

Treasury Department

| Division      | Schedule # | Title                         | Description  | Disposition  |
|---------------|------------|-------------------------------|--|--|
| Bond Division | 1081       | Bond Coupons                  | This series consists of bond coupons relating to bond issues. It is cut off at the end of the year.  | Hold in the current files area until bonds are retired; then destroy.  |
| Bond Division | 1476       | Bond Register Receipts        | Documents relating to bond receipts. Included are amount of bonds, names and addresses, Presents of bonds, types of businesses, types of bonds and names of sureties. It is cut off at the end of the fiscal year.   | Hold in the current files area three (3) years after release of audit; then destroy.   |
| Bond Division | 1479       | Insurance Correspondence      | Documents relating to correspondence from the Department of Insurance to the State Treasurer describing bonds issued.  | Hold in the current files area three (3) years after release of audit; then destroy.   |
| Bond Division | 3124       | Bond Destruction Certificates | This series consists of certificates from banks setting out bonds and coupons received by the banks, paid, and destroyed. When the bonds or coupons are redeemed, the bank pays the bondholder and destroys the bond or coupon, sending this certificate to the agency. The bank is then paid by the agency from state treasury funds. | Hold in the current files area until audited; microfilm and destroy hard copy; retain microfilm permanently within agency with master copy stored at State Archives. |
| Bond Division | 4498       | Bond Registers                | This series consists of bond registers. Documentation includes the type of bond, series number, number of bonds issued, to whom bond is issued, Present of issue, interest rate, redemption Present, and balance. Beginning in 1989, this series has been generated through an electronic database.                                    | Hold in the current files area three (3) years after maturity, then dispose.   |

Treasury Department

|   |      |                                |  |  |
|---|------|--------------------------------|--|--|
| College Savings Plans of Mississippi, MPACT | 4481 | Customer Service Working Files | <p>This series consists of files related to participants who make contributions to the Mississippi Prepaid Affordable College Tuition (MPACT) Program. The bulk of the files are inquires regarding the participants contract with the MPACT Program. The MPACT Program is administered as part of the State Treasury under the direction of a Board of Directors. This series consists of incoming and outgoing correspondence, letters, faxes, handwritten notes, and screen prints from the computer. This series is cut off at the end of the fiscal year.</p> | <p>Hold in the current files area three (3) years, then dispose.</p> |
|---|------|--------------------------------|--|--|

Treasury Department

|   |      |                               |  |  |
|---|------|-------------------------------|--|--|
| College Savings Plans of Mississippi, MPACT | 4482 | MPACT Enrollment Applications | <p>This series consists of applications that are submitted by participants to the Treasury Department for enrollment in the Mississippi Prepaid Affordable College Tuition (MPACT) Program. MPACT lets you lock in a price today for the cost of tomorrow's college tuition without creating debt. No matter how much the cost of tuition rises between the time you purchase your contract and the time the child attends college, MPACT guarantees full payment of tuition and mandatory fees at any public institution of higher learning in the State of Mississippi. Mandatory fees are those required of all students attending a given school regardless of their course of study. MPACT does not cover books, transportation, room and board, or other college costs. The full faith and credit of the State of Mississippi back MPACT. Documentation includes name, address, social security number, telephones, beneficiary information, bank account numbers, and voided checks. This series is</p> | Hold in the current files area two (2) years, then dispose by shredding. |
|---|------|-------------------------------|--|--|

## Treasury Department

|   |      |                                      |   |  |
|---|------|--------------------------------------|---|--|
| College Savings Plans of Mississippi, MPACT | 4485 | Intuition's Daily and Weekly Reports | <p>This series consists of daily and weekly activity reports that are generated by Intuition. The Treasury Department has contracted with Intuition to provide administrative services to the Mississippi Prepaid Affordable College Tuition (MPACT) Program. The reports contain statistical data related to the daily and weekly activities of the MPACT Program. This series includes Application Batch Reports, Exception Posted Reports, Payment Posted Reports, and Payment Returned Reports. This series is cut off at the end of the fiscal</p> | <p>Hold in the current files area two (2) years, transfer to SRC; hold two (2) years, then dispose. Audit must have been released three years.</p> |
|---|------|--------------------------------------|---|--|

