

Division	Schedule #	Title	Description	Disposition
Accreditation	1458	Accreditation Files	This series consists of accreditation files for county, consolidated and separate schools. Also includes files for non-public and special schools that meet accreditation standards. Included are correspondence, personnel reports, annual questionnaires, and daily class schedules.	Hold in the current files area five (5) years, then dispose.
Administration and Finance	1420	Program Applications	This series consists of applications from schools to initiate a driver education program and correspondence. This series is cut off at the end of the fiscal year.	Hold in the current files area six (6) years, then dispose.
Administration and Finance	1423	Schedules	This series consists of files related to schedules for simulator (Driver Education). This series is cut off at the end of the fiscal year.	Hold in the current files area six (6) years, then dispose.
Administration and Finance	2614	Chapter 1 Requests For Additional Funds	This series consists of files related to request for additional Chapter 1 funds (Federal monies). Included are requests for additional funds, project approvals, amendments, fund allocations and budgets.	After one (1) year, weed unnecessary materials, hold four (4) years, then dispose.
Administrative	1684	Continuing Project	This series consist of files related to prevention of school drop-outs. Included are contracts, guidelines, worksheets, general correspondence, and travel. This series is cut off at the end of the fiscal year.	Hold in the current files area one (1) year; transfer to SRC; hold two (2) years, then dispose.
Administrative	1685	Current Telephone Logs	This series consists of logs of long distance calls. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years or until after release of audit report; transfer to SRC; hold two (2) years, then dispose. Audit must have been released three (3) years prior to disposal.

Administrative	1686	Due Process Hearings	This series consists of files related to hearings on placement of child. Included are correspondence, record of hearings (tapes), and school records.	Hold in the current files area five (5) years; transfer to SRC; hold until child reaches twenty-one (21) years; then return to agency for destruction in accordance with federal regulations.
Child Nutrition	1298	Certification Files	This series consists of files related to class rolls of courses taken by cafeteria managers and district supervisors for certification.	Hold in the current files area until transferred to computer. Active certification files are to be maintained on computer. Inactive certification files will be deleted once a year. Before deleting, a computer printout will be made. See schedule.
Child Nutrition	1299	County Files	This series consists of correspondence and reviews of program participants. This series is cut off at the end of the fiscal year.	Hold files dated before June 1986, four (4) years. Hold files dated after June 1986, five (5) years. Audit report must have been released three (3) years.
Child Nutrition	1300	Project Evaluations (Permanent Files)	This series consists of files related to project evaluations for the nutritional education programs.	Weed and dispose unnecessary material.
Child Nutrition	1301	Rotating Dated Files	This series consists of files related to travel vouchers for staff, surveys, training records, in-state and out-of-state correspondence and interoffice memos. This series is cut off at the end of the fiscal year.	Hold in the current files area four (4) years, then dispose.

Child Nutrition	1426	Audits	This series consists of files relating to audit reports. Included are financial statements, working papers and closing letters to institution. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years after release or until all audit exceptions are resolved, then dispose. Audit must have been released three (3) years prior to disposal.
Child Nutrition	1427	Correspondence	This series consists of general correspondence pertaining to the different Child Nutrition programs and with the USDA in Atlanta. This series is cut off at the end of the fiscal year.	Hold in the current files area four (4) years, then dispose. Purge and dispose unnecessary correspondence.
Child Nutrition	1428	Claim Reports	This series consists of monthly claim reports for each school, district and child care facility. Included are number of meals served, number of children approved, number of schools reporting, income statement and inventory of supplies on hand at end of month. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years after release of audit report or until audit exceptions are resolved, then dispose. Maintain end of year computer printout four (4) years, then destroy.
Child Nutrition	1430	Forms FNS-10 and FNS-44	This series consists of monthly reports stating total meals served for breakfast, lunch and supper for school districts and day care facilities. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years after release of audit report or until audit exceptions are resolved, then dispose.
Child Nutrition	1432	Form FNS-418	This series consists of monthly report stating total meals served for the Summer Feeding Program. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years after release of audit report or until audit exceptions are resolved, then dispose.

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Child Nutrition	1436	Commodity Files	This series consists of files related to commodities ordered for schools, summer camps and charitable institutions. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years after release of audit report, then dispose. Audit must have been released three (3) years prior to disposal.
Child Nutrition	1437	General Correspondence	This series consists of correspondence pertaining to the Food Distribution Program with the schools, USDA, summer camps, and charitable institutions. This series is cut off at the end of the	Hold in the current files area four (4) years, then dispose.
Child Nutrition	1438	Inventories	This series consists of files related to inventories of commodities by schools and charity institutions. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years after release of audit report, then dispose. Audit must have been released three (3) years prior to disposal.
Child Nutrition	1440	Day Care Site Sheets	This series consists of files related to Day Care Site Sheets Form CCFP-2(b). Included are name and address of day care facility, number of children enrolled, ages of children, staff training, and approval date. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years after release of audit report, then dispose. Audit must have been released three (3) years prior to disposal.
Child Nutrition	1441	Equipment Records	This series consists of files related to purchasing of equipment for Child Care facilities through a Special Equipment Fund (not in existence at present). This series is cut off at the end of the fiscal year.	Hold in the current files area until equipment is deleted or sold; then dispose.
Community and Outreach Services	3322	School Attendance Records	This series consists of numeric reports of county attendance officers of school attendance, absences and non-registrations and of reports prepared by the agency detailing the same data on a state-wide basis. 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 four (4) years, then dispose.

Deputy Superintendent/Compulsory School	4379	Daily Sign In Sheets (All Counties)	<p>This series consists of the Compulsory School Enforcement office attendance officers' sign in sheets. Attendance officers are employed with the Department of Education to enforce the School Attendance Law. The attendance officers are required to sign in daily and maintain a daily sign in sheet. Attendance officers must cooperate with any public agency to locate and identify all compulsory school age children who are not attending school. The attendance officers investigate all cases of non attendance and unlawful absences by compulsory school age children not enrolled in a non-public school. Attendance officers provide appropriate counseling to encourage all school age children to attend school until they have completed high school. When a child is absent from school without a valid written excuse from school officials, the attendance officers contact the home or place of residence of the child and any other place in which the officer is likely to find the child.</p>	Hold in the current files area two (2) years after last entry, then dispose.
Deputy Superintendent/Compulsory School	4380	Daily Activity Reports (All Counties)	<p>This series consists of attendance officers' daily activity reports. The attendance officers with the Compulsory School Attendance Enforcement office monitor attendance in schools throughout the state. The attendance officers are required to maintain a daily activity report to indicate activities for the day. The Department of Education oversees and monitors the attendance officer with the Compulsory School Attendance Enforcement office. Documentation includes officers name, date, description of activities, time spent, reporting month, action, and conclusion. This series is cut off at the end of the school year.</p>	Hold in the current files area three (3) years, then dispose.

Deputy Superintendent/C ompulsory School	4381	Monthly Status Reports (All Counties)	This series consists of attendance officers' monthly status reports. The attendance officers submit monthly reports to reflect their performance for the month. Documentation includes attendance officer's name, school, county, reporting period, number of referrals, referrals resolved, referrals cannot locate, informal hearing with judge, youth court petitions fled, youth court judgments, justice court petitions filed, city court judgments, new enrollees, suspension, expulsions, withdrawals, drop out under 17, drop outs over 17, total dropouts, placed in GED, placed in Job Corps, placed in Youth Challenge, other Placement-DHS-MH, number of letters, number of phone calls, number of home visits, number of counseling sessions, number of school visits, public school enrollment, private school enrollment, home instruction, and total enrollment. This series is cut off at the end of	Hold in the current files area three (3) years, then dispose.
Deputy Superintendent/C ompulsory School	4385	Year End Reports (All Counties)	This series consists of attendance officers' year end reports. The attendance officers submit year end reports that indicate school attendance throughout the year. The attendance officers receive updates of attendance monthly from the school districts. Documentation includes enrollment county's name, school attendance officer's name, month, county total, public, private, and home school totals. This series is cut off at the end of the school year.	Hold in the current files area five (5) years, then transfer to State Archives.
Educational Equity	3356	General Administrative Files	This series consists of routine administrative files of the Division of Educational Equity. Included are copies of in-agency memoranda, routine correspondence, agendas for conferences and seminars and handouts for in-service training.	Hold in the current files area until administrative needs have lapsed, then transfer to State Archives.

