approved: 7/18/2017

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Payroll Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 03 10	Unemployment Compensation Report	Monthly and quarterly reports containing information on each employee (name and Social Security number), month-to-date wages, month-to-date unemployment compensation charge, year-to-date wages, and year-to-date unemployment compensation charges. Quarterly report submitted to Unemployment Compensation Commission. <i>Replaces Schedule CJC 03-10.</i>	Quarterly reports: three (3) years after release of audit or close of calendar year, whichever is later.  Monthly reports: following preparation of quarterly report. Approved: 7/18/2017
GSL 03 11	W-2s	Copy of Internal Revenue Service W-2 Form issued to each employee. <i>Replaces Schedule CJC 03-11.</i>	Four (4) years after tax is due or tax is paid, whichever is later. Approved: 7/18/2017
GSL 03 12	W-2s, Undelivered	Employee's copy of W-2 which was undeliverable. <i>Replaces Schedule CJC 03-12.</i>	Three (3) years after close of calendar year. Approved: 7/18/2017

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Personnel Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 05 01	Personnel File, Official Record	The master personnel record maintained for each employee. May include job application, personnel transaction record reflecting position classification and salary level, payroll withholding information, leave summary record, performance documentation, and other documents related to the individual's employment. <i>Replaces Schedule CJC 05-01.</i>	Fifty-five (55) years after earliest date of hire, OR seven (7) years after termination, whichever is later. Approved: 7/18/2017
GSL 05 02	Personnel File, Reference Copy	DUPLICATE copy of personnel file which is often maintained at the department or division level. See GSL 05-01 Personnel File, Official Record. <i>Replaces Schedule CJC 05-02.</i>	One (1) year following termination, then transfer to Personnel/Human Resources Office for review and disposal. Approved: 7/18/2017
GSL 05 03	Leave Records	Requests for use of vacation, sick, compensatory, or other leave. This series is often filed within the official Personnel File. <i>Replaces Schedule CJC 05-03.</i>	Three (3) years after audit if leave summary information is maintained.  Fifty-five (55) years if leave summary information is not otherwise maintained. Approved: 7/18/2017
GSL 05 04	Employee Accident Reports	Reports and documentation related to accidents incurred by employees. Does not include documentation maintained in Personnel File. <i>Replaces Schedule CJC 05-05.</i>	Seven (7) years if workers compensation claim is filed (see GSL 05-05); otherwise three (3) years. Approved: 7/18/2017

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Personnel Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 05 05	Workers Compensation Files	Files related to workers compensation claims. Includes case files and reports to Workers Compensation Commission. <i>Replaces Schedule CJC 05-06.</i>	Seven (7) years following the close of the case. Approved: 7/18/2017
GSL 05 06	Job Applications, Not Hired	Applications submitted for employment from individuals not hired for the position. <i>Replaces Schedule CJC 05-04.</i>	Two (2) years. Approved: 7/18/2017
GSL 05 07	Drug Test Records	Results of drug tests administered to current and prospective employees, and associated records.	One (1) year from receipt of test results.  For DOT-regulated positions in aviation, trucking, railroads, mass transit and pipelines: five (5) years from receipt of test results.  If test resulted in adverse action against an employee: five (5) years after conclusion of final action. Approved: 4/16/2019
GSL 05 08	I-9 Forms and Related Documentation	Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. The form must be available for inspection by authorized U.S. Government officials from the Department of Homeland Security, Department of Labor, or Department of Justice. If copies of documents presented by employees were made or a report was generated through E-Verify, they should be kept with the corresponding Form I-9.	Three (3) years after date of hire or one (1) year after termination, whichever is later. Approved: 10/15/2019

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Personnel Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 05 09	Background Investigation for Employees, Volunteers, or Applicants	Information related to background investigations of employees, volunteers, or job applicants, including copies of employment applications, release forms, credit reports, driver's licenses, transcripts, social security numbers, professional licenses or certifications, verification of education and licensure, sex offenders registry, personal and professional references, fingerprint applications, lie-detector results, blood or urine test results, correspondence, criminal, driving, education, court, and military records.	<p>One (1) year from conclusion of investigation.</p> <p>If investigation resulted in the applicant not being hired or adverse action against an employee, five (5) years after conclusion of final action.</p> <p>Drug test records are held according to schedule GSL 05-07. Approved: 10/15/2019</p>

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Community & Junior Colleges Purchasing Records

SERIES #	TITLE	DESCRIPTION	RETENTION
CJC 04 01	Bids	Successful and unsuccessful bids received for purchases of goods or services. Associated documentation may include correspondence, preliminary work papers, requests for proposals or information, published notices, proofs of publication, plans, specifications, and other related materials.	Five (5) years, or three (3) years after release of audit, whichever is later. Approved: 10/18/2011
CJC 04 02	Purchase Orders	Purchase orders issued to request each purchase.	Three (3) years after release of audit. Approved: 10/18/2011
CJC 04 03	State Contracts	Reference copy of purchase contracts issued by State of Mississippi.	Until superseded. Approved: 10/18/2011

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Public Works

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 14 01	Work Orders	Copies of work orders placed for use of public work crews.	Three (3) years after release of audit. Approved: 4/16/2019
GSL 14 02	Road/Street Dockets	Docket listing all road maintenance performed. This series provides historical summary of maintenance performed from initial construction.	Permanent. Approved: 4/16/2019
GSL 14 03	Road/Street Maintenance Records	Detailed records of all maintenance performed.	Three (3) years after release of audit. Approved: 4/16/2019
GSL 14 04	Road/Street Maintenance Work Reports	Reports summarizing activities of maintenance crews.	Three (3) years after release of audit. Approved: 4/16/2019
GSL 14 05	Repair/Street Repair Costs	Estimates, copies of invoices, supply tickets, and other financial records relating to maintenance activities.	Three (3) years after release of audit. Approved: 4/16/2019
GSL 14 06	Road/Street Resurfacing Reports	Summary reports (generally annual) containing lists of roads/streets resurfaced, including types of materials used and costs of roads.	Permanent. Approved: 4/16/2019

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Public Works

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 14 07	Road/Street Plats	Plats of subdivisions and incorporated areas.	Permanent. Approved: 4/16/2019
GSL 14 08	Traffic Control Signs and Signals Inventory	Inventory of all traffic signs and signals.	Until superseded. Approved: 4/16/2019
GSL 14 09	Traffic Control Maintenance Records	Records relating to the maintenance of traffic signs and signals.	Three (3) years. Approved: 4/16/2019
GSL 14 10	Traffic Control Intersection File	Includes a variety of records relating to intersections: studies related to traffic planning, drawings of signal controllers, and intersections.	Ten (10) years. Approved: 4/16/2019

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Vehicle Maintenance

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 16 01	Fuel Card File	Record of requests, record of issuance, and other documentation relating to fuel card for local government entity employees and vehicles.	One (1) year following the cancellation of card. Approved: 4/16/2019
GSL 16 02	Fuel Usage Reports	Reports detailing fuel purchased for vehicles belonging to a local government entity.	Three (3) years after release of audit. Approved: 4/16/2019
GSL 16 03	Vehicle Master File	Work orders on all work done on vehicles belonging to a local government entity. May include purchase information, vehicle description information, vehicle title, tag information, and billing information for maintenance.	Three (3) years after disposition of equipment. Approved: 4/16/2019
GSL 16 04	Parts Inventory Records	Records of parts received and used by vehicle maintenance operation.	Three (3) years after release of audit. Approved: 4/16/2019

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