

Division	Schedule #	Title	Description	Disposition
Bureau of Narcotics	218	Criminal Intelligence Files	Documents relating to criminal activity - MBN form 103 A & B (Intelligence Report/Complaint Form). Included are reports and reference data, newspaper clippings, intelligence bulletins, and agent request forms. It is cut off at the end of the Calendar year.	Hold in the current files area five (5) years; reduce to microfiche and destroy paper original. Microfiche will be permanently retained at MBN Headquarters.
Bureau of Narcotics	219	Defendant Photo File	Documents relating to criminal investigations-MBN Defendant photo-ID card. Included are photos and bio-data. It is cut off at the end of the Serial year.	Hold in the current files area permanently for reference purposes.
Bureau of Narcotics	224	Destruction of Evidence Files	Documents relating to destruction of evidence. Included are all related documents-Affidavit authorizing the disposal of forfeited controlled substances and all correspondence and documents related to evidence disposal.	Hold in the current files area five (5) years; reduce to microfiche and destroy paper original. Microfiche will be retained permanently at MBN Headquarters.
Bureau of Narcotics	230	Agents Monthly Activity Report Series	Documents relating to agent activity. Included are summary sheet.	Hold in the current files area two (2) years; then destroy.
Bureau of Narcotics	233	Informant Files (CI Files)	Documents relating to informants. Included are pay identification, encoding sequence, CI statements--all documents relative to the CI's use by the agency. Forms include the pay voucher-MBN 120, CI statements, fingerprint card, photograph, criminal history rap sheet (if any) and related documents. It is cut off at the end of the Calendar year.	Hold in the current files area five (5) years; microfiche and destroy paper original. Microfiche will be permanently retained at MBN Headquarters.

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Bureau of Narcotics	235	Confidential Funds (Pipe)	Documents relating to confidential funds. Included are MBN Form 120 and receipts. The file contains vouchers for payment of official funds for the PI - the purchase of information from informants and for PE-the purchase of evidence; ledgers, receipts and related documents.	Hold in the current files area ten (10) years; transfer document to microfiche and destroy the original. Microfiche will be permanently retained for historical purposes.
Bureau of Narcotics	2709	Command Inspections File	Documents relating to inspections. Included are inspection reports that make sure paperwork is in order and that reports are filed properly.	Hold in the current files area three (3) years; then destroy.
Bureau of Narcotics	5965	Civil Forfeiture Proceedings	This series consists of files related to seized property, including, but not limited to, the seizure and forfeiture of property in connection with violations of uniform controlled substances laws. Included are lawsuits filed by or against the agency.	Image and verify; hold paper files three (3) years of post-disposition, then dispose. Hold electronic files fifty (50) years, then dispose.
Bureau of Narcotics	5966	Legal Administrative Files	This series consists of files related to administrative issues managed by the legal department. Included are accident reports, insurance claims, Associate of the Courts annual reports (related to yearly memorandum submitted to the courts detailing approved and executed wire taps conducted by the Mississippi Bureau of Narcotics during the previous calendar year) and related issues.	Image and verify; hold paper files two (2) years after imaged and verified, then dispose. Hold electronic files fifty (50) years, then dispose.
Bureau of Narcotics	5967	Lawsuits	This series consists of lawsuits filed by or against the Mississippi Bureau of Narcotics. Included are motions, orders, dispositions and related files.	Image and verify; hold paper files in the current files area seven (7) years of post-disposition, then dispose. Hold electronic files fifty (50) years, then dispose.

Bureau of Narcotics	5968	Pen Register Files	This series consists of requests for court orders issued to the Mississippi Bureau of Narcotics related to surveillance of communication records (telephone numbers). A pen register is a device that decodes or records electronic impulses, which allows outgoing numbers from a telephone call to be identified. Included are applications, affidavits, court orders and related files.	Image and verify; hold paper files in the current files area five (5) years of date of signed court order, then dispose. Hold electronic files fifty (50) years, then dispose.
Crime Laboratory	3831	Case Files (Permanent)	This series consists of files related to the analysis of evidence in criminal investigations. Files are divided in two categories master files and unit work files. Master files is located in the Evidence Management Unit and contains evidence submission forms, evidence transfer forms, notes, laboratory reports, and work packets containing the work product. It is cut off at the end of the	Hold in the current files area until case is inactive; electronically reproduce and maintain reproduction permanently. Hold hard copy master files twenty (20) years; then dispose.
Crime Laboratory	3832	Case Files (Limited)	This series consists of files related to the analysis of evidence in criminal investigations. The files are divided in two categories: master files and unit work files. Included are evidence submission forms, evidence transfer forms, notes, laboratory reports, and work packets containing the work product.	Hold in the current files area ten (10) years; then dispose.
Criminal Information Center	5921	Disposition Files	This series consists of files related to information received from arresting agencies and courts. Included are dispositions from circuit courts and arrest cards.	Hold paper files ninety (90) days after imaged and verified, then dispose of paper files. Hold electronic files fifty (50) years, then dispose.

