

State Personnel Board

Division	Schedule #	Title	Description	Disposition
Administration	2772	Agency Correspondence	This series consists of incoming and outgoing correspondence of all divisions of the Personnel Board with state agencies concerning requests by agencies for action by the Board.	Hold in the current files area six (6) months; transfer to State Records Center and hold three (3) years; then destroy.
Administration	2773	Division Files	This series consists of general correspondence of the various division of the Personnel Board.	Hold in the current files area six (6) months; transfer to State Records Center and hold three (3) years; then destroy.
Administration	2775	Legislators File	This series consists of correspondence with legislators and elected officials regarding requests for information from the Executive Director and responses from various divisions within the agency. The requests regard individuals seeking employment or addressing various personnel policy matters of the Personnel Board or state agencies.	Hold in the current files area until legislator no longer holds Office; then destroy. Agency may weed after two (2) years.
Administration	2776	Variable Compensation Plan	This series consists of working papers relating to the plan for compensation for all state personnel positions. Included are executive summary, projections and cost reports, reallocation/position requests, printouts of pay increase options, and budget projections.	Hold in the current files area two (2) years; then destroy.

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Administration	5387	PEER Investigations	This series consists of the documentation compiled by the Mississippi State Personnel Board (MSPB) during any management or operational review of MSPB. Interviews with agency staff, PEER-requested printouts, realignment files for job classes, newspaper clippings, and agency responses to PEER reports are included.	Hold paper files until imaged and verified. Once these are verified, the paper copies may be disposed while the electronic images are retained for one (1) year; then transfer electronic images to State Archives for review and permanent retention of historically valuable material. Once received and accepted by MDAH; MSPB may dispose of electronic records.
Certification and Recruitment	2783	Job Description File	This series consists of detailed job descriptions for all job classes. The descriptions in this series are more detailed than the descriptions found on the job listing board. Information found in a job description includes job title, test status, characteristics of work, examples of work, and starting annual salary. There is a duplication of this series found in the Classification Division.	Hold in the current files area three (3) years; then destroy.
Classification Division	2817	Agency Files	This series consists of documents related to actions performed for an agency such as reallocation or realignment. Included are time sheets, variable compensation plans, salary survey printouts, and correspondence.	Hold in the current files area three (3) years; then destroy.
Classification Division	2818	Classification Schedule	This series consists of documents related to listings of occupational classes. The classes include state and non-state service. Included are occupational titles, pay range, and occupational code for all classes covered by the Personnel Board.	Hold in the current files area one (1) year; then destroy.

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Compensation Division	2822	Variable Compensation Plans (VCP)	This series consists of documents related to compensation plans for state government employees. Included are histories of the variable compensation plan, surveys, reallocation requests from agencies, policy memos, correspondence, and forms for modifying class specifications.	Transfer to State Archives.
Compensation Division	2825	Realignment Survey	This series consists of documents related to realignment surveys sent to the four surrounding states and Mississippi. Included are salary surveys and correspondence.	Hold in the current files area three (3) years; then destroy.
Compensation Division	2830	Executive Compensation (Omnibus)	This series consists of documents related to compensation plans for executive directors with fixed salaries. Some directors' salaries are specified by law. Included are small scale surveys and recommendations.	Hold in the current files area three (3) years; then destroy.
Employee Appeals Board	2859	Employee Appeals Board Docket Book	This series consists of a docket book kept on appeal cases. This is the same information found in the case file but in condensed form. The contents include case number, date filed, notices, motions, exhibits, orders, employee or applicant name and the minute book reference.	Hold in the current files area until last entry; microfilm; destroy hard copy; transfer mast copy of microfilm to State Archives with copy held by agency.
Employee Appeals Board	5385	Subpoena Ledger	This series consists of a ledger which contains every subpoena issued by the Employee Appeals Board. The ledger contains the subpoena number, docket number, case style, witness name, date	Hold paper files until imaged and verified, then dispose of paper files. Keep electronic images for ten (10) years, then destroy.

