

Mental Health, Department of

| Division | Schedule # | Title | Description | Disposition |
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| All Divisions | 3862 | Division Client Files | This series consists of client files located in all divisions of the Center. The volume of records on hand varies by division as well as the annual accumulation rate. It is cut off at the end of the year. | Hold in the current files area five (5) years; then dispose. |
| Boswell Regional Center - Support Services | 5093 | Active & Inactive (Purged) Program Charts | This series consists of program charts related to all individuals who receive services through Boswell Regional Center. This series consists of active as well as inactive records. Included are photographs, birth certificates, surrogate agreement forms, consents, human rights and critical review findings, individual support plans (ISP), numerous evaluations (resident living, medical, dietary, social services, education, speech, pre-vocational, vocations), and other related files. | Authentically reproduce paper files. Hold active paper files in the current files area two (2) years; transfer to inactive files. Hold five (5) years, then dispose of inactive paper files after authenticated reproduction has been verified. Hold authenticated reproduction permanently. |
| Boswell Regional Center - Support Services | 5106 | Radio and Pager Log Books | This series consists of radio and pager log books. Included is information regarding the nature of the page and to whom the page was generated over the Boswell radio system. This system is utilized by Boswell staff to locate and contact other staff regarding many issues (telephone calls, visitors, appointments, and assistance). These are maintained by the switchboard operator to document radio or page events. | Hold in the current files area three (3) years, then dispose. |
| Boswell Regional Center - Support Services | 5112 | Client Accident and Incident Reports | This series consists of accident and incident reports documenting accidents occurring to individuals receiving services. A report is completed when there are noticeable signs of an injury. This information is duplicated within the agency at the Risk Management Department. | Hold in the current files area five (5) years, then dispose. |

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| Boswell Regional Center - Support Services | 5144 | Case Management Records | This series consists of files related to case management services for individuals who reside in the community and need assistance to access services to meet their individual medical, social, educational, and/or recreational needs. Included are access sheets, individual rights forms, eligibility certificates, case management service agreements, certification for services, intakes and histories, evaluation data files, case management service assessments, summaries of services, contact summaries, incident reports, and other related files. | Authentically reproduce paper files. Hold paper files and unimaged electronic records seven (7) years, then dispose. Authenticated reproduction must be verified and audit must have been released three (3) years prior to disposal. Hold authenticated reproduction permanently. |
| Boswell Regional Center - Support Services | 5145 | Employment Services Records | This series consists of files related to employment services. Included are medication profile and emergency information, individual rights/options, ID data forms, eligibility certifications, intakes and histories, evaluation data files, social histories, interdisciplinary summaries, recommendation reports, employment service assessments and worker compatibility matches, employment service plans, summaries of services, and other related files. | Authentically reproduce paper files. Hold in the current files area seven (7) years, then dispose of paper files. Authenticated reproduction must be verified, and audit must have been released three (3) years prior to disposal. Hold authenticated reproduction |
| Boswell Regional Center - Support Services | 5146 | In-Home Companion Respite Files | This series consists of files related to in-house companion services. Included are access sheets, medication profiles and emergency information files, individual rights/options, ID information, eligibility certifications, copies of Medicaid cards, intakes and histories, evaluation data files, social histories, summaries and recommendations, interests and skills assessments, activity plans, summaries of services, service authorization forms, daily activity logs, contact summaries, Medicaid claim forms, service agreements, termination summaries, and other related files. | Authentically reproduce paper files. Hold in the current files area seven (7) years, then dispose of paper files. Authenticated reproduction must be verified, and audit must have been released three (3) years prior to disposal. Hold authenticated reproduction permanently. |

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| Boswell Regional Center - Support Services | 5147 | In-Home Nursing Respite Files | This series consists of files related to the in-home nursing respite services. Included are access sheets, medication profiles, emergency information files, individual rights/option files, ID information files, eligibility certifications, copies of Medicaid cards, intakes and histories, evaluations data files, social histories, summaries and recommendations, interest and skill assessments, activity plans, summaries of services, authorization forms, daily activity logs, Medicaid claims, and other related files. | Authentically reproduce paper files. Hold paper files and unimaged electronic records seven (7) years, then dispose. Authenticated reproduction must be verified, and audit must have been released three (3) years prior to disposal. Hold authenticated reproduction permanently. |
| Boswell Regional Center - Support Services | 5148 | Supervised Living Services Files | This series consists of files related to supervised living services. Included are access sheets, medication profiles and emergency information files, individual rights/options files, ID data forms, eligibility certificates, intakes and histories, evaluation data forms, social histories, interdisciplinary summaries, and other related files. | Authentically reproduce paper files. Hold in the current files area seven (7) years, then dispose of paper files. Authenticated reproduction must be verified, and audit must have been released three (3) years prior to disposal. Hold authenticated reproduction |
| Boswell Regional Center - Support Services | 5149 | Supported Living Record Files | This series consists of files related to supported living records. Included are access sheets, profiles and emergency information files, individual rights/options files, copies of Medicaid cards, social histories, interdisciplinary summaries, annual medical evaluations, TB test files, supported living service assessments and plans, and other related files. | Authentically reproduce paper files. Hold paper files and unimaged electronic records seven (7) years, then dispose. Authenticated reproduction must be verified, and audit must have been released three (3) years prior to disposal. Hold authenticated reproduction permanently. |

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| Boswell Regional Center - Support Services | 5150 | Census Record Files | This series consists of daily and nightly checks of individuals who reside at the Boswell Regional Center. The actual checks are known as census reports. Included are bed checks, daily census files, individual days off-campus files, admission files, discharge files, and transfer files which are compiled into one document referred to as the census report. | Authentically reproduce paper files. Hold paper files and unimaged electronic records seven (7) years, then dispose. Authenticated reproduction must be verified, and audit must have been released three (3) years prior to disposal. Hold authenticated reproduction permanently. |
| Boswell Regional Center - Support Services | 5151 | Day Habilitation Services Files | This series consists of files related to day habilitation services. Included are access sheets, medication profiles and emergency information files, individual rights/options files, copies of Medicaid cards, social histories, interdisciplinary summaries and recommendations reports, service assessments for day habilitation, staffing sheets, abilities/challenges lists, habilitation plans, criteria for discontinuing services, ongoing activities, special concerns, and other related files. | Authentically reproduce paper files. Hold paper files and unimaged electronic records seven (7) years, then dispose. Authenticated reproduction must be verified, and audit must have been released three (3) years prior to disposal. Hold authenticated reproduction permanently. |
| Boswell Regional Center - Support Services | 5152 | Behavior Support/Intervention Services Files | This series consists of files related to behavior support intervention services. Included are access sheets, medication profiles, emergency information files, individual rights/options files, medical verification files, copies of Medicaid cards, functional behavior assessments, service authorization forms, summary of services required, behavior support plans, intervention service logs, Medicaid claim forms, and other related files. | Authentically reproduce paper files. Hold in the current files area seven (7) years, then dispose of paper files. Authenticated reproduction must be verified, and audit must have been released three (3) years prior to disposal. Hold authenticated reproduction |

