

LOCAL GOVERNMENT RECORDS COMMITTEE

Tuesday, October 19, 2021

10:00 A.M.

William F. Winter Archives & History Building
Jackson, Mississippi

AGENDA

- I. Call to Order
- II. Public Comment
- III. Minutes
Adoption of minutes of meeting July 21, 2020
- IV. Report of Local Government Records Office
- V. Consideration of Proposed Retention Schedules
 - A. All Local Governments
 - Emergency Management GSL 09-01 thru 09-09
 - B. Counties
 - Chancery Clerk GSC 01-59
 - Circuit Clerk GSC 07-08
 - Law Enforcement GSC 08-34
 - C. Municipalities
 - Law Enforcement GSM 08-14
- VI. Other Business
- VIII. Adjournment

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

**MINUTES OF A MEETING OF THE
LOCAL GOVERNMENT RECORDS COMMITTEE**

Tuesday, July 21, 2020

The Local Government Records Committee held its regular quarterly meeting at 10:30 a.m. on Tuesday, July 21, 2020 in the 3rd Floor Board Room of the William F. Winter Archives and History Building, Jackson, Mississippi. In the absence of Katie Blount, director, Mississippi Department of Archives and History (MDAH), David Pilcher, director, Archives and Records Services (A&RS), presided. Tim Barnard, director, Local Government Records (LGR) Office, A&RS, recorded the minutes of the meeting.

The following members of the Committee attended by teleconference:

Norman A. Cannady, Assessors/Collectors Association;
Arnell Harried, Circuit Clerks Association
Earnest Hart, Office of the Secretary of State;
Leysar Hayes, Office of the Attorney General;
Grant Krag, Office of the State Auditor;
Beverly Martin, Mississippi Association of Supervisors;
Ahmad R. Smith, Mississippi Bar Association; and
Anne Webster, Mississippi Historical Society.

The following members of the Committee were absent:

Sam Bounds, Association of School Superintendents;
Lisa Chism, Department of Revenue;
Cathy Clark, Municipal Clerks and Collectors' Association;
Erin Feathers, Mississippi Genealogical Society;
Tim Kellar, Mississippi Chancery Clerks' Association;
W. Martin Pace, Mississippi Sheriffs' Association;
Angela Richburg, Mississippi Municipal League; and
At-large Committee Member (vacant).

The following MDAH staff members were present:

Bob Dent, Director of Government Records, A&RS; and
Rebecca Mee, LGR Specialist, A&RS.

- I. Mr. Pilcher recognized a quorum and called the meeting to order.
- II. Mr. Pilcher acknowledged an opportunity for public comment. There was no public comment.

- III. Minutes of the January 21, 2020, meeting were presented to the Committee. Ms. Webster moved, Mr. Harried seconded, and the Committee unanimously approved the minutes.
- IV. Mr. Barnard reported on the recent activities of the LGR Office. He stated that the year 2020 brought several changes to the LGR Office’s environment. The 2019 election cycle resulted in nineteen new chancery clerks and fourteen new circuit clerks around the state. A push by the chancery clerks’ association, with their fees changing on January 1, added two dozen new counties to the list of those collecting the \$1 records management fee. He and LGR Specialist Rebecca Mee began visiting these “new” counties and the new clerks in early January, which continued until mid-March, when everything essentially shut down due to the coronavirus pandemic. They also made eight “A Day at Your Disposal” visits in the first three months, along with a ninth one by special request earlier this month. The last “pre-pandemic” visit was a presentation to the George County Board of Supervisors regarding the \$1 fee, but they were short two members that day, so they delayed action; no word if it has yet been approved. Barnard and Mee plan to continue both courtesy visits and “Day at Your Disposal” visits in the next few months, depending on the severity of the outbreak in each area. Most likely, LGR staff will be traveling to these places individually rather than together as before, combined with remote consultation by phone and email.

The LGR Office had to cancel its spring “Emergency Preparedness for Records” workshop; staff are currently considering ways to present it and the fall workshop online, either live or pre-recorded.

- V. Mr. Barnard presented the following schedules:

- A. Counties

- Elections

- GSC 11-08 Unused Ballots
 - Description: Paper ballots that were not used.
 - Retention: Two (2) years **Ninety (90) days** after certification of election results.

- B. Municipalities

- Elections

- GSM 11-08 Unused Ballots
 - Description: Paper ballots that were not used.
 - Retention: Two (2) years **Ninety (90) days** after certification of election results.

These schedules’ retention was amended by request of a county’s election commission; both the Secretary of State’s office and the Election Commissioners Association of

Mississippi's leadership concurred on the amendment. Mr. Barnard explained that each precinct is given a certain number of ballots and the precinct manager has to sign a certification that they return that many ballots at the end of the day, including used, unused, spoiled, and affidavit ballots. Once the initial time period for challenging the election has passed, the unused ballots are no longer needed. Ms. Webster moved, Mr. Cannady seconded, and the schedules were unanimously passed by the Committee.

VII. Other Business

The date for the next Local Government Records Committee meeting is Tuesday, October 20, 2020 at 10:30 A.M.

VIII. Adjournment

There being no further business, Mr. Pilcher adjourned the meeting.

