

LOCAL GOVERNMENT RECORDS COMMITTEE

Tuesday, January 18, 2022

10:30 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 October 19, 2021
- IV. Report of Local Government Records Office
- V. Consideration of Proposed Retention Schedules
 - A. All Local Governments
 - Administrative Records GSL 01-06a thru 01-06c
 - Purchasing Records GSL 04-01 thru 04-03
 - B. Counties
 - Building Permit GSC 10-03
 - C. Municipalities
 - Building Permit GSM 10-03
- VI. Other Business
- VII. Adjournment

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

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

Tuesday, October 19, 2021

The Local Government Records Committee held its regular quarterly meeting at 10:00 a.m. on Tuesday, October 19 in the 3rd Floor Board Room of the William F. Winter Archives and History Building, Jackson, Mississippi. Katie Blount, director, Mississippi Department of Archives and History (MDAH), presided. Tim Barnard, director, Local Government Records (LGR) Office, A&RS, recorded the minutes of the meeting.

The following members of the Committee were present:

Angela Richburg, Mississippi Municipal League.

The following members of the Committee attended by teleconference:

James Brumfield, Mississippi Sheriffs' Association;
Norman A. Cannady, Assessors/Collectors Association;
Felecia Caples, Mississippi Historical Society;
Avery Lee, Office of the Attorney General;
Tim Kellar, Mississippi Chancery Clerks' Association;
Grant Krag, Office of the State Auditor;
Ahmad R. Smith, Mississippi Bar Association; and
Emily Tschiffely, Office of the Secretary of State.

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;
Arnell Harried, Mississippi Circuit Clerks' Association;
Beverly Martin, Mississippi Association of Supervisors; and
At-large Member (vacant).

The following MDAH staff members were present:

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

- I. Ms. Blount recognized a quorum and called the meeting to order.
- II. Ms. Blount acknowledged an opportunity for public comment. There was no public comment.
- III. Minutes of the July 21, 2020, meeting were presented to the Committee. Ms. Richburg moved, Ms. Lee seconded, and the Committee unanimously approved the minutes.
- IV. Mr. Barnard reported on the recent activities of the LGR Office. Since the last meeting of the Local Government Records Committee in July 2020, some of the planned activities of the Local Government Records Office were disrupted. LGR Staff have met with the Jackson Municipal Airport Authority and provided a presentation of records management and their existing retention schedules. They plan to work on making revisions in the future. LGR Staff were able to visit over thirty counties on “Day at Your Disposal” and courtesy visits and plan to carefully resume in the next couple of months. With the increased county participation, currently at 76 counties, the LGRO was able to hire a third staff person, Lauren Harmon, who transferred from another MDAH division. LGR staff now rotate DAYD visits with two going most times. In October the annual fall workshop, “Maintaining a Healthy Records Program” workshop was redesigned into three one-hour Zoom presentations on separate days during the week of October 18-22. Seventy-five people signed up, representing almost every local government type served: cities, counties, libraries, school districts, and one community college. Finally, the LGRO was able to implement the county records management grant program to fund five (5) projects, granting up to \$10,000 each with at least a 20 percent local match. Acceptable projects for this round include shelving, book repair, scanning equipment, or vendor-scanning projects. Eight counties submitted proposals; the MDAH Board of Trustees will award the grants in January.
- V. Mr. Barnard presented the following schedules:

- A. All Local Governments

- Emergency Management

- GSL 09-01 Disaster Preparedness and Recovery Plans
 - Description: 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.
 - Retention: Until superseded.
- GSL 09-02 Emergency Plan Supporting Documentation
 - Description: Various records utilized in the creation and review of the Disaster Preparedness Plans. May include correspondence, corrections, and related documents.

Retention: Five (5) years.

GSL 09-03 Emergency Exercise and Training Records
Description: 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.

Retention: Five (5) years.

GSL 09-04 Declarations and Terminations of Emergency
Description: Declarations of emergency made by local officials, copies of those made by state or federal officials, and related records.

Retention: Retain one (1) copy permanently, either in recorded minutes of governing body, or separately if not recorded in minutes.

GSL 09-05 Disaster Relief Records
Description: 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.

Retention: Five (5) years after audit once recovery period is complete.

GSL 09-06 Emergency Shelter Records
Description: 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.

Retention: Until superseded or obsolete.

GSL 09-07 Access Control Records
Description: 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.

Retention: One (1) year after superseded.

GSL 09-08 Hazardous Chemical Records
Description: 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.

Retention: Thirty (30) years.
If exposure is documented, thirty (30) years after termination of employment for any person exposed.

GSL 09-09 Incident Reports
Descriptions Reports documenting hazardous material spills and similar events, or reports to Mississippi Emergency Management Agency (MEMA) regarding responses to incidents and disasters.
Retention: Five (5) years.

