

| Division | Schedule # | Title | Description | Disposition |
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| All except Finance and Accounts | 2517 | Travel and Payroll Records (Dept. Copies) | Documents relating to travel and payroll. Included are copies of travel and payroll records. This series is cut off at the end of the fiscal year. | Hold in the current files area one (1) year; then destroy. |
| Bureau of Licensure | 3766 | Health Maintenance Organization Certificate of Authority | Files of certification of authority to operate or establish health maintenance organizations in the state. Included are the application, correspondence, a binder prepared by the applying health maintenance organization documents, bylaws, organizational charts, and biographical information, contracts and other files. This series is cut off at the end of the calendar year. | Hold in the current files area three (3) years; transfer to SRC and hold two (2) years; then transfer to State Archives. |
| Bureau of Licensure and Regulations | 5100 | Residential Care Home Files | This series consists of files related to child residential homes. Included are registration files, inspection reports, disposition of resident reports, residential home data sheets, monthly notifications files, employee files, volunteer staff changes files, rosters of employees, and biographical files related to residents. Limited information is duplicated electronically in Microsoft Word, Word Perfect, E-mail and the Oracle database. | Hold non-confirmed violation paper and electronic files in the current files area two (2) years after inspection has been completed, then dispose. Hold all confirmed violation paper and electronic files in the current files area until after the administrative needs have lapsed, then dispose. |

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| Bureau of Licensure and Regulations | 5101 | Annual Reports (Child Care Services) | This series consists of annual reports of the Department of Health Licensing Division regarding child care service facilities. Included are annual reports, registration files, inspection reports, complaint files, investigated maximum enrollment files and other related files. Limited information for this series is duplicated electronically in Microsoft Word, Word Perfect, Excel and the Oracle | Hold paper and electronic files in the current files area two (2) years, then dispose. |
| Bureau of Licensure and Regulations | 5102 | Child Care Licensure Program Complaints Against Center Files | This series consists of complaints filed against a licensed child care facility or staff person. Limited information is duplicated electronically in Microsoft Word, Word Perfect, E-mail, and the Oracle database. | Hold paper and electronic files five (5) years after case has been closed, then dispose. |
| Bureau of Licensure and Regulations | 5104 | Youth Camp Files | This series consists of files related to licensing youth camps that are regulated by the agency. Included are registration files, inspection reports, initial license applications and renewals, certificates of approval, phone messages, program manager permit applications, youth camp reports, inspection forms, correspondence, food service inspections, and injury claim files. Limited information for this series is duplicated electronically on E-mail, Microsoft Word, Word Perfect, and the Oracle database. | Hold non-confirmed violation paper and electronic files in the current files area two (2) years after inspection has been completed then dispose. Hold all confirmed violation paper and electronic files in the current files until administrative needs have lapsed, then dispose. |

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| Child Care Licensure | 4572 | Child Care Criminal Background Checks | <p>This series consists of files related to criminal background checks performed by the Department of Health for operators of a child care facility. The Child Care Unit licenses child care facilities and youth camps, as well as child residential homes. In compliance with Section 43-20-8, MCA 1972, individuals applying for work, operating, working in or living in a licensed child care facility must be fingerprinted and have a criminal records check done by the Department of Public Safety and the FBI. It also requires the individual have a Department of Human Services child abuse central registry check done. Included are original/copy of fingerprint cards, Department of Human Services child abuse central registry forms and suitability determination files and correspondence. Once processed, information is entered into a child care fingerprint database at the Department of Health. The fingerprint cards are scanned into the database. Specific demographic data is entered into the database, such as name, social security number, sex, weight, height, color of hair, color of eyes, date of birth, place of birth and employer's name. The database system is backed up daily and stored offsite.</p> | <p>Hold hard copy of suitability determination in the current files area two (2) years, transfer to SRC, hold six (6) years, then dispose. Hold fingerprint cards thirty (30) days after scanned into database, then shred.</p> |
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| Communicable Disease - Tuberculosis and Refugee Health | 5890 | Tuberculosis Patient Files | This series consists of files related to the medical histories of patients with tuberculosis treated by the Department of Health through the county health offices. Included are case reports, progress notes, documentation detailing methods of treatment and medications used, correspondence, test results, lab reports, case management files, surveillances and related files. | Transfer inactive paper files from county health department offices to the Mississippi Department of Health; image and verify, then dispose of paper. Hold electronic files seven (7) years after death of patient or until patient reaches one hundred (100) years of age, then |
| Communicable Disease Control | 2923 | HIV/AIDS Program Files | Files included are HIV partner notification record, (Form No. 362); testing request for HIV antibody, (Form No.363); HIV antibody test, (Form No. 364). | Hold negative results until information has been entered into computer. Hold the positive results for internal reference and research purposes. |
| County Health Departments | 1053 | Certificate of Approval (350) | Files related to approval in order to comply with state or local requirements. Included are approvals of sewage, wells, and schools when USDA reimbursement is needed. This series is cut off at the end of the fiscal year. | Hold in the current files area one (1) year or until the next annual certificate of approval; then destroy |

