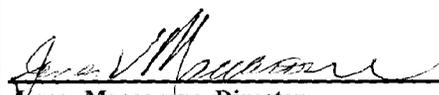


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES**

Subject: DESTRUCTION OF RECORDS	Policy Number: 4
Number of Pages: 7	Section:
Attachments: NONE	Related Standards & References:
Effective Date: June 1, 2012	Approved:  James Maccarone, Director

I. POLICY

It is a policy of the Mississippi Department of Human Services, Division of Youth Services that all records will be maintained and/or destroyed according to the MS Department of Archives and History Records Management Control Schedule. The destruction of records pertaining to children shall be handled by the appropriate means as specified by the Youth Court Act, Mississippi Code of 1972 Annotated, Section 43-21-265.

Penalties for offenses involving records, "the theft or deliberate alienation, alteration or destruction of records by any persons in a manner not authorized by an applicable records control schedule, or the unlawful divulging of restricted information under this chapter shall constitute a misdemeanor, punishable by a fine of not less than five hundred dollars (\$500.00) and not greater than one thousand dollars (\$1000.00)". Mississippi Code 1972, Annotated, Section 25-59-23 through Section 23-59-31.

The Schedule provided on the following pages will be used as a guide for disposal of various records maintained. The schedule provides the following information:

- A. The Record Series Title
Example: Statistical Sheets
- B. Series Description
Example: Documents relating to coded forms used by each counselor for statistical reports. File is arranged by county.
- C. Arrangement of File
Example: By county
- D. How Long To Maintain Records
Example: Cut-off: Fiscal; Hold in current: 3 years

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A. Other Instructions:

Example: Destroy hard copy; maintain computer tapes permanently.

I. DEFINITIONS

As used in this policy and procedure, the following definitions apply:

Record Series Title - The title of the document to be destroyed.

Series Description - Means detail description of the title to be destroyed.

Arrangement of Files - How the files set up is to be arranged.

Cut-Off and Hold Current - How long to maintain file.

Other Instruction – Gives detail on what records to destroy, what records not to destroy, and how to destroy the records.

III. PROCEDURES

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**DESTRUCTION OF RECORDS
FOR
CENTRAL OFFICE/COMMUNITY SERVICES**

Series Title: **STATISTICAL REPORTS (ANNUAL YOUTH COURT REPORT)**
Series Description: Documents relating to statistical data. Included are number of dispositions per county, source of referral, age by type of referral, and reason referred by disposition.

File Arrangement: Chronologically
Cut-Off: Calendar
Hold in Current: No
Other Instructions: Permanently. Transfer 1 copy to Archives.

Series Title: **STATISTICAL SHEETS**
Series Description: Documents relating to coded form used by each counselor for statistical reports.

File Arrangement: By County
Cut-Off: Calendar
Hold in Currents: 3 years
Other Instructions: Destroy hard copy. Maintain computer tapes permanently.

Series Title: **BOARD REPORTS**
Series Description: Documents relating to copies of the board minutes and monthly reports from institution.

File Arrangement: By institution
Cut-Off: Calendar
Hold in Current: 5 years
Other Instructions: Then destroy

Series Title: **COURT SUITS**
Series Description: Documents relating to Attorney General opinions, working papers of the case, grievances, and final judgment.

File Arrangement: Chronologically
Cut-Off: Continue
Hold in Current: No
Other Instructions: Permanently

Series Title: **MINUTES**
Series Description: Documents relating to minutes. Included are register of children at the training schools.

File Arrangement: Chronologically
Cut-Off: Continue
Hold in Current: 10 years
Other Instructions: Then to Archives

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Series Title: **SUBJECT FILE**
Series Description: Documents relating to correspondence, PEER committee investigations, referrals of students, and internal investigations of staff and students programs.
File Arrangement: Alphabetically by subject
Cut-Off: Fiscal
Hold in Current: No
Other Instructions: Purge unnecessary material every 3 years. Material not purged after 3 years, Keep in file as long as needed, then destroy.

Series Title: **CORRESPONDENCE**
Series Description: Documents relating to correspondence pertaining to daily operations of the school. Included are memos.
File Arrangement: Alphabetically by subject
Cut-Off: Continue
Hold in Current: No
Other Instructions: Purge unnecessary material every 3 years. Material not purged after 3 years, keep in files as long as needed.

