

Division	Schedule #	Title	Description	Disposition
Budget and Accounting	2932	Statewide Cost Allocation Plans	This series consists of files related to the Statewide Cost Allocation Plan developed on an annual basis to determine the federal administrative cost rate used by state government as based on support services provided to agencies. Included are general correspondence and work papers associated with the compilation of the annual calculations. 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.
Budget and Accounting	2935	Aircraft Log	This series consists of files related to logoff use of state aircraft. Included are name of passengers carried, Present of use, location of beginning and termination of trip, miles traveled, stops made, fuel consumed and cost per hour of operation. This series is cut off at the end of the fiscal year.	Hold in the current files area one (1) year, then transfer to State Archives.
Budget and Policy	2947	Correspondence Files	This series consists of files related to correspondence with agency directors and legislators addressing individual agency budget needs and addressing specific fiscal questions. Included are incoming and outgoing correspondence of the director of the Office of Budget and Fund Management. This series is cut off at the end of the fiscal year.	Hold in the current files area one (1) year, then dispose. Weed and dispose as necessary.
Budget and Policy	2951	Agency Correspondence	This series consists of files related to agency budget needs. Included are correspondence received from state agencies during the preparation cycle and the legislative session. This series is cut off at the end of the fiscal year.	Hold in the current files area two (2) years, then dispose.

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Budget and Policy (Budget and Fund Management)	2346	Intergovernmental Review Series	This series consists of files related to Federal applications. Files listed are MS880101-001 and MS881231-004. Included are files for each plus some separate large documents. 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.
Building, Grounds and Real Property Management	3709	Leases of State Property to Private Sector	This series consists of original lease agreements between the State of Mississippi and the private sector for seat of government land. Included are bids, copies of rent collected, contracts, and Public Procurement Review Board approval in accordance with House Bill 1062, Chapter 475, Laws of 1973.	Hold in the current files area ten (10) years following expiration of lease; then transfer to State Archives.
Building, Grounds and Real Property Management	3710	Lease Contracts of Mississippi State Penitentiary Land	This series consists of lease contracts between the office of Building, Grounds and Real Property Management, on behalf of the Mississippi Department of Corrections to the private sector for land use. Included are copies of plats of land tracts.	Hold in the current files area ten (10) years following expiration of lease, then transfer to State Archives.
Building, Grounds and Real Property Management	3711	Land Acquisitions (Sales for Use or Land Transferred to State)	This series consists of the original agreements for the sale and purchase of real property authorized by the state legislature. Included are settlement statements, correspondence, surveys, plats, appraisals, titles, copies of payment, and warranty deeds.	Hold in the current files area ten (10) years, then transfer to State Archives.
Buildings, Ground s, and Real Property Management	1620	Floor Plan Records	This series consists of files related to buildings constructed in flood plain areas and their insurance coverage. Included are copies of agency insurance policies. This series is cut off at the end of the calendar year.	Hold in the current files area one (1) year, then dispose.
Buildings, Ground s, and Real Property Management	1626	Requests for Renovation and Repair	This series consists of files related to requests from agencies for renovation and repair. Included are lists of estimated costs involved.	Hold in the current files area until funding is approved, then dispose.

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Bureau of Financial Control	3789	Vendor File Maintenance Forms	This series contains Statewide Automated Accounting System(SAAS) Vendor Maintenance Form 09.20.14, and a copy of the vendor's W-9 federal tax form. Included are vendor numbers and the Department of Finance and Administration's representative's approval signature and Present.	Hold in the current files area until microfilmed, then dispose of the hard copy.
Crime Victim Compensation Program	4389	Crime Victim Compensation Records	This series consists of Crime Victim Compensation Records relating to compensation and assistance to victims who have suffered injuries or death as a direct result of a criminal act. This program is funded by grants from the federal government and administered by this division. Included are applications, correspondence, reimbursement compensation, police reports, medical files, payment documentation, medical claims, and civil litigation documentation.	Hold in the current files area two (2) years or until case is closed; transfer to SRC; hold seven (7) years, then dispose.
Finance and Administration, Department of	3644	Bond Records	This series consists of files related to the coordination and administration of projects financed by state revenue bonds or by state bonds which have the general obligation pledge of the state. These bonds have a maturity period between five and twenty years. Included are working papers, resolutions, correspondence, and the final bound document. This series is cut off at the end of the calendar year.	Hold in the current files area until final payment of the bond; transfer to SRC; hold five (5) years, then dispose.

