DOCUMENT RETENTION

The board of trustees, as created and empowered by law, shall keep and preserve permanently a copy of all district-wide reports by the State Board of Education to be filed on an annual basis. Copies of those district-wide reports required by the State Board of Education on less than an annual basis may be destroyed after five (5) years upon approval of the school board of the school district. All supporting documents necessary to compile such district-wide reports, except as delineated in Miss. Code Ann. § 37-15-8 may be destroyed after three (3) years following the academic year for which the report was made upon approval of the school board of the school district. Miss. Code Ann. § 37-15-4 (1987)

The superintendent or his/her designee of the school board may, with school board approval spread upon its minutes, dispose of the following records:

A. After five (5) years:
   1. Bank statements
   2. Canceled warrants and pay certificates
   3. School board paid bills
   4. Bids received, either accepted or rejected, for supplies, materials, equipment and construction
   5. Depository receipt warrants
   6. School board claims dockets, where claims are recorded on the minutes of the board
   7. Original of school board’s orders after such orders have been recorded in the minute book
   8. Cancelled bonds and coupons
   9. Tax collector’s reports of tax collection to superintendent of schools
   10. Transportation records
   11. Personnel files, computed from the separation date thereof

B. After three (3) years:
   1. Teacher contracts, computed from the expiration date thereof
   2. Bus purchase documents
   3. Teachers’ registers, principals’ reports and other evidence necessary to prepare the reports to the State Board of Education

C. After period set by the State Board of Education such other documents of a temporary or transitory nature as the State Board of Education by regulation shall designate.
Notwithstanding any of the provisions of Sections 37-15-1 through 37-15-4, 37-15-8 and 37-15-10 to the contrary, no records which are in the process of being audited by the State Department of Audit, or which are the basis of litigation, shall be destroyed until at least twelve (12) months after final completion of said audits and litigation.

D. After seven (7) years:
   1. District legal files may be disposed after a backup has been scanned and saved in the District Counsel’s database.
   2. District investigative files may be disposed after copies have been provided to the designated administrator and/or saved in the District Counsel’s database.

At no time may a permanent record of a student be destroyed, but cumulative folders may be destroyed by order of the school board in not less than five (5) years after the permanent record of the pupil has become inactive and has been transferred to the central depository of the district. However, where a school district makes complete copies of inactive permanent records on photographic film or microfilm, which may be reproduced as needed, the permanent records may be destroyed after the photographic film or microfilm copy has been stored in the central depository of the district.

SOURCE: JACkSON PUBLIC SCHOOL DISTRICT
DATE: MAY 15, 2006