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Educational Equity	3357	Annual Limited English Proficiency (LEP) Survey	This series consists of reports filed annually by school districts setting out the number of students who have limited proficiency in the English language with their ages, grade levels and primary languages. This series is cut off at the end of the calendar year.	Hold in the current files area one (1) year, then dispose.
Educational Equity	3359	Conference Applications	This series consists of applications of person wishing to attend conferences and institutes sponsored by the Division of Educational Equity. There is limited space available at the conferences. Included are applications, resumes and letters of recommendation.	Hold in the current files area one (1) year, then dispose.
Evaluation Enhancement	4387	Probationary and Conservatorship School District Files	This series consists of files related to school districts that were placed on probationary and conservator ship status by the Department of Education, office of Conservator ship. Districts with probationary status in this series were due to academics (low standardized test scores) or finances (the district failure to meet payroll). Upon receiving probationary status, the office of Conservator ship monitored various districts for the purpose of rectifying financial or academic problems. However, the office of Conservator ship gained complete autonomy over districts that were consistently on academic or financial probationary status. School districts were required to submit a Correction Action Plan. These districts were required to adhere to the Correction Action Plan in order for probationary and conservator ship status to be eliminated. Included are performance appraisals, lists of Mississippi Board of Education Members, copies of correspondence, original correspondence,	Hold in the current files area two (2) years; transfer to SRC; hold (10) ten years, then transfer to State Archives.

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Exceptional Student Assessment & Special Projects	1699	Correspondence Logs	This series consists of rosters of correspondence mailed out for the three consultants: Data Management, Child Complaints, and Personnel Development. This series is cut off at the end of the calendar year.	Hold in the current files area two (2) years, then dispose.
Exceptional Student Assessment & Special Projects	1700	Educable Child Files (Active and Deleted)	This series consists of files related to educable children in private or parochial schools. Included are applications for financial assistance, individual educational plans, pupil personal data sheets, and assessment team records. This series is cut off at the end of the fiscal year.	Hold in the current files area until inactive; transfer to SRC; hold until child reaches twenty one (21) years, then return to agency for disposal in accordance with federal regulations.
Exceptional Student Assessment & Special Projects	1701	General Office Files	This series consists of general correspondence, screening team correspondence, newsletters, and law reports. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years; transfer to SRC; hold two (2) years, then dispose.
Exceptional Student Assessment & Special Projects	1702	Instructional Intervention Survey	This series consists of files related to surveys sent out to states on special services they provide. Included are replies to the survey. This series is cut off at the end of the fiscal year.	Hold in the current files area until no longer needed, then dispose.
Exceptional Student Assessment & Special Projects	1704	Private Schools Approvals	This series consists of checklist for approval, school calendar, claims form attachments, teacher certification forms and correspondence. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years; transfer to SRC; hold two (2) years, then dispose.
Exceptional Student Assessment & Special Projects	1705	Public Law 89-313 Files/University Based Programs	This series consists of files related to project applications for P. L. 89-3 13, University Based Proposals, projects, amendments, and reimbursements. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years; transfer to SRC; hold two (2) years, then dispose.
Exceptional Student Assessment & Special Projects	1707	School/College - Agents (Active and Expired)	This series consists of files related to recruitment of students. Included are applications and bond information. This series is cut off at the end of the calendar year.	Hold in the current files area two (2) years; transfer to SRC; hold five (5) years, then dispose.

Exceptional Student Assessment & Special Projects	1708	Screening Teams	This series consists of files related to teams used to screen students. Included are list of screeners, credentials and correspondence. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years or until updated; transfer to SRC; hold two (2) years, then dispose.
Exceptional Student Assessment & Special Projects	1709	Screening Team Site Visits	This series consists of files related to site visits by the screening team. Included are correspondence, site visit reports, review checklists, recommendations, and responses by the school. This series is cut off at the end of the	Hold in the current files area three (3) years; transfer to SRC; hold two (2) years, then dispose.
Exceptional Student Assessment & Special Projects	1710	American Printing House	This series consists of federal registers for visually impaired kids. Included are eye reports, doctor reports, book orders, applications and invoices.	Hold in the current files area three (3) years; transfer to SRC; hold until child reaches twenty-one (21) years, then return to agency for disposal in accordance with federal regulations.
Exceptional Student Learning Centers Statewide	1722	Regional Screening Team Files	This series consists of files related to personal data forms, assessment team reports, physical observations, speech and hearing forms. Included are summary sheets. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years; transfer to SRC; hold two (2) years, then return to agency for disposal in accordance with federal regulations.
Exceptional Student Learning Resource Center	1721	Correspondence	This series consists of correspondence files with school districts about testing schedule dates. This series is cut off at the end of the fiscal year.	Hold in the current files area one (1) year, then dispose.
Exceptional Student Learning Resource Center	1723	Summary of Tests	This series consists of files related to summary of tests administered to each client. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.

Exceptional Student Programs	1713	Deaf-Blind Registry Files	This series consists of formation about children. Included are applications, registers, and eye reports. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years; transfer to SRC; hold until child reaches twenty-one (21) years, then return to agency for disposal in accordance with federal regulations.
Exceptional Student Programs	1714	Gifted Files	This series consists of files related to gifted talented program. Included are original projects, amendments, proposals, and correspondence. This series is cut off at the end of the fiscal year.	Hold in the current files area until new or updated projects are received, then dispose.
External Relations	2123	No Pass, No Play	This series consists of files related to documents of advisory committee. Included are tapes from public hearings, newspaper clippings, and guidelines. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years; transfer to SRC; hold three (3) years, then dispose.
External Relations	2125	Robert Byrd Scholarship	This series consists of files related to the administration of the scholarship fund. Included are applications and winners of the funds. This series is cut off at the end of the fiscal year.	Hold in the current files area until audited; transfer to SRC; hold three (3) years after release of audit report, then dispose.
External Relations	3631	Survey Files	This series consists of files related to various school district surveys. Included are survey questionnaires, response forms, correspondence, results and analyses, and other file. This series is cut off at the end of the calendar year.	Hold in the current files area two (2) years, then transfer to State Archives.
External Relations	3632	General Correspondence	This series consists of correspondence with the public, teachers, parents, school district officials, and the media. Included are correspondence, memoranda, and other files. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years, then transfer to State Archives.

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External Relations	3633	In-House Correspondence	This series consists of departmental correspondence of the office of External Relations on a variety of routine administrative matters. Included are correspondence and memoranda. This series is cut off at the end of the calendar year.	Hold in the current files area three (3) years, then dispose.
External Relations	3634	Legislative Correspondence	This series consists of files related to various legislative matters involving the Department of Education. Included are correspondence, memoranda, working papers, and other files. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years; transfer to SRC; hold five (5) years, then transfer to State Archives.
External Relations	3635	Legislative Updates	This series consists of files related to proposed legislation of educational issues. Included are drafts of legislative correspondence, memoranda, session analyses, working papers, legislative responsibility charts, and other files.	Hold in the current files area six (6) years, then transfer to State Archives.
External Relations	3636	Special Projects Files	This series consists of files related to special projects undertaken by the External Relations staff. Included are planning documents, booklets, correspondence, memoranda, research notes, working papers, final reports, and other files.	Hold in the current files area five (5) years, then transfer to State Archives.
External Relations	3639	Recognition Program Files	This series consists of files related to various award and recognition programs administered by the office of Public Relations. Titles include Christa McAuliffe Fellowship, Milken Family Foundation Award, and Parent of the Year. Included are correspondence, memoranda, grant applications and information, working papers, selection files, and other files. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years after close of grant year, then dispose.

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External Relations	3641	Yearly Calendars	This series consists of files related to the annual calendar and electronic calendar of events for the Department of Education. Included are background information, correspondence, memoranda, and other files used to create the annual calendar. This series is cut off at the end of the calendar year.	Hold in the current files area three (3) years, then dispose.
Innovations	3706	Project Files	This series consists of program files and related information for various federal grant programs administered by the office of Innovative Support. Included are applications, application amendments, school district correspondence, project applications and approvals, evaluation reports and reviews, waivers, federal policy and procedures manuals and guidelines. It is cut off at the end of the year.	Hold in the current files area two (2) years after close of grant; transfer to State Records Center and hold four (4) years; then destroy. Audit must have been released three (3) years.
Instructional Development	3579	Textbook Order Files	This series consists of files related to textbook orders from schools participating in the textbook order program offered by the Textbook office. Only private parochial schools accredited by the state participate. Included are order forms, list of books ordered by subject matter and grade, invoices, and other files.	Hold in the current files area six (6) years, then dispose. Audit must have been released three (3) years prior to disposal.
Instructional Development	3580	Textbook Fines and Damages Files	This series consists of files related to fines imposed on non-public schools for damaged or lost textbooks. Included are close-out procedure letters, forms detailing fines, damages, and lost textbooks, and other files. Money collected from each school is credited back to their respective accounts for the next school year.	Hold in the current files area six (6) years, then dispose.