Series Title: **IN-SERVICE FILES**
Series Description: Documents relating to continuing education and training seminars of employees.
File Arrangement: Alphabetically by employee
Cut-Off: Fiscal
Hold in Current: 1 year
Other Instructions: Transfer to Communique Files.

Series Title: **BLUEPRINTS**
Series Description: Documents relating to blueprints of the grounds, buildings, and water lines.
File Arrangement: Chronologically
Hold in Current: No
Other Instructions: Permanently. Suggest microfilming for security purposes; microfilm to be retained in Department of Archives and History.

Series Title: **BUILDING AND GROUNDS RECORDS**
Series Description: Documents relating to bids, blueprints (copies of the originals), specifications, correspondence from Building Commission.
File Arrangement: Numerically by the project number
Cut-Off: Continue
Hold in Current: 1 year

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Other Instructions: Transfer to storage area on campus and maintain 5 years, then destroy.

Series Title: **INVOICES**
Series Description: Documents relating to purchase invoices of equipment.
File Arrangement: Chronologically
Cut-Off: Continue
Hold in Current: No
Other Instructions: Destroy after equipment is deleted.

Series Title: **TELEPHONE CALL LOGS**
Series Description: Documents relating to phone calls. Included are listings of phone calls made by students and listing of long distance phone calls made by staff.
File Arrangement: Chronologically by day
Cut-Off: Fiscal
Hold Current: 1 year
Other Instructions: Destroy 1 year after call is made.

Series Title: **PROPERTY INVENTORY FILES**
Series Description: Documents relating to monthly inventory reports. Included are Form C, Furniture and Equipment Additions; Form D, Deletions of Furniture and Equipment; Form F, Inventory Statement.
File Arrangement: Chronologically
Cut-Off: Fiscal
Hold in Current: 3 years
Other Instructions: After release of audit, destroy. Permanent copy is maintained by Property Control Division. Hold current computer printout until updated in current files.

Series Title: **REQUEST TO PURCHASE (IN-AGENCY)**
Series Description: These documents may be found in agencies requiring in – agency approval prior to issuing a purchase order. They generally will contain description of item, quantity, vendor, catalog number, and price.

Hold in Current: 1 year
Other Instructions: Then destroy.

Series Title: **PERSONNEL FILES - ACTIVE**
Series Description: Included are application for employment, personnel data summary, attendance record, personnel actions, performance evaluations, cumulative leave records, discipline record, letters of commendation, payroll deduction data, bond, training records, etc.

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Hold in Current: Until employee is separated
Other Instructions: Transfer to PERSONNEL FILES – SEPARATED EMPLOYEES. Active personnel files may be routinely purged of the following material 3 years after receipt: Request for leave, Cumulative Leave Records, and Performance Evaluations.

Series Title: **PERSONNEL FILES - SEPARATED EMPLOYEES**
Series Description: Included are application for employment, personnel data summary, attendance record, personnel actions, performance evaluations, cumulative leave records, discipline records, letters of commendation, notice of separation/resignation, payroll deduction data, bond, training records, other records relating to an individual's employment.

Other Instructions: Personnel files may be destroyed after 6 years provided personnel reference data is maintained by agency for all employment activity prior to 1978. The information retained must include employee name, social security number, date of birth, race, sex, job titles, dates held, salary history, and termination date. This information is maintained by the State Personnel Board for personnel actions after 1977. Personnel reference information should be retained for a period of fifty-five years. Personnel summary data may be retained in any format and media selected by the agency. NOTE: Personnel files for separated employees may be transferred to the State Records Center for storage until the expiration of the six year period. All files transferred to the State Records Center must contain certification from the agency that a personnel summary data has been prepared for all filed dated prior to 1978.

Series Title: **GENERAL ADMINISTRATIVE FILES –PERSONNEL OFFICE**
Series Description: Included are Certificate of Eligibles, job applications (unsuccessful); employee county printouts, requests for certificate of eligibles, performance evaluations due, manpower projections, and occupational analysis.

Hold in Current: 3 years

Other Instructions: Then destroy

Series Title: **CUMULATIVE LEAVE RECORDS (LEAVE LOG)**
Series Description: Employees leave accrued, taken, and balance.
Hold in Current: 3 years

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Other Instructions: Then destroy

Series Title: COMMUNIQUE FILES

Series Description: Documents relating to employee reprimands, letters of warning, employee incidents, and memos signed by employees. Included are in services training records.

File Arrangement: Alphabetically

Cut-Off: Continue

Other Instructions: Hold in current files area 1 year after employee terminates employment