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Finance and Administration, Department of	4113	Aircraft Flight Logs	This series consists of files related to flight logs maintained for three state aircrafts. A separate log is maintained for each aircraft. Documentation includes name of passengers, location of beginning and termination of trips, miles traveled, stops made, and cost per hour of operation. 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. Audit must have been released three (3) years prior to transfer.
Fiscal Management	1071	Revenue Sharing Hearings Minutes	This series consists of minutes of the revenue sharing hearing meetings.	Hold in the current files area indefinitely. Archives will microfilm for their records and to provide a security copy for the
Fiscal Management	2204	Requests for State Records Center Service	This series consists of files related to State Records Center Forms. Included are requests for State Record Center Service SRC-103 forms. This series is cut off at the end of the fiscal year.	Hold in the current files area until the request has been completed by the State Records Center personnel, then dispose.
Fiscal Management	2206	Accident Contingent Fund	This series consists of files related to ledger of claims paid to school districts from Fund 3543 because of accidents involving school buses (Section 37-41-37).	Hold in the current files area five (5) years, then dispose.
Fiscal Management	2208	Annual Reports - Statements 13 Through 17 - List of Funds and Object C	This series consists of a computer printout of a list of fund numbers and object codes used to compile Statements 13 through 17 of the Annual Report of the State of Mississippi. This series is cut off at the end of the fiscal year.	Hold in the current files area twenty-two (22) years, then dispose.
Fiscal Management	2215	MS Employment Security Commission Collection	This series consists of files related to requests from Employment Security Commission to garnish funds. Included are letters of request for delinquent payment from political subdivision, letters for either payment withheld or subdivision with no jurisdiction over. This series is cut off at the end of the fiscal year.	Hold in the current files area two (2) years, then dispose.

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Fiscal Management	2219	National Forestry Reserve (Fund Number 3781)	This series consists of a list of counties in Mississippi which contain a national forest and the name of the forest. Included are breakdowns from the National Forestry Reserve of the total acres per county and cost per acre.	Hold in the current files area three (3) years or until after the release of audit, then dispose. Audit must have been released four (4) years prior to disposal.
Fiscal Management	2270	Special Projects	This series consists of microfilm cartridges for end of the year reports, accident contingent fund, ad valorem taxes, D.A. and judges, erroneous payments, and miscellaneous. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years or until after the release of audit, then dispose. Audit must have been released three (3) years prior to disposal.
Fiscal Management	2276	Surety Bonds	This series consists of files related to replacement of lost or destroyed warrants. Included are letters, check replacements, and verification of information. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years or until after the release of audit, then dispose. Audit must have been released three (3) years prior to disposal.
Fiscal Management	2278	Legislative Reports	This series consists of annual Legislative Reports of expenses of the House, Senate, and Joint Legislative operations.	Hold in the current files area two (2) years, then transfer to State Archives.
Fiscal Management	2279	Legislative Report Worksheets	This series consists of worksheets used to compile information in order to prepare a report of expenses of the House, Senate, and Joint Legislative operations.	Hold in the current files area two (2) years, then dispose.
Fiscal Management	3285	CAFR (Comprehensive Annual Financial Reports)	This series consists of comprehensive annual financial reports. These reports are the official bound audited financial reports for the State of Mississippi. About 1300 of these reports are published each year and are distributed to various entities requiring financial information about the State of Mississippi. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years; weed as necessary. Transfer copy to State Archives annually.