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Instructional Enhancement and Internal Operations	5807	Request for Proposals/Bid Test Files (RFPs)	This series consists of files related to proposals or bids for contracts regarding student assessment/testing in public schools for the state. Included are Mississippi Curriculum Test 2 (MCT 2) files, Student Assessment Practice Test 2 (SATP 2) files, technical preparation initiation files, budget narratives, summaries, and related	Hold in the current files area three (3) years; transfer to SRC; hold ten (10) years, then dispose.
Internal Accountability	3919	Audit Files	This series consists of audit reports and working files performed by the Division of Internal Accountability relating to school districts in Mississippi. The Division of Internal Accountability determines if school districts violated any federal requirements and if there is a need to repay funds back to the Department of Education. It is cut off at the end of the Other year.	Hold in the current files area until audit is closed out; transfer to State Records Center and hold four (4) years; then dispose.
Leadership Development and Enhancement	3586	School District Files	This series consists of files related to training sessions conducted for employees of the various school districts. Each file contains training information for the school board member training, SEMI training, and entry-level training sessions. Included are correspondence, memoranda, documentation certificates, research information, reports, training materials, and other files.	Hold in the current files area five (5) years, then dispose.
Leadership Development and Enhancement	3589	Assessment Center Records	This series consists of files related to the certification of school district administrators. Included are final reports on each participant on the group exercise and assessment activities and other files.	Hold in the current files area five (5) years, then dispose.

Learning Resource Center	1724	Testing Files	This series consists of psychologist's or examiner's report. Included are protocols (test booklets) and referral forms. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years; transfer to SRC; hold two (2) years, then return to agency for disposal in accordance with federal regulations.
Management Information Systems	2251	Guidance Materials	This series consists of files related to guidance programs. Included are MS School Bulletin Suggested Activity & Guidance Program for High Schools, Directory of public school counselors, Admission and Financial Aid Guide, Guidance directory, Guidance leadership workshop papers, MS Guidance newsletter Guide-O-Rama, MS Counseling Association, Minutes of Advisory Committee, requisitions, school reports, and reports. It is cut off at the end of the year.	Transfer to State Archives.
Management Information Systems	2252	Merit Pay	This series consists of files related to merit pay. Included are correspondence, personnel appraisal papers, work papers, financial status reports on teacher evaluation procedures, report of performance based school task force, federal assistance grant-teacher incentive program, outline of proposed plan of action for personnel appraisal and compensation, and Report of the Task Force for Educational Excellence in MS. It is cut off at the end of the year.	Transfer to State Archives.
Management Information Systems	2385	Mississippi School Profiles	This series consists of files related to each Mississippi school district. Included are ACT scores, per capita income (district), teachers salaries, county pop., revenue by source, enrollment data, number of teachers, functional literacy exam results, and basic skills	Hold in the current files area five (5) years, then dispose.

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Management Information Systems	2448	General Correspondence	This series consists of general correspondence. Included are weekly activity reports, telephone and equipment requests, productivity calendars, job announcements, budget information, cabinet memos, interdepartmental and inter-bureau memos, correspondence with computer corporation, NEA correspondence, and MIS plans. This series is cut off at the end of the calendar year.	Hold in the current files area two (2) years, then dispose.
Planning and Policy	2128	Drug Free Schools	This series consists of applications, amendments to program and correspondence. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.
Planning and Policy	2129	JTPA (Job Training Partnership Act) Program	This series consists of local contracts, fiscal reports, correspondence from funding source, programs updates, and project agreements. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years; transfer to SRC; hold one (1) year, then dispose. Audit must have been released three (3) years prior to disposal.
Public School Building Funds	2328	Average Daily Attendance	This series consists of files related to the letter from the Department of Education showing school districts average daily attendance. This series is cut off at the end of the school year.	Hold in the current files area until three (3) years after the release of audit, then dispose.
Public School Building Funds	2377	Consolidation Study	This series consists of files related to special project conducted for two years. Included are educational performance and expenditure evaluations. It is cut off at the end of the calendar year.	Hold in the current files area three (3) years, then dispose.
Public School Building Funds	2378	Docket Files	This series consists of files related to reorganization of school districts in the state in 1954. Included are petitions, legal description of territories, governing authorities, acceptance by the state recognizing the school districts.	Hold in the current files area ten (10) years, then transfer to State Archives.

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Public School Building Funds	2380	General Correspondence	This series consists of correspondence from the school districts requesting applications, general information about funding.	Hold in the current files area three (3) years, then dispose.
Public School Building Funds	2381	Insurance Files	This series consists of files related to certification from schools districts of insurance.	Hold in the current files area one (1) year, then dispose.
Public School Building Funds	2382	Long Range Plans	This series consists of files related to long-range construction plans submitted by the schools. Included are plans for anticipated renovations, additions, facilities to be abandoned and estimated construction costs.	Hold in the current files area five (5) years, then dispose.
Pupil Transportation	4120	School Bus Purchase Applications	This series consists of applications to purchase new and used school buses. Documentation includes school district, school bus company name, number to be purchased, method of payment, chassis information, body price, total price of complete bus, appraised value, approving signatures, and dates. It is cut off at the end of the Fiscal year.	Hold in the current files area three (3) years; then dispose.
Pupil Transportation	4121	Applications to Purchase Vehicles Other Than School Buses	This series consists of applications to purchase vehicles other than school buses. Documentation includes school district, number to be purchased, type of vehicle, make, model, total cost of vehicle, primary use of vehicle, approving signatures, and dates. It is cut off at the end of the Fiscal year.	Hold in the current files area three (3) years; then dispose.
School Building	3753	Loan Entitlement Letters	This series consists of letters sent to school districts notifying them of the amount of money they are entitled from the State Public School Building Fund for the fiscal year. Documentation includes the total amount of earned credits, interest charges on loans outstanding, amount of approved projects, loan outstanding, maximum possible loan and loan entitlement amount. It is cut off at the end of the Fiscal year.	Hold in the current files area five (5) years; then dispose.

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School Building	3756	Asbestos Files	This series consists of files related to the Asbestos Hazard Emergency Response Act (AHERA) and the School Hazard Elimination Act (SAHEA). Included are copies of correspondence from the Department of Education to school superintendents notifying of potential problems with asbestos materials, interdepartmental memos, school re-inspection and management plans. It is cut off at the end of the Calendar year.	Hold in the current files area seven (7) re-inspection cycles; then transfer to State Archives.
School Building	3757	School Building Survey Act of 1953	This series consists of files related to an act passed by a special session of the legislature in 1953 which required surveys of school districts to study consolidation. Included are bound copies of reports prepared by the school districts detailing the findings of their surveys. Documentation includes minimum foundation program, and enrollment. It is cut off at the end of the calendar year.	Transfer to State Archives.
School Building	3761	Public Law 81-874 Applications	This series consists of files related to federal assistance to areas suffering from natural disasters and areas considered and areas considered to be impacted under Public Law 81-874. For natural disasters, the files include an application for federal assistance, correspondence, budget information, disaster damage inventory and description. It is cut off at the end of the fiscal year.	Hold in the current files area one (1) year; transfer to State Records Center and hold two (2) years; then dispose.
School for the Deaf	838	General Correspondence	This series consists of files related to contributions received, confirmations of tours and correspondence to newspapers and TV stations thanking them for printing items on school. This series is cut off at the end of the calendar year.	Hold in the current files area one (1) year, then dispose.

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School for the Deaf	880	Enrollment and Follow-Up Summary Report (Vepm-131)	This series consists of files related to the number of students enrolled in each program. Included is information on number of students that completed each program and the number of drop-outs for each program.	Hold in the current files area indefinitely.
School for the Deaf	881	Request For Approval of New Programs (VEPR-001)	This series consists of files related to request for new vocational programs. Included are title of program, purpose and provisions for funding.	Hold in the current files area until program approved or not approved, then dispose. Dispose unapproved program requests. Maintain approved requests three (3) years, then dispose.
School for the Deaf	883	Summary of Disadvantaged Student's Classification (VESE-007)	This series consists of files related to students scores and deficiencies. Included are student's name, grade level, and test scores.	Hold in the current files area indefinitely.
School for the Deaf	887	Follow-Up Records	This series consists of files related to working papers to determine if student is working after graduation and using skills learned in Vocational Education program. Included is National Technical Institute for the Deaf (NTID) reports and vocational educational follow-up report. This series is cut off at the end of the calendar year.	Hold in the current files area indefinitely.
School Improvement	1125	Appalachian Regional Commission Files	This series consists of files related to federal funded Right to Read Program administered through the Department to assist educationally deprived people in the Appalachian Region. Included are financial records and some program material such as project design, project resources and project performance. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years; transfer to SRC; hold two (2) years, then dispose.

School Improvement, Oversight and Recovery	5490	School At-Risk Research and Development Evaluations (Field/Pilot Tests	This series consists of files related to the pilot and field testing of instruments to evaluate administrators and teachers failing to meet state accountability standards for student achievement. Included are handwritten notes, interview scoring forms, administrator/teacher appraisals, instructions, classroom observation records, rubric scoring forms, performance level forms, appraisal reports and other files.	Transfer to SRC; hold ten (10) years, then dispose.
School Improvement, Oversight and Recovery	5491	School At-Risk Evaluation Files (Year 1)	This series consists of the first official evaluations of schools, administrators, and teachers failing to meet state accountability standards for student achievement. Included are interview scoring forms, pilot data, field data, administrator/teacher appraisals, instructions, classroom observation records, rubric scoring forms, performance level forms, appraisal reports and other files.	Transfer to SRC; hold ten (10) years, then dispose.
School Improvement, Oversight and Recovery	5492	School At-Risk Evaluation Files (Years 2-5)	This series consists of files related to evaluations of schools, administrators, and teachers failing to meet state accountability standards for student achievement. Included are interview scoring forms, administrator/teacher appraisals, instructions, classroom observation records, rubric scoring forms, performance level forms, appraisal reports and other files.	Transfer to SRC; hold five (5) years, then dispose.