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| County Health Departments | 2333 | Sanitation Encounter Report | Documents relating to sanitation's daily accomplishments. Included are results of private water and sewage inspection percolation test, results on official complaint forms, and a report of the sanitation's activities. 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 destroy. This renders the following forms obsolete: (94 and 94A) Sanitation Accomplishment; (73) Official Complaint form; and (330) Record of Inspections. When purging, these forms will adhere to the same retention period for 303, Sanitation Encounter Report. |
| Data Processing | 1051 | Computer File of Defunct Sanitation System | Files related to defunct sanitation system. Included are inventory of each facility and a time study report of each sanitation's activities with mileage and travel time involved recorded. This series is cut off at the end of the fiscal | Hold in the current files area three (3) years or until audited; then destroy. |
| Dental Health | 3364 | Fluoride Mouthrinse Participation Record | This series consists of files related to children participating in the school fluoride mouthrinse program. Included is a form that sets out school, location, teacher, grade, names of children participating and date of sessions. This series is cut off at the end of the calendar | Hold in the current files area one (1) year; then destroy. |
| Dental Health | 3365 | Dental Treatment Plans | This series consists of files related to dental treatment of children qualified for agency assistance. Included are application for services, treatment plans, invoices from dentists, copies of payment vouchers and related correspondence. This series is cut off at the end of the fiscal year. | Hold in the current files area three (3) years; then destroy. |

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| Diabetes/Hypertension/Cancer | 2105 | Project File | Documents related to Hinds Co. Demonstration Project, North MS Project, Amputation, Ketoacidosis and other related projects. Included are background information, abstracts, reports questionnaires, printouts, patient information and correspondence. | Hold in the current files area three (3) years after release of audit report; then destroy. |
| Early Intervention | 6069 | Child & Adolescent Health Referral Forms | This series consists of referral forms collected to notify the division of potentially eligible infants and toddlers who may have a developmental delay or a disability likely to result in a developmental delay. The Children and Youth with Special Health Care Needs (CYSHCN) Services Program may assist with navigating care systems, facilitating care needs, and advocacy. | Hold files in First Steps Intervention System (FSIS) until child exceeds three (3) years of age. Retain electronic files permanently unless deletion is requested by the parent/guardian. Electronic files held in the CYSHCN database will be held seven (7) years, then disposed. |
| Emergency Medical Services | 1726 | Administrative Files | Documents relating to administration of EMS. Included are general correspondence, seminar information and newsletters. This series is cut off at the end of the fiscal year. | Hold in the current files area two (2) years; then destroy. |
| Emergency Medical Services | 1730 | Inspection Reports From Ambulance Providers | Documents relating to ambulance inspections. Included are application for ambulance permit, copy of permit inspection sheet, list of personnel licensure certificate, general correspondence and application. | Hold in the current files area three (3) years; transfer to SRC and hold three (3) years; then destroy. |
| Emergency Medical Services | 1732 | Training Records | Documents relating to training received. Included are junior college records and training proposal. | Hold in the current files area one (1) year; transfer to SRC and hold two (2) years; then destroy. |