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Fiscal Management	3289	Single Audit Workpapers	This series consists of files related to audits of federal grants money. The work papers are similar to GAAP packets, but account for uses of federal grant money by state agencies. Included are summaries of federal grant money, reconciliations, and single audit reports. This information is also included in the comprehensive annual Financial Report (CAFR). This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years or until after the release of audit, then dispose.
Management Information Services	2344	Three Year Information Systems Plans	This series consists of files related to plans for information systems. Information systems plans are to be reported on an annual basis with information systems identified, new systems or revisions to current systems identified, priorities and equipment changes required. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years, then dispose.
Mississippi Management and Reporting System	5119	Incident Report (IRs) Files	This series consists of files related to requests or reports of problems related to the information technology systems administered by Mississippi Management and Reporting System as documented in incident reports (IRs). Included are descriptions of requests for system enhancements, projects, reported problems, impact of problems, system printouts, resolution options, call center reports, support research, testing documentation, other incident-specific work papers, and e-mail pertaining to specific	Hold closed incident report paper files and electronic files in the current files area for the remainder of the fiscal year in which the incident is closed. Hold closed Incident Report paper files and electronic files three (3) additional fiscal years; then dispose.

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Mississippi Management and Reporting System	5120	Contract Negotiation Files	This series consists of files related to negotiations of contracts with vendors for information technology systems administered by MMRS and for supporting contractual agreements related to the operations of these systems. Included are procurement correspondence, memoranda of contract negotiations, specification bid files, proposed system manuals, vendor bids, research files, vendor communication files, change orders, general work papers, e-mail related to the specified contracts, and other related files. Systems procurements documents are held by Information Technology Services (ITS), the agency with technical contract oversight.	Dispose of paper files when no longer needed administratively. Hold electronic files in area document management system five (5) years after the system has been implemented in the case of non-system agreements, the contract has concluded; then dispose at the end of the fiscal year. Audit must have been released three (3) years prior to disposal of paper or electronic files.
Mississippi Management and Reporting System	5121	Security Authorizations	This series consists of forms related to security authorizations for state agencies. Security Contact authorizations are requests from agency directors for staff access. Individual Access authorization forms are issued to agency staff for access to specific applications.	Authentically reproduce, verify and dispose of paper files. Hold Security Contact authorizations in document management system five (5) years, then dispose at the end of the fiscal year. Hold Individual Access authorizations five (5) years beyond permissions granted to employee, then dispose. Audit must have been released three (3) years prior to disposal.
Mississippi Management and Reporting System	5122	General Correspondence Files	This series consists of memoranda, agency surveys, agency site visits, and results from users' group meetings related to information technology systems administered by MMRS.	Authentically reproduce and verify files. Hold electronic files in-house three (3) years, then dispose.

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Office of Information Technology	6078	Access Control System Files	This series consists of paper documents completed by state agencies and submitted to the Office of Information Technology to create, assign and permit security access through the use of an identification card. Information included on the forms includes employee's name, agency, levels of access, and signatures of the employee, supervising authority, and DFA security office approving staff. Information is taken from each form and entered into a database.	Image and verify paper documents. Dispose of paper once verified. Hold electronic image five (5) years, then dispose. Enter information from the records into a database. Dispose or amend database information when security levels are modified, or employee is no longer employed by the agency.
Office of Insurance	2942	Group Insurance Files	This series consists of files related to group insurance programs. Included are correspondence, reference and research materials regarding advertisement of insurance programs, insurance companies, and other related matters. This series is cut off at the end of the fiscal year.	Hold in the current files area until the end of the fiscal year; retain active files in office and transfer inactive files to SRC; Hold three (3) years, then dispose.
Office of Insurance	2943	Problem Resolution Files	This series consists of files related to problems concerning coverage in the group insurance program. Included are correspondence, copies of add/delete cards, documents concerning refunds, notes of telephone calls, files on medical review of major claims, litigation and fraudulent claims files, and related information.	Hold in the current files area three (3) years, then dispose. Files prior to 7/1/89 should be held six (6) years and then disposed.
Office of Insurance	3518	Unemployment General Files	This series consists of files related to the administration of the group unemployment insurance program. Included are correspondence and non accounting records. 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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Office of Insurance	3520	Workers' Compensation General Files	This series consists of files related to the State Agencies Self Insured Workers' Compensation Trust administered by the Office of Insurance. Included are basic membership data, premium files, reviews and evaluations of premium information, correspondence, and other files. This series is cut off at the end of the fiscal year.	Hold in the current files area three (3) years, then dispose.
Office of Insurance	3521	Workers' Compensation Membership Files	This series consists of files related to membership information for the State Agencies Self-Insured Workers' Compensation Trust administered by the Office of Insurance. Included are applications for membership, member contracts, and other files.	Hold in the current files area four (4) years after agency discontinues participation in the Trust, then dispose.
Office of Insurance	3523	Claims and Expenses Monthly Reports	This series consists of files related to the State Agencies Self-Insured Workers' Compensation Trust administered by the Office of Insurance. Included is a computer generated report from the claims administrator detailing claim and expense information. This information includes the agency name, member name, individual claim type, amounts paid and reserved, and related data. This series is cut off at the end of the fiscal year.	Hold in the current files area one (1) year, then dispose.
Office of Insurance	3524	Claims and Expenses Annual Reports	This series consists of files related to the State Agencies Self-Insured Workers' Compensation Trust administered by the Office of Insurance. Included is a computer generated report from the claims administrator detailing claim and expense information for the prior year. This information includes the agency name, member name, individual claim type, amounts paid and reserved, and related data. This series is cut off at the end of the fiscal year.	Hold in the current files area four (4) years, then dispose.