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Employee Appeals Board	5429	Case Files	This series consists of case files involving the appeals to the Employee Appeals Board, by state employees alleging adverse employment actions. Included are notices of appeal, hearings, receipts, motions, opinions, orders, transcripts, acknowledgements, correspondence and other files related to the appeal.	Hold paper files until imaged and verified; then dispose of paper files. Retain electronic images ten (10) years after the conclusion of litigation; then dispose.
Human Capital Core Processes	5392	History Files	This electronic series consists of histories of job announcements for each position. Information includes request for certificates of eligibles closed and/or cancelled, position, salary and other information related to the job histories.	Hold electronic files five (5) years; then dispose.
Human Capital Core Processes	5394	Returned Applications	This series consists of applications that agencies return to the State Personnel Board. The applications are sent to agencies with the Certificate of Eligibles, and agencies are required to return the applications of unsuccessful applicants to the Board.	Image and verify records when received; Hold paper files two (2) years; then dispose. Hold verified electronic images three (3) years then dispose.
Human Capital Core Processes	5395	Invalid Applications	This series consists of documents relating to applicants for employment which are unsigned or submitted for positions which are not open at the time of application. Such applications are returned to the applicants with an explanation. Included are control cards listing applicants name, Social Security number, date of receipt, and reason application is invalid.	Hold electronic records one (1) year; then dispose.
Human Capital Core Processes	5398	Job Descriptions	This series consists of all current job descriptions for the state. The job descriptions serve as a guide for posting position availability, functions, and requirements.	Hold paper files until imaged and verified. Once verified, dispose of paper files. Keep electronic images permanently.

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Human Capital Core Processes	5406	Agency Only Promotion Files	This series consists of documents related to agency lists of eligibles. Some agencies maintain their own list of eligibles and the individual agencies enter the Agency Only Promotion information into the data system. Included are applicants' names, Social Security numbers and test scores.	Hold electronic files in the data system one (1) year; then dispose.
Human Capital Core Processes	5408	Manpower Projections	This series consists of documents related to employment projections for the state of Mississippi. Included are cost projections, daily updates, conversion records, and budget requests.	Hold electronic files one (1) year; then dispose.
Human Capital Core Processes	5409	Exemption Requests	This series consists of electronic documents relating to requests from agencies that positions be exempt from hiring freezes. Included are correspondence, analysis work sheets, supporting documentation, agency name, PIN number, occupation code, county code, new hire/promotion, approved/disapproved and date.	Hold electronic records five (5) years; then dispose.
Human Capital Core Processes	5425	Applicant Correspondence	This series consists of correspondence covering a wide range of subjects relating to applicants for state employment and mostly involving applicants' general requests for Mississippi State Personnel Board action.	Hold electronic records in the current files area until applicants' requests have been processed; then dispose.
Human Capital Core Processes	5426	Pay Raise Projections	This series consists of electronic data generated to project the costs of various state employee pay raise plans for the coming fiscal year.	Hold files in the current electronic database two (2) years; then dispose.

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Human Capital Core Processes	5428	Return Without Action and Personnel Action Log	This series consists of information related to personnel actions. Requests for action are submitted by state agencies using data systems. Once received, the MSPB executes an action based on the information, which is electronically available for review by the requesting agency. Data includes employee name, requesting agency, position, type of action, date and results.	Hold files in the current electronic data system two (2) years; then dispose.
Office of Training	2834	Certified Public Manager General Files	This series contains minutes of the Advisory Board for the Certified Public Manager program, minutes of CPM Committee meetings, including Curriculum Committee, Executive Committee, and By-Laws Committee; CPM Coordinator training documentation; correspondence with the Personnel program; files regarding CPM policies; and notes (memorandum for the record) by Training Division staff.	Hold in the current files area four (4) years; transfer to State Archives.
Office of Training	2835	Certified Public Manager Consortium Working Files	This series contains drafts and notes for the Certified Public Manager handbooks. Also included are handwritten minutes of the Curriculum Committee meetings with agendas and attachments of items reviewed. A copy of the By-laws of CPM Advisory Board is in the files. The file contains a copy of the original CPM proposal bound; documentation on changes made to forms in the CPM	Hold in the current files area until updated; then destroy.
Office of Training	2839	Certified Public Manager Sign-In Logs	This series consists of sign-in sheets containing date, names and agency of those attending the Certified Public Manager classes. The sheets are maintained in a loose leaf notebook and filed chronologically by date of class.	Hold in the current files area two (2) years; then destroy.

