

DOCUMENT RETENTION

The Jackson Public School District's 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 that are 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. *See* Miss. Code Ann. § 37-15-4.

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

A. After ten (10) years:

1. District Erate documents may be disposed of after ten years. All applicants and service providers are required to retain receipt and delivery records relating to pre-bidding, bidding, contracts, the application process, invoices, provision of services, and other matters relating to the administration of universal service for at least 10 years after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request.

B. After seven (7) years:

1. District legal files may be disposed of after a backup has been scanned and saved in the District Counsel's database.
2. District investigative files may be disposed of after copies have been provided to the designated administrator and/or saved in the District Counsel's database.

C. After five (5) years:

1. Bank statements
2. Canceled warrants and pay certificates
3. The 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. Canceled bonds and coupons
9. Tax collector's reports of tax collection to the superintendent of schools
10. Transportation records
11. Personnel files, computed from the separation date thereof

D. 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

- E. After a 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.
- F. 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 completion of said audits and litigation.
- G. After one (1) year:
 - 1. All electronic records including but not limited to emails, documents, files, images, or other electronic holdings for individual users will be permanently deleted one year after the user is no longer an employee or student of the District.
 - 2. All standard user account information will be permanently deleted one year after the user is no longer an employee or student of the District.

For the purposes of this policy, users are defined as any employee, student, or contractor who uses district equipment or network resources. Records include but are not limited to any combination of electronic text, graphics, data, audio, video, pictorial, or other information representation in digital form that is created, modified, maintained, archived, retrieved, or distributed by a computer system and is stored by a standard District user.

All electronic records stored on-premise or off-premise in common or shared District file locations should follow the same disposal schedule as other District records and reports.

Electronic records, including email and documents stored on any district electronic device or in any district-sponsored account, that are relevant to an investigation, claim, or litigation that is pending or likely to occur are subject to discovery and may not be deleted under any circumstances.

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, Jackson, Mississippi

LEGAL REF: Miss. Code Ann. §§ 37-15-3; 37-15-2; 37-15-8; 37-15-1; 37-15-4; 37-15-10

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