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| Boswell Regional Center - Support Services | 5153 | Attendant Care Services Files | This series consists of files related to attendant care services. Included are access sheets, medication profiles and emergency information files, individual rights/options, ID information, eligibility certifications, copies of Medicaid cards, intakes and histories, evaluation data files, social histories, summaries and recommendations, interest and skills assessments, activity plans, summaries of services, service authorization forms, daily activity logs, contact summaries, and Medicaid claim forms. | Authentically reproduce paper files. Hold in the current files area seven (7) years, then dispose paper files. Authenticated reproduction must be verified, and audit must have been released three (3) years prior to disposal. Hold authenticated reproduction |
| Boswell Regional Center - Support Services | 5154 | Staff Development Report Record Files | This series consists of files related to staff development and documents relevant training received by staff. Included are reports on monthly in-service training, personnel Behavior Approach Training (BAT) hour files, CPR compliance files, Techniques for Managing Aggressive Behavior (TMAB) compliance files, Dept. of Mental Health report on training files, and training calendars. | Hold paper files in the current files area five (5) years, then dispose. Hold electronic files permanently. Audit must have been released three (3) years prior to disposal. |
| Boswell Regional Center - Support Services | 5157 | Diagnostic and Evaluation Service Files | This series consists of files related to individuals who are attempting to receive services and/or placement at the Boswell Regional Center. Included are contact logs, correspondence, applications, guardianship documentation, treatment files, consents to evaluate, interdisciplinary recommendation reports, psychology evaluations, Administrative Screening Review Committee (ASRC) placement recommendations, and other related files. | Authentically reproduce paper files. Hold paper files and unimaged electronic records seven (7) years, then dispose. Authenticated reproduction must be verified, and audit must have been released three (3) years prior to disposal. Hold authenticated reproduction permanently. |

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| Ellisville State School | 5111 | Active & Inactive (Thinned) Client Habilitation Record | This series consists of files related to active and inactive (thinned) client habilitation records. Included are picture IDs, ID data sheets, birth certificates, applications for service, court files, consents, client rights files, annual/medical/physical histories, psychology documentation files, psychology/psychiatric notes, evaluations, preliminary enrollment plans, comprehensive functional assessments, correspondence, memos, e-mail and other related files. | Hold active client habilitation records in the current files area; transfer inactive files to the inactive (thinned) client habilitation records area; authentically reproduce inactive (thinned) client habilitation records; dispose of inactive (thinned) client habilitation paper records after authenticated reproduction has been verified. Hold authenticated reproduction in the current files area permanently. |
| Ellisville State School | 5115 | Active & Inactive (Separated) Employee Health Records | This series consists of files related to active and inactive (separated) employee health records. Included are data forms, medical ID forms, worker's compensation forms, accident logs, annual Mantoux test files, tuberculosis assessment forms, various hepatitis A-B-C forms, release/obtain information files, memos, correspondence and other related files. | Hold active records in the current files area until the employee has separated from the agency. Transfer to inactive (separated) employee health records area and authentically reproduce; dispose of paper records after authenticated reproduction has been verified. Hold authenticated reproduction in the current files area permanently. |

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| Ellisville State School | 5116 | Clinic Forms (Miscellaneous) Temporary Files | This series consists of files related to patient appointments at the Ellisville State School Clinic. This series only indicates the date of a client's and has limited medical information about a client's history. Included are medical procedure reports, daily clinic logs, daily hospital logs, copies of physician billing correspondence, memos, e-mail and other related files. | Hold in the current files area (1) month after client's appointment, then dispose. |
| Ellisville State School | 5136 | Adverse Reaction Reports | This series consists of Adverse Reaction Report Record Forms that contain information regarding clients' serious reactions to medication. This information is reported to the Federal Food and Drug Administration. | Hold paper files until authentically reproduced and verified, then dispose of paper files. Hold authenticated reproduction permanently. |
| Ellisville State School | 5140 | In-House Requisition Record Forms | This series consists of In-House Requisition Record Forms, which document the medical supplies needed for clients with mental retardation who reside in Intermediate Care Facilities for the Mentally Retarded (ICF/MR) licensed facilities. | Hold in the current files area ten (10) years, then dispose. Audit must have been released three (3) years prior to disposal. |
| Ellisville State School | 5141 | Drug Release Take Home Medication Record Forms | This series consists of Drug Release Take Home Medication Record Forms of clients served, which authorizes home medication for the client. Forms are signed by the client's nurse, physician, or nurse practitioner. | Hold in the current files area ten (10) years, then dispose. |

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| Ellisville State School | 5142 | Therapy Record Series Files | This series consists of records required by federal/state laws and regulations for clients receiving therapy at Intermediate Care Facilities for the Mentally Retarded (ICF/MR) licensed facilities and community programs. Included are physical/occupational therapy reports which include comprehensive and functional analyses, therapy & weekly progress notes, occupational therapy feeding skills evaluations, agency memos, wheelchair evaluations, and related files. | Hold active records in the current files area until client is no longer served; transfer inactive files to Central Records. After removing duplicates (thinning), authentically reproduce and verify inactive files; dispose of paper files. Hold authenticated reproduction permanently within the agency. |
| Ellisville State School | 5165 | Supported Living Record Series Files | This series consists of records required by federal/state law and regulations of the Mississippi Department of Mental Health Bureau of Mental Retardation for community programs. Included are access sheets, medical profiles, emergency information, individual rights & option, identification data, eligibility certificates, individual profile forms, intake and history files, evaluation reports, pre-admission evaluation and interdisciplinary summaries, service files & plans, summaries, criteria for discontinuing service, contact & termination summaries, and related files. | Hold active records in the current files area until client is no longer served; transfer inactive files to Central Records. After removing duplicates (thinning), authentically reproduce and verify inactive files; dispose of paper files. Hold authenticated reproduction permanently within the agency. |
| Ellisville State School | 5169 | Day Habilitation Records | This series consists of client files related to the services rendered under the day habilitation program. Included are review authorizations, medical profiles, emergency information files, Medicaid identifications, Home and Community Based (HCBS) Waiver Service authorizations, evaluations, social histories, service assessment and need plans, progress assessments, notes, criteria for discontinuing services and related files. | Hold active records in the current files area until inactive, then transfer to inactive (thinned) records area. Digitally reproduce and verify records. Dispose of paper records and hold authenticated reproduction permanently by the agency. |