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| Emergency Medical Services | 2518 | Financial Records | Documents related to financial record keeping of EMS. Included are ambulance fees, license fees, patch orders, certification fees, charges for copies and labels. This series is cut off at the end of the fiscal year. | Hold in the current files area until audited; transfer to SRC and hold three (3) years; then destroy. Audit must have been released three (3) years. |
| Environmental Health | 6021 | Inspection Forms | This series consists of inspections conducted by the agency field staff related to inspection of general sanitation soft drink bottling plants, inspection for food service facilities, mobile home RV-inspection reports, school inspection reports, milk plant inspection reports, and dairy farm inspection reports, and related files. | Image and verify, then dispose of paper files. Hold electronic files three (3) years after date of verification, then dispose. |
| Environmental Health | 6022 | Certified Installer License Applications (Individual Onsite Wastewater | This series consists of electronic applications related to the licensing of contractors engaged in installing wastewater disposal systems. Documentation includes applicant's name, type of business, location, and written permission for disposal. | Image and verify, then dispose of paper files. Hold electronic files three (3) years after date of verification, then dispose. |
| Environmental Health | 6023 | Onsite Waste Water Permits/Recommendations | This series consists of electronic onsite permits/recommendations relating to installation of onsite sewage disposal systems for home and small business owners. Documentation includes applicant's name, lot size, type of water system, a sketch of the approved system and related information. | Image and verify, then dispose of paper files. Hold electronic files three (3) years after date of verification, then dispose. |
| Epidemiology | 1520 | HIV Antibody Test Form (Form No. 364) | Documents relating to HIV Antibody Test. | Hold in the current files area fifty (50) years; then destroy by burning or shredding in keeping with the confidential nature of contents. (MS Code 41-9-75) |

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| Epidemiology | 1521 | Testing Request For HIV Antibody (Form No. 363) | Documents relating to consent from patient receiving HIV antibody test and to provide results to the patient. Included are client and counselor's signatures. | Hold in the current files area fifty (50) years; then destroy. Destruction by burning or shredding in keeping with the confidential nature of contents. (MS Code 41-9-75) |
| Epidemiology | 3332 | Reportable Disease Card | This series consists of Reportable Disease Cards (Form No.135). The form is completed by the health care provider who treats a patient with a covered communicable disease and sent to the county health department office which then sends a copy to the state office. The form reports the name and address of the care provider, the name of the disease, date of onset and method. This series is cut off at the end of the fiscal year. | Hold in the current files area four (4) years; then destroy. Audit must have been released three (3) years. |
| Epidemiology | 3333 | Disease Surveillance Reports and Follow-Up Forms | This series consists of disease surveillance and follow-up reporting forms used for sending data on reportable diseases to the Centers for Disease Control in Atlanta. Examples are Legionellosis Case Investigation Report forms, Lyme Disease Reports forms, Leptospirosis Case Investigation Reports, Rocky Mountain Spotted Fever, Brucellosis and Surveillance Report forms. This series is cut off at the fiscal year. | Hold in the current files area four (4) years; then destroy. Audit must have been released three (3) years. |

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| Family Planning | 2348 | Family Planning Data Printouts | Documents relating to statistics of Family Planning. Included are BCRR samples, monthly encounter, quarterly encounters, medical services provided, and primary method of contraceptive. This series is cut off at the end of the calendar year. | Hold in the current files area one (1) month; transfer to SRC and hold three (3) years after release of audit report; transfer to State Archives for review and permanent retention of the historically valuable material. Hold BCRR and BCRR samples in current files are one (1) year; then transfer to SRC and hold nine (9) years; the to State Archives as noted |
| Family Planning | 3362 | Family Planning Master Report and Title XX Report | This series consists of records relating to the Family Planning Master Report and the Title XX Report filed by the Family Planning Division with the federal Department of Health and Human Services. Included are reports from county departments and electronically stored data tabulated from those reports. Also included are microfilm copies of county reports. This series is cut off at the end of the calendar year. | Destroy county reports after entry into database; hold electronic data ten (10) years; then destroy. Hold existing microfilm ten (10) years; then destroy. |
| Field Services | 3117 | Monthly Encounter Report | This series consists of forms maintained by clinic staff to record the number and types of treatment given by providers each month. This information is used to assess budget and personnel needs. This series is cut off at the need of the fiscal year. | Hold in the current files area one (1) month; transfer to SRC and hold three (3) years; then |

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| Field Services | 5040 | Marriage Certificates | <p>The series consists of documents relating to marriages performed in the state of Mississippi. The circuit clerk issues the marriage license and completes a statistical record (except for the section relating to the ceremony) on a form furnished by the Department of Health. The person who performs the ceremony completes the form and returns it to the circuit clerk. Once a month the clerk sends all completed forms to the Department of Health. The paper records are partially duplicated on microfiche. The agency plans to digitize the records beginning with the earliest.</p> | <p>Hold paper and microfiche records and indexes in current files area permanently. Hold electronic files and associated indexes in-house permanently. Hold copies of microfiche and electronic files and indexes offsite with an established plan and schedule for verification and migration of electronic</p> |
| Field Services | 5041 | Birth and Death Certificates | <p>The series consists of Mississippi birth and death certificates. The original paper certificates and indexes are partially duplicated on microfiche. The agency is currently digitizing the records, beginning with the earliest.</p> | <p>Hold paper and microfiche certificates and indexes in current files area permanently. Hold electronic files and associated indexes in-house permanently. Hold copies of microfiche and electronic files and indexes offsite with established schedule and plan for verification and migration of electronic</p> |