School Improvement, Oversight and Recovery	5503	Summary Evaluation Enhancement Reports	<p>This series consists of summary evaluation reports of schools failing to meet state accountability standards for student achievement. This information has been presented to open forums, particularly school board meetings. Documentation includes introductions, appraisal reports, areas of strength, areas in need of improvement, standards, policy and performance reports, evaluations, management reports, standards summaries, plans of instruction, assessments, plan developments, perceptions of safety and related information.</p>	Transfer electronic files to State Archives, then dispose of paper files.
School Improvement, Oversight and Recovery	5504	School Needs Assessment Reports	<p>This series consists of school needs assessment reports related to assessments of schools failing to meet state accountability standards for student achievement. The amendment of Mississippi Code Annotated 37-18-7 made the school-at-risk evaluation instrument non-essential and school needs assessment reports are utilized to determine the viability of at-risk schools. The school needs assessment reports produce information regarding the agency's analysis of problematic public schools. Documentation include major strengths, major challenges, leadership, findings, recommendations, curriculum and assessment, delivery of instructions, and school climate safety.</p>	Transfer electronic files to State Archives at the end of each fiscal year, then dispose of paper files.
Special Education	3389	Regional Team Screening Files	<p>This series consists of files related to eligibility rulings provided by the office of Special Education. Included are data sheets, teacher narratives, assessment team reports, physical observation forms, and other related documents. This series is cut off at the end of the fiscal year.</p>	Hold in the current files area two (2) years; transfer to SRC; hold three (3) years, then dispose.

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Special Education	3627	Children Complaints	This series consists of files related to the complaints received by the office of Special Education on behalf of children participating in special education programs in MS. Included are correspondence, telephone call worksheets, contact logs, letters of resolution, and other files. This series is cut off at the end of the fiscal year.	Hold in the current files area until the child reaches 15 years of age; transfer to SRC; hold six (6) years, then dispose.
Special Education	3628	Due Process Hearing Files	This series consist of files related to complaints filed with the office of Special Education on behalf of children. Included are requests for hearing, requests for the appointment of a hearing officer, correspondence, child's "complaint" file, contact logs, hearing transcripts, final reports, and other files. This series is cut off at the end of the fiscal year.	Hold until the child reached 15 years of age; transfer to SRC; hold six (6) years, then dispose.
Special Services	1690	Learning Resource Centers Files	This series consists of files related to travel expenses, requisitions, long distance telephone log, and weekly contact sheets per employee. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years; transfer to SRC; hold two (2) years, then dispose.
Special Services	1691	Mattie T.	This series consists of files related to lawsuit the Department of Education was involved in. Included are copies of documents relating to litigation. It is cut off at the end of the Serial year.	Hold in the current files area until no longer needed, then dispose.
Special Services	1692	Ruled Handicapped Students	This series consists of files related to general information on student, screening test, test performed and scores, and individual worksheets. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then return to appropriate local school district.
Special Services	1693	Staff Development Plans	This series consists of follow through activity reports of staff members. This series is cut off at the end of the fiscal year.	Hold in the current files area two (2) years, then dispose.
Special Services	1696	Attorney General Files	This series consists of correspondence with the Attorney General's office on schools in the state that are not licensed. This series is cut off at the end of the calendar year.	Hold in the current files area two (2) years; transfer to SRC; hold five (5) years, then dispose.

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Special Services	1717	Child Counts	This series consists of files related to the number of handicapped children, age and handicapped condition. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years; transfer to SRD; hold two (2) years, then dispose.
Special Services	1718	Federal Forms	This series consists of free appropriate public education data. Included are number of personnel providing education and related services to handicapped and number of personnel needed to provide education and related services to handicapped. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years; transfer to SRC; hold two (2) years, then dispose.
Special Services	1719	Needs Assessment Survey	This series consists of files related to annual collection of needs of school districts related to special education. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then transfer to State Archives.
Special Services	2536	Monitoring Files	This series consists of files related to the implementation of State and Federal regulations regarding handicapped children. Included are correspondence, site visit report, actual report, letter from district on how they will handle a problem was handled, documentation in the district, and cooperation reports for backup.	Hold in the current files area three (3) years; transfer to SRC; hold two (2) years, then transfer to State Archives.
Special Services	2616	Educable Child School Site Visits	This series consists of files related to on site inspections of schools that receive funds through the educable child program. Included are site reports, list of school problems, correspondence, and proof of clearance. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years, then dispose.
Special Services	2874	Extended School Year - ESY	This series consists of files related to extended school year services. Included are extended school year applications, correspondence, and estimated budget for extended school year. This series is cut off at the end of the calendar year.	Hold in the current files area three (3) years; transfer to SRC; hold two (2) years, then transfer to State Archives.

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Special Services	2875	Data Sheets	This series consists of files related to teacher unit allocations. Included are request for Special Education Teacher Unit Allocations, Form F1A, and F1A worksheet. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years; transfer to SRC; hold two (2) years, then transfer to State Archives.
Special Services	2876	Staff Development	This series consists of files related to comprehensive in-service staff development plan submitted to the Department of Education for approval annually from each school district. Included is Form No. AC6-Grant In Aid Project Approval, correspondence, Comprehensive Staff Development Plan, and Staff Development Activity Form.	Hold in the current files area one (1) year; transfer to SRC; hold three (3) years, then dispose.
Staff Development	1308	Title IX Resource File	This series consists of files related to title IX (Sex Discrimination Act) materials used to teach consultants about sex discrimination. Included are hand-outs, manuals, and tapes.	Hold in the current files area until material updated, then dispose.
State Special Schools	6321	Accreditation Records & Reports	Includes reports, requirements, and correspondence.	Hold two (2) accreditation cycles, then dispose.
State Special Schools	6322	Board Records, Temporary	This series includes board claims dockets, school board orders, cancelled bonds and coupons, and tax collector's reports to the superintendent of schools.	Hold five (5) years, then dispose. Board Orders must be held five (5) years after they have been recorded into the Minute Book.
State Special Schools	6323	Accident / Incident Records	This series may include reports regarding unlawful activity or violent acts on school property or during school events. May include description of the accident, reports of the school personnel, information about the student involved, and the action or treatment given.	Hold five (5) years after finalization of the accident or incident, then dispose.

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State Special Schools	6324	Census	This is a list of educable children, which may include a list of students for each county. May include parent's name, address, telephone number or related information.	School to hold one copy permanently and transfer copy annually to State Archives.
State Special Schools	6325	Child Nutrition Program Files	Records include school meal program files, financial records and reports, applications for participation, eligibility verification, list of applicants, food inventory files, food production and purchase records, meal count documentation, and monthly reports for free and	Hold five (5) years. Audit must have been released three (3) years prior to disposal.
State Special Schools	6326	Dormitory and Cafeteria Accounts	This includes accounts with student funds held on behalf of the student for expenditure on approved supplies and products.	Hold three (3) years after audit, then dispose.
State Special Schools	6327	Monthly Attendance Records	Monthly attendance reports and absence records.	Hold one (1) year, then dispose.
State Special Schools	6328	Board Reports, Permanent	Includes annual board reports, annual school reports, and all other required compiled reports for the Mississippi Department of Education	Hold permanently.
State Special Schools	6329	Board Reports, Temporary	Includes reports prepared for the State Board of Education on less than an annual basis.	Hold five (5) years, then dispose upon order of the district school board.
State Special Schools	6331	Textbooks	This series includes the textbooks procured for use by the school. Textbooks may be unusable for several reasons as determined by the Mississippi Department of Education (MDE).	Dispose following MDE guidance. Do not warehouse books that are authorized for destruction by MDE.
State Special Schools	6333	Insurance Files	Insurance forms, letters to insurance companies, type of coverage and amount of payment. Explanation of coverage, and related files.	Hold three (3) years, then dispose provided all payments have been collected and there are no outstanding third party liability claims.

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State Special Schools	6334	Permissions	Includes permissions documents granted by the parent or guardian to participate in activities, attend events, or travel on school sanctioned trips. Included are the sign-in/out forms from	Hold until the close of the school year in which the activity occurred, then dispose.
State Special Schools	6335	Standardized Examination Records	This series documents the administration of standardized examinations of students. Information in these records includes information about the time and place of examinations, student identification, rules, questions, answers and scores. Test scores are records in the Student Permanent Record.	Hold three (3) years after examination, then dispose. Individual test scores are transferred to the Student Permanent Records.
State Special Schools	6336	Student Emergency Contact	Includes information for student emergency contacts.	Until superseded or student's last day of attendance, then dispose.
State Special Schools	6337	Student File, Permanent	Applications for admission, standardized examination scores, birth certificates, health and testing information, social security number, MSIS number, guidance counseling, home visits, hospital referrals, certification of compliance with immunization law, routine physicals, visual and hearing screening, medical consent.	Hold permanently.
State Special Schools	6338	Student Files, Temporary	Includes monthly admissions records, attendance reports, teacher's attendance registers, grade books, standardized examination records, local survey committee files.	Hold three (3) years after the date of last attendance, then dispose.
State Special Schools	6339	Student Files, Cumulative	May include correspondence, memoranda, applications, absentee records, case files, reports, certificates, photographs, and other documentation of information found in the student's permanent record, IEP, and related files. A copy must be transferred to the next K-12 school in attendance if applicable.	Hold five (5) years after the permanent records have become inactive and store in a central repository of the district.