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Criminal Information Center	5922	Expunction Files	This series consists of orders related to removing criminal information from offenders' files. Included are court orders and correspondence.	Hold one (1) year after imaged and verified, then dispose of paper. Hold electronic files permanently.
Criminal Information Center	5924	Applicant Background Check Files	This series consists of files related to fingerprint-based background checks of potential employees. Included are permission forms, fingerprint cards, and related files.	Immediately dispose of non-criminal offense files after background check has been completed. Image and verify background checks for those with a criminal offense found, then dispose of paper files. Hold electronic files fifty (50) years, then dispose.
Criminal Information Center	5925	Finger Print Cards	This series consists of fingerprint cards of criminal offenders.	Hold paper files one (1) year after imaged and verified, then dispose. Hold electronic files fifty (50) years, then dispose.
Criminal Information Center	5927	Sex Offender Registry Files	This series consists of sex offender registry files. Included are court orders, driver license printouts, sex offender agreement forms, acknowledgement forms, and related files.	Image and verify paper files; hold paper files five (5) years, then dispose. Hold electronic files permanently.
Criminal Information Center/ Bureau of Investigations	5920	Mississippi Bureau of Investigations (MBI) Case Files	This series consists of criminal case files referred to the agency by local, state and federal agencies. Included are correspondence, affidavits, notifications of arrests, social admission sheets, rap sheets, photos, interview statements, and offenders/suspects demographic information and related files.	Digitally image and verify paper files. Hold paper files seven (7) years after imaged and verified, then dispose. Convert existing microfilm to digital image; hold microfilm seven (7) years, then dispose. Hold electronic files fifty (50) years, then dispose.

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Criminal Information Center/ Bureau of Investigations	5926	Polygraph Files	This series consists of files related to criminal investigations. Included are histories of potential criminals investigated, physical data sheets, polygraph charts, statements during testing and related files.	Hold paper files one (1) year after imaged and verified, then dispose of paper files. Hold electronic files fifty (50) years, then dispose.
Criminal Investigation Bureau	3305	Motor Vehicle Salvage Inspections	This series consists of documents relating to applications for obtaining title to salvaged or rebuilt vehicles. Included are applications, receipts and copies of invoices for parts.	Hold in the current files area one (1) years after sending information to Tax Commission; then destroy.
Highway Safety Patrol	2242	BAC & Refusals (Blood Alcohol Content)	Documents relating to BAC and refusals. Included are name, date, drivers license, agency code, and ticket numbers. It is cut off at the end of the Serial year.	Hold in the current files area one (1) month; transfer to State Records Center and hold five (5) years; then destroy.
Law Enforcement Training Academy	5203	Law Enforcement Individual Training Files	This series consists of individual police officer training files for Basic Law Enforcement Classes. Included are applications, medical packets, National Crime Information Center (NCIC) reports, high school diplomas, injury reports, grade sheets, and certificates of completion.	Hold in current files area permanently; transfer one copy of each certificate to the Public Safety Department Minimum Standards Board; provide one copy of the certificate to the officer for the local police department.
Law Enforcement Training Academy	5204	Law Enforcement Class Training Files	This series consists of law enforcement training files for specialized training courses. Included are rosters listing names and local police departments of participants and copies of certificates of completion.	Hold permanently; transfer one copy of each certificate to the Public Safety Department Minimum Standards Board; provide one copy of the certificate to the officer for the local police department.

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MS Highway Safety Patrol	2924	Station Report Files	Documents relating to inspection Station Reports giving account of each motor vehicle inspection performed by each inspection station. Included is the status sheet listing vendor number, odometer reading, Present, owner's name, make, model, year, type. Also included are the sticker receipt books indicating number of stickers given to each inspection station.	Hold in the current files area until microfilmed then destroy hard copy. Hold microfilm for three (3) years after release of audit report; then destroy.
MS Highway Safety Patrol	6288	Accident Reports	Documents relating to accident reports. Included are progress sheet, motor vehicle accident report-SR1, officer's report, correspondence, tickler sheet (compliance), and officer's supplemental report.	Hold digital records twenty (20) years, then dispose.
MS Highway Safety Patrol	6289	Arrest Cards	This series consists of arrest cards created by an arresting law enforcement agencies regarding offenders of various crimes.	Image and verify paper files. Once verified dispose of paper and hold electronic files one-hundred (100) years, then dispose.
Public Safety Planning	3926	Municipal Crime Prevention Projects	This series consists of municipal crime prevention projects administered by the Office of Justice Programs. The Legislature appropriates funds to the Office of Justice Programs for crime prevention around the state. Included are requests for funds, approval forms, budget forms, resolutions and certified assurance forms.	Hold in the current files area six (6) months after close of project; transfer to State Records Center and hold three and one-half (3.5) years; then dispose. Audit must have been released three (3) years.

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Records and ID/Intelligence	1381	Fingerprint Files	Documents relating to fingerprints. Included are names given at arrest, Dept. of Corrections number, alias, prisoner's signature, FBI number, and name of official taking impressions.	Hold in the current files area one hundred (100) years; then destroy. In cases when judge orders records to be expunged, court order supersedes records control schedule.
Records and ID/Intelligence	1383	Photograph Files	Documents relating to pictures of inmates inducted into, paroled or discharged from Parchman with Department of Corrections(DOC) numbers. Included are Present received, discharged, charge, name, race, sex, birth, height, weight, color of eyes and hair. It is cut off at the end of the Serial	Hold in the current files area thirty (30) years or until updated; then destroy. In cases when judge orders records to be expunged, court order supersedes records control schedule.
Records and ID/Intelligence	2454	Index Files	Documents relating to criminal data cards. Included are name, Present of arrest, agency making the arrest, case #, address, place crime committed, personal description, social security #, FBI #, and any prior arrests.	Hold in the current files area until microfilmed. Maintain microfilm for 100 years. In cases when judge orders records to be expunged, court order supersedes records control schedule. Master microfilm to be held at the State Records Center.
Records and ID/Intelligence	2621	Polygraph Files	Documents relating to polygraphs. Included are complete history of person, physical data sheet, polygraph charts, and statements during the test. It is cut off at the end of the Serial year.	Hold in the current files area five (5) years; transfer to State Records Center and hold five (5) years; then destroy.