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| Ellisville State School | 5170 | Early Intervention Records | This series consists of files for clients who receive comprehensive early intervention services. Included are records access files, medical profiles and examinations, intake history, evaluation and service files, notes, termination documents, eligibility certificates, educational assessments, abilities/challenges lists, incident reports and related files. | Hold active records in the current files area until inactive, then transfer to inactive (thinned) records area. Digitally reproduce and verify records. Dispose of paper records and hold authenticated reproduction permanently by the agency. |
| Ellisville State School | 5171 | Pre-Vocational Records | This series consists of files for clients who seek job training under the pre-vocational program. Included are review authorizations, pre-admission and interdisciplinary recommendations, community employment and pre-vocational assessments, habilitation plans and related files. | Hold active records in the current files area until inactive, then transfer to inactive (thinned) records area. Digitally reproduce and verify records. Dispose of paper records and hold authenticated reproduction permanently in the agency. |
| Ellisville State School | 5173 | Diagnostic and Evaluation Records | This series consists of files for clients who receive diagnostic and evaluation services. Included are disclosure logs, correspondence, applications, notice of privacy practices receipt files, consent and authorization forms, evaluations, memos, contact files, staff summaries and recommendations, and related files. | Hold active records in the current files area until inactive, then transfer to inactive (thinned) records area. Digitally reproduce and verify records. Dispose of paper records and hold authenticated reproduction permanently by the agency. |

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| Ellisville State School | 5174 | Support Coordination Services Records | This series consists of files related to an array of community services utilized by community clients and participants of the community-based waiver services program. Included are review access logs, support coordination services, intake history, Home and Community Based (HCBS) Mental Retardation/Developmental Disability (MR/DD) records, medical emergency information, rights of individual receiving services records, grievance/complaint forms, Medicaid identification, Medicaid waiver enrollments, choice and plan of care records, and related files. | Hold records in the current files area until inactive, then transfer to inactive (thinned) records for reproduction. Digitally reproduce and verify records. Dispose of paper records and hold authenticated reproduction permanently by the agency. |
| Ellisville State School | 5175 | Supported Employment Records | This series consists of files related to supported employment for clients seeking on-the-job services. Included are review authorizations, identifications, medical profile and emergency contact records, evaluations, recommendations, social history, termination summaries, Medicaid claims, contact information, employment service logs, job surveys, Home and Community Based (HCBS) Waiver Service authorizations, criteria for discontinuing services, and related files. | Hold records in the current files area until inactive, then transfer to inactive (thinned) records for reproduction. Digitally reproduce and verify records. Dispose of paper records and hold authenticated reproduction permanently by the agency. |
| Ellisville State School | 5176 | Work Activity Records | This series consists of files related to work activity for clients seeking job training. Included are review authorizations, identifications, medical profile and emergency contact records, evaluations, recommendations, social history, termination summary, Medicaid claims, contact information, employment service logs, job surveys, Home and Community Based (HCBS) Waiver Service authorizations, criteria for discontinuing services, complaint/grievance documents, and related files. | Hold records in the current files area until inactive, then transfer to inactive (thinned) records for reproduction. Digitally reproduce and verify records. Dispose of paper records and hold authenticated reproduction permanently by the agency. |

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| Ellisville State School | 5177 | In-Home Services Program Records | This series consists of files related to in-home services programs which may include comprehensive in-home nursing, companion respite, and attendant care services to clients. Included are review authorizations, identifications, medical profile and emergency contact records, evaluations, recommendations, social history, termination summary, Medicaid identification, evaluations and examinations, in-home and community respite files and attendant care plans, skills assessments, daily activity logs, contact information, employment service logs, Home and Community Based (HCBS) Waiver Service authorizations, Medicaid claims, and related files. | Hold records in the current files area until inactive, then transfer to inactive (thinned) records for reproduction. Digitally reproduce and verify records. Dispose of paper records and hold authenticated reproduction permanently by the agency. |
| Ellisville State School | 5178 | Community Living Program: Supervised Residential Habilitation Records | This series consists of residential habilitation files for clients seeking community living services. Included are review authorizations, medical profiles, emergency information, Medicaid identification, pre-admissions evaluations and recommendation files, history and community living skill files, summaries, activity and special concern files, assessment of progress and notes, Home and Community Based (HCBS) Waiver Service authorizations, attendance logs, Medicaid claims, and related files. | Hold records in the current files area until inactive, then transfer to inactive (thinned) records for reproduction. Digitally reproduce and verify records. Dispose of paper records and hold authenticated reproduction permanently by the agency. |
| Ellisville State School | 5179 | Community Living Program: Retirement Living Records | This series consists of files for clients who receive special services and assistance in a community living retirement facility. Included are review authorizations, medical profiles, emergency information, Medicaid identification, pre-admissions evaluations and recommendation files, history and community living skill files, summaries, activity and special concern files, assessment of progress and notes, Home and Community Based (HCBS) Waiver Service authorizations, attendance logs, Medicaid claims, and related files. | Hold records in the current files area until inactive, then transfer to inactive (thinned) records for reproduction. Digitally reproduce and verify records. Dispose of paper records and hold authenticated reproduction permanently by the agency. |

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| Ellisville State School | 5180 | Case Management Program Records | This series consists of case management files for clients seeking community services. Included are review access logs, eligibility certificates (ages 0-9 and 10-55), case management agreements, certificates, complaint/grievance notices, case summaries, contact information, termination summaries, applications for services, and related files. | Hold records in the current files area until inactive, then transfer to inactive (thinned) records for reproduction. Digitally reproduce and verify records. Dispose of paper records and hold authenticated reproduction permanently by the agency. |
| Ellisville State School | 5181 | Admissions Records | This series consists of admission files required by federal/state law and regulations for clients with special needs served in an intermediate care facility for the mentally retarded (ICF/MR). Included are applications, medical reports, nutritional assessments, social evaluations, eligibility certifications, pre-admission, summary and interdisciplinary recommendations, memos, correspondence, screening and review committee signature sheets, guardianship records, and related files. | Hold paper and electronic records in current files areas. Once inactive, authentically reproduce paper files and transfer to electronic media. After reproduction has been verified, destroy paper records. Agency hold electronic files permanently. |
| Ellisville State School | 5182 | Special Education Records | This series consists of files required by federal/state laws and regulations for clients with special needs served in the special education program. Included are disclosure logs, cumulative records, planning worksheets, parent invitation and response forms, notices of committee meetings, ESS program status reports, individualized education program (IEP) files, eligibility reports, and related records. | Hold paper and electronic records in current files areas. Once inactive, authentically reproduce paper files and transfer to electronic media. After reproduction has been verified, destroy paper records. Agency hold electronic files permanently. |

