

Legislative Judicial

374	Administrative & Program Correspondence	Documents relating to general correspondence. Included are complaint form letter mail outs, correspondence with state agencies.	Hold in the current files area for one (1) year; then destroy.
375	Background Checks (Appointments & Confirmations)	This series consists of files related to background investigations of appointees for confirmation purposes.	Hold seven (7) years, then digitize and verify the final product; dispose of paper files. Digital copy will be held permanently.
376	Budget Planning & Workpapers	This series consists of files used by the Legislative Budget Office in preparing an overall balanced budget to be submitted to the State Legislature. The overall budget will consist of three parts. Part One of the overall budget will include the requested budget and the recommended budget for each general fund state agency and the proposed revenue means of which the recommended appropriation can be met. Part Two of the overall budget will include the requested and recommended budget for each special fund state agency. Part Three of the overall budget will consist of an estimated preliminary annual budget of the Dept. of Transportation and the Division of State Aid Road Construction of the Dept. of Transportation. Included are budget work papers used by the budget analysts in the budget process. These work papers will consist of copies of budget requests submitted by State agencies, copies of appropriation bills, research notes, tracking documents, financial analysis documentation and payroll projections from the State Personnel Board. This series is cut off at the fiscal year.	Hold in the current files area fifteen (15) years, then transfer to State Archives.

Legislative Judicial

377	Executive & Director Correspondence (Policy-Level)	This series consists of incoming and outgoing correspondence of the Director's Office. Included are inquiries and responses from State agencies pertaining to deficits, changes to programs, and budget information. Also included is correspondence with the Department of Finance and Administration related to the Budgeting process as well as with the Chairmen of Appropriation Committees.	Hold in the current files area ten (10) years, then transfer to State Archives.
378	Investigative & Complaint Case Files	This series consists of documents related to all complaints against judges in the State of Mississippi. Both informal and formal complaints are contained in this series. Included are correspondence, complaints, investigative reports, transcripts and legal pleadings.	Hold in current files area three (3) years after resolution of complaint; digitally image use copy and verify; destroy paper copy; hold imaged copy fifty (50) years, then destroy.
379	Legacy Special Collections	Documents relating to reports of the Department of Corrections activities at Parchman prison. Included are prison auditors reports that are done monthly and special prison auditors done quarterly.	Hold in the current files area permanently. Series is to be microfilmed and hard copy destroyed. Master of microfilm is to be transferred to Archives and History for permanent retention.
380	Legislative Assistance Projects	This series consists of files related to Legislative Assistance Projects. Included are memos and correspondence in response to legislative requests.	Hold seven (7) years, then digitize and verify the final product and dispose paper copies. Digital copy will be held permanently.
381	Meeting Agendas & Supporting Materials	This series consists of files related to agendas for committee meetings. Included are agenda items (original handouts).	Hold seven (7) years, then digitize and verify files; dispose paper files. Hold digital copy permanently.

Legislative Judicial

382	Memos	This series includes memos and correspondence.	Hold five (5) years, then weed and dispose unnecessary material.
383	Official Minutes	This series consists of meeting minutes of the board.	Hold final bound paper and digitized copies permanently.
384	Project & Research Files	Documents relating to project plans, interviews, file and library searches. Field work for red or blue books or PEER reports, memos and statistical data.	Hold in the current files area seven (7) years, then dispose.
385	Redistricting & Reapportionment Records	This series includes County precinct maps and information used in redistricting, Congressional Split Blocks, County Split Precincts, New Precincts, Population Verification Reports, House, Senate, Congressional, Judicial, and Precinct District Maps, Congressional and Legislative Submission Plans, Public Hearing records, and all files related to reapportionment.	Hold twelve (12) years, then transfer to State Archives.
386	Reports & Publications (Final)	This series consists of printed copies of formal PEER reports.	Hold paper until imaged and verified, then dispose of paper. Annually transfer one digital copy to state archives. Agency to hold digital copy permanently.

Legislative Judicial

400 Supreme Court, Civil and Criminal Case Filing

This series consists of files related to civil and criminal cases submitted from the circuit, chancery and youth courts throughout the state of Mississippi. The civil cover sheets, criminal disposition forms, and youth court tracking forms were developed by the Administrative Office of Courts to assist the Chief Justice of the Supreme Court of Mississippi in collecting statistical data as required by Section 9-21-3 of the Mississippi Code. The forms contain information regarding the type of case, civil disposition data, and sentencing data in criminal felony cases. The data from the forms is entered into the Supreme Court Automated Tracking System (SCATS).

Hold one (1) month after information has been entered into the database, then dispose. Hold electronic files in-house until administrative needs have lapsed, then dispose.