

PROPOSED RECORDS RETENTION SCHEDULE

Counties Chancery Clerk

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 01-44a	Tax Sale Supporting Documentation, Redeemed Property	This series contains copies of mailed notices, returned/undelivered notices, and return receipts from mailed notices regarding tax sales of real property in which the taxes are paid within the redemption period.	One (1) year following year of redemption. Originally Approved 10/15/2002
GSC 01-44b	Tax Sale Supporting Documentation, Matured Sales	This series contains copies of mailed notices, returned/undelivered notices, and return receipts from mailed notices regarding tax sales of real property in which the taxes are not paid before expiration of the redemption period.	Ten (10) years following maturity. Originally Approved 10/15/2002

These retention schedules are being presented April 21, 2015, to the Local Government Records Committee for adoption. Use of these schedules for records disposition may not be undertaken until approval by the committee. Public comments are welcomed. Approved retention guidelines are available at "www.mdah.state.ms.us." Public comments may be sent to "Local Government Records Office, P. O. Box 571, Jackson, MS 39205" or by email to "locgov@mdah.state.ms.us"

PROPOSED RECORDS RETENTION SCHEDULE

Municipalities

Tax Records

SERIES	TITLE	DESCRIPTION	RETENTION
GSM 18-06	Tax Sale Supporting Documentation, Redeemed Property	This series contains copies of mailed notices, returned/undelivered notices, and return receipts from mailed notices regarding tax sales of real property in which the taxes are paid within the redemption period.	One (1) year following year of redemption.
GSM 18-07	Tax Sale Supporting Documentation, Matured Sales	This series contains copies of mailed notices, returned/undelivered notices, and return receipts from mailed notices regarding tax sales of real property in which the taxes are not paid before expiration of the redemption period.	Ten (10) years following maturity.

These retention schedules are being presented April 21, 2015, to the Local Government Records Committee for adoption. Use of these schedules for records disposition may not be undertaken until approval by the committee. Public comments are welcomed. Approved retention guidelines are available at "www.mdah.state.ms.us." Public comments may be sent to "Local Government Records Office, P. O. Box 571, Jackson, MS 39205" or by email to "locgov@mdah.state.ms.us"

PROPOSED RECORDS RETENTION SCHEDULE

Municipalities Building Code & Permits

SERIES	TITLE	DESCRIPTION	RETENTION
GSM 10-05	Code Enforcement Files - no fine	Records relating to the enforcement of the local government agency's official code (e.g., overgrown property, dilapidated buildings, abandoned vehicles, debris or noise abatement) that are resolved without further action. Includes complaints, investigations, inspections, warnings, notices, statements of required corrective action, resolution, and all related communications.	One (1) year.
GSM 10-06	Code Enforcement Files - fine levied	Records relating to the enforcement of the local government agency's official code (e.g., overgrown property, dilapidated buildings, abandoned vehicles, debris or noise abatement) in which a fine is levied, but no further action, such as public hearings, court action, or special property assessment, is taken. Includes complaints, investigations, inspections and assessments, warnings, notices, statements of required corrective action, citations, resolution, and all related communications.	Three (3) years after release of audit. If further action is taken, follow retention schedules for those records.

These retention schedules are being presented April 21, 2015, to the Local Government Records Committee for adoption. Use of these schedules for records disposition may not be undertaken until approval by the committee. Public comments are welcomed. Approved retention guidelines are available at "www.mdah.state.ms.us." Public comments may be sent to "Local Government Records Office, P. O. Box 571, Jackson, MS 39205" or by email to "locgov@mdah.state.ms.us"

PROPOSED RECORDS RETENTION SCHEDULE

Counties Law Enforcement

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 08-30	Video/audio recordings from mobile units, non-evidentiary	Recordings created by mobile units, including both in-car and body-worn cameras, that have not captured an incident or action from which litigation or criminal prosecution is expected.	30 days. Review for potential litigation or criminal prosecution before disposal.
GSC 08-31	Video/audio recordings from mobile units, evidentiary	Recordings created by mobile units, including both in-car and body-worn cameras, that have captured an incident or action from which litigation or criminal prosecution is expected.	Retain as long as the case investigation to which the recording relates is retained; see GSC 08-01 and GSC 08-02.
GSC 08-32	Video/audio recordings from stationary cameras, non-evidentiary	Recordings created by fixed, stationary cameras in public buildings that have not captured an incident or action from which litigation or criminal prosecution is expected.	30 days, or after review for potential litigation or criminal prosecution.
GSC 08-33	Video/audio recordings from stationary cameras, evidentiary	Recordings created by fixed, stationary cameras in public buildings that have captured an incident or action from which litigation or criminal prosecution is expected.	Retain as long as the case investigation to which the recording relates is retained; see GSC 08-01 and GSC 08-02.

These retention schedules are being presented April 21, 2015, to the Local Government Records Committee for adoption. Use of these schedules for records disposition may not be undertaken until approval by the committee. Public comments are welcomed. Approved retention guidelines are available at "www.mdah.state.ms.us." Public comments may be sent to "Local Government Records Office, P. O. Box 571, Jackson, MS 39205" or by email to "locgov@mdah.state.ms.us"

PROPOSED RECORDS RETENTION SCHEDULE

Municipalities Law Enforcement

SERIES	TITLE	DESCRIPTION	RETENTION
GSM 08-10	Video/audio recordings from mobile units, non-evidentiary	Recordings created by mobile units, including both in-car and body-worn cameras, that have not captured an incident or action from which litigation or criminal prosecution is expected.	30 days. Review for potential litigation or criminal prosecution before disposal.
GSM 08-11	Video/audio recordings from mobile units, evidentiary	Recordings created by mobile units, including both in-car and body-worn cameras, that have captured an incident or action from which litigation or criminal prosecution is expected.	Retain as long as the case investigation to which the recording relates is retained; see GSM 08-01, GSM 08-02, and GSM 09-04.
GSM 08-12	Video/audio recordings from stationary cameras, non-evidentiary	Recordings created by fixed, stationary cameras in public buildings that have not captured an incident or action from which litigation or criminal prosecution is expected.	30 days, or after review for potential litigation or criminal prosecution.
GSM 08-13	Video/audio recordings from stationary cameras, evidentiary	Recordings created by fixed, stationary cameras in public buildings that have captured an incident or action from which litigation or criminal prosecution is expected.	Retain as long as the case investigation to which the recording relates is retained; see GSM 08-01, GSM 08-02, and GSM 09-04.

These retention schedules are being presented April 21, 2015, to the Local Government Records Committee for adoption. Use of these schedules for records disposition may not be undertaken until approval by the committee. Public comments are welcomed. Approved retention guidelines are available at "www.mdah.state.ms.us." Public comments may be sent to "Local Government Records Office, P. O. Box 571, Jackson, MS 39205" or by email to "locgov@mdah.state.ms.us"