

YOUTH SERVICES OFFICIAL COPY

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES CAMPUS JUVENILE INSTITUTIONS	Policy Number 5.1	Section V page 1 of 1
SUBJECT: CONFIDENTIALITY OF RECORDS (Students and Employees)	DATE: April 1, 2004	
<p>POLICY</p> <p>It is a policy of the Mississippi Department of Human Services, Division of Youth Services, that any records maintained by the facility involving employees or students and the contents thereof, will be kept confidential and will not be disclosed for public inspection.</p> <p>PROCEDURE</p> <p>A. <u>Student</u></p> <p>“Any person who shall disclose or encourage the disclosure of any records involving children or the contents thereof without the proper authorization . . . shall be guilty of a misdemeanor and punished, upon conviction, by a fine of not more than (\$1,000) or by <u>imprisonment</u> in the county jail of not more than one (1) year or by both such fine and <u>imprisonment</u>.” <u>Mississippi Code Annotated 1972</u>, Section 43-21-257 through Section 43-21-267. All student records shall be securely locked by 5:00 p.m.</p> <p>B. <u>Employee</u></p> <p>Confidentiality of employee information will be maintained in accordance with <u>Performance Appraisal Review System Policy, AP-12, Revised</u>. An employee may view their record by appointment. Administrators and Supervisors shall view only those records of the personnel they supervise. All employee records shall be securely locked by 5:00 p.m. Any exceptions to the above policy must be approved by the Division Director.</p> <hr/> <p>Kathy H. Pittman, Director Division of Youth Services</p>		