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| Finance & Accounts | 2520 | Complete Internal Audit Files | Documents relating to internal audit. Included are audit program, ledger sheets, receipts and disbursements. This series is cut off at the end of the fiscal year. | Hold in the current files area one (1) year or until audited; transfer to SRC and hold three (3) years; then destroy. Audit must have been released three (3) |
| General Environmental Services | 4748 | Americans With Disabilities Act (ADA) Compliance Files | This series consists of records related to inspections for compliance with the Americans with Disabilities Act. Included is correspondence. | Hold paper files and electronic files in the current files area five (5) years, then transfer to State |
| General Environmental Services | 4750 | Lead Program Files | This series consists of files related to inspections/assessments of dwellings frequented by children with elevated blood lead levels. Included are x-ray fluorescence forms, inspection forms, internal reports, location of wipe sample inspection forms, and other related files. | Hold paper files and electronic files in the current files area five (5) years, then transfer to State Archives. |
| General Sanitation | 1056 | Application For New Permit (297) | Files related to application for new permit. Included are facility name, address, capacity, hours of operation, number of employees, and signature of owner in reference to compliance with regulations. This series is cut off at the end of the fiscal year. | Hold in the current files area one (1) month; then destroy. |
| General Sanitation | 1057 | Inspection Forms | Files related to inspection of the different divisions regulated by general sanitation. Included are Soft drink bottling plant (300), Food Service Facility Inspection (301), Mobile Home/RV - Inspection Report (310), School Inspection Report (329), Milk Plant Inspection Report (380), and Dairy Farm Inspection (383). | Hold in the current files area one (1) month; then destroy. Billing portion of form should be retained for three (3) years or until audited. |

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| General Sanitation | 1059 | Sanitation Accomplishments | Documents relating to daily accomplishments of each sanitarian (defunct sanitation system). Included are form numbers 94, 94a, and 94b. 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 destroy. |
| General Sanitation | 1060 | Sanitation Encounter Report (303) | Files related to sanitation's daily accomplishments. Included are billing copies when charging for approvals, official complaint form, and a report of the sanitation activities. | Hold in the current files area one (1) month; then destroy. Billing portion of form should be retained for three (3) years or until audited. |
| Genetic Screening | 3533 | Newborn Screening | This series consists of lab slips related to test performed on newborn infants for genetic disorders. Documentation includes infant's name, mother's name, street address, county, child's physician, date of birth, birth weight, sex, and date of collection. | Hold in the current files area three (3) years after data entry; microfilm; destroy hard copy in keeping with the confidential nature of the records. Hold backup tape five (5) years. Computer printouts are updated and forwarded to the county health dept. Agency maintains master negative. |
| Health Survey Statistics | 2714 | Bureau of Labor Statistics Survey Files | Documents related to statistics survey. Included are schedules, transmittal, data correction forms, certified mail cards, edit cards, SIC change, 407 compile form edits, screens, print program hard copy, interim data tape preparation, screenings, work lists, U.I. reference listing, address documentation, memorandums, quarterly reports, FOSS forms, and other related files. This series is cut off at the end of the calendar year. | Hold in the current files area two (2) years; transfer to SRC and hold four (4) years; then destroy. |

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| Home Health Services | 1739 | Administrative File | Documents relating to administration of home health (central office and counties). Included are quarterly and yearly reviews and general correspondence. | Destroy quarterly and yearly reviews on an annual basis. Weed general correspondence and retain for five (5) years at the SRC. |
| Home Health Services | 2546 | Posting Reports | Documents related to posting reports. Included are computer printout of daily visits, supplies and equipment used. This series is cut off at the end off monthly. | Hold in the regional offices three (3) years or until audited; then destroy. Audit must have been released three (3) years. Central Office (Home Health Services) will hold records after closing, aging and billing, then destroy (approx 1 month). Hold computer record file for fifteen (15) months, and then destroy. |
| Human Resources | 3652 | Miscellaneous Lab Slips | This series consists of lab slips related to specimens for miscellaneous laboratory examinations. Documentation includes name, sex, social security number, phone number, city & state of residence, date of collection, type of exam desired, and type of specimen. This series is cut off at the end of the calendar year. | Hold in the current files area one (1) year; transfer to SRC and hold four (4) years; then destroy. |
| Hypertension/Cardiovascular | 2101 | Referral Forms (Form No. 68-B) | Documents relating to referrals and changes. Included are federal grant referrals, changes, notes, history, patient evaluation, identification data, examination records, and health services rendered. This series is cut off at the fiscal year. | Destroy. Audit must have been released three (3) years. |