Treasury Department

|   |      |  |  |   |
|---|------|--|--|---|
| College Savings Plans of Mississippi, MPACT | 4489 | Intuition's Monthly Management and Finance Reports | <p>This series consists of Monthly Management and Finance Reports related to the administration and operation of the Mississippi Prepaid Affordable College Tuition (IMPACT) Program. Intuition is a contracting company that provides administrative services to the Treasury Department. The reports are generated by Intuition and forwarded to the IMPACT Program monthly. These reports are monthly management, Finance, Enrollment, and Matriculation reports. This series includes Total Dollars Posted Reports, Race by Beneficiary Reports, Contracts by Beneficiary Reports, Contracts by County Reports, Liability by Projected Enrollment Present Reports, Projected Monthly Revenue by Year Reports, Projected Revenue by Payment Options Reports, Projected Revenue by Projected Maturity Present Reports, ACH Rosters, and Monthly Lockbox Summaries. This series is cut off at the end of the fiscal year.</p> | Hold in the current files area two (2) years, transfer to SRC; hold two (2) years, then dispose. Audit must have been released three years. |
| College Savings Plans of Mississippi, MPACT | 4491 | MPACT Training Guide                               | <p>This series consists of training guides related to the Mississippi Prepaid Affordable College Tuition (MPACT) Program. This series includes the MPACT Programs general office and telephone instructions, summaries of MPACT Program, program descriptions, rules, regulations, and procedures, pricing charts, MPACT enrollment agent procedures, and participant agreement forms. This series is cut off when updated.</p>  | Hold in the current files area three (3) years after update, then transfer to State Archives.   |

Treasury Department

|   |      |                    |   |   |
|---|------|--------------------|---|---|
| College Savings Plans of Mississippi, MPACT | 4493 | Cumulative Logs    | This series consists of cumulative log sheets related to activity of enrollment in the Mississippi Prepaid Affordable College Tuition (MPACT) Program. A log sheet is maintained to keep track of the applications for enrollment. Documentation includes Present, daily total dollar, daily total application, year to Present dollar amount, year to Present application, contract payment for established account, daily deposit, prepared by, and number of checks deposited. This series is cut off at the end of the fiscal year. | Hold in the current files area four (4) years, then dispose. Audit must have been released three years. |
| College Savings Plans of Mississippi, MPACT | 4496 | Investor's Files   | This series consists of files related to investment companies that invest funds on behalf of the Mississippi Prepaid Affordable College Savings (MPACT) Program. This series includes incoming and outgoing correspondence, financial statements, trust and asset management statements, assets lists, schedules of purchased interest, monthly commentaries, valuation reports, transaction reports, cash reconciliations, and cost to market reconciliation notes. This series is cut off at the end of the fiscal year.              | Hold in the current files area five (5) years, then dispose.  |
| College Savings Plans of Mississippi, MPACT | 5986 | Investment Reports | This series consists of monthly and quarterly investment reports, required by the College Savings Plans of Mississippi Board of Directors, related to companies that invest the funds of the College Savings Plan of Mississippi.   | Hold in the current files area five (5) years, then dispose. Audit must have been released three years. |

# Treasury Department

|                                 |      |                               |   |  |
|---------------------------------|------|-------------------------------|---|--|
| Information Technology          | 5884 | State Warrants                | This series consists of redeemed warrants forwarded electronically from banking institutions to the Treasury Department. This series is utilized to reconcile financial records, act as a checks and balance system between the Department of Finance and Administration (DFA) and Treasury Department, and assists in preventing fraudulent activities thereby protecting public funds. Included are electronic data files of redeemed warrants. Documentation includes recipient's name, address, warrant amount, warrant number, signature of executive director of DFA, the state tax fund the warrant comes out of and last four digits of recipient's Social Security number. | Hold ten (10) years, then dispose.   |
| Investments and Cash Management | 2868 | Repurchase Agreements         | Documents relating to customer confirmation/advice form. Included are par value, interest rate, maturity Present, and unit information. It is cut off at the end of the fiscal year.  | Hold in the current files area one (1) year; transfer to State Records Center and hold four (4) years; then destroy.                           |
| Investments and Cash Management | 3125 | State Depository Applications | This series consists of documents relating to applications of banks designated state depositories. Included are applications, certificates, financial reports, and sworn statements of bank officials. This series is cut off at the end of the fiscal year.  | Hold in the current files area one (1) year following release of audit; transfer to State Records Center and hold two (2) years; then destroy. |

Treasury Department

|                    |      |                                 |  |   |
|--------------------|------|---------------------------------|--|---|
| Unclaimed Property | 3482 | Holding Company Reporting Forms | Consists of reports filed with the State Treasurer's Office by institutions holding funds or other intangible personal property presumed to be abandoned and unclaimed. Included are Forms UP1 and UP2 documenting the name, last known address, description of the property, and the amount due. It is cut off at the end of the calendar | Hold in the current files area one (1) year; transfer to State Records Center and hold seven (7) years; then destroy. |
|--------------------|------|---------------------------------|--|---|