Mr. Barnard explained that these schedules had undergone review by various local emergency management officials and by MEMA without any objections. Mr. Cannady moved, Ms. Lee seconded, and the Committee unanimously approved the retention schedules.

B. Counties

Chancery Clerk

GSC 01-59 Fee Journal
Description: Reports of fess collected from all sources, and expenses and disbursements of the chancery clerk's office.
Retention: Seven (7) years.

Circuit Clerk

GSC 07-08 Fee Journal
Description: Reports of fees collected from all sources, and expenses and disbursements of the circuit clerk's office.
Retention: Seven (7) years.

Mr. Barnard explained that *Mississippi Code* §9-1-43 requires that chancery and circuit clerks maintain a cash journal of fees collected and a clearing account for monies received and disbursed. The retention period is based on Internal Revenue Service requirements. Mr. Kellar moved, Ms. Caples seconded, and the Committee unanimously approved the retention schedules.

Law Enforcement

GSC 08-34 Pawn Shop Reports
Description: 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.
Retention: One (1) year.

Mr. Barnard explained that *Mississippi Code* §72-67-309 requires pawnshops to submit reports on items pawned to law enforcement and that the recommended retention period

reflects its use in the course of business. Ms. Richburg moved, Mr. Kellar seconded and the Committee unanimously approved the retention schedule.

C. Municipalities

Law Enforcement

GSM 08-14 Pawn Shop Reports

Description: 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.

Retention: One (1) year.

This municipal retention schedule is identical to the above county schedule GSC 08-34. Ms. Richburg moved, Mr. Kellar seconded and the Committee unanimously approved the retention schedule.

VII. Other Business

The date for the next Local Government Records Committee meeting is Tuesday, January 18, 2022 at 10:30 A.M.

VIII. Adjournment

There being no further business, Ms. Blount adjourned the meeting.

Katie Blount, Chair

PROPOSED RECORDS RETENTION SCHEDULE

All Local Governments Administrative Records

SERIES	TITLE	DESCRIPTION	RETENTION
GSL 01-06a	Proof of Publication	Proof of publication provided by newspapers regarding publication of a local government entity's public hearings, payment of bills, public sales, etc. <u>Does not include those related to ordinances or bids; see Schedules GSL 01-06b and 01-06c for those records.</u> <i>Replaces Schedules GSA 01-08, GSC 06-06, GSM 01-13, and LIB 01-06.</i>	Three (3) years after release of audit. Originally Approved: 4/16/2019
GSL 01-06b	Proof of Publication, <u>Ordinances</u>	Proof of publication provided by newspapers regarding publication of a local government entity's ordinances. <i>Replaces Schedules GSA 01-08, GSC 06-06, GSM 01-13, and LIB 01-06.</i>	Until superseded or amended. Originally Approved: 4/16/2019
GSL 01-06c	Proof of Publication, <u>Bids</u>	Proof of publication provided by newspapers regarding publication of a local government entity's bid solicitations. <i>Replaces Schedules GSA 01-08, GSC 06-06, GSM 01-13, and LIB 01-06.</i>	<u>Five (5) years, or three (3) years after release of audit, whichever is later.</u> Originally Approved: 4/16/2019

These retention schedules are being presented January 18, 2022, 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

Purchasing Records

SERIES	TITLE	DESCRIPTION	RETENTION
GSL 04-01	Bids	Successful and unsuccessful bids received for the purchases of goods or services. Associated documentation may include correspondence, preliminary work papers, requests for proposals or information, published notices, proofs of publications, plans, specifications, and other related materials. <i>Replaces CJC 04-01, GSA 02-05, GSC 04-01, GSM 04-01, and LIB 05-01.</i>	Five (5) years, or three (3) years after release of audit, whichever is later.
GSL 04-02	Purchase Orders	Purchase Orders. <i>Replaces CJC 04-02, GSA 02-07, GSC 04-02, GSM 04-02, and LIB 05-02.</i>	Three (3) years after release of audit.
GSL 04-03	State Contracts	Reference copy of purchase contracts issued by the State of Mississippi. <i>Replaces CJC 04-03, GSC 04-03, and GSM 04-03.</i>	Until Superseded.

These retention schedules are being presented January 18, 2022, 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

Building Permit

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 10-03	Permit Files, Construction	Files documenting building permit application, inspections, and issuance of certificate of occupancy.	Ten (10) years after completion of project.

These retention schedules are being presented January 18, 2022, 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 Building Code & Permits

SERIES	TITLE	DESCRIPTION	RETENTION
GSM 10-03	Permit Files, Construction	Files documenting building permit application, inspections, and issuance of certificate of occupancy.	Permanent <u>Ten (10) years after completion of project.</u> Originally Approved: 7/21/1998

These retention schedules are being presented January 18, 2022, 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"