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State Superintendent	2108	Appointment Books	This series consists of daily record of appointments of the Superintendent of Education.	Hold in the current files area one (1) year, then dispose.
State Superintendent	2112	Legislature Correspondence	This series consists of correspondence answering requests from senators and representatives on subjects regarding to the Department of Education. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years, then transfer to State Archives.
State Superintendent	2114	School District Files	This series consists of general correspondence with public schools, senior and junior colleges. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years, then dispose. Weed and dispose unnecessary material.
State Superintendent	2116	U.S. Department of Education File	This series consists of correspondence and federal reports. Included is correspondence with the Council of Chief State officers. This series is cut off at the end of the year.	Hold in the current files area three (3) years, then dispose. Weed and dispose unnecessary material.

Student Achievement and Growth	4388	Instrument Contract Files	<p>This series consists of contracts of vendors who develop educational evaluation instruments. With the creation of the Department of Education, the office of Instructional Support and Training, this office is responsible for administering and monitoring the progress of school districts throughout the State of Mississippi by utilizing instruments to determine the level of educational accountability. AEL is the vendor that the Department of Education has designated to create the instruments. Documentation includes contract signature sheets, Technical Proposed Evaluations for School Level Accountability Model, AEL Procedures for Developing Reliable Personnel Appraisal Instruments, and agendas for AEL and the Mississippi Department of Education.</p>	<p>Hold in the current files area five (5) years, then dispose.</p>
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Student Assessment	4539	Director's Files	<p>This series consists of files related to the Director of the office of Student Assessment. The mission of the Student Assessment Division is to provide high quality assessments and meaningful instructional information for increasing student achievement and closing achievement gaps. Mississippi Code of 1972, Annotated, 37-16-5 states that the school board of every district in the state periodically assess student performance and achievement in each school. This series contains a wide range of subject matter. Included are memorandums, letters, reports, State Board of Education information, APA information, presentations, contract management, state and federal testing requirements, agency management meeting files, data interpretation/statistic files, statewide testing calendar files, and committee correspondence. This series is cut off at the end of the fiscal year.</p>	Hold in the current files area three (3) years; transfer to SRC; hold four (4) years, then transfer to State Archives.
Student Assessment	4542	National Assessment of Educational Progress (NAEP) Files	<p>This series consists of files related to the National Assessment of Educational Progress (NAEP) Program. Certain schools in the State of Mississippi were selected to participate in the NAEP Program. This program is also known as the Nation's Report Card. The NAEP is an ongoing assessment of what young Americans know and can do in various academic subjects. Included are correspondence, E-mail, and NAEP Reports. This series is cut off at the end of the fiscal year.</p>	Hold NAEP Reports in current files area until administrative need has lapsed, then dispose. Hold other paper files in the current files area one (1) year; transfer to SRC; hold five (5) years, then transfer to State Archives. Maintain electronic components of series six (6) years, then transfer to

Student Assessment	4543	Grade Level Testing Program (GLTP) Files	<p>This series consists of files related to the Mississippi Grade Level Testing Program (GLTP). The GLTP consists of four parts, and they are Mississippi Curriculum Test (MCT), Writing Assessment, Norm-Referenced Test (NRT), and the Terra Nova Test. Included are contracts requests for proposal, proposals, incoming and outgoing correspondence, GLTP Committee meeting information, GLTP Training/Workshop information, documentation on GLTP issuers throughout each school/fiscal year, GLTP policies and procedures, and elementary and secondary schools science test scores (elementary and secondary schools ranking in science testing) . This series is cut off at the end of the fiscal year.</p>	<p>Hold proposals, contracts, and procurements in current files area until administrative need has lapsed, then dispose. Hold other paper files in the current files area one (1) year; transfer to SRC; hold five (5) years, then transfer to State Archives. Maintain electronic components of series six (6) years, then transfer to State Archives.</p>
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Student Assessment	4544	Functional Literacy Exam (FLE) Files	<p>This series consists of files related to the Functional Literacy Examination (FLE). The FLE is the minimum competency test that is currently required prior to receiving a Mississippi high school diploma. It is initially given in the 11th grade with repeat testing in the 11th and 12th grades for those who did not pass the test the first time. The Functional Literacy Examination (FLE) is a multiple-choice test given to eleventh graders and is designed to measure basic reading, math, and written communications skills. The FLE Examination was initially developed and implemented in the mid-1980s. The FLE Examination will become obsolete and will be discontinued upon the implementation of the Subject Area Testing Program. Included are requests for proposals, proposals, contracts, correspondence, reports related to school districts scores, testing materials, and manuals. This series is cut off at the end of the fiscal year.</p>	<p>Hold proposals, contracts, and procurements in current files area until administrative need has lapsed, then dispose. Hold other paper files in the current files area one (1) year; transfer to SRC; hold five (5) years, then transfer to State Archives. Maintain electronic components of series six (6) years, then transfer to State Archives.</p>
Student Assessment	4545	Subject Area Testing Program (SATP) Files	<p>This series consists of files related to the Mississippi Subject Area Testing Program (SATP). The SATP test in four subject areas, and they are Algebra I, Biology I, English II, and U.S. History. Assessment results are used to determine high school graduation eligibility. Included are contracts, requests for proposal, proposals, Test Development information, SATP Committee Meeting information test items, lists of Committee Members, Committee agendas, Committee reports, meeting literature, testing materials, correspondence, training materials, and SATP policies and procedures. This series is cut off at the end of the fiscal year.</p>	<p>Hold proposals, contracts, and procurements in current files area until administrative need has lapsed, then dispose. Hold other paper files in the current files area one (1) year; transfer to SRC; hold five (5) years, then transfer to State Archives. Maintain electronic components of series six (6) years, then transfer to State Archives.</p>

Student Assessment	4546	Special Population Program Files	This series consists of files related to participants of the Special Population Program. Participants of the Special Population Program have speaking disabilities or are students who are learning English as their primary language. Included are correspondence, policies, guidelines, manuals, surveys, and presentations. This series is cut off at the end of the fiscal year.	Hold proposals, contracts, and procurements in current files area until administrative need has lapsed, then dispose. Hold other paper files in the current files area one (1) year; transfer to SRC; hold five (5) years, then transfer to State Archives. Maintain electronic components of series six (6) years, then transfer to
Student Assessment	4547	Career Planning and Assessment System (MS-CPAS) Vocational Testing Fil	This series consists of files related to the Mississippi Career Planning and Assessment System (MS-CPAS). MS-CPAS is the state vocational testing program. Included are requests for proposals, proposals, contracts, test materials, correspondence, test manuals, and training materials. This series is cut off at the end of the fiscal year.	Hold proposals, contracts, and procurements in current files area until administrative need has lapsed, then dispose. Hold other paper files in the current files area one (1) year; transfer to SRC; hold five (5) years, then transfer to State Archives. Maintain electronic components of series six (6) years, then transfer to

Student Assessment	4548	K-12 Observational and Informal Diagnostic Readiness, Reading, and Mat	<p>This series consists of files related to the K-12 Observational and Informal Diagnostic Readiness, Reading, and Mathematics Assessment. In order to improve the actual and perceived quality of K-12 education in Mississippi, the State Board of Education's Ad Hoc Committee on Assessment and Accreditation made the recommendation to develop the appropriate K-12 assessment in readiness, reading, and mathematics which are administered for diagnostic purposes. Included are requests for proposals, proposals, contracts, and vendor information. This series is cut off at the end of the fiscal year.</p>	Hold in the current files area until administrative need has lapsed, then dispose.
Student Assessment	4549	ACT Files	<p>This series consists of files related to the ACT Test. The ACT Assessment is designed to assess high school students' general educational development and their ability to complete college-level work. The tests cover four skill areas, and they are English, mathematics, reading, and science. The Department of Education receives ACT Test Scores that are administered by school districts throughout the State of Mississippi. Included are Public School and School District ratings relating to ACT Test Scores, contracts and tests. This series is cut off at the end of the school year.</p>	Hold Public School and School District ratings in the current files area two (2) years, then transfer to State Archives. Hold other paper files in the current files area two (2) years, transfer to SRC; hold two (2) years, then dispose. Maintain electronic components of series four (4) years, then dispose.

