

**STATE OF MISSISSIPPI
RECORDS RETENTION SCHEDULES FOR LIBRARIES
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 local government, 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 local government 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

Libraries Administrative

SERIES #	TITLE	DESCRIPTION	RETENTION
<i>LIB 01 01</i>	<i>Agenda Files</i>	<i>See Schedule GSL 01-02.</i>	
<i>LIB 01 02</i>	<i>Committee Minutes</i>	<i>See Schedule GSL 01-01.</i>	
LIB 01 03	Contracts	Contracts executed by the governing board which have been recorded verbatim in the minutes.	Five (5) years following expiration of contract. Approved: 1/15/2002
<i>LIB 01 04</i>	<i>Minutes</i>	<i>See Schedule GSL 01-01.</i>	
<i>LIB 01 05</i>	<i>Open Records Request Files</i>	<i>See Schedule GSL 01-12.</i>	
<i>LIB 01 06</i>	<i>Proof of Publication</i>	<i>See Schedule GSL 01-06.</i>	
<i>LIB 01 07</i>	<i>Tape Recordings of Meetings</i>	<i>See Schedule GSL 01-03.</i>	
<i>LIB 01 08</i>	<i>Annual Reports</i>	<i>See Schedule GSL 01-05.</i>	
<i>LIB 01 09</i>	<i>Policies, Procedures, and Plans</i>	<i>See Schedule GSL 01-07.</i>	

All Local Governments Administrative Records (see next page)

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions that appear on the cover of this schedule.

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. <i>Replaces Schedule LIB 01-02 and 01-04.</i>	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. <i>Replaces Schedule LIB 01-01.</i>	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. <i>Replaces Schedule LIB 01-07.</i>	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. <i>Replaces Schedule LIB 01-08.</i>	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. <i>Replaces Schedule LIB 01-06.</i>	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. <i>Replaces Schedule LIB 01-09.</i>	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

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State of Mississippi Local Government Records

RECORDS RETENTION SCHEDULE

All Local Governments Administrative Records

SERIES #	TITLE	DESCRIPTION	RETENTION
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
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. <i>Replaces Schedule LIB 01-05.</i>	Three (3) 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 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
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

Libraries Circulation

SERIES #	TITLE	DESCRIPTION	RETENTION
LIB 07 01	Accession Record	Master record of all acquisitions.	Permanent. Approved: 1/15/2002
LIB 07 02	Circulation Records	Records documenting circulation of library materials.	Three (3) years if library materials have been returned and all fines paid. Approved: 1/15/2002
LIB 07 03	Library Materials Inventory Reports	Listing of holdings.	Until superseded Approved: 1/15/2002
LIB 07 04	Patron Records	Records documenting the identification and registration of patrons. May include, but is not limited to, applications for library cards and borrowing history.	Original applications: three (3) years. Information may be retained in paper or electronic form as long as patron's membership is active. Approved: 4/10/2018

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State of Mississippi Local Government Records

RECORDS RETENTION SCHEDULE

All Local Governments Emergency Management

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 09 01	Disaster Preparedness and Recovery Plans	Records relating to the preparation and implementation of the emergency operations and disaster response plans. May include disaster preparedness plans, continuity of operations (COOP) plans, emergency contacts, and other related documents.	Until Superseded. Approved: 10/19/2021
GSL 09 02	Emergency Plan Supporting Documentation	Various records utilized in the creation and review of the the Disaster Preparedness Plans. May include correspondence, corrections, and related documents.	Five (5) years. Approved: 10/19/2021
GSL 09 03	Emergency Exercise and Training Records	Records documenting emergency exercises or disaster preparedness exercises for assessment. May include information pertaining to scenario narratives, detailed sequence of events messages, evaluation points, critiques and follow-up actions, reports, lists of participants, etc.	Five (5) years. Approved: 10/19/2021
GSL 09 04	Declarations and Terminations of Emergency	Declarations of emergency made by local officials, copies of those made by state or federal officials, and related records.	Retain one (1) copy permanently, either in recorded minutes of governing body, or separately if not recorded in minutes. Approved: 10/19/2021
GSL 09 05	Disaster Relief Records	Documentation of the distribution, receipt, and expenditure of state and/or federal funds for recovery in the aftermath of a disaster. May include funding agreements, damage reports, expenditure reports, receipts, disbursement records, and other supporting documentation.	Five (5) years after audit once recovery period is complete. Approved: 10/19/2021