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Office of Insurance	3825	General Correspondence	This series consists of general correspondence with the third party administrator related to claims and appeals. This series is maintained by the third party administrator for the Department of Finance and Administration. This series is cut off at the end of the calendar year.	Hold in the current files area four (4) years, then dispose. This series must be shredded to ensure confidentiality of records.
Office of Insurance	3826	Medical Review Documents	This series consists of files related to medical documentation of an employee who is applying for coverage or applying for coverage of a dependent. Included are medical records from doctors and hospitals and related correspondence. This series is maintained by the third party administrator for the Department of Finance and Administration. This series is cut off at the end of the fiscal year.	Hold in the current files area four (4) years, then dispose. This series must be shredded to ensure confidentiality of records.
Office of Insurance	3827	Billing Files	This series consists of billing printouts maintained by the third party administrator for the Department of Finance and Administration. The third party administrator submits copies of the billing printouts to the Office of Insurance. This series is cut off at the end of the fiscal year.	Hold in the current files area four (4) years, then dispose. This series must be shredded to ensure confidentiality of records.

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Office of Insurance	4390	Closed Claims Files	<p>This series consists of closed claims files related to workers' compensation claims cases. This series is maintained by the third party claims administrator for the Mississippi State Agencies Self-Insured Workers' Compensation program. Included are Mississippi Workers' Compensation Commission forms, medical bills, surveillance reports and videos, attorney client correspondence, recorded claimant statements, wage statements, mileage statements, police reports, subrogation data, invoices, cancelled checks, and medical case management notes.</p>	Hold in the current files area two (2) years after claim is closed, then dispose.
Office of Insurance	4647	Appeal Files	<p>This series consists of files related to appeals that were submitted by participants to the Department of Finance and Administration (DFA), Office of Insurance after denied by the designated vendor. The Office of Insurance makes the final determination regarding if the claim is to be accepted or denied. Included are incoming and correspondence (related to vendor information), vendor screen prints, medical records, copies of claims, and enrollment forms. This series is cut off at the end of the calendar year.</p>	Hold in the current files area two (2) years; transfer to SRC; hold five (5) years, then dispose.

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Office of Insurance	4648	Retiree Health and Life Enrollment Insurance Files	This series consists of files related to retired participants of the State and School Employee Health and Life Insurance Plan. The State and School Employees Health Insurance Management Board acting administratively through the Department of Finance and Administration, Office of Insurance administers the Plan. The Office of Insurance acts on behalf of the Board in executing the Board's day to day operational responsibilities concerning the Plan's administration. Included are applications, enrollment forms, and medical 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 ten (10) years, then dispose.
Office of Insurance	4649	Life Insurance Claim Files (Deceased Policy Holders)	This series consists of files related to life insurance claims and supportive documentation regarding the deceased insurance policy holders. Included are life insurance enrollment forms, death certificates, incoming and outgoing correspondence related to deceased beneficiary's policy and copies of medical records. 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 ten (10) years, then dispose.
Office of Insurance	4653	Management and Statistical Report Files	This series consists of reports submitted by vendors/insurers providing services to the State and School Employees Life and Health Insurance Plan and the Children's Health Insurance Program. This series also consists of ad hoc reports developed by the Office of Insurance. Included are monthly reports, quarterly reports, annual management reports, analytical reports, utilization reports and eligibility reports. 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 two (2) years, then dispose.