Student Assessment	4550	Test Security Files	<p>This series consists of files related to testing security issues of school districts throughout the State of Mississippi. This series contains issues regarding test audits, test irregularities, test alerts, and missing test materials. The Department of Education office of Student Assessment investigates questionable violations during the testing process if there is evidence of testing irregularities (cheating). The Department of Education office of Student Assessment is also notified by the test companies that evaluate various essay tests for school districts if students essay responses contain information that may generate concern. The response may reveal intent to do harm to themselves or others, or it may reveal information regarding possible abuse. Included are incoming and outgoing correspondence between the Department of Education, testing companies, and school districts related to missing test materials, Test Security/Administration Audit Check sheets (audits), Test Security Plans, and incoming and outgoing correspondence related to test alert issues. This series includes a Microsoft FoxPro-based database utilized by the Department to track the progress of its test audit and testing irregularity investigation activities. The Mississippi Testing Irregularities Management System</p>	<p>Hold paper files in current files area five (5) years, then dispose. Maintain data within database (5) five years; purge data over (5) years old at intervals.</p>
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Teacher Certification	3577	General Correspondence	This series consists of files related to incoming and outgoing correspondence of the staff of the office of the Certification. Files deal primarily with inquiries from prospective applicants for certification and other state certification offices. Majority concern routine matters not directly related to any specific applicant or certified teacher. Included are correspondence, memoranda, and other files.	Hold in the current files area one (1) year, then dispose.
Textbooks	6285	Textbook Selection	A list of books adopted by MDE are available online. Public schools make the selections for either digital or printed materials, which are distributed by the vendor directly to the schools.	Hold five (5) years then dispose.
Transportation	3739	Loan Requests	This series consists of files on school districts requesting to borrow money for school buses, maintenance of vehicles and maintenance shops. Included are applications and copies of documentation from the Board of Education authorizing the districts to borrow money. It is cut off at the end of the Calendar year.	Hold in the current files area three (3) years; transfer to State Records Center and hold three (3) years; then dispose.
Transportation	3744	E-1 Application Files	This series consists of applications that are to the State Board of Education for approval of state-aid for teaching drivers education programs. Included are lists of driver education instructors, addresses, courses completed, number of students and number of credits. It is cut off at the end of the Calendar year.	Hold in the current files area one (1) year; then dispose.

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Transportation	3746	School District Correspondence and Accreditation Reports	This series consists of incoming and outgoing general correspondence and accreditation reports with school districts. Included are letters, memorandums, petition requests, faxes, and accreditation visit reports. The accreditation reports are a result of visits made to the school districts. It is cut off at the end of the Calendar year.	Hold in the current files area five (5) years; transfer to State Records Center and hold five (5) years; then dispose.
Transportation	3749	Bus Drivers Training Records	This series consists of schools bus driver's training records, contract requisitions, training schedules, school district training requests and workshop information. It is cut off at the end of the Calendar year.	Hold in the current files area three (3) years; transfer to State Records Center and hold three (3) years; then dispose.
Transportation	3750	Route Plans	This series consists of regular, special education and vocational-technical transportation plans. Included are bus routes for school district, listing of schools, used vehicles, number students transported and miles traveled. It is cut off at the end of the Fiscal year.	Hold in the current files area two (2) years; transfer to State Records Center and hold three (3) years; then dispose. Audit must have been released three years.
Transportation	3751	Accident Contingency Fund	This series consists of files related to a pooled fund for accident claims from school districts. Included are surveys from each district and printouts indicating district payments. The printouts are from the school districts. It is cut off at the end of the Fiscal year.	Hold in the current files area three (3) years; transfer to State Records Center and hold three (3) years; then dispose. Audit must have been released three years.

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Transportation	3752	Survey of School Facility Needs	This series consists of files related to surveys of school facilities to determine their building needs. These surveys are done periodically and contain survey inventory sheets documents the school surveyed, grades taught, enrollment, number of classrooms, listing of buildings and types, dates constructed and additions added. It is cut off at the end of the year.	Hold in the current files area five (5) years after last survey; then transfer to State Archives.
Vocational - Technical Education	1226	General Correspondence	This series consists of correspondence to and from other state agencies such as Central Data Processing Authority and Ethics Commission. Included is correspondence on budget and audit matters. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1228	Vocational-Technical Education Conference Funds	This series consists of conference approval forms. Included are name of conference, amount of money budgeted, location of conference, and purpose of the conference. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years or until after release of audit, then dispose. Audit must have been released three (3) years prior to disposal.
Vocational - Technical Education	1229	Adult Education Monitoring Reports	This series consists of Adult Education Monitoring Reports of the school districts that give the G.E.D. test. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1231	Annual Performance Reports	This series consists of annual performance reports for each school district. Included are number enrolled in each Adult Education Program and number finished in each program.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1233	Closed G.E.D. Files	This series consists of records of applicants who have taken the G.E.D. test and passed, but have not been issued a certificate.	Hold in the current files area fifty (50) years, then dispose.
Vocational - Technical Education	1234	Closed G.E.D. Testing Centers Files	This series consists of contracts with G.E.D. testing centers that have closed.	Hold in the current files area fifty(50) years, then dispose.

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Vocational - Technical Education	1235	Correspondence For Supplies	This series consists of correspondence with G.E.D. Testing Centers for needed supplies and equipment. Included are rules and regulations of G.E.D. Program. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1237	G.E.D. Applications With Waivers	This series consists of application, correspondence and waiver approval form. Waivers are necessary if applicant has not been out of school more than six months or class has not graduated.	Hold in the current files area one (1) year, then dispose.
Vocational - Technical Education	1238	G.E.D. Certificate Stub Books (Hard Copy and Computer)	This series consists of stubs to G.E.D. Certificates issued. Included are certificate number, date issued and to whom issued.	Hold in the current files area indefinitely. Information on stubs will eventually be placed on computer tape; then hard copy can be disposed.
Vocational - Technical Education	1239	G.E.D. Certificates (Returned)	This series consists of G.E.D. certificates mailed to applicants that passed the G.E.D. test. This series is arranged alphabetically.	Hold in the current files area fifty (50) years, then dispose.
Vocational - Technical Education	1240	G.E.D. Testing Centers File (Open)	This series consists of contracts, correspondence and inventory of G.E.D. Testing Center supplies.	Hold in the current files area until testing center closes; then, transfer to Closed Testing Centers File.
Vocational - Technical Education	1241	G.E.D. Testing Files (Failed)	This series consists of records of applicants who have taken the test and failed. Included are application, testing center report (scores), and supporting data. This series is cut off at the end of the fiscal year.	Files dated before November, 1986, are not on computer, hold five (5) years, then, dispose. Files dated Nov. 1986, to present are on computer, maintain perm. (Failed Testing Files combined with Passed Testing files on the computer.)

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Vocational - Technical Education	1242	G.E.D. Testing Files (Passed)	This series consists of records of applicants who have taken the G.E.D. and passed. Includes application, scores from testing centers and supporting data. Included are card indexes stating name of applicant, scores, date test was taken, and certificate number issued. Card index dates back to 1948. This series is cut off at the end of the fiscal year.	Hold hard document one (1) year, then dispose. Maintain computer tape permanently. As information from index cards is transferred to computer, dispose index cards.
Vocational - Technical Education	1243	Project Information Files	This series consists of files related to program narratives, application, and financial information for each project.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1244	Adult Courses File	This series consists of files providing general information on adults considering returning to school. Included are line of courses, pamphlets, and booklets describing adult education. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1245	Correspondence (Mail-Outs)	This series consists of correspondence pertaining to conferences and low enrollment in the programs. Included are rules and regulations. Also included are updates and general information. This series is cut off at the end of the calendar year.	Hold in the current files area three (3) years, then dispose.
Vocational - Technical Education	1246	Requests For New Programs	This series consist of State plan, rules and regulations, and working papers for new programs. Included are programs closed, staff activities, budget cuts and policies and procedures. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1247	Mark Education Resource Center (IDECC)	This series consists of files related to curriculum to teachers. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years, then dispose.

Vocational - Technical Education	1248	Training Plans	This series consists of files related to CO-OP Training plans for each school and each program within the school. Included are forms stating student placement, occupation and CPI numbers. Also includes memos. This series is cut off at the end of the calendar year.	Hold in the current files area three (3) year, then dispose.
Vocational - Technical Education	1249	Correspondence	This series consists of correspondence pertaining to different projects and workshops under the Disadvantaged Programs. This series is cut off at the end of the fiscal year.	Hold in the current files area two (2) years, then dispose.
Vocational - Technical Education	1250	Related Studies and Other Programs For the Disadvantaged	This series consists of general correspondence pertaining to post-secondary disadvantaged programs. Included are equipment forms and proposals for programs. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1251	General Correspondence	This series consists of letters.	Hold in the current files area five (5) years, then dispose. Weed and dispose unnecessary material.
Vocational - Technical Education	1252	State Board Scores	This series consists of files related to State Board Scores. Included are practical nurses board exam scores, correspondence, name and social security number of those taking tests. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years, then dispose. Weed and dispose unnecessary material.
Vocational - Technical Education	1253	Workshops	This series consists of files related to workshops. Included are memos, listing of people attending workshop, and general information about the workshop. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years, then dispose.