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Office of Training	2840	Certified Public Manager Promotion Files	This series contains handouts for agency coordinators to promote the CPM program, a copy of the speech given to state agencies about the CPM program, and data used in a news conference announcing the CPM program.	Hold in the current files area until accredited; transfer to State Archives.
Office of Training	2841	Certified Public Manager Coordinators File	This series is a file in loose leaf format relating to agency coordinators for the Certified Public Manager program.	Hold in the current files area until revised; then destroy.
Office of Training	2842	General Training Workshop Files	This series contains documentation on all external workshops offered by the Personnel Board. Contents include registration forms submitted by participants, copies of invoices sent to agencies and record of payment, evaluation form on workshop completed by each participant, correspondence to participants, and some fliers announcing the workshop.	Hold in the current files area three (3) years; transfer to local holding area; then destroy.
Office of Training	2844	Working Papers for Training Modules	This series contains documentation on the Employee Performance Appraisal System workshops. Included are working papers recording research in preparation for workshops and samples of handouts used in training workshops. Also included are supervisor's handbooks and samples of forms used for Performance Appraisal.	Hold in the current files area until updated; then destroy.
Office of Training	2845	Workshop Sign-In Logs	This series consists of sign-in sheets listing title of workshop, date, name of participant and agency name for those employees attending training session sponsored by the State Personnel Board.	Hold in the current files area two (2) years; then destroy.
Office of Training	2856	Questionnaire/Survey File	This series consists of surveys received from agencies regarding training services offered by the State Personnel Board.	Hold in the current files area one (1) year; then destroy.

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Office of Training	4470	Director's Correspondence	<p>This series consists of incoming and outgoing correspondence of the director of the Management Training Division of the State Personnel Board. This series contains a wide range of subject matter. The director is responsible for overseeing and monitoring the administration of the Management Training Program of the State Personnel Board.</p>	<p>Hold in the current files area five (5) years, transfer to State Archives.</p>
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Office of Training	4473	Basic Supervisory Course (BSC) Curriculum	<p>This series consists of the Basic Supervisory Course (BSC) Curriculums. The Basic Supervisory Course (BSC) is a training course designed to provide information and assistance in developing skills of supervisors on the fundamentals of supervising people and programs in government. The course aids in developing leadership skills of new supervisors, enhance skills of supervisors new to state government, and to enlighten experienced supervisors who have not completed the BSC Course. The program presents basic management theory and emphasizes practical application of these principles in public sector environments. BSC provides an orientation to managing in government through a broad array of lectures, group activities, and individual and small-group interactions. Documentation includes the organization of state government, the management of personnel and budgeting functions, legal issues for the supervisor, and the legislative process. Interpersonal skills such as communication and coaching/counseling are also an important part of the curriculum, with emphasis placed on skill utilization in the government sector.</p>	<p>Hold in the current files area two (2) years after updated, transfer to State Archives.</p>
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Office of Training	4475	Certified Public Manager (CPM) Curriculum	<p>This series consists of the Certified Public Manager (CPM) Curriculums. The Certified Public Management Program is designed to train agency's employees in management techniques for state government. The CPM Program is a training program built on the philosophy that buttresses the study of management and how various management styles impact certain skills, attitudes, and behaviors in the workforce. Candidates for the CPM Program must be employed by or with a Mississippi governmental organization and should be in supervisory or managerial position.</p>	Hold in the current files area two (2) years after update, transfer to State Archives.
Office of Training	4477	Certified Public Manager Participant's Files (Inactive)	<p>This series consists of files related to participants who have become inactive in the Certified Public Manager (CPM) Program. The participants have either graduated or departed from state government. Participants were active state employees who with the support of their employer were enrolled in the CPM Program. The CPM Program is designed to train state employee in management of state government. This series includes applications, student transcripts, Basic Supervisory Course (BSC) certifications, and checklists for CPM, requests for education benchmarks, award memorandum, and notices of approval of required reading abstract.</p>	Hold in the current files area two (2) years transfer to SRC; hold three (3) years, then dispose.

