

Attorney General

Division	Schedule #	Title	Description	Disposition
Administration	399	Banking Case File	Documents relating to bank liquidations. Included are copies of pleadings, court orders, decrees, charter amendments, applications, and supporting documents correspondence. It is cut off at the end of the Serial year.	Hold in the current files area ten (10) years, then transfer to State Archives. Weeding by archivists and attorneys before transfer.
Administration	5932	Law Enforcement Officers and Fire Fighters Disability Trust Fund Files	This series consists of files relating to compensation to any actively employed law enforcement officer or fire fighter who has suffered injuries while on duty and meets the funds eligibility requirements. Included are applications, correspondence, reimbursement compensations, payroll files, medical files, payment files, litigation files, worker's compensation files, investigation reports, vendor supply files and related files.	Image and verify; hold imaged files ten (10) years, then dispose. Hold paper files three (3) years; transfer to SRC; hold seven (7) years, then dispose.
Audit and Ethics	2645	Ethics Investigations	Documents relating to ethics investigations referred to the Attorney General's Office by the Ethics Commission concerning possible violations of the Ethics Law. Included are complaints, investigators report, financial records, minutes of board, sworn statements from witnesses, and corporate records. This series is cut off at the end of the calendar year.	Hold in the current files area one (1) year; transfer to SRC; hold two (2) years, then dispose.

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Audit and Ethics	2646	Ethics Complaints	Documents relating to ethics complaints against public officials referred to the Attorney General's Office by the Ethics Commission. Included are complaints, which are found to be invalid or are of a minor nature and are corrected without requiring further action or investigations. This series is cut off at the end of the calendar year.	Hold in the current files area one (1) year, then dispose.
Audit and Ethics	2647	Ethics Lawsuits	Documents relating to lawsuits concerning ethical violations. Included are complaints, investigations, briefs, research, and correspondence. This series is cut off at the end of the calendar year.	Hold in the current files area as long as case is active; transfer to SRC; hold five (5) years, then transfer to State Archives.
Audit and Ethics	2648	Attorney General Audit Files	Documents relating to audit investigations of public officials referred to the Attorney General's Office. Included are audit reports, auditor's work papers, warrants, claims dockets, summary reports, correspondence, legal pleadings, and briefs.	Hold in the current files area as long as case is active; transfer to SRC; hold five (5) years, then transfer to State Archives.
Consumer Protection	6250	Consumer Protection Consumer Files	This series consists of complaint forms and documents relating to consumer complaint forms. Included are supporting documents, such as bill of sale, purchase contract and correspondence, as well as attorney work product and litigation materials concerning complaint form.	Hold in the current files area for three (3) years after the investigation or matter is closed or settled; transfer to SRC; hold two (2) years, then dispose.
Consumer Protection	6251	Forms and Notices	This series consists of documents relating to the annual filing of an annual information return (form 990-PF) by exempt private foundation and Class Action Fairness Notices.	Hold in the current files area two (2) years, then dispose.

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Consumer Protection	6252	Correspondence and Notifications	This series consists of communications relating to matters within the Consumer Protection Division including but not limited to, outside counsel proposals, annual reports, and consumer response letters for matters that do not accompany a consumer complaint or multistate investigation.	Hold in the current files area three (3) years; transfer to SRC; hold two (2) years, then dispose.
Consumer Protection	6260	Consumer Protection Attorney Work Product Files	This series consists of attorney work product files for multistate, outside counsel, and any other investigations related to civil consumer protection cases that did not originate from a consumer complaint. Included are subpoenas, documentary evidence files, journals documenting fraudulent actions by businesses and individuals, and other related files.	Hold until after the investigation or litigation is closed or settled; transfer to SRC; hold three (3) years, then dispose.
Crime Victim Compensation	4514	Crime Victim Compensation Records	This series consists of Crime Victim Compensation Records relating to compensation and assistance to victims who have suffered injuries or death as a direct result of a criminal act. This program is funded by grants from the federal government and administered by this Division. Included are applications, correspondence, reimbursement compensation, police reports, medical files, payment documentation, medical claims, and civil litigation documentation. This series is cut off once the case is closed.	Hold in the current files area two (2) years or until case is closed; transfer to SRC; hold seven (7) years, then dispose. With the passage of bill 2466, autonomy was transferred over the Mississippi Crime Compensation Act to the Attorney General's Office from the Department of Finance and Administration.
Criminal	3559	Extraditions	Included are copy of charge, warrant for arrest, prosecutor's application for requisition, governor's requisition, appointment of agents, indictment, and affidavit. It is cut off at the end of the calendar year.	Hold in the current files area four (4) years; transfer to SRC; hold two (2) years, then transfer to State Archives.