Katie Blount, Chair

PROPOSED RECORDS RETENTION SCHEDULE

All Local Governments Emergency Management

SERIES	TITLE	DESCRIPTION	RETENTION
GSL 09-01	Disaster Preparedness and Recovery Plans	Records relating to the preparation and implementation of the emergency operations and disaster response plans. May include disaster preparedness plans, continuity of operations (COOP) plans, emergency contacts, and other related documents.	Until Superseded.
GSL 09-02	Emergency Plan Supporting Documentation	Various records utilized in the creation and review of the Disaster Preparedness Plans. May include correspondence, corrections, and related documents.	Five (5) years.
GSL 09-03	Emergency Exercise and Training Records	Records documenting emergency exercises or disaster preparedness exercises for assessment. May include information pertaining to scenario narratives, detailed sequence of events messages, evaluation points, critiques and follow-up actions, reports, lists of participants, etc.	Five (5) years.
GSL 09-04	Declarations and Terminations of Emergency	Declarations of emergency made by local officials, copies of those made by state or federal officials, and related records.	Retain one (1) copy permanently, either in recorded minutes of governing body, or separately if not recorded in minutes.

These retention schedules are being presented October 19, 2021, 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.ms.gov/new." Public comments may be sent to "Local Government Records Office, P. O. Box 571, Jackson, MS 39205" or by email to "logov@mdah.ms.gov"

PROPOSED RECORDS RETENTION SCHEDULE

All Local Governments Emergency Management

SERIES	TITLE	DESCRIPTION	RETENTION
GSL 09-05	Disaster Relief Records	Documentation of the distribution, receipt, and expenditure of state and/or federal funds for recovery in the aftermath of a disaster. May include funding agreements, damage reports, expenditure reports, receipts, disbursement records, and other supporting documentation.	Five (5) years after audit once recovery period is complete.
GSL 09-06	Emergency Shelter Records	Records documenting the conditions of buildings owned by the local government entity that are used as emergency shelters in the event of a disaster. May include photographs, inspection reports, licenses, content inventories, building plans, and drawings.	Until superseded or obsolete.
GSL 09-07	Access Control Records	Records documenting access to specific buildings, departments, rooms, or areas of a local government entity. May include access lists, sign-in sheets, logs, registers, instruction books, emergency contact lists, and other related records.	One (1) year after superseded.

These retention schedules are being presented October 19, 2021, 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.ms.gov/new." Public comments may be sent to "Local Government Records Office, P. O. Box 571, Jackson, MS 39205" or by email to "locgov@mdah.ms.gov"

PROPOSED RECORDS RETENTION SCHEDULE

All Local Governments Emergency Management

SERIES	TITLE	DESCRIPTION	RETENTION
GSL 09-08	Hazardous Chemical Records	Records documenting the presence and/or use of hazardous chemicals in the workplace. Includes Material Safety Data Sheets, hazardous chemical inventories, exposure records, medical exams, and other related materials.	Thirty (30) years. If exposure is documented, thirty (30) years after termination of employment for any person exposed.
GSL 09-09	Incident Reports	Reports documenting hazardous material spills and similar events, or reports to Mississippi Emergency Management Agency (MEMA) regarding responses to incidents and disasters.	Five (5) years.

These retention schedules are being presented October 19, 2021, 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.ms.gov/new." Public comments may be sent to "Local Government Records Office, P. O. Box 571, Jackson, MS 39205" or by email to "locgov@mdah.ms.gov"

PROPOSED RECORDS RETENTION SCHEDULE

Counties

Chancery Clerk

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 01-59	Fee Journal	Report of fees collected from all sources, and expenses and disbursements of the chancery clerk's office.	Seven (7) years.

These retention schedules are being presented October 19, 2021, 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.ms.gov/new." Public comments may be sent to "Local Government Records Office, P. O. Box 571, Jackson, MS 39205" or by email to "logov@mdah.ms.gov"

PROPOSED RECORDS RETENTION SCHEDULE

Counties Circuit Clerk

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 07-08	Fee Journal	Report of fees collected from all sources, and expenses and disbursements of the circuit clerk's office.	Seven (7) years.

These retention schedules are being presented October 19, 2021, 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.ms.gov/new." Public comments may be sent to "Local Government Records Office, P. O. Box 571, Jackson, MS 39205" or by email to "logov@mdah.ms.gov"

PROPOSED RECORDS RETENTION SCHEDULE

Counties

Law Enforcement

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 08-34	Pawn Shop Reports	Reports submitted to law enforcement agencies from pawnbrokers and secondhand dealers regarding sales transactions and items pawned. May document time and date of transaction; description of items; name, identification, description of pledgor; dealer's name; and other applicable information.	One (1) year.

These retention schedules are being presented October 19, 2021, 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.ms.gov/new." Public comments may be sent to "Local Government Records Office, P. O. Box 571, Jackson, MS 39205" or by email to "locgov@mdah.ms.gov"

PROPOSED RECORDS RETENTION SCHEDULE

Municipalities Law Enforcement

SERIES	TITLE	DESCRIPTION	RETENTION
GSM 08-14	Pawn Shop Reports	Reports submitted to law enforcement agencies from pawnbrokers and secondhand dealers regarding sales transactions and items pawned. May document time and date of transaction; description of items; name, identification, description of pledgor; dealer's name; and other applicable information.	One (1) year.

These retention schedules are being presented October 19, 2021, 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.ms.gov/new." Public comments may be sent to "Local Government Records Office, P. O. Box 571, Jackson, MS 39205" or by email to "locgov@mdah.ms.gov"