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State of Mississippi Local Government Records

RECORDS RETENTION SCHEDULE

All Local Governments Emergency Management

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 09 06	Emergency Shelter Records	Records documenting the conditions of buildings owned by the local government entity that are used as emergency shelters in the event of a disaster. May include photographs, inspection reports, licenses, content inventories, building plans, and drawings.	Until superseded or obsolete. Approved: 10/19/2021
GSL 09 07	Access Control Records	Records documenting access to specific buildings, departments, rooms, or areas of a local government entity. May include access lists, sign-in sheets, logs, registers, instruction books, emergency contact lists, and other related records.	One (1) year after superseded. Approved: 10/19/2021
GSL 09 08	Hazardous Chemical Records	Records documenting the presence and/or use of hazardous chemicals in the workplace. Includes Material Safety Data Sheets, hazardous chemical inventories, exposure records, medical exams, and other related materials.	Thirty (30) years. If exposure is documented, thirty (30) years after termination of employment for any person exposed. Approved: 10/19/2021
GSL 09 09	Incident Reports	Reports documenting hazardous material spills and similar events, or reports to Mississippi Emergency Management Agency (MEMA) regarding responses to incidents and disasters.	Five (5) years. Approved: 10/19/2021

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State of Mississippi Local Government Records

RECORDS RETENTION SCHEDULE

Libraries Financial

SERIES #	TITLE	DESCRIPTION	RETENTION
<i>LIB 02 01</i>	<i>Accounts Payable</i>	<i>See Schedule GSL 02-01.</i>	
<i>LIB 02 02</i>	<i>Adjusting Journal Entries</i>	<i>See Schedule GSL 02-03.</i>	
<i>LIB 02 03</i>	<i>Bank Reconciliation</i>	<i>See Schedule GSL 02-05.</i>	
<i>LIB 02 04</i>	<i>Bank Statements</i>	<i>See Schedule GSL 02-06.</i>	
<i>LIB 02 05</i>	<i>Budget Preparation</i>	<i>See Schedules GSL 02-11 and 02-12.</i>	
<i>LIB 02 06</i>	<i>Canceled Checks</i>	<i>See Schedule GSL 02-15.</i>	
<i>LIB 02 07</i>	<i>Chart of Accounts</i>	<i>See Schedule GSL 02-17.</i>	
<i>LIB 02 08</i>	<i>Daily Revenue Reports</i>	<i>See Schedule GSL 02-22.</i>	
<i>LIB 02 09</i>	<i>Form 1099</i>	<i>See Schedule GSL 03-08.</i>	
<i>LIB 02 10</i>	<i>General Ledger</i>	<i>See Schedule GSL 02-28.</i>	
<i>LIB 02 11</i>	<i>General Ledger Reconciliation</i>	<i>See Schedule GSL 02-29.</i>	
<i>LIB 02 12</i>	<i>Signature Authorization</i>	<i>See Schedule GSL 02-37.</i>	
<i>LIB 02 13</i>	<i>Working Trial Balance</i>	<i>See Schedule GSL 02-40.</i>	

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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 LIB 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.	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 LIB 02-02.</i>	Permanent. Approved: 7/16/2019
GSL 02 04	Audit Reports	Annual and special reports from state and independent auditing agencies, including departmental audits.	Permanent. Approved: 7/16/2019

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State of Mississippi Local Government Records