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| Ellisville State School | 5183 | Staff Development - Temporary Files | This series consists of staff development files related to training sessions of Ellisville State School employees. Included are direct care worker class files, statement of completion files, certificates of completion, direct care training test files, direct care worker report activity files, in-service attendance forms, workshop critique files, orientation grade sheets, and other related files. | Hold in the current files area five (5) years, then dispose. |
| Ellisville State School | 5184 | Staff Development Files - Extended | This series consists of staff development files to document training that Ellisville State employees have received about abuse/neglect policies and vulnerable client policies, and signatures of employees affirming that certified training has been received. Included are individual employee training file logs, policy files which are affirmed by the employee's signature, distinctive training files of abuse client policies and of neglect/vulnerable client policies, and other related files. | Hold in the current files area; transfer inactive files to the inactive (thinned) area; digitally reproduce inactive (thinned) files; Once verified, dispose of inactive (thinned) paper files. Hold authenticated reproduction seven (7) years after separation from employment. |
| Ellisville State School | 5185 | Risk Management Investigation Files | This series consists of files related to investigations of alleged abuses and/or injuries of clients with special needs served in the residential or community programs operated by Ellisville State School. Included are incident reports, interview sheets, accident/checklist reports for clients, reports of incidents to the Department of Health and the Attorney General's Office, final reports, witness statements, correspondence and permission files related to polygraphs, administrative leave with pay files, and other related files. | Hold in the current files area ten (10) years, then dispose. |
| Ellisville State School | 5186 | Risk Management Facility Safety Files | The series consists of files related to safety compliance. Included are employee accident/injury information forms, liability claim reporting forms, safety inspections, hot water temperature checklists, vehicle driver monitor inspections, fire alarm system inspections, weekly generator inspections, monthly generator inspections, and other related files. | Hold in the current files area five (5) years, then dispose. |

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| Ellisville State School | 5187 | Risk Management Client Safety Files | This series consists of files related to injuries and accidents that are not indicative of abuse. Included are client-on-client accident/incident reports, five or more accident/incident reports, quarterly reports of client accident/incident by cause, and other related files. | Hold in the current files area one (1) year, then dispose. |
| Ellisville State School | 5188 | Risk Management Identification Accident/Incident Report for Client Rec | This series consists of files relating to clients with accident/incident injuries that are not subject to further investigation. This series describes the accident/incident and the injury. Included are accident/incident reports of clients, witness files, injury description files, treatment files, administrator's reviews, medical reviews, and other related files. | Hold in the current files area three (3) years, then dispose. |
| Ellisville State School | 5190 | Technology Client Files | This series consists of Ellisville State School client files. Included are client information data files, client admission information files, birth certificates, death files, and other related files. | Hold paper files in the current files area until after limited, non-electronic data is keyed into database (conversion) and electronic form is verified, then dispose of paper files. Hold electronic files in the current files area six (6) years after client discharge date or date of death, whichever occurs first, then dispose. |
| Ellisville State School | 5191 | Monthly Departmental Reports | The series consists of monthly department reports. Included are reports, year-to-date client census reports, summaries, client days reports, and other related files. | Hold paper files in the current files area until after limited, non-electronic data is keyed into database (conversion) and electronic form is verified, then dispose. Hold electronic files permanently. |
| Ellisville State School | 5192 | Daily Census Files | This series consists of records of the daily head count of clients of the facility. | Hold paper and electronic files in the current files area six (6) years, then dispose. |

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| Ellisville State School | 5206 | Sheltered Workshop Department of Labor Files | This series consists of required accounting forms filed with the Department of Labor. Included are time study forms related to obtaining permission to employ disabled workers at minimum wage rates, WH226 forms, WH226A forms related to requests for lists of people being paid special minimum wages, and related forms. | Hold files in the current files area ten (10) years, then dispose. Audit must have been released three (3) years prior to disposal. |
| Ellisville State School | 5207 | Program Files | This series consists of files related to client monitoring. Included are action request forms, attendance sheet workshop checklists, client functional assessment-extended education files, progress report tracking files, quarterly percentage of client attendance files, team reporting document files, training center evaluation and transfer files, unit staff/client ratio files, weekly percentage of client attendance files and other related | Hold in the current files area three (3) years after updated, then dispose. Audit must have been released three (3) years prior to disposal. |
| Ellisville State School | 5208 | Craft Shop Files | This series consists of files related to clients who participate in the craft shop programs. The programs serve as recreational development, and crafts made by the clients are sold. Included are craft shop daily sales collection files, craft shop product face sheets, finished inventory item files, raw material inventory item files, sales orders, and other related files. | Hold in the current files area three (3) years after updated, then dispose. Audit must have been released three (3) years prior to disposal. |
| Ellisville State School | 5210 | Special Olympics Files | This series consists of on campus Special Olympics participant client files. Included are applications, entry forms and related files. | Hold in the current files area six (6) years, then dispose. Audit must have been released three (3) years prior to disposal. |

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| Ellisville State School | 5212 | Person Centered Planning Files | This series consists of files used in planning programs to increase clients' quality of life and independence in their current environment. Included are person centered psychological questionnaires, person centered planning worksheets and other related files. | Original files are transferred to the inactive (thinned) client habilitation records for electronic reproduction and held permanently under schedule 127-495. Hold paper duplicate in the current files area seven (7) years, then dispose. |
| Ellisville State School | 5213 | Functional Diagnostic Assessments | This series consists of functional diagnostic assessments, which are composites of behavioral observations and data collected for the purpose of identifying antecedent behavior, consequent behavior, and clinical symptoms that may interfere with the client's optimal level of functioning. | Original files are transferred to the inactive (thinned) client habilitation records for electronic reproduction and held permanently under schedule 127-495. Hold paper duplicate in the current files area two (2) years, then dispose. |
| Ellisville State School | 5214 | Data Management Files | This series consists of files related to documented and charted/graphed irregular behavior of clients; the records indicate the increased or decreased irregular behavior and identify the probable cause that may initiate the behavior. Included are behavior reports, antecedent behavior and consequence (ABC) logs, time sampling and frequency files, sleep scatterplot files, sleep graph files, and other related files. | Hold in the current files area three (3) years after series has been updated, then dispose. Audit must have been released three (3) years prior to disposal. |
| Ellisville State School | 5216 | Clinical Assessment Protocol Files | This series consists of files which measure intelligence and clinical diagnostic profiles of clients. Included are International Performance Scale files, Kaufman Brief Intelligence Test files, Stanford Binet Intelligence Scale files, Wechsler Abbreviated Scale of Intelligence files, Wechsler Adult Intelligence Scale files, Wechsler Intelligence Scale for Children files and other related | Hold in the current files area seven (7) years, then dispose. Audit must have been released three (3) years prior to disposal. |