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Office of Training	4658	National Certified Public Manager Consortium Annual Meeting Files	<p>This series consists of files related to the National Certified Public Manager Consortium Annual Meeting. The National Certified Public Manager Consortium is a confederation of members offering Certified Public Manager Programs that are bonded together by the desire to improve the productivity of government in the United States at all levels. In 1979, the National Certified Public Manager Consortium established and preserved standards for the Certified Public Manager Program. The quality and efficiency of management in government have a major impact on the lives of citizens and the orderly functioning of society. Systematic training programs are essential to maintain and improve the effectiveness and professionalism of government managers. The purpose of the Consortium is to promote CPM Programs by providing and monitoring accreditation standards, facilitating program development, encouraging innovation, and developing linkages with programs and organizations with similar concerns</p>	Hold in the current files area two (2) years; transfer to SRC; hold three (3) years, then dispose.
Office of Training	4660	Certified Public Manager (CPM) Project Models	<p>This series consists of projects that are used as models in the Certified Public Manager (CPM) Program. The CPM director chooses the model projects that were prepared by prior participants' for demonstration in future CPM Classes. Included are model projects and related correspondence. The projects are required of participants before completing the CPM Program. This series is cut off once project has been completed.</p>	Hold in the current files area two (2) years; transfer to SRC; hold five (5) years, then transfer to State Archives. Confidential information will be purged prior to transferring files to State Archives.

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Office of Training	4661	Certified Public Manager Participant's Files	This series consists of files related to participants in the Certified Public Manager (CPM) Program. The CPM Program is designed to train State Employee in management of state government. Included are applications, student transcripts, Basic Supervisory Course (BSC) certifications, and checklists for CPM, requests for education benchmarks, award memoranda and notices of approval of required reading abstracts. This series is cut off once the project has been completed.	Hold in the current files area one (1) year after inactive; transfer to SRC; hold six (6) years, then dispose.
Office of Training	4662	Basic Supervisory Course (BSC) Evaluation Summaries	This series consists of evaluation summaries related to the participant's evaluation of the Basic Supervisory Course. The Management Training Division summarizes the participant's evaluation of the Basic Supervisory Course. Evaluation summaries are completed after each session. Documentation includes summary of session rating, instructor evaluation, and course comment. This series is cut off at the end of the fiscal year.	Hold in the current files area two (2) years; transfer to SRC; hold two (2) years, then dispose.
Office of Training	4664	Instructor Files	This series consists of files related to the instructors of the Basic Supervisor Course Program, the Administrative Support Certification Programs, and the Certified Public Manager Program. This series contains information regarding classes and electives that instructors are scheduled to teach during each session. Included are calendars related to courses instructors are scheduled to teach on designated days, copies of outgoing correspondence, E-Mail, and program schedules. This series is filed	Hold in the current files area until administration of the current director ends, then dispose.