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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 LIB 02-03.</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 LIB 02-04.</i>	Five (5) years. Approved: 7/16/2019
GSL 02 07	Bond Catalog	Annual publication of all outstanding bonds and schedule of bonds.	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.	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.	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.	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 LIB 02-05.</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 LIB 02-05.</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.	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.	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 LIB 02-06.</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 LIB 02-07.</i>	Permanent. Approved: 7/16/2019
GSL 02 18	Check Copies	Duplicate copies of checks issued.	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.	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 contains supporting documentation of funds 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 LIB 02-08.</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.	Three (3) years after release of audit. Approved: 7/16/2019
GSL 02 24	Disbursement Record or Journal	Record of disbursements.	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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State of Mississippi Local Government Records

RECORDS RETENTION SCHEDULE

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. <i>Replaces Schedule LIB 06-01.</i>	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. <i>Replaces Schedule LIB 06-02.</i>	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 LIB 02-10.</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 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 LIB 02-11.</i>	Three (3) years after release of audit. Approved: 7/16/2019
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.	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.	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.	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 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
GSL 02 36	Receiving Reports	Documentation of receipt of goods or services ordered.	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 LIB 02-12.</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.	Three (3) years after release of audit, if pre-numbered. Otherwise, dispose securely at discretion. 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 40	Working Trial Balance	Year-end trial balance report used for closing the general ledger. <i>Replaces Schedule LIB 02-13.</i>	Three (3) years after release of audit. Approved:7/16/2019

Libraries Fixed Assets

SERIES #	TITLE	DESCRIPTION	RETENTION
<i>LIB 06 01</i>	<i>Fixed Asset Inventory</i>	<i>See Schedule GSL 02-26.</i>	
<i>LIB 06 02</i>	<i>Fixed Asset Reports</i>	<i>See Schedule GSL 02-27.</i>	

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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 LIB 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 LIB 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 LIB 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.	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 LIB 03-04.</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 LIB 03-05.</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 LIB 03-06.</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 LIB 02-09 and 03-07.</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 LIB 03-08.</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 LIB 03-09.</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 LIB 03-10.</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 LIB 03-10.</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 LIB 04-04.</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.	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 LIB 04-03.</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

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State of Mississippi Local Government Records

RECORDS RETENTION SCHEDULE

All Local Governments Personnel Records

SERIES #	TITLE	DESCRIPTION	RETENTION
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 LIB 04-01.</i>	Seven (7) years if workers compensation claim is filed (see GSL 05-05); otherwise three (3) years. Approved: 7/18/2017
GSL 05 05	Workers Compensation Files	Files related to workers compensation claims. Includes case files and reports to Workers Compensation Commission.	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 LIB 04-02.</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

State of Mississippi Local Government Records

RECORDS RETENTION SCHEDULE

All Local Governments Personnel Records

SERIES #	TITLE	DESCRIPTION	RETENTION
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
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.	One (1) year from conclusion of investigation. If investigation resulted in the applicant not being hired or adverse action against an employee, five (5) years after conclusion of final action. Drug test records are held according to schedule GSL 05-07. Approved: 10/15/2019

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State of Mississippi Local Government Records

RECORDS RETENTION SCHEDULE

Libraries Purchasing

SERIES #	TITLE	DESCRIPTION	RETENTION
LIB 05 01	Bids	Successful and unsuccessful bids received for purchases of goods or services. Copies of documentation associated with requests for bids and bids received for selected purchases.	Five (5) years or three (3) years after release of audit, whichever is later. Approved: 1/15/2002
LIB 05 02	Purchase Orders	Purchase orders.	Three (3) years after release of audit. Approved: 1/15/2002
<i>LIB 05 03</i>	<i>Fuel Cards</i>	<i>See Schedule GSL 16-01.</i>	
<i>LIB 05 04</i>	<i>Fuel Usage Reports</i>	<i>See Schedule GSL 16-02.</i>	

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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. <i>Replaces Schedule LIB 05-03.</i>	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. <i>Replaces Schedule LIB 05-04.</i>	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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