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| Ellisville State School | 5217 | Consult Note Record | This series consists of consultation notes from a licensed psychopharmacologist. Psychotropic medication prescriptions are reviewed annually to ensure non-medical conflicts between the psychotropic and other medications. Included are consult forms, notes and other related files. | Original files are transferred to the inactive (thinned) client medical records for electronic reproduction and held permanently under schedule 141-500. Hold paper duplicate in the current files area seven (7) years, then dispose. |
| Ellisville State School | 5218 | Psychology Program Files | This series consists of files related to individually designed behavioral programs. Included are integrated and behavior support plans, and other related files. | Original files are transferred to the inactive (thinned) client habilitation records for electronic reproduction and held permanently under schedule 127-495. Hold paper duplicate in the current files area two (2) years, then dispose. |
| Ellisville State School | 5219 | Services Evaluation Files | This series consists of psychological and habilitation needs evaluations to determine the level of mental disability and/or the presence of developmental disability. Included are developmental, psychological, behavioral, functional, and desensitization assessments, behavioral data, medication integration, and psychiatric treatment plans, clinical summaries of diagnostic impressions and other related files. | Original files are transferred to the inactive (thinned) client habilitation records for electronic reproduction and held permanently under schedule 127-495. Hold paper duplicate in the current files area seven (7) years, then dispose. |

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| Ellisville State School | 5220 | Psychiatric Clinic Notes | This series consists of psychiatric clinical notes which indicate diagnostic clarification, monitor efficiency of psychotropics, and monitor medical side effects. | Original files are transferred to the inactive (thinned) client habilitation records and (thinned) client medical records for electronic reproduction and held permanently under schedules 127-495 and 141-500. Hold paper duplicate in the current files area one (1) year, then dispose. |
| Ellisville State School | 5221 | Leisure Services Files | This series consists of leisure activities files of clients which include camp fear acknowledgment forms, zone participation rosters, and dance, movie, gym, pool attendance forms, and other related files. | Hold in the current files area three (3) years, then dispose. Audit must have been released three (3) years prior to disposal. |
| Ellisville State School | 5262 | Billing Documents | This series consists of files related to the cost of food used at the agency and/or for community programs. Included are files for departmental transfers, grocery/supply issuances, invoices for off-campus groups files, and other related files. | Hold in the current files area one (1) year, then dispose. |
| Ellisville State School | 5263 | In-Service Attendance Forms | This series consists of forms related to employee training in food preparation and kitchen equipment operation. Documentation includes name of trainer, date of training, length of training session, title of in-service program, name of employee, and security number of employee being trained. | Hold in the current files area five (5) years, then dispose. |
| Ellisville State School | 5264 | Unit Supply Requisition Forms | This series consists of forms related to the order of food provisions by the units at the agency. Documentation includes number of supply items, description, amount, pounds, and packages. | Hold in the current files one (1) year, then dispose. |

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| Ellisville State School | 5265 | Receiving Documents | This series consists of files related to the purchasing of food for agency and community programs. Included are contracts, purchase lists, amount/cost of food ordered files, and other related files. | Hold in the current files area three (3) months, then dispose. |
| Ellisville State School | 5267 | Perpetual Inventory/Food Warehouse Forms | This series consists of forms related to inventoried food items stored in the agency warehouse. Documentation includes item number of the product, description of the product, cost, and quantity available. | Hold in the current files area five (5) years, then dispose. |
| Ellisville State School | 5269 | Daily Meals Sales Cash Collection Sheets | The series consists of daily sales cash collection sheets which tally the meals purchased and cash received from employees and guests. Documentation includes beginning cash, total sale, and net deposit. | Hold in the current files area one (1) year, then dispose. |
| Ellisville State School | 5270 | Truck Delivery Sheets | This series includes documentation that verifies the number of meals delivered to the residents of each building on campus. Documentation includes date of meal, driver, number of meals going to each cottage, person signing for delivery, delivery time, and truck return time. | Hold in the current files area three (3) years, then dispose. Audit must have been released three (3) years prior to disposal. |
| Ellisville State School | 5271 | Equipment Checklist Files | This series consists of files related to the maintenance of the cooking and kitchen equipment. Included are maintenance reports, compartment sink logs, pot washer logs, dishwasher logs, temperature logs, and other related files. | Hold in the current files area one (1) year, then dispose. |
| Ellisville State School | 5272 | Meal Count and Menu Files | This series consists of files related to food menus and tallies of meals served. Included are campus menus, menu change sheets, meals served count files, and other related files. | Hold in the current files area three (3) years, then dispose. |
| Ellisville State School | 5273 | Kitchen Cleaning Checklists | This series consists of checklists used by kitchen staff to ensure the cleanliness of the kitchen and equipment. Documentation includes types of equipment, employee/employees responsible for cleaning, and supervisor's signature. | Hold in the current files area three (3) years, then dispose. |

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| Ellisville State School | 5276 | Maintenance Files | This series consists of maintenance files related to facility compliance requirements. Included are work orders, backflow prevention assembly tests, fire protection and fire sprinkler reports, water test forms, contracts, and related files. | Hold in the current files area five (5) years, then dispose. |
| Ellisville State School | 5277 | Warehouse Files | This series consists of files which document supplies and materials. Forms include requisitions, interdepartmental transfers and adjustments. | Hold in the current files area five (5) years, then dispose. |
| Ellisville State School | 5279 | Travel Logs Files | This series consists of transit service travel logs that document the use of state vehicles. Documentation includes point of departure, destination, odometer readings, date, name of driver, and fuel utilized. | Hold in the current files area three (3) years, then dispose. Audit must have been released three (3) years prior to disposal. |
| Ellisville State School | 5282 | Key Files | This series consists of forms related to the employees' authorization to receive keys to property owned by the agency. Documentation includes employee's name, unit, department, department director's approval, signature, number of keys, key number, date issued, and date returned. | Hold in the current files area one (1) year after key/keys have been returned, then dispose. |
| Ellisville State School | 5283 | Generator Files | This series consists of forms related to monthly maintenance and inspection of electric generators. Included are cooling exhaust, battery, general condition, and start engine forms, and related documentation. | Hold in the current files area one (1) year after life of generator, then dispose. |
| Ellisville State School | 5284 | Adult Activities Center Files | This series consists of files related to the participation of elderly clients in designated activities. Included are client assessment, occasion thrift shop daily cash collection, and related files. | Hold in the current files area seven (7) years after form has been updated (completed), then dispose. |
| Ellisville State School | 5286 | Solicitation Applications Files | This series consists of applications related to employees' requests and approvals for the solicitation of donors or potential donor funds for special programs. Documentation includes name of the employee, date of the request, purpose of the request, and supervisory approval. | Hold in the current files area seven (7) years, then dispose. |