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| Hypertension/Cardiovascular | 2106 | General Hypertension Files | Documents relating to the Hypertension/ Cardiovascular Department. Included are budgets, correspondence, background information, professional information, hypertension billing printouts, and paid payment vouchers. This series is cut off at the end of the fiscal | Hold in the current files area three (3) years after release of audit report; then destroy. |
| Immunization | 2179 | Child Care Assessment Reports | Documents relating to immunization status of children for districts 1-9. Included are child's name, birth date, immunization status, vaccine received, totals, vaccine received, total assessment letters and correspondence. | Hold in the current files area three (3) years; then destroy. |
| Immunization | 2183 | Rubella/Measles Files | Documents relating to rubella. Included are community investigation form for suspect cases of measles or rubella, preliminary plan, preliminary plan, guidelines, correspondence, name, sex, race, rash/fever information, rubella screening, date reported, rubella susceptibles immunized, and rubella vaccine inventory report postpartum. This series is cut off at the end of the calendar year. | Hold in the current files area five (5) years; then destroy. |
| Immunization | 2239 | School Files | Documents relating to distribution of immunizations at school. Included are school law matter and school compliance. This series is cut off at the end of the calendar year. | Hold in the current files area three (3) years; then destroy. |
| Immunization | 3464 | Adverse Reaction Files - Departmental Copy | Files of adverse reactions to immunization administrations. Included are report forms from service providers, patient information, descriptions of reaction type, correspondence, annual log books, and other files. This series is cut off at the end of the calendar year. | Hold in the current files area three (3) years; then destroy. |
| Immunization | 3957 | Vaccine General Files | Files related to vaccine cost, doses administered, and vaccine inventory information. Included are vaccine cost estimates, vaccine administration comparisons, vaccine summaries, doses administered reports, federal and state vaccine requisitions, federal contracts for vaccine purchases, vaccine inventory worksheets, and immunization monthly report(Form 130). This series is cut off at the end of the fiscal year. | Hold in the current files area four (4) years; then dispose. Audit must have been release three (3) years. |

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| Immunization | 3958 | General Immunization Files (Administrative) | This series consists of files related to the administration of the Immunization Program by the Dept. of Health. Included are general correspondence with the county health dept. and in-service files. The in-service information is in the form of fact sheets detailing new and combination vaccines. This series is cut off at the end of the calendar year. | Hold in the current files area two (2) years; transfer to SRC and hold one (1) year; then dispose. |
| Immunization | 5845 | Vaccines for Children (VFC) Files | This series consists of files related to the Vaccines for Children (VFC) Program allows children up through eighteen years of age to receive free vaccines. Eligible children include those who receive Medicaid, Native Americans or Alaskan Natives, uninsured children and children who have health insurance but when immunizations are not covered. Included are the provider agreements, provider profiles, correspondence and related files. | Hold in the current files area three (3) years; transfer to SRC for five (5) years, then dispose. |
| Immunization | 5996 | MS Immunization Information eXchange (MIIX) User Files | This series consists of files and agreements related to MIIX with health providers who enter and access data in MIIX. Included are the user agreements, correspondence and related files. | Hold two (2) years; transfer to SRC; hold five (5) years, then dispose. |
| Infant and Toddler Early Intervention | 4565 | Infant Hearing Screening Logs | Files of hearing screening logs related to newborn/infants who have received hearing screening after birth. Newborn hearing screening is available through the Early Intervention Program in all major hospitals in the state in order to detect and treat hearing loss. Included are Infant Hearing Screening Log Data Summaries & Child Data Referral Forms. 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 three (3) years, then dispose. |