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Office of Training	4665	Administrative Support Certification Program Level 1 Student Participa	<p>This series consists of files related to student participants who are enrolled in the Administrative Support Certification Program (ASCP) at the Level 1. ASCP was created by the current Training Coordinator of the State Personnel Board, Office of Training. ASCP Level 1 requires student participants to acquire three days of course training. Follow up reports are required to be submitted to the ASCP within thirty days with the follow up report containing information related to the knowledge the student participants have obtained during the training. Included are evaluations, sign in sheets, answer sheets, applications, computer forms (which indicates if the student participant has the basic computer skills to master the job), and the follow up sheet. This series is cut off once the session has been completed.</p>	<p>Hold in the current files area one (1) year after session has been completed; transfer to the SRC; hold six (6) years, then dispose.</p>
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Office of Training	4666	Administrative Support Certification Program (ASAP) Level II Student P	<p>This series consists of files related to student participants who are enrolled in the Administrative Support Certification Program (ASCP) Level II. ASCP was created in 2002 by the current Training Coordinator of the State Personnel Board, Office of Training. ASCP Level II requires student participants to acquire three days of course training in stress management, rights and responsibilities of State Employees, how to manage multiple job priorities, and advanced cultural diversity. The student participants are required to compile a job related activities report upon approval of the immediate supervisor within their agency. Included are evaluations, sign in sheets, answer sheets, applications, and job related activity reports. This series is cut off once the session has been completed.</p>	<p>Hold in the current files area one (1) year after session has been completed; transfer to the SRC; hold six (6) years, then dispose.</p>
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Office of Training	4667	Administrative Support Certification Program (ASAP) Level III Student	<p>This series consists of files related to student participants who are enrolled in the Administrative Support Certification Program (ASCP) Level III. ASCP was initiated in 2004 by the current Training Coordinator of the State Personnel Board, Office of Training. Administrative Support Level III Certification requires the completion of one in class assignment, one job Related Activity, a book report, the 3 day core program and a total of 5 elective courses, which includes time well spent, positive work environment, public records management, motivation burnout, and dealing with difficult people. Included are evaluations, sign in sheets, answer sheets, applications, and job related activity reports. This series is cut off once the session has been completed.</p>	Hold in the current files area one (1) year after session has been completed; transfer to the SRC; hold six (6) years, then dispose.
Office of Training	4668	ASCP Class Files Level I	<p>This series consists of files related to the Administrative Support Certification Program Level 1 classes. This series indicates the participants of each ASCP session and the instructors who teach each session. Included are sign in sheets, evaluations, and perm reports that indicated the participants of each session. This series is cut off when the session has been completed.</p>	Hold in the current files area six (6) years, then dispose.

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Office of Training	4669	ASCP Class Files Level II	This series consists of files related to the Administrative Support Certification Program Level II classes. This series indicates the participants of each ASCP session and the instructors who teach each session. Included are sign in sheets, evaluations, and perm reports that indicate the participants of each session. This series is cut off when the session has been completed.	Hold in the current files area six (6) years, then dispose.
Office of Training	4670	ASCP Class Files Level III	This series consists of files related to the Administrative Support Certification Program Level III classes. This series indicates the participants of each ASCP session and the instructors who teach each session. Included are sign in sheets, evaluations, and perm reports that indicated the participants of each session. This series is cut off when the session has been completed.	Hold in the current files area six (6) years, then dispose.
Office of Training	4672	Basic Supervisory Course (BSC) Participant's Files	This series consists of files related to state agency employees who have participated in Basic Supervisory Course (BSC) Program. Information in this series indicates the dialogue between the State Personnel Board, Office of Training BSC, the Professional Development Coordinator and representatives from state agencies, which indicates if the employee has completed the BSC and is eligible for a benchmark award. Included are outgoing correspondence and Benchmark Eligibility Reports.	Hold in the current files area one (1) year, transfer to SRC; hold six (6) years, then dispose.



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Selection Division	2795	Applicant Correspondence	This series consists of documents relating to correspondence to and from applicants. The correspondence concerns the status of applications and additional information requested from applicants.	Hold in the current files area two (2) year; then destroy.
Selection Division	2797	Agency Correspondence	This series consists of documents related to correspondence between the Selection Division and other state agencies. The correspondence covers a wide range of subject matter. The original copies are held in the Administrative Support Division.	Hold in the current files area one (1) year; then destroy.
Selection Division	2798	General Correspondence	This series consists of documents related to correspondence between the Selection Division and professional organizations, private businesses and colleges. Included is correspondence, information concerning hiring freeze and contracts, and annual	Hold in the current files area two (2) years; then destroy.
Selection Division	2806	Agency Head Listing	This series consists of a three-ring notebook containing a list of executive directors and personnel Officers for all state agencies. The records are arranged alphabetically by agency name.	Hold in the current files area until updated; then destroy.
Workforce Development	5390	Certified Public Manager Participants Project Files	This series consists of projects prepared by participants in the Certified Public Manager (CPM) Program. Participants are required to complete a project before exiting the program. The projects are chosen at the discretion of the participants. Included are participants' projects and related correspondence.	Hold electronic records one (1) year; then dispose.