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Vocational - Technical Education	1255	Teacher Schedules	This series consists of files related to teacher schedules. Included are correspondence, programs used, equipment used and student organizations.	Hold in the current files area five (5) years, then dispose. Weed and dispose unnecessary material.
Vocational - Technical Education	1256	Applications For Approval For Federal and State Aid	This series consists of files related to applications for approval for state and federal aid from junior colleges in Adult Education. Included are name of instructor, instructor's certificate number, subject, instructor's rate of pay, number of classes, and total amount budgeted for program. This series is cut off at the end of the fiscal year.	Hold in the current files area four (4) years, then dispose. Maintain end of year computer printout in current files five (5) years, then dispose.
Vocational - Technical Education	1257	Correspondence	This series consists of files related to correspondence of the fifteen project coordinators in regard to projects. Included are approval sheets that are submitted to the finance office for approval of projects. This series is cut off at the end of the fiscal.	Hold in the current files area two (2) years; transfer to SRC; hold three (3) years, then dispose.
Vocational - Technical Education	1258	Correspondence (Adult Education)	This series consists of correspondence requesting application. Included are memos. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years, then dispose.
Vocational - Technical Education	1259	Course Outlines	This series consists of outline of courses offered by Adult Education in secondary and post-secondary classes. Included are course objectives, course content, and approval by local vocational director. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1260	JTPA-Correspondence Files	This series consists of correspondence to and from Governor's office and the schools pertaining to JTPA (Job Training Partnership Act) projects.	Hold in the current files area three (3) years, then dispose.

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Vocational - Technical Education	1261	JTPA-Projects File (State office)	This series consists of correspondence pertaining to project, supply list, calendar of events, equipment list, and license information. Included are project budgets. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years or until audited, then dispose. Audit must have been released three (3) years prior to disposal.
Vocational - Technical Education	1262	Miscellaneous Correspondence Files	This series consists of correspondence requesting information on the different type of programs - industry training adult education, and JTPA (Job Training Partnership Act). This series 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.
Vocational - Technical Education	1263	Miscellaneous Files (Adult Education)	This series consists of conference materials. Included are handwritten notes, itinerary schedule and travel plans. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years, then dispose.
Vocational - Technical Education	1264	MSHA (MS Safety and Health Association files)	This series consists of correspondence pertaining to mine safety and gravel pits safety. Included are slides, tapes and training materials. This series is cut off at the end of the fiscal year.	Hold in the current files area one (1) year; transfer to SRC; hold four (4) years, then dispose. Maintain slides, tapes and training material until updated.
Vocational - Technical Education	1265	Program Status Reports	This series consists of monthly program status report. Included are monthly status reports of programs at the schools. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years, then dispose.
Vocational - Technical Education	1266	Programs Correspondence	This series consists of general correspondence pertaining to industry training, adult education and JTPA (Job Training Partnership Act). Included are brochures, invitations to seminars and conferences. This series is cut off at the end of the fiscal year.	Hold in the current files area two (2) years; transfer to SRC; hold two (2) years, then dispose.

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Vocational - Technical Education	1267	Project Files	This series consists of approval form with signatures, requisitions, and objectives of project. Included are log book with project number and assigned project coordinator. This series is cut off at the end of the fiscal year.	Hold in the current files area one (1) year; transfer to SRC; hold four (4) years, then dispose.
Vocational - Technical Education	1270	General Correspondence	This series consists of general correspondence requesting information on overall program operations and special services. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1271	School Correspondence	This series consists of correspondence to and from each school. Included are applications for needed equipment. This series 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.
Vocational - Technical Education	1272	Biennial Reports and Statistical Enrollment Data	This series consists of Biennial Reports of Vocational Education to Legislature of Mississippi and Statistical Enrollment Data. Included are regulations and suggestions concerning county Agricultural High Schools in Mississippi. This series is cut off at the end of the year.	Transfer to State Archives.
Vocational - Technical Education	1273	General Files	This series consists of general correspondence, travel vouchers, teacher rosters, equipment approval forms, and information on new programs. This series is cut off at the end of the	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1274	Teachers Files	This series consists of class schedules, correspondence and equipment needs forms. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1275	General Correspondence (Schools)	This series consists of correspondence to and from the schools on the different programs.	Hold in the current files area four (4) years, then dispose.

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Vocational - Technical Education	1276	HO-2 (Health Occupations) Reports	This series consists of initial report of new students and transfers, fiscal year report of carryover students, final report listing graduates. Included are listing of students providing name, social security number, and grade level. This series is cut off at the end of the fiscal year.	Hold in the current files area ten (10) years, then dispose.
Vocational - Technical Education	1277	Equipment Proposals	This series consists of files related to industrial arts equipment proposals. This series is cut off at the end of the fiscal year.	Hold in the current files area two (2) years, then dispose.
Vocational - Technical Education	1278	General Correspondence	This series consists of correspondence with the schools pertaining to problems with their Industrial Arts Program and requesting general information. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years or after release of audit, then dispose. Audit must have been released three (3) years prior to disposal.
Vocational - Technical Education	1280	Teacher Schedules	This series consists of files relating to class schedules, yearly plans, and requests for new programs.	Hold in the current files area one (1) year, then dispose.
Vocational - Technical Education	1281	Approval of New Programs	This series consists of files related to the approval of new vocational programs.	Hold working papers in the Current files area five (5) years, then dispose. Hold summary sheets ten (10) years, then dispose.
Vocational - Technical Education	1287	Five Year Analysis	This series consists of files related to summaries taken at the end of each year showing enrollment data by course. Included are printouts of material as VEPM (Vocational Education Program Monitoring).	Hold hard copy in the current files area ten (10) years, then dispose. Hold printouts in current files area ten (10) years, then dispose.
Vocational - Technical Education	1288	General Files	This series consists of general correspondence and memos. It is cut off at the end of the Serial year.	Hold in the current files area three (3) years, then dispose. Weed and dispose unnecessary material.

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Vocational - Technical Education	1289	Local Plans	This series consists of plans that indicate what vocational programs are available and funds allocated to each program. This is a projection or planning document used to compile the State	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1290	Pending Pre-service	This series consists of files related to pending pre-service. Included are applications from persons who wish to teach vocational courses. These applications are pending completion of a methods course at Mississippi State University.	Hold in the current files area until licensed or applicant refuses position, then transfer to active file if licensed or to dead file if position is refused.
Vocational - Technical Education	1292	Secondary and Post Secondary Enrollment Reports	This series consists of files related to secondary and post secondary enrollment reports. Included are initial, final and follow-up data on class enrollment (statistical data).	Hold in the current files area ten (10) years, then dispose.
Vocational - Technical Education	1293	Teacher Schedules	This series consists of files related to secondary and post secondary schedules for teachers. Included is what classes are taught by period.	Hold in the current files area three (3) years; transfer to SRC; hold two (2) years, then dispose.
Vocational - Technical Education	1294	Vocational Education Data System	This series consists of files related to vocational education data system. Included are printout by program indicating which student completed programs, dropped out, joined the military, took employment in or out of training field, took additional educational courses and those no longer in work forces.	Hold in the current files area ten (10) years, then dispose.
Vocational - Technical Education	1302	Summary For The Handicapped (Student Records)	This series consists of evaluations of the handicap. Included are student's name, age, evaluation date, school grade level, handicapping condition, and total hours of evaluation.	Hold in the current files area five (5) years or three (3) years after release of audit, then dispose. Audit must have been released three (3) years prior to disposal.

Education, Department of

Vocational - Technical Education	1305	General Studies Degree File	This series consists of files related to career development of staff. Included are checklists, initial report of classes being offered, applications, profile sheets and course outline. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1306	MS Educational Administrative Leadership Institute For Women Files (ME)	This series consists of files related to conferences held for women from the different school districts. Included are list of officers, consultant meal forms, participants, application costs, announcement of the conferences, applicants accepted and rejected, survey, selection criteria of applicants, resumes, work papers used in selection process. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1311	Community Based Organizational Projects	This series consists of files related to transitional services provided to disadvantaged persons between the ages of sixteen and twenty-one. Included are requests for proposals and guidelines. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1312	Completed Workshops	This series consists of files related to conference and workshop materials for vocational counselors. Included is correspondence. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1313	General Business	This series consists of documentation pertaining to activities of guidance programs at the schools. Included are accomplishments of these activities. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1314	General Correspondence	This series consists of correspondence between counselors and agency pertaining to counselor programs.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1315	Work Files of Program	This series consists of listing of goals and objectives of the guidance program at each school.	Hold in the current files area five (5) years, then dispose.