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| Infant and Toddler Early Intervention | 4566 | Audiological/Diagnostic/Follow-Up Reports (Confirm Hearing Loss) | Files of newborn/infants patients who have confirmed hearing loss. The hospitals provide documentation and reporting of all newborn/infants that did not pass the initial screening or the retest screening. Included are Child Data Referral forms, HRC Tracking Reports, Service Provider Reports, parent letters, Child Data Referral Forms, HRC Checklist, correspondence, and Newborn and Infant Hearing Screening 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 three (3) years, then dispose. |
| Infant and Toddler Early Intervention | 4567 | Audiological Diagnostic/Follow Up Reports (Loss and No Show) | Files of newborn/infant patients who did not show for their referral appointments related to the hearing screening. Included are Newborn/Infant Hearing Screening Reports, parent letters, Child Data Referral Forms, and HRC Checklists. Documentation includes demographic data, risk status, results, hearing loss, and plan of care. 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 three (3) years, then dispose. |
| Infant and Toddler Early Intervention | 4568 | Audiological Diagnostic/Follow-Up Reports (Pass) | Files of newborn/infants that passed the hearing evaluation available through Diagnostic Clinics. Included are Audiological Diagnostic Reports. Documentation includes demographics, hospitals information, screening dates, and hearing screen results. 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 three (3) years, then dispose. |
| Infant and Toddler Early Intervention | 4569 | Newborn/Infant Hearing Screening Reports (No Show) | Files of newborns and infants who have had hearing screenings, but did not show for follow-ups for further tests at the hospitals. Included are Newborn/Infant Hearing Screening Reports, parent letters, and action logs. 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 three (3) years, then dispose. |
| Information Systems Consulting Group | 4137 | Correspondence and Project Documentation | This series consists of correspondence and supporting materials documenting projects and daily operations of the Information Systems Consulting Group. This series is composed primarily of paper files. However it also includes electronic components, specifically word processing files residing on desktop personal computers. | Hold in the current files area three (3) years; then transfer to State Archives. |

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| Information Systems Consulting Group | 4139 | Disaster Recovery Plans | Files of disaster recovery plans for each of Health's information systems. This series is composed of two binders containing printouts of each plan, along with the electronic word processing files from which the printouts were generated. | Hold in the current files area until updated; then dispose of paper and electronic versions. |
| Information Systems Consulting Group | 4140 | MISHIN Files | This series consists of files maintained on the Dept. Health's role and participation in the MISHIN Project (Mississippi Health Sciences Information Network). The records include correspondence, grant applications, quarterly & annual reports, technical bulletins and subcontracts. | Hold in the current files area three (3) years after release of audit; then dispose. |
| Information Systems Consulting Group | 4142 | Long Range Plan of Information Processing Activities | This series consists of biennial plans, prepared for the entire Dept. of Health by the Information Systems Consulting Group, projecting future technology activity for the agency and including mission and program objectives, opportunity areas, project priorities, information systems projects, and operating costs. | Hold in the current files area three (3) years; then transfer all formats to State Archives. |
| Licensure and Certification | 1097 | Construction Files For Nursing Home & Hospitals | Documents relating to accreditation reports, inadequacies reports, surveyors notes, correspondence in regard to fire safety and fire safety programs. | Hold in the current files area five (5) years; then destroy. |
| Licensure and Certification | 1105 | Life Safety Code File | Documents relating to compliance with safety ordinances. Included are campus plan of buildings; correspondence, memos; fire safety compliance statements, deficiencies and corrections needed; fire safety survey report. | Hold in the current files area permanently. Destroy memos and correspondence every |
| Licensure and Certification | 1112 | Plans and Specifications | Documents related to blueprints of the hospitals and nursing homes. | Hold in the current files area permanently. State Records Committee suggest agency to microfilm blueprints for security reasons and store microfilm at the Archives. |

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| Licensure and Certification | 3171 | MDS Plus Assessment Forms | Files consist of Minimum Data Set Plus forms used by Licensure and Certification to gather data on admission & treatment of nursing home residents. Included are Resident Assessment & Care Screening form and Background Information at Intake/Admission forms. This series is cut off at the end of the fiscal year. | Hold in the current files area six (6) months; transfer to SRC and hold three (3) years; then destroy. Audit report must be released three (3) years. |
| Licensure and Certification | 4098 | Preadmission Screening and Annual Resident Review (PASSAR) Files | Files related to federal programs pertaining to the process of screening and annual resident review of individuals with mental illness or mental retardation who apply to or reside in Medicaid certified nursing facilities. Included are client cover sheets, memos for approval, and Level-II Mental Illness Review Pre-admission Screening Reports. This series is cut off at the end of the fiscal year. | Hold in the current files area one (1) year; transfer to SRC and hold four (4) years; then dispose. |
| Perinatal Services | 3335 | Perinatal Screening Form | This series consists of forms used to record data from perinatal screening of agency clients. A copy of the form is attached. | Hold in the current files area one (1) month; then destroy. |
| Personnel | 2742 | Employment Cards | Documents relating to: employee's employment record. Included are: name, sex, race, job title, dates held, salary and date of termination. This series is cut off after separated. | Hold in the current files area until employee is separated or terminated; then microfilm and destroy hard copy. Maintain |
| Personnel | 2890 | Profile Files | Documents relating to employee's position. Included are name, title, location, social security number, job code, and month salary. | Hold in the current files area until position is abolished; then destroy. |

