

By: Senator(s) Harden

To: Education

SENATE BILL NO. 2904

1 AN ACT TO AMEND SECTION 37-15-8, MISSISSIPPI CODE OF 1972, TO  
2 CLARIFY THE PROCESS FOR DESTROYING OLD BUSINESS RECORDS OF SCHOOL  
3 DISTRICTS; AND FOR RELATED PURPOSES.

4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MISSISSIPPI:

5 **SECTION 1.** Section 37-15-8, Mississippi Code of 1972, is  
6 amended as follows:

7 37-15-8. The superintendent or the administrative  
8 superintendent of the school district shall have the authority,  
9 with the approval of the school board of the school district  
10 spread upon its minutes, to dispose of the following records:

11 (a) After five (5) years:

- 12 (1) Bank statements;
- 13 (2) Cancelled warrants and pay certificates;
- 14 (3) School board paid bills;
- 15 (4) Bids received, either accepted or rejected,  
16 for supplies, materials, equipment and construction;
- 17 (5) Depository receipt warrants;
- 18 (6) School board claims dockets, where claims or  
19 claims numbers are recorded on the minutes of the board;
- 20 (7) Original of school board's orders after such  
21 orders have been recorded in the minute book;
- 22 (8) Cancelled bonds and coupons;
- 23 (9) Tax collector's reports of tax collection to  
24 superintendent of schools or the administrative superintendent;
- 25 (10) Transportation records.

26 (b) After three (3) years:

27                   (1) Teacher contracts, computed from the  
28 expiration date thereof;  
29                   (2) Bus purchase documents;  
30                   (3) Teachers' registers, principals' reports and  
31 other evidence necessary to prepare the reports to the State Board  
32 of Education.

33                   (c) After period to be set by the State Board of  
34 Education such other documents of a temporary or transitory nature  
35 as the State Board of Education by regulation shall designate.

36                   Notwithstanding any of the provisions of Sections 37-15-1  
37 through 37-15-4, 37-15-8 and 37-15-10 to the contrary, no records  
38 which are in the process of being audited by the State Department  
39 of Audit, or which are the basis of litigation, shall be destroyed  
40 until at least twelve (12) months after final completion of said  
41 audits and litigation.

42                   **SECTION 2.** This act shall take effect and be in force from  
43 and after July 1, 2004.