

Licensure, Permits, and Certifications

SCHEDULE NUMBER	SERIES TITLE	DESCRIPTION	DISPOSITION INSTRUCTIONS	DATE APPROVED
G140	Directory	This series includes annual directories or listings of all active licensed individuals and business entities. They may include name, street address, city, state and zip code, telephone number, license type, date approved for license, date license renewed, and related information that may be made publically available.	Annually transfer directory to the State Archives. State agency to hold five (5) years, then dispose.	10/28/2021
G141	License Files	This series includes files of active licensees, which may include applications, personal data, diplomas, continuing education, correspondence, renewal records, criminal background check, and approval, renewal, or reinstatement to practice in Mississippi.	Hold five (5) years after license becomes void, then dispose.	10/28/2021
G142	Denied or Incomplete Licensee Files	This series includes applications, personal data, diplomas, continuing education, correspondence, and approval to practice in Mississippi for individuals who were denied either due to agency policy or because not all information required to process the application was provided.	Hold two (2) years after denial or submission deadline, then dispose.	10/28/2021
G143	Permits & Certification	This series consists of files related to permits and certifications to perform an activity where such permit or certification is required by a state agency, board or commission.	Hold four (4) years after expiration, then dispose.	10/28/2021

G144	Examinations	The series includes training and examination materials such as answer sheets, test booklets, transcripts, scratch paper, exam instructions, score reports, sign-in sheets, requester logs, lists of examinees, master exam copies and answer keys.	Hold one (1) year, then dispose.	10/28/2021
G145	Investigatory - Discipline	This series includes complaints of a licensee where disciplinary action is taken and may consist of letters; reports; patient records; hearing reports; consent orders; administrative orders; orders of continuance; agreements/contracts; search warrants; educational materials; toxicology reports; tax and insurance records; after-care; AA or NA attendance verification; photographs; and related files.	Hold ten (10) years after close of investigation, then dispose. Final orders to be entered in the minutes of the Board.	10/28/2021
G146	Investigatory - without discipline	This series includes complaints of a licensee where no disciplinary action is taken and may consist of letters; reports; patient records; consent orders; administrative orders; orders of continuance; agreements/contracts; search warrants; educational materials; toxicology reports; tax and insurance records; after-care; AA or NA attendance verification; photographs; and related files.	Hold five (5) years after close of investigation, then dispose. Final orders to be entered in the minutes of the Board.	10/28/2021
G147	Programmatic Correspondence	This series includes correspondence regarding requests for verification of licensure status, certification to other states' registers, and related information not held in the licensee and permit and certification files.	Hold one (1) year, then dispose.	10/28/2021

G262	Internship Files	Internship files include applications, verification of degree, enrollment numbers and acknowledgment of certificates if registration is required by a licensing agency prior to full licensure as a professional.	Hold one hundred (100) years or seven (7) years after death; whichever comes first, then dispose.	7/17/2025
G261	Cooperative Agreements	Agreement with non-resident individuals to allow them to perform certain functions, typically required by a licensed or permit, but allowed to provide the service in Mississippi under the agreement.	Hold five (5) years after the expiration of the agreement, then dispose.	7/17/2025