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| Personnel | 3334 | Job Content Questionnaires | This series consists of Job Content Questionnaires maintained by the Personnel Office of the agency. Included are JCQ Forms for each agency job. | Hold in the current files area one (1) year and then send to originator for updated JCQ. After JCQ has been updated, destroy previous JCQ. |
| Planning & Resource Development | 1089 | Correspondence (Certificate of Need) | Files contain correspondence directly related to certificate of need applications. | Hold in the current files area and purge every two (2) years. Destroy unnecessary |
| Planning & Resource Development | 1090 | General Correspondence | Documents relating to general correspondence about health care providers contain no certificate of need correspondence. | Hold in the current files area and purge every two (2) years. Destroy unnecessary |
| Planning & Resource Development | 2713 | Administrative Files | Documents relating to general correspondence for the former Health Care Commission. Included is correspondence of the Planning & Resource Development Division. This series is cut off at the end of the calendar year. | Hold in the current files area two (2) years; transfer to State Archives for review and permanent retention of the historically valuable material. |

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| Planning & Resource Development | 3078 | Hospital and Nursing Home Certificate of Need Application Files | Files consist of application of hospitals or nursing homes for a new or amended certificate of need. Such certificate must be issued by the State Dept. of Health prior to any expansion of hospital services. Included in each file is the application, supporting documentation, correspondence from proponents and opponents of the applicant, comments, minutes and final orders. | Hold in the current files area until application processed and litigation ended; transfer to local holding area for five (5) years; transfer to SRC and hold five (5) years; then transfer to State Archives for review and permanent retention of historically valuable material. |
| Planning & Resource Development | 3596 | Patient Origin Information Form | This series consists of reports from every hospital in the state filed quarterly with the Dept. of Health on a form prepared by the Dept. This report contains numerically coded files on each hospital patient, including diagnosis, race, sex, age, zip code, admission/discharge dates, pay codes, and discharge status. This series is cut off at the end of the calendar year. | Hold in the current files area one (1) year; transfer to SRC and hold five (5) years; then destroy. |
| Policy, Planning & Analysis | 2636 | Administrative Files | Documents relating to Administration of Policy and Planning. Included are general correspondence, grants, contracts, program correspondence, correspondence, and relations to liaison between other state/federal agencies. This series is cut off at the end of the calendar year. | Hold in the current files area two (2) years; transfer to SRC and hold three (3) years; then transfer to State Archives for review and permanent retention of the historically valuable material. |

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| Public Health Laboratories | 2347 | Lab Slips | Documents relating to lab results. Included are enterics, intestinal parasites, fluorides, glucose, private waters, sickle cell sheets, chemistries, coulter, TB hospitals, rabies, waters, RPRs, GC's, miscellaneous. | Hold in the current files area one (1) year; transfer to SRC and hold two (2) years; then destroy. |
| Public Health Statistics | 2637 | Mississippi Infant Mortality Prevention Project Hospital Record Files | Documents related to MS Infant Mortality Prevention Project. Included are patient case records including name, date of birth, and medical history. This series is cut off at the end of the study year. | Hold in the current files area until the end of the study; transfer to SRC and hold five (5) years; then destroy. Records must be disposed of by burning, shredding or any other effective method in keeping with the confidential nature of its content. |
| STD/HIV | 5886 | Syphilis Patient History Records | This series consists of the medical history of patients treated at county health department offices who have tested positive for syphilis. Included are demographic information, nurse's notes, method of treatment files, lab results, medication disbursed files, short-term financial receipts and related files. | Hold six (6) years after date of last treatment; transfer files to Department of Health STD/HIV Office; image and verify, then dispose of paper files. Hold electronic files fifty (50) years after verification, then |