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| Ellisville State School | 5287 | Request for Financial Assistance Volunteer Files | This series consists of forms requesting donor funds for specific client activities or projects. Documentation includes client's name, unit of residence, reason for request, cost of items or service, client funds available, amount of request, person making request, date, and related files. | Hold paper files until authentically reproduced and verified, then dispose of paper files. Hold authenticated reproduction permanently. Audit must have been released three (3) years prior to disposal. |
| Ellisville State School | 5288 | Job Fair Files | This series consists of files related to job fairs sponsored by the agency. Included are job notices, web-site files, salaries, and related files. | Hold in the current files area one (1) year after job fair, then dispose. |
| Ellisville State School | 5289 | Employee of the Month Files | This series consists of files related to individuals who were either nominated for or received the employee of the month award. Documentation includes employee names, position, attendance, performance, and signature endorsement files. | Hold in the current files area seven (7) years, then dispose. |
| Ellisville State School | 5290 | Donation Files | This series consists of files related to donor contributions of money, clothing, equipment or other items. Documentation includes donor's name, address, telephone number, item(s) donated, donor signature, signature of the person receiving donation, date and related information. | Hold paper files until authentically reproduced and verified, then dispose of paper files. Hold authenticated reproduction permanently. |
| Ellisville State School | 5291 | Adopt-A-Friend Program Files | This series consists of files related to volunteers who establish personal friendships with clients. Included are adopt-a-friend applications, permission files for release of information from criminal files, background investigations, and related files. | Hold paper files until authentically reproduced and verified, then dispose of paper files. Hold authenticated reproduction permanently. |

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| Ellisville State School | 5292 | Volunteer Services Program Files | This series consists of files related to persons who have requested to assist the agency by rendering general volunteer services. Included are permission files for background checks and release of information for criminal records. Documentation includes name of potential volunteer, address, telephone number, age, education, work experience, volunteer experience, volunteer area requested, and related information. | Hold paper files until authentically reproduced and verified, then dispose of paper files. Hold authenticated reproduction permanently. |
| Ellisville State School | 5305 | Clothing Coordination Files | This series consists of paper and electronic files related to the inventory and maintenance of clients' clothing. Included are initial inventory files, addition/deletion files, order forms, count and distribution sheets, check-out forms, mending request forms, wardrobe assignment files, monthly inventory files and related records. | Hold in the current files area two (2) years after client has been discharged, then dispose. |
| Ellisville State School | 5309 | Active Treatment Programming Files | This series consists of files related to the developmental services that are provided to clients to improve their skills. Included are institutional staffing committee notices, treatment reviews, checklists, tracking forms, vocational documentation sheets, programmatic notebook sign sheets, late paperwork files, quarterly EPR percentage reports, quarterly team meeting attendance percentage files, progress notes, documentation of round files and other files. | Hold in the current files area three (3) years, then dispose. |
| Ellisville State School | 5310 | Shift Supervisor Files | This series consists of shift supervisors' schedule logs, call sheets, change/overtime approved forms, missing person's reports and related files. | Hold in the current files area two (2) years, then dispose. |
| Ellisville State School | 5311 | Cottage Log and Bed Check Files | This series consists of cottage activity and client bed check files. Included are bed check and bed rest forms, activity files and related files. | Hold in the current files area five (5) years, then dispose. |
| Ellisville State School | 5314 | Pass Authorization and Contact Files | This series consists of files related to clients' family and friend contacts and clients 'off-campus pass authorizations. | Hold in the current files area one (1) year, then dispose. |

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| Ellisville State School | 5316 | Beauty/Barber Shop Special Instructions/Requests/Restrictions Files | This series consists of files related to specific instructions related to the grooming of clients' hair at beauty salons and barber shops. Included are beauty/barber shop special instruction forms/request/restriction forms and related files. | Hold in the current files area one (1) year, then dispose. |
| Ellisville State School | 5317 | Copies of Medical Files | The series consists of copies of medical files related to assessing and assuring that medication is administered to clients. The original series is located in clients' medical records. Included are criteria for medication preparation and drug pass files, medical procedure reports, copies of medical records and other files. | Hold in the current files area one (1) year after the original files are stored in Medical Services, then dispose. |
| Ellisville State School | 5319 | Cottage Scheduling and Assignment Files | This series consists of files of employee schedules and assignments related to the care of clients. Included are shift cottage schedules, checklists, programmatic schedule reviews, employee performance records, support release/restraint documentation files, transport schedules and other files. | Hold in the current files area two (2) years, then dispose. |
| Ellisville State School | 5320 | Equipment Usage and Reporting Files | This series consists of files related to equipment used by employees. Included are vehicle reservation files, on-call radio check out forms, radio sign-in/out sheets, smoke detector sign in/out forms, keys sign in/out forms, lantern/flashlight sign in/out forms, smoke detector checklists, severe weather preparedness checklists, broken glass reports, mosquito reporting forms and related files. | Hold in the current files area one (1) year, then dispose. |
| Hudspeth Regional Center | 5023 | Division of Medicaid Billing Rosters & Remittance Advices | This series consists of Division of Medicaid (DOM) billings from the Department of Mental Health Hudspeth Regional Center for services rendered to Medicaid beneficiaries. Included in the DOM Billing Rosters and Remittance Advices files are copies of Social Security numbers, billing codes, dates of service, and other related information. | Hold in the current files area three (3) years, then dispose by shredding. Audit must have been released three (3) years prior to disposal. |