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Executive	5731	Board of Pharmacy Case Files	This series consists of copies of case files related to the Office of the Attorney General representing the Mississippi Board of Pharmacy (MBP) with the original located in the MBP. Included are correspondence, e-mail, case files and related files.	Hold in the current files area until case has been closed; transfer to SRC; hold five (5) years, then dispose.
Executive	5732	Department of Banking and Consumer Finance Case Files	This series consists of copies of case files related to the Office of the Attorney General representing the Mississippi Department of Banking and Consumer Finance (MBCF) with the original located in the MBCF. Included are correspondence, e-mail, case files and related files.	Hold in the current files area until case has been closed; transfer to SRC; hold five (5) years, then dispose.
Litigation	2642	Reapportionment Case Files	Documents relating to reapportionment issues for offices like the Public Service Commission, Court districting, State House and Senate, and for the House of Representatives (US). Included are briefs, pleadings, correspondence, depositions, research, and attorneys' notes.	Hold in the current files area fifteen (15) years, or until no longer needed, then transfer to State Archives.
Litigation	2643	Post Conviction Collateral Case File	Documents relating to criminal cases. Included are post-conviction habeas pleadings, and correspondence. This series is cut off at the end of the calendar year.	Hold in the current files area ten (10) years or until case is closed; transfer to SRC; hold five (5) years, then transfer to State Archives.
Litigation	2644	HABEAS Corpus	Documents relating to writ of habeas corpus. Included are penitentiary information, pleadings, attorneys' notes, briefs, affidavits, depositions, copy of court records, medical records, and correspondence.	Hold in the current files area until case is closed; transfer to SRC; hold two (2) years, transfer to State Archives.

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Litigation	2725	Closed Death Penalty Case Files (Appellant Executed)	Documents relating to closed death penalty case files (cases in which individual were executed). Included are briefs, depositions, medical records, psychiatric data, information letters, police reports, and correspondence.	Hold in the current files area three (3) years after the close of the case; transfer to SRC; hold five (5) years, then transfer to State Archives.
Litigation	2726	Active Death Penalty Case Files	Documents relating to active death penalty case files. Included are briefs, depositions, medical records, psychiatric data, information letters, police reports, and correspondence.	Hold in the current files area until case is closed. If appellant is executed, transfer to the Closed Death Penalty Case Files. If appellant is not executed, transfer to the Direct Criminal Appeal Case Files.
Litigation	2731	Inmate Litigation Case Files	Documents relating to prison inmate civil rights cases. Included are summons, pleadings, responses, depositions, and correspondence.	Hold in the current files area until case is closed; transfer to SRC; hold five (5) years, then transfer to State Archives.
Local Government	1534	Local Government Opinion Processing Committee Notes	Documents relating to committee notes concerning local government opinions. This series is cut off at the end of the calendar year.	Hold in the current files area one (1) year; transfer to SRC; hold one (1) year, then dispose.
Medicaid Fraud Control Unit	3515	Vulnerable Adult Abuse Case Files	Included are investigative documentation, complaints, and legal documentation. It is cut off at the end of the calendar year.	Hold in the current files area until case is closed; transfer to SRC; hold seven (7) years, then dispose.

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Medicaid Fraud Control Unit	3516	Resident on Resident Abuse Report Files	This series consists of files related to the reporting by any person employed at a care facility or in a professional capacity having reasonable cause to believe that any patient or resident has been the victim of abuse or exploitation. The report will document the name and address of the abused resident, and the details of the incident. It is cut off at the end of the calendar year.	Hold in the current files area six (6) months; transfer to SRC; hold one (1) year, then dispose.
Medicaid Fraud Control Unit	5964	Case Files	Included are copies of provider histories from the division of medicaid, copies of checks, memos, court records, investigator's files and reports, and subpoenas.	Hold in the current files area until case is closed; transfer to the state records center; hold seven (7) years, then dispose.
Natural Resources	2649	Natural Resources Litigation Case Files	Documents relating to natural resources cases. Included are eminent domain proceedings, confirmations of title, 16th section cases, tidelands cases, freshwater ways, boundaries, enforcement litigation, briefs, pleadings, and correspondence.	Hold in the current files area as long as case is active; transfer to SRC; hold five (5) years, then transfer to State Archives.
Opinion	3179	Attorney General's Opinion File	This series consists of original attorneys' opinions. Included are the request for opinions and the responses, exhibits, and a notebook index. The earliest Present of records in this series is 1949. This series is cut off at the end of the calendar year.	Hold in the current files area fifteen (15) years, then transfer to State Archives. Transfer present accumulation prior to 1978 at this time.
Organized Crime	419	Organized Crime Case Reports	Documents relating to criminal activities in the state. Included are investigative reports of criminals by investigators in this division. Indexed by different crimes.	Hold in the current files area through the life of the case, then dispose. Leave unless case requires further investigation.