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| STD/HIV | 5895 | STD/HIV Patient Medical History Records | This series consists of files related to the medical history of patients treated at specialty clinics. Included are patient demographic information files, nurse's notes, methods of treatment files, lab results, medication disbursed files, case management files, short-term financial receipts and related files. | Image and verify patient files that have not been seen in five (5) years, then dispose of paper files. Image and verify other patient files; hold paper files thirty (30) days after imaged and verified, then dispose of paper files. Hold electronic files fifty (50) years after date of verification, then review and delete annually. |
| STD/HIV | 5896 | Reactor Files (Positive) | This series consists of reactor files related to patients' treatment at county health department offices. These patients have tested positive for sexually transmitted diseases such as HIV, chlamydia, gonorrhea, and syphilis. | Image and verify; hold paper files thirty (30) days after imaged and verified, then dispose of paper files. Hold electronic files fifty (50) years after verification, then dispose. |
| Tuberculosis Control Unit | 1118 | Computer Disk (PHSTB Case, Drug, Culture) | Documents relating to medical history of TB patients. Included are demographic information, date of diagnosis, lab reports and drugs administered. | Dump records of inactive patients who have been closed by the health department for more than one (1) year into the Computer Tape (TB Case, Drug, and Culture History). |

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| Tuberculosis Control Unit | 1119 | Computer Tape (TB Case, Drug, Culture History) | Documents relating to medical history of TB patients. Included are demographic information, date of diagnosis, lab reports and drugs administered. | Dump records of inactive patients who have been closed by the health dept. for three (3) years or more into the computer Tape (TB Case, Drug, and Culture Ancient). |
| Tuberculosis Control Unit | 1120 | Computer Tape (TB Case, Drug, Culture Ancient) | Documents relating to medical history of TB patients. Included are demographic information, date of diagnosis, lab reports and drugs administered. | Hold in the current files area seven (7) years after date of expiration and then destroy or until patient reaches the age of |
| Tuberculosis Control Unit | 2544 | X-Rays | Documents related to tuberculosis. Included are x-rays. This series is cut off at the end of the calendar year. | Hold in the current files area four (4) years if a written and signed interpretation by a board certified radiologist or pulmonologist has been obtained; then destroy. If no interpretation, and x-ray is for a minor (<21), hold seven years beyond twenty-first (21st) birthday or ten (10) years whichever is greater. If >21 retain more than ten (10) years then destroy. |

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| Vital Records | 1531 | Over The Counter Requests | Documents relating to request for birth, death and marriage certificates. Included are application for marriage certificate, Form No. 502; application for Death Certificate, Form No. 504 application for certified birth certificate, Form No. 507; application for new birth certificate, Form No. 508; and correlating mailing forms. No. 520, 522, and 523. This series is cut off at the end of the month. | Hold in the current files area six (6) months; then destroy. |
| Vital Records | 2716 | Transcripts of Birth & Death Records | Documents relating to Mississippi residents birth & death certificates from other states. | Hold in the current files area two (2) years; transfer to SRC and hold eight (8) years; then destroy. |
| Vital Records | 3466 | Statistical Record of Divorce | Included are certificates of divorce, statistical records of divorce, and other files. This series is cut off at the end of the calendar year. | Hold in the current files area permanently (MS Code 41-57-3). |
| Water Supply | 4954 | Technical Files | This series consists of records related to the review of plans and specification for new or existing water supplies. Each applicant must submit an operation and maintenance plan for review and approval by the Health Department. Included are copies of plans, correspondence, master data sheets, physical and chemical water analysis, certification letters, inspection reports, and assessment forms. | Hold in the current files area until reformatted. Dispose of hard copy and microfilm once digitized. Transfer copies of digital images to State Archives annually in format to be agreed upon at time of |

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| Water Supply | 4955 | Construction Plans | This series consists of construction and final plans for water supply systems throughout Mississippi. Included are plans in hard copy, microfilm and scanned images. | Hold in the current files area until reformatted. Dispose of hard copy once digitized. Transfer copies of digital images to State Archives annually in format to be agreed upon at time of |
| Women, Infants, and Children (WIC) | 6194 | Women, Infants, and Children (WIC) Program Certification Files | This series consists of files relating to certification of eligibility of individuals to participate in the Women, Infants and Children (WIC) Program. Included are WIC certification forms. | Hold six (6) years, then dispose. |