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Office of Insurance	4654	Deputy Director Correspondence	This series consists of files related to correspondence of the Deputy Director of the Department of Finance and Administration, Office of Insurance. Information in this series contains a wide range of subject matter. Included is incoming and outgoing correspondence. 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 two (2) years, then transfer to State Archives.
Office of Insurance	4655	Director Correspondence Files	This series consists of files related to correspondence of the Director of the Department of Finance and Administration, Office of Insurance. Information in this series contains a wide range of subject matter. Included is incoming and outgoing correspondence. 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 two (2) years, then transfer to State Archives.
Office of Insurance	4656	Director Correspondence Files (Confidential)	This series consists of correspondence related to participants with health and life insurance issues. Included is incoming and outgoing correspondence. 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.
Office of Insurance	4657	Deputy Director Correspondence Files (Confidential)	This series consists of correspondence related to participants with health and life insurance issues. Included is incoming and outgoing correspondence. 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.
Policy Development	2608	General Correspondence	This series consists of files related to general correspondence. Included are correspondence, letters and proposals. This series is cut off at the end of the calendar year.	Hold in the current files area three (3) years, then dispose.

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PSCRB	6140	Personal and Professional Service Contracts	This series consists of documents relating to agency requests for contractual personal and professional services. Included are requests for proposals, contracts, executive summaries, request logs, and Contract Review Board recommendations.	Hold in the current files area two (2) years after contract has expired; transfer to State Records Center and hold three (3) years; then dispose. Audit must have been released three (3) years.
State Fiscal Officer	2930	Agency Correspondence - Non Agenda Matters	This series consists of correspondence between state agencies and State Fiscal Officer regarding matters that do not require Finance and Administration authorization. This series is cut off at the end of the fiscal year.	Hold in the current files area two (2) years, then transfer to State Archives.
State Fiscal Officer	2931	State Agency Correspondence	This series consists of files related to incoming correspondence from state agencies requesting action or agency requests. Included are transfer of funds, international travel approval and outgoing correspondence notifying agencies of action. This series is cut off at the end of the fiscal year.	Hold in the current files area one (1) year, then transfer to State Archives.
Support Service	2945	Sovereign Immunity Research Files	This series consists of files related to the issue of sovereign immunity. Included are work files, data collected, reference materials and copies of proposed legislation.	Hold in the current files area two (2) years, then transfer to State Archives.
Surplus Property	1335	Compliance Case Files	This series consists of compliance case files. Included are General Services Administration case files against donees. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years or until after case is closed, then dispose.
Surplus Property	1337	Correspondence	This series consists of files related to correspondence. Included are letters and memos.	Hold in the current files area three (3) years, then dispose unnecessary material after weeding.
Surplus Property	1340	Eligibility Files	This series consists of qualifying papers for eligibility status. Included are authorization letters, name and address of donees, and list of personnel authorized to enter property area.	Hold in the current files area until donee becomes ineligible. File is to be transferred to voided donee accounts.

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Surplus Property	1344	123 Folders	This series consists of invoices used to request federal and other property (Standard Form 123). This series is cut off at the end of the fiscal year.	Hold in the current files area five (5) years or until after property is sold, then dispose.
Surplus Property	1346	Utilization Files	This series consists of files related to items valued at more than \$3000 or a motor vehicle. Included are use statement form letters, distribution documents, and invoice copies.	Hold in the current files area until file becomes inactive or restriction is lifted; transfer to inactive files; hold three (3) years, then dispose.
Surplus Property	1348	Voided Donee Accounts	This series consists of files related to donees who are no longer eligible. Included are correspondence, letters of complaint, and original application. This series is cut off at the end of the calendar year.	Hold in the current files area five (5) years or until case becomes ineligible. If the General Services Administration has filed a case, transfer to Compliance Case Files. If a case has not been filed, dispose of the file.