Education, Department of

Vocational - Technical Education	1316	Correspondence	This series consists of correspondence requesting information on sex equity. Included are copies of in agency newsletter. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1317	Displaced Homemaker Program	This series consists of files related to proposal of program, project title, sponsor of program, and budgeted amount for program. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1318	Title Ix Status Reports	This series consists of status reports showing enrollment of students in the vocational programs. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1319	Vocational Evaluation Reports	This series consists of evaluation reports stating types of programs offered, whom courses offered to and whom enrolled for the course. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1320	Workshops	This series consists of files related to workshops sponsored by the office of Vocational Equity. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	1321	Assistant Supervisor's Files	This series consists of incoming and outgoing correspondence from employees holding workshops. Included are memos, travel receipts and travel vouchers. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years or three (3) years after release of audit, then dispose. Audit must have been released three (3) years prior to disposal.
Vocational - Technical Education	1322	Vocational Education Programs Files	This series consists of correspondence for each skill program such as carpentry, masonry, and electrical. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.

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Vocational - Technical Education	3390	Measures and Standards Self-Evaluations	This series consists of files related to self-evaluation of vocational programs by local school districts. Included are evaluation forms and working papers of the Working Committee for Vocational Measures and Standards. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	3392	Facility Utilization Reports	This series consists of files related to reports filed by each school district every three years detailing use of vocational education facilities. The report includes information on classes and use of. This series is cut off at the end of the calendar year.	Hold in the current files area three (3) years, then dispose after new report is received.
Vocational - Technical Education	3393	Correspondence	This series consists of general correspondence of the Bureau of Planning and Reporting. Typical correspondence includes requests of school districts for increased funding and new equipment. This series is cut off at the end of the	Hold in the current files area one (1) year, then transfer to State Archives.
Vocational - Technical Education	3394	Special Project Files	This series consists of files related to special project initiatives. Included are technical preparation initiation files for community college districts, notification of approval correspondence, project budget files, requests for proposal documents, proposals and supplementary information, correspondence, spreadsheets, economic development information and related documents. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	3395	New Program Application Files	This series consists of school district applications for new programs. Included are program requests, correspondence, application logs, completed application forms, on-site visit notes, program rating information, notification letters, and other related documents. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.

Education, Department of

Vocational - Technical Education	3396	State Vocational Plan Files	This series consists of files related to the state vocational plan. Included are planning documents such as budget reports, worksheets, statements of assurance, description of services, salary information and equipment data. Also included are annual performance reports, occupational outlook information, and other related documents. This series is cut off at the end of the fiscal year.	Hold working papers in the current files area five (5) years, then dispose. Transfer copy of state plan to State Archives.
Vocational - Technical Education	3398	Equipment Specifications Files	This series consists of files related to equipment specification reports issued by the Technology Education Program office. Included is committee meeting minutes and notes, committee recommendations, reports, and memos regarding equipment approval and purchases, equipment specification information, product information and related documents.	Hold in the current files area until superseded by new specifications, then dispose.
Vocational - Technical Education	3399	Intra-Office Reports and Documentation	This series consists of files related to reports circulated through the Technology Education program offices. Included are low enrollment information (z-scores), program justification information, copies of local plans, new program requests, correspondence, memos, working papers and related documents. This series is cut off at the end of the fiscal year.	Hold in the current files area four (4) years, then transfer to State Archives.
Vocational - Technical Education	3400	Curriculum Materials	This series consists of files related to curriculum development. Included are committee minutes, curricula, recommended activity profiles, correspondence, memos, working papers, and related documents. State Board of Education correspondence may also be included.	Hold in the current files area twenty (20) years, then transfer to State Archives.
Vocational - Technical Education	3401	General Correspondence	This series consists of correspondence and memos to and from local school districts, teachers and student organizations. Also included are intra-office and inter-office correspondence.	Hold in the current files area three (3) years, then dispose.

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Vocational - Technical Education	3402	Demonstration of Proficiency Letter Files	This series consists of files related to teacher certification in the computer applications field. Included are original correspondence and certification letters denoting a 999 certification.	Hold in the current files area one (1) year after termination of program, then dispose.
Vocational - Technical Education	3403	Testing Service For Homemaker and Home Health Aide	This series consists of files related to testing of students for certification as Homemakers or Home Health Aides. Included are test scores, requests for testing, information sheets, records of students passed or failed, and related correspondence. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	3404	Future Farmers of America (FFA) Files	This series consists of files related to organization and operation of the state FFA and its local chapters. Included are membership rosters, correspondence, incorporation materials, charters, minutes of the state FFA board, photographs and related documents. This series is cut off at the end of the calendar year.	Hold in the current files area four (4) years, then transfer to State Archives. After four (4) years, dispose membership lists and routine correspondence, transfer remaining to State Archives.
Vocational - Technical Education	3439	Occupational Competency Testing Files	This series consists of files related to standardized test score reports for categories of vocational-technical teachers to support teacher certification. Included are test score reports, certification information, summary listing, and other files. Results are reported to the National Competency Institute in Michigan. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then dispose.

Vocational - Technical Education	3441	Measure and Standards Evaluations	This series consists of files related to evaluations of vo-tech ed programs by Vocational Community Development bureau. Included are working drafts, summary sheets, and final reports. Reviews are conducted of approximately 26 school districts, 5 community college districts, and the State Correctional Facility at least once every 5 years. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	3442	Computer Data Log Book (Form VEIA-110)	This series consists of data log sheets, enrollment data, school district information, starting and ending dates of programs, teacher certification information, state and Federal budget items, and other files related to the operation of the Adult Vo-Tech Ed program. This series is cut off at the end of the fiscal year.	Dispose computer printout when superseded by updated printout; Hold final printout five (5) years, then dispose.
Vocational - Technical Education	3444	Reporting Data and Information Records	This series consists of files related to process and verification files, enrollment data, supplementary documents for the Computer Data Log Book, reimbursement requests status information, and other files related to the operation of the Adult Vo-Tech Ed program. It is cut off at the end of the year.	Hold in the current files area five (5) years, then dispose.
Vocational - Technical Education	3445	Adult Vocational Education Employer Forms	This series consists of course information including length of instruction, length of course, teacher's name, student names, job titles and employers, corresponding CIP codes, and other files.	Hold in the current files area five (5) years, then dispose.

Education, Department of

Vocational - Technical Education	3446	JTPA State Contract Files	This series consists of contracts between the Dept. of Education and the funding agency, project agreements with local education agencies, statements of work, budget information and summary, cost summary support sheets, terms and provisions statements, contract boiler plates, and other files. This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years, then transfer to State Archives.
Vocational - Technical Education	3448	Distributive Education Clubs of America (DECA) Files	This series consists of files related to sponsorships and award programs information, officer and membership rosters, officer training materials, off-site meeting agenda and conference information, newsletters, National competition winner information, advisor rosters, student medical histories, chapter constitutions, correspondence, alumni information, and other files. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years, then transfer to State Archives.
Vocational - Technical Education	3449	Delta Epsilon Chi Files	This series consists of files related to the organization and conference materials and information, chapter constitutions and creeds, advisor information and handbooks, corporate sponsorships and scholarship information, correspondence, and other files.	Hold in the current files area five (5) years, then transfer to State Archives.
Vocational - Technical Education	3450	DECA/Delta Epsilon Chi Scrapbooks	This series consists of the scrapbooks assigned to coordinate and administer the statewide DECA organizations. Included are photographs, officer and leader profiles, newspaper clippings, and other records. Consists of one oversized scrapbook with enclosed items.	Hold in the current files area ten (10) years after scrapbook is complete, then transfer to State Archives.

Vocational - Technical Education	3452	Vocational Industrial Clubs of America (VICA) Files	This series consists of files related to the organization and operation of the State Vocational Industrial Clubs of America (VICA) organization and its local chapters. VICA is an organization for trade/industry students enrolled in high schools/community colleges. Included are membership rosters, chapter charters and constitutions, officer activity reports, training materials, conference files, contest and competition plans, winners lists, press clippings, and other files.	Hold in the current files area five (5) years, then transfer to State Archives. Hold chapter charters/constitutions within the agency throughout the life of the chapter. As chapters close, transfer these items to the Archives.
Vocational - Technical Education	3453	Health Occupation Students of America (HOSA) Files	This series consists of files related to the organization and operation of the State Health Occupation Students of America (HOSA). HOSA is an organization for allied health professions students enrolled in high schools/community colleges. Included are membership rosters, chapter charters/constitutions, officer activity reports, training materials, conference files, contest and competition plans, winners lists, student, medical releases, press clippings, and other files.	Hold in the current files area five (5) years, then transfer to State Archives. Hold chapter charters and constitutions with the agency throughout the life of the chapter. As chapters close, transfer these items to the Archives.
Vocational - Technical Education	3454	Future Homemakers of America (FHA) Files	This series consists of files related to the organization and operation of the State Future Homemakers of America (FHA) organization and its local chapters. Included are membership rosters, incorporation materials, correspondence, memoranda, pictures, scrapbook materials, convention and competition information, district and regional meeting agendas, award and scholarship materials, advisor profiles and training materials, publicity items, newsletters, and other files.	Hold in the current files area five (5) years, then transfer to State Archives. Hold chapter charters within agency throughout the life of the chapter. As chapters close, transfer these items to the Archives.