

Institutions of Higher Learning University of Southern Mississippi

General Overview

The Mississippi Normal College was established by legislative act in 1910 to serve as a state-supported teacher's training school. The first classes began in 1912 with 227 students. Legislative amendments changed the schools name to the State Teachers College in 1924 and subsequently approved for membership in the Southern Association of Colleges and Secondary Schools (SACS) in 1929. In 1940, the school again changed it's name to Mississippi Southern College. Gov. Ross Barnett signed the bill that changed the college to the University of Southern Mississippi in 1962.

The University of Southern Mississippi is currently structured into the following offices:

| Chief Communication Officer | Asst. to the President for Articulation and Planning | Director Intercollegiate Athletics | Senior Assoc. Athletic Director for Compliance and Student Services | President | University Counsel | Internal Auditor | Executive Asst. to the President for External Affairs |
|---|---|---|---|-----------|--|---|--|
| Vice President for Student Affairs | Vice President for University Advancement | Vice President for Research | | | Provost & Vice President for Academic Affairs | Vice President for Gulf Coast | Vice President for Administrative Affairs |
| Auxiliary Services | Alumni Association | Sponsored Programs | | | Administration & Operations | Library | Finance & controller |
| Enrollment Services Dean of Students | USM Foundation | Administration Research Support Services Research Centers and Institutes | | | Assessment and Accreditation Student Success | Center of Higher Learning Student Affairs | Physical Plant Procurement & contracts |
| Health Services | | Research Integrity Technology Development | | | Institutional Research Quality Enhancement Plan | Communications Human Resources | Human Resources |
| Student Academic Enhancement | | | | | Institutional Effectiveness Learning Enhancement Center Professional Developments & Educational outreach | Administration & Finance Colleges | |
| Career Services | | USM Research Foundation The Accelerator | | | Lifelong Learning Chief Information Officer Colleges University Libraries Graduate School International Programs | | |

Access Issues

- 45 CFR Parts 160, 162, & 164 Health Insurance Portability and Accountability Act (HIPAA)
- Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. section 1232g; 34 CFR Part 99 Protects the Privacy of Student Education Records
- MCA §25-1-102: (Attorney's Work Product)
- MCA §37-11-51: (Academic Information)

- MCA §41-9-68: (Medical Information)
- MCA §79-23-1: (Proprietary Records)
- MCA §25-1-100: (Personnel Records)
- MCA §25-61-1 -§25-61-17: (Exempt Confidential Grant Reports)

Existing MDAH Agency Holdings:

| | |
|-------------|--|
| Series 293 | Athletic Guides and Publications. 1949-1989. |
| Series 2324 | Blueprints – Microfilm [RESTRICTED]. 1963-1983, n.d. |
| Series 291 | Brochures. 1960; 1962. |
| Series 2506 | Campus Maps. 1960; 1974. |
| Series 2429 | College of Science and Technology Handbooks. 1987. |
| Series 292 | Commencement Program. 1972. |
| Series 845 | Miss. Normal College Bd. of Trustees Minutes – Microfilm. 1910-1931. |

Proposed Schedules

| | | |
|------|---|---|
| 5862 | Policies and Procedures | Hold in the current files area one (1) year from date of approval and/or distribution, then transfer to University Archives. Office of origin may maintain reference copies for as long as administratively valuable. |
| 5863 | General Office Procedures | Hold in the current files area one (1) copy of each version permanently. Hold all other copies in the current files area one (1) year after superseded, then dispose. |
| 5864 | Closed Meeting Files | Hold in the current files area one (1) year from date of recording, then transfer to the University Archives. |
| 5850 | Course and Instructor Evaluations (By Students) | Hold in the current files area one (1) semester after evaluations have been completed, then dispose. |
| 5866 | College/Department Applications | Graduate School to hold graduate student files permanently. Academic Departments to hold undergraduate files one (1) year after graduation, then dispose. |
| 5865 | Institutional Reports | Hold electronic files and reports of confidential information in Institutional Research permanently. Transfer non-confidential reports to University Archives as created. |
| 5842 | Litigation Files | Hold archival litigation cases which: establish a precedent by substantially changing state law or policy; relate to a political figure or subdivision; relate to emergency events; involves a protected class of people; involves the health, safety or welfare of any citizen, or any other case deemed historically significant to the formation, creation or continued operation of the University; once closed transfer to University Archives for permanent retention. Hold non-archival litigation in the current files area seven (7) years after case has been closed, then dispose. |
| 5848 | Acquisition Receipts | Hold in the current files area seven (7) years, then dispose. Audit must have been released three (3) years prior to disposal. |
| 5849 | Property Affidavits | Hold in the current files area three (3) years, then dispose. Audit must have been released three (3) years prior to disposal.. |
| 5859 | Grant Proposals and Reports Funded Files | Hold in the current files area the number of years required by the granting agency following submission and acceptance of the final report to the funding agency, then dispose. Audit must have been released three (3) years prior to disposal. |

| | | |
|------|--|--|
| 5860 | Official Payroll Records | Hold time sheets/cards for personnel being paid in whole or part from grant funds in the current files area as required by the granting agency following submission and acceptance, then dispose. Hold all other payroll files in the current files area three (3) years, then dispose. Audit must have been released three (3) years prior to disposal. |
| 5852 | Accommodations Provided Files | Hold in the current files area seven (7) years, then dispose. Audit must have been released three (3) years prior to disposal. |
| 5853 | Americans with Disabilities Act (ADA) Compliance Files | Hold in the current files area permanently. |
| 5854 | Student Records- Registered Files | Hold in the current files area seven (7) years after student was last served by ODA, then dispose. Audit must have been released three (3) years prior to disposal. |
| 5855 | Student Records- Incomplete Registration | Hold records with special circumstances associated with individual student in the current files area five (5) years, then dispose. Hold all other files in the current files area three (3) years, then dispose. Audit must have been released three (3) years prior to disposal. |
| 5856 | Student Records- Deceased | Hold in the current files area seven (7) years after student's death, then dispose. Audit must have been released three (3) years prior to disposal. |
| 5868 | Internally Funded Project | Hold all files, including those related to disciplinary proceedings, three (3) years after ruling or expiration date of project, whichever is longer, then dispose. |

Appraisal Committee Recommendation

Present to State Records Committee