

Community and Junior Colleges, Board of

Division	Schedule #	Title	Description	Disposition
Administrative	3043	Mississippi Junior College Association Memoranda	Memoranda from the Commissioner and staff of the Mississippi Junior College Association covering a wide range of subject matter. Included are messages sent to regional directors, registrars, baseball coaches and the Associated Press, as well as other memoranda. It is cut off at the end of the Calendar year.	Hold in the current files area two (2) years, then transfer to State Archives.
Administrative	3046	State Board Correspondence	This series consists of general correspondence to the members of the Board for Community and Junior Colleges from agency staff members. The series contains personal data on the Board members and correspondence on a variety of subjects. It is cut off at the end of the Calendar year.	Hold in the current files area two (2) years, then transfer to State Archives.
Administrative	3049	Institutional Self Studies	Studies preformed by each college every five (5) years for accreditation purposes. The studies cover a wide range of subject matter such as educational progress, financial such as educational progress, financial status and enrollment. It is cut off at the end of the Calendar year.	Retain current report and most recently superseded report in current files; when next report is filed, transfer oldest report to State Archives.
Commission on Proprietary School and College	4644	Proprietary School Files	This series consists of files related to the operations of the Proprietary Schools throughout the State of Mississippi. Proprietary Schools are any schools that are for profit in the State of Mississippi, that provide vocational/technical courses of instruction to the public for a fee and certified that completion of these courses and/or programs of study may produce income for students.	Hold in the current files area two (2) years; transfer to SRC; hold two (2) years, then dispose. Transfer Proprietary School List to State Archives once list has been updated routinely every two (2) years.
Educational Programs	3052	Vocational Technical Program Applications (Approved and Terminated)	This series consists of applications seeking permission to add a new program at a college. Includes applications, correspondence, local level survey material, termination letter, extension letter, and action of the Board. It is cut off at the end of the Fiscal year.	Hold in the current files area five (5) years, then transfer to State Archives.

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Educational Programs	3053	Enrollment Audit	This series consists of Board-conducted audits of enrollment to insure compliance with legal requirements. The audit is divided into different sections. Included is a printout used for verification. It is cut off at the end of the Fiscal year.	Hold in the current files area two (2) years; transfer to SRC; hold three (3) years, then dispose.
Educational Programs	3054	Uniform Course Number System	This series consists of information pertaining to the community college's uniform course numbering system for the colleges. This numbering system is revised every five years by the Board for Community and Junior Colleges, together with the administration and the academic deans of the colleges. It is cut off at the end of the Calendar year.	Hold in the current files area five (5) years, then dispose.
Educational Programs	3055	Lower Level Course Approval	This series consists of a one page document notifying the colleges whether the addition of a new course was approved. The documentation will include course to be taught, where to be taught, when to be taught, spring or fall semester, and the course number. It is cut off at the end of the Fiscal year.	Hold in the current files area five (5) years, then dispose.
Finance	3069	Community College Audits	This series consists of audit reports on each college. These reports were prepared by the State Auditor's Office and outside consultants (CPA'S). It is cut off at the end of the Serial year.	Hold in the current files area five (5) years, then dispose.
Finance	3070	Tenure Study	This series consists of records of a study concerning faculty tenure. The series contains tenure studies and faculty contracts from other states, working papers and notes from meetings discussing the tenure study, and a copy of the final report on the study submitted to the legislature. Also included are questionnaires for standards to be established for all colleges. It is cut off at the end of the Calendar year.	Hold in the current files area, then transfer to State Archives.

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Finance	3071	Associate Degree Nursing Files	This series consists of files pertaining to associate nursing degrees. The series contains Institutions of Higher Learning reports on accreditation of nursing programs. The documentation includes allocation of funding, some direct cost of instructors and projected enrollments. It is cut off at the end of the Serial year.	Hold in the current files area five (5) years, then dispose.
Information Systems	3061	Higher Education General Information Survey (HEGIS)	This series consists of copies of report submitted to the U.S. Department of Education. Included in the reports is information gathered on enrollment, financial aid, and institutional characteristics. It is cut off at the end of the Calendar year.	Hold in the current files area, then dispose.
Information Systems	3062	Integrated Postsecondary Education Data Survey (IPEDS)	This report contains five sections providing information on financial aid, enrollment, degree completion, institutional characteristics and space utilization. The information is submitted from the Board. It is cut off at the end of the Calendar year.	Hold in the current files area five (5) years, then dispose.
Information Systems	3063	Mississippi Junior College Statistical data	This series consists of a compilation of statistical data on the colleges. The documentation includes data on the board members, the college districts, enrollments, finances, program completions by colleges, salary information, utilization and transportation services. It is cut off at the end of the Calendar year.	Send one copy of each presently held report to State Archives; send one copy of each future report to State Archives; weed agency copies as needed.
Information Systems	3064	Junior College Building Project (Capital Improvement)	Documents pertaining to capital improvements at the colleges. Included is correspondence, letter to start, award contract, ads for bids, awards of contract, and change order correspondence. It is cut off at the end of the Serial year.	Hold in the current files area three (3) years, the dispose.
Information Systems	3065	Southern Region Education Board Report	This series consists of a report compiled by the Southern Region Education Board. The report contains information on full time enrollment, state operating appropriations, tuition and required fees, degrees and other awards, faculty salaries, and faculty fringe benefits. It is cut off at the end of the Calendar year.	Hold in the current files area ten (10) years, then dispose.

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Information Systems	3067	Information System Planning Guide	This series consists of plans submitted by the Board to the Central Data Processing Authority on an annual basis for the acquisition of computer equipment. It is cut off at the end of the Calendar year.	Hold in the current files area five (5) years, then dispose.
Student Activities	3056	Intercollegiate Athletic Files	Documents relating to the athletic programs of the colleges. Including are player rosters, eligibility cases, master schedules, appeals and hearings, rules and regulations, annual reports, memos, correspondence, game reports and season bowl game, information and programs. It is cut off at the end of the Calendar year.	Hold in the current files area five (5) years, then transfer to State Archives.
Student Activities	3057	Eligibility Forms	This series consists of eligibility forms for each participant in athletics at the colleges. The documentation found on Form-1 is name of player, home address, county, scholarship information, Present beginning and ending, and signature. It is cut off at the end of the Calendar year.	Hold in the current files area five (5) years, then dispose.
Student Activities	3058	Non-Athletic Files	Files relating to student activities and programs. Includes supporting documentation, correspondence, workshop and conference information, copies of minutes, copies of the budgets and expenditures, copies of constitutions and bylaws. It is cut off at the end of the Serial year.	Hold in the current files area five (5) years, then transfer to State Archives.
Student Activities	3059	Miscellaneous Files	This series consists of alumni files and information concerning student activities not included in the athletic or non-athletic files. This series contains correspondence, files of alumni who have made outstanding contributions to society, material and guidelines. It is cut off at the end of the Serial year.	Hold in the current files area, transfer to State Archives.

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Student Activities	3060	Mississippi Junior College Association files	Documents relating to the Mississippi Junior College Association. Included are correspondence, athletic passes, policy material, meeting files, and legislative material. Also included are the Mississippi Association of Community and Junior College meeting files containing meeting place, hotel announcements, and legislative materials. It is cut off at the end of the Serial year.	Hold in the current files area five (5) years, then dispose.
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