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Public Advocacy	2456	High-Level Radioactive Waste Program Files	Documents relating to a U.S. Department of Energy study to locate a radio-active waste disposal site in Perry County. Included are pleadings, studies, state agency information, and correspondence with the Department of Energy.	Hold at SRC three (3) years, then review schedule for further disposition instructions.
Public Advocacy	3560	Utility Case Files	This series consists of utility cases involving companies and corporations and the State of Mississippi represented by the Office of the Attorney General. Included are briefs, motions, data requests, response from companies, subpoenas and correspondence.	Hold in the current files area until case is closed; transfer to SRC; hold ten (10) years, then dispose.
Public Integrity	3513	Criminal Investigation Files	This series consists of files related to the investigations of official corruption and other white collar crimes that are of statewide interest. Also included are drug forfeiture cases and prosecution. Documentation includes copies of checks, loan documents, computer records, investigative reports, and correspondence. It is cut off at the end of the calendar year.	Hold in the current files area until appeal process is exhausted; transfer to SRC; hold five (5) years, then dispose. Per agency request, please notify the Director of the Public Integrity Division, Office of the Attorney General, prior to destruction of records in this series.
Public Integrity	5308	Insurance Integrity Bureau Attorney Work Product Files	This series consists of attorney work product files for investigations of white collar crimes. Included are investigative reports, memoranda, correspondence, evidence files, personal background identification files of the investigated, subpoenas, motions and other judicial documents, and related files.	Hold in the current files area until after the appeal process has been exhausted; transfer to SRC; hold five (5) years, then dispose.

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Public Integrity/Vulnerable Persons	6038	Vulnerable Persons County (Non-Legal) Files	This series consists of vulnerable person files related to investigations that have not been involved in court proceedings. Included are investigative files, complaints, legal files, investigators reports, witness statements, defendant statements, sensitive photographs, financial institution files, medical files and related files.	Hold one (1) year after closed; transfer to SRC; hold four (4) years, then dispose.
Public Integrity/Vulnerable Persons	6039	Vulnerable Adults (Legal) Case Files	This series consists of vulnerable adult files involved in court proceedings. Included are investigative files, complaints, legal files, investigators reports, witness statements, defendant statements, sensitive photographs, financial institution files, medical files and related files.	Hold five (5) years after closed; transfer to SRC; hold seven (7) years, then dispose.
State Agency - DHS	3428	Sex Offense Criminal Checks	Consists of applications from employer representatives whose employees regularly render services to children. The application is for sex offense background checks on present and prospective employees.	Hold in the current files area five (5) years after authorization; transfer to SRC; hold one (1) year, then dispose.
State Agency - DHS	3429	Bankruptcy Cases	Consists of bankruptcy cases of employees of the Department of Human Services. Included are Chapter 7 and Chapter 13 bankruptcy filings, attorney work papers, and correspondence.	Hold in the current files area until case is closed; transfer to SRC; hold one (1) year, then dispose.
State Agency - DHS	5972	General Correspondence	This series consists of incoming/outgoing correspondence related to a wide range of subject matter. Included are requests from the public, complaints pertaining to child support, economic assistance files, files related to food stamps, correspondence to and from employees of the agency and related files.	Hold in the current files area one (1) year; transfer to SRC; hold two (2) years, then dispose.

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State Agency - Gaming	6219	Administrative Litigation Files	This series consists of files related to administrative litigation files. Included are briefs, pleadings, orders, correspondence, research files, attorneys' working files, files generated or received in the course of litigation, and related files.	Hold three (3) years; transfer to SRC three (3) years, then dispose.
State Agency - PERS	6096	Administrative Claim Appeals (Non-disability)	This series consists of non-disability administrative claim appeals related to the eligibility or payment of benefits, the calculation of creditable service, or related matters of appeal. Included are correspondence, administrative records, exhibits, attorney notes, legal pleadings, court files, and related files.	Hold closed files two (2) years after final disposition; Transfer to State Records Center; hold five (5) years, then dispose.
State Agency - PERS	6097	Disability Denials Appealed to Circuit Court	This series consist of files related to disability retirement benefits denied by the Public Employees' Retirement System's (PERS) Board of Trustees that have been appealed to the Mississippi Courts. Included are PERS disability retirement applications, PERS forms, correspondence, medical records, independent medical evaluations, member information, hearing notes, recommendations and determinations, pleadings, briefs, orders and related files.	Hold closed files two (2) years after final disposition; Transfer to State Records Center, hold five (5) years, then dispose.

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State Agency - PERS	6098	Disability Appeals Committee Hearing Files	<p>This series consists of files related to disability cases that have been presented for hearings before the Public Employees' Retirement System's (PERS) Disability Appeals Committee but were not subsequently appealed to the Circuit Courts. Included are PERS disability retirement applications, PERS forms, correspondence, exhibits, medical records, independent medical evaluations, member information, hearing notes, recommendations and determinations, and related files.</p>	Hold closed files two (2) years after final administrative determination, then dispose.
State and Local	3419	State Bond Issuances	<p>This series consists of files related to general obligation bonds, lease purchase bonds, bonds for highways, school construction, parks, special bonds for stadium, and purchase of Wildlife Heritage Land. Included are samples of bonds, legal papers with origin and issuance, prospectus, pleadings in chancery court where validated, and correspondence. Also included are minutes/transcripts of the Bond Commission Meetings.</p>	Hold in the current files area ten (10) years; transfer to SRC; hold ten (10) years, then transfer to State Archives.