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| North Mississippi Regional Center | 3856 | Client Central Files | This series consists of files maintained for all clients presently residing at North Mississippi Regional Center as well as inactive client files. Included is medical chart, an application for service, photograph of the client, admission, eligibility ruling report, admission packer containing birth certificate, admission summary, enrollment contract an etc. It is cut off at the end of the year. | Hold original or authenticated reproduction permanently. |
| North Mississippi Regional Center | 3857 | Census Reports | This series consists of monthly census reports. The reports document the number of clients on campus, in each cottage, and at home. It is cut off at the end of the calendar year. | Hold in the current files area permanently. |
| North Mississippi Regional Center | 3858 | Statistical Reports | This series consists of various reports containing statistical information. Included are auditor's report, department services tally sheet, client leave calendars, admission/discharge information, and other statistical reports. It is cut off at the end of the calendar year. | Hold in the current files area five (5) years; then dispose. |
| North Mississippi Regional Center | 3859 | Regional Screening Team Files | This series consists of packets of information sent to the Department of Education for each client under the age of eighteen for class eligibility ruling provided by the office of Special Education. This office determines the eligibility to participate in mentally retarded programs. Also Included are Regional Screening Team Quarterly Data Reports. It is cut off at the end of the calendar year. | Hold in the current files area three (3) years; then dispose. Prior to disposal, verify regional screening packet is in the client's central record. |
| North Mississippi Regional Center | 3861 | Division General Correspondence | This series consists of incoming and outgoing correspondence and memoranda located in all divisions of the Center. The volume of records on hand varies by division as well as the annual accumulation rate. It is cut off at the end of the year. | Hold in the current files area three (3) years; then dispose. |

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| North Mississippi Regional Center | 3864 | Attendance Rolls | This series consists of sign in sheets for every employee to sign when they attend any type of in-service training given by the Staff Development Division or other divisions. This information is entered into the database with generates a year end report. It is cut off at the end of the calendar year. | Hold in the current files area one (1) year; then dispose. |
| North Mississippi Regional Center | 3866 | Report Records | This series consists of various reports reflecting training activity and staff attendance for training events. Included are office of Human Services Reports which are generated monthly and reflect each event and number of employees that attended service training, statistic reports, end of the year reports. Also Included are program sheets. It is cut off at the end of the calendar year. | Hold in the current files area one (1) year; then dispose. |
| North Mississippi Regional Center | 3867 | University Affiliated Program (UAP) Records | The series consists of records related to the student volunteer program with the University of Mississippi. Included are original student applications, transcripts, confidentiality and liability waiver, correspondence with university officials, and scholarship "bank credit" hour documentation. It is cut off at the end of the calendar | Hold in the current files area five (5) years; then dispose of inactive files. |
| North Mississippi Regional Center | 3868 | Workshop Information Files | This series consists of packets of information relating to workshops attended by the staff of the Center. Included are brochures, approval forms, travel arrangement information, lodging information, and evaluation forms. It is cut off at the end of the calendar year. | Hold in the current files area one (1) year; then dispose. |
| North Mississippi Regional Center | 3870 | Office Files | This series consists of general office files. Included are reports from outside agencies and other sister agencies, minimum standard files that document the Center is meeting standards to continue receiving funding through the Department of Mental Health, general correspondence related to seminars and workshops, and presentation information consisting of notes, outlines, and agendas. It is cut off at the end of the calendar year. | Hold in the current files area two (2) years; then dispose. |

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| North Mississippi Regional Center | 3871 | Division Reports | This series consists of monthly and annual reports submitted to the Department of Mental Health documenting client data related to the number served, service days, client demographics, and the progress made. This series is cut off at the end of the calendar year. | Hold in the current files area five (5) years; then dispose. |
| North Mississippi Regional Center | 3872 | Diagnostic Services Client Files (HARTPACS) | This series consists of files maintained for clients who have been evaluated by the Diagnostic Services Division. Client files contain an application for services, documentation of client contacts and file activities, photographs, of the client, consent forms, Administrative Screening and rulings, copies of social security card, Medicaid card, and birth certificate. It is cut off at the end of the year. | Hold original or authenticated reproduction permanently. |
| North Mississippi Regional Center | 3877 | Nutrition Files | This series consists of files related to nutrition and food. Included are menus, diet orders, school lunch financial records, and physical inventory records related to the monthly inventory of food supply. It is cut off at the end of the calendar year. | Hold in the current files area four (4) years; then dispose. |
| North Mississippi Regional Center | 3878 | Clinical Records | This series consists of files related to client nutrition. Included are diet lists compiled monthly progress review for each client, nutritional assessment for individual program plan completed annually for each client, individual program plan for each client, height/weight records for each client, written training program for each client, and twenty-four hour schedule. It is cut off at the end of the calendar year. | Hold in the current files area four (4) years; then dispose. |
| North Mississippi Regional Center | 3880 | Work Orders | This series consists of work orders for daily repairs and maintenance. A card is generated for each repair and given to the repairman. An example of a work order would be to repair a leaky faucet. It is cut off at the end of the building year. | Hold in the current files area one (1) year; then dispose. |

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| North Mississippi Regional Center | 3882 | Energy Usage Files | This series consists of records of electricity and gas used at the Center and the Satellite Programs. Included are copies of utility bills and records related to energy conservation such as timers put on air conditioners and heaters. It is cut off at the end of the calendar year. | Hold in the current files area one (1) year; then dispose. |
| North Mississippi Regional Center | 3884 | Supply Records | This series consists of records related to general supplies to the cottages and office supplies to the divisions. Included are request sheets, financial information, and monthly reports. It is cut off at the end of the calendar year. | Hold in the current files area four (4) years; then dispose. Audit must have been released three (3) years. |
| North Mississippi Regional Center | 3886 | Southern Association of Colleges and Schools (SACS) Accreditation File | This series consists of accreditation files. Included are annual accreditation reports, five year plans, and ten year plans. The accreditation is performed by a voluntary independent accreditation agency. This series is cut off at the end of the accreditation cycle by year. | Hold in the current files area eleven (11) years; then transfer to State Archives. |
| North Mississippi Regional Center | 3887 | Mississippi Department of Education (MDE) Federal Reports | This series consists of reports completed and submitted to the Department of Education. Included are packets of forms to be completed throughout the year. This series contains demographic and educational statistics. It is cut off at the end of the calendar year. | Hold in the current files area five (5) years; then dispose. |
| North Mississippi Regional Center | 3889 | Client Training Data Files | This series consists of plans for the treatment and progress of client's are kept on a daily basis and is used to base decisions on progress. It is cut off at the end of the calendar year. | Hold in the current files area five (5) years; then dispose. |
| North Mississippi Regional Center | 3890 | Class Rolls | This series consists of a three page form for each client documenting the class placement, teacher assigned and dates of attendance. This series is cut off at the end of the calendar year. | Hold in the current files area ten (10) years; then dispose. |

