

*YOUTH SERVICES OFFICIAL COPY*

<b>MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF YOUTH SERVICES JUVENILE INSTITUTIONS</b>	<b>Policy Number</b>  5.2	<b>Section V</b> <b>page</b> 1 of 9
<b>SUBJECT:     DESTRUCTION OF RECORDS</b>	<b>DATE: April 1, 2004</b>	
<p><b>POLICY</b></p> <p>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, <u>Mississippi Code 1972, Annotated, Section 43-21-265</u>.</p> <p>Penalties for offenses involving records, "the theft or deliberate alienation, alteration or <u>destruction</u> of records by any persons in a manner not authorized by an applicable record 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) and not greater than one thousand dollars (\$1,000)." <u>Mississippi Code 1972, Annotated, Section 25-59-23 through Section 25-59-31</u>.</p> <p><b>PROCEDURE</b></p> <p>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:</p> <ul style="list-style-type: none"><li>A.     The Record Series Title        Example: Statistical Sheets</li> <li>B.     Series Description        Example: Documents relating to coded forms used by each counselor for statistical Reports. File is arranged by county.</li> <li>C.     Arrangement of File        Example: By county</li> <li>D.     How long to maintain records        Example: Cut off: Fiscal; Hold in current: three years</li></ul>		

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<b>SUBJECT: DESTRUCTION OF RECORDS (continued)</b>		<b>DATE: April 1, 2004</b>
<p>E. Other Instructions Example: Destroy hard copy; maintain computer tapes permanently.</p> <p>Records pertaining to children will be destroyed using the following procedures:</p> <p>A. Identify student records by county, giving child's name, case number, etc. (see Record Destruction Report).</p> <p>B. A written request to the appropriate/current judge/designee requesting a court order for permission to destroy in field old records listed on the form.</p> <p>C. When a court order is received, then and only then are records to be destroyed. <b>(Exception: Medical or mental health examinations, <u>Mississippi Code 1972, Annotated, Section 43-21-265, Destruction of records</u>).</b></p> <p>D. Documentation of files destroyed must be forwarded back to the appropriate judge/designee indicating disposal of records has been completed.</p>		
<hr/> <p>Kathy H. Pittman, Director Division of Youth Services</p>		