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| North Mississippi Regional Center | 3893 | Informative Behavior Reports | This series consists of data forms used to document inappropriate as well as appropriate behavior exhibited by clients. When staff observes a client in a different behavioral act, they fill out a report. The report is a one page form. The psychologist summarizes the reports in the clients files maintained in the Central Records Division. It is cut off at the end of the calendar year. | Hold in the current files area five (5) years; then dispose. |
| North Mississippi Regional Center | 3894 | Client Accident Reports | This series consists of accident reports used in documenting accidents occurring to clients. If the staff observes a client fall, a report is filled out. Also a report is filled out when any visible sign of an injury is noticed. It is cut off at the end of the calendar year. | Hold in the current files area five (5) years; then dispose. |
| North Mississippi Regional Center | 3895 | Psychological Reports and Individual Program Plan Reports | This series consists of annual reports documenting the psychological evaluation which is the assessment of individual intellectual and adaptive functioning. Intellectual and adaptive functioning. Intellectual assessments are done for clients under twenty-one of age, once every three year and with clients over twenty-one years of age, once every five years. It is cut off at the end of the calendar year. | Hold in the current files area five (5) years; then dispose. |
| North Mississippi Regional Center | 3896 | Test Protocols | This series consists of testing materials used to determine client's intellectual and adaptive functioning levels. Included are various tests used to measure the functioning levels. It is cut off at the end of the calendar year. | Hold in the current files area five (5) years; then dispose. |
| North Mississippi Regional Center | 3897 | Psychological Program Plans | This series consists of formal written behavior programs done annually to increase, decrease, or maintain client behavior. It is cut off at the end of the calendar year. | Hold in the current files area five (5) years; then dispose. |
| North Mississippi Regional Center | 3900 | School Lunch Program Files | This series consists of yearly applications sent to all responsible parties who have children less than twenty-one years of age. Also Included are verification summaries. It 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 released three (3) years. |

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| North Mississippi Regional Center | 3901 | Fiscal Agent Records | This series consists of records submitted to and received from the fiscal agent. Included are Division of Medicaid 317-Forms, Medicaid number, Medicaid income, and amount paid for the listed period. Also Included are billing rosters provided by the fiscal agent for Medicaid that allows the Center to bill for monthly ICF/MR - intermediate Care Facility. It is cut off at the end of the | Hold in the current files area six (6) years; then dispose. Audit must have been released three (3) years. |
| North Mississippi Regional Center | 3902 | Personal Account Transaction Files | This series consists of documentation related to client's personal accounts. Included are copies of all field trips, community awareness trips, Social Security and Supplemental Security income deposits, petty cash sheets, refunds, outside employment checks, and other records of withdrawals and deposits. It is cut off at the end of the fiscal year. | Hold in the current files area six (6) years; then dispose. Audit must have been released three (3) years. |
| North Mississippi Regional Center | 3903 | Resident Folders | This series consists of folders set up for each client that enters the Center. This folder contains monthly statements and correspondence with governmental agencies such as the Division of Medicaid, Social Security Administration, and the Veterans Administration. It is cut off at the end of the fiscal year. | Hold in the current files area six (6) years; then dispose. Audit must have been released three (3) years. |
| North Mississippi Regional Center | 3904 | Comprehensive Functional Assessment (CFA) Files | This series consists of annual evaluations of client's physical movements (joints). A copy is submitted to the Team Coordination. It is cut off at the end of the calendar year. | Hold in the current files area permanently. |
| North Mississippi Regional Center | 3905 | Volunteer Records | This series consists of index cards related to people who volunteer at the Center. The index cards document the volunteer, when they started and stopped as a volunteer, and documents related to the performance of the volunteer. Also Included are criminal background checks. It is cut off at the end of the year. | Hold in the current files area one (1) year after the individual leaves volunteer service; then dispose. |

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| North Mississippi Regional Center | 3907 | Year End Book | This series consists of a book compiled annually containing public relation activities for the year. The book includes brochures, news releases, quarterly magazines, and inter-office newsletter which are published every week. It is cut off at the end of the calendar year. | Hold in the current files area permanently. Transfer a copy to the State Archives annually. |
| North Mississippi Regional Center | 3908 | Attendance Records | This series consists of attendance sheets and logs listing clients who attended recreational functions. This series documents the client and the date of the recreational participation. It is cut off at the end of the calendar year. | Hold in the current files area two (2) years; then dispose. |
| North Mississippi Regional Center | 3909 | Individual Program Plan (IPP) | This series consists of duplicates of individual written program plans for clients, the originals of which are in the Central Records Department. It is cut off at the end of the calendar year. | Hold in the current files area two (2) years; then dispose. |
| North Mississippi Regional Center | 3910 | Visitor's Passes | This series consists of passes issued to clients when they leave the Center. Documentation includes the client's name, their cottage, address and phone number, estimated date of departure and return, and who approved the departure. It is cut off at the end of the calendar year. | Hold in the current files area five (5) years; then dispose. |
| North Mississippi Regional Center | 3911 | Resident Living Accountability Files | This series consists of files related to staffing accountability. Included are bed check forms, shift coverage, twenty-four hour reports, supervisor logs, and sign in sheets. It is cut off at the end of the calendar | Hold in the current files area three (3) years; then dispose. |
| Professional Licensure and Certification | 5356 | Monthly Credentialing Report Files | This series consists of monthly report files sent to program staff to inform them of individuals who have been awarded a professional credential. Included are the reports. | Hold in current files area for calendar year, then dispose. |
| Professional Licensure and Certification | 5357 | Provisional Certification Period Expiration Report Files | This series consists of monthly report files generated to track provisionally credentialed individuals whose credentials are about to expire. Included are reports sent to DMH staff, correspondence sent to the credentialed individuals informing them of potential default, and a record of the individuals whose licenses subsequently lapse. | Hold in current files area for calendar year, then dispose. |

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| Professional Licensure and Certification | 5359 | Renewal Files | This series consists of reports and correspondence generated to administer and track renewal of DMH professional credentials. Included are lists of individuals who need to renew, individuals who have fee exemptions, lists of renewed individuals, lists of lapsed individuals, renewal instructions, copies of the renewal packets, and renewal inservice/training audit records. | Hold in current files area four (4) years, then dispose. Audit must have been released three (3) years. |
| Professional Licensure and Certification | 5360 | Disused Module Notebooks | This series consists of training materials no longer in use. Included are module notebooks. | Dispose once no longer used. |
| Professional Licensure and Certification | 5379 | Professional Credentialing Rules & Regulations/Curricula/Exam & Piloti | This series consists of files that relate to the development of Department of Mental Health rules, regulations, curricula and exams. Included are exam instructions, exam booklets, training materials, statistical analysis, research records, and pilot project records. | Hold in current files area until no longer in use; then transfer one example of each record to State Archives. |