

LOCAL GOVERNMENT RECORDS COMMITTEE

Tuesday, July 18, 2023

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 from April 18, 2023
- IV. Report of Local Government Records Office
- V. Consideration of Proposed Retention Schedules
 - A. Counties
 - Circuit Clerk GSC 07-10
 - Elections GSC 11-25 thru 11-27
 - Law Enforcement GSC 08-35
 - Zoning GSC 13-07
 - B. Municipalities
 - City Clerk Records GSM 01-18
 - Elections GSM 11-25
 - Law Enforcement GSM 08-15
- VI. Consideration of Pre-1920s Records Disposal Request
City of Meridian / Lauderdale County Archives
- VII. Other Business
- VIII. Adjournment

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

MINUTES OF A MEETING OF THE LOCAL GOVERNMENT RECORDS COMMITTEE

Tuesday, April 18, 2023

The Local Government Records Committee held its regular quarterly meeting at 10:30 a.m. on Tuesday, April 18, 2023, in the 3rd Floor Board Room of the William F. Winter Archives and History Building, Jackson, Mississippi. David Pilcher, Director, Archives & Records Services (A&RS), presided. Tim Barnard, director, Local Government Records (LGR) Office, A&RS, presented the agenda for the meeting. Lauren Harmon, LGR Specialist, LGR Office, A&RS, recorded the minutes of the meeting.

The following members of the Committee were present:

David “Bubba” Pounds, Mississippi Chancery Clerks’ Association;
Angela Richburg, Mississippi Municipal League; and
Zack Wallace, Circuit Clerks Association; and
Anne Webster, At-large Member.

The following members of the Committee attended by teleconference:

Norman A. Cannady, Assessors/Collectors Association;
Felecia Caples, Mississippi Historical Society;
Lisa Chism, Department of Revenue;
Anthony Goins, Association of School Superintendents;
Taylor McKee, State Auditor;
Misty Monroe, Office of the Attorney General; and
Joette Pickle, Office of the Secretary of State.

The following members of the Committee were absent:

James Brumfield, Mississippi Sheriffs’ Association;
Cathy Clark, Municipal Clerks and Collectors’ Association;
Erin Feathers, Mississippi Genealogical Society;
Landis Mickens, Mississippi Association of Supervisors; and
Ahmad Smith, Mississippi Bar Association.

The following MDAH staff member was present:

Bob Dent, Director of Government Records, 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 17, 2023, meeting were presented to the Committee. Ms. Webster moved, Ms. Richburg seconded, and the Committee unanimously approved the minutes.
- IV. Mr. Barnard reported on the recent activities of the LGR Office, which has still not yet reached pre-COVID levels. There were “A Day at Your Disposal” (DAYD) visits to six counties, including a half-day workshop for Hancock County employees, as well as courtesy visits to seven municipalities. There are DAYD visits to three counties scheduled for May. Mr. Barnard and Ms. Harmon visited the Sharkey County courthouse last month after a tornado damaged it and many other buildings in Rolling Fork. They helped county staff cover cabinets in the record vault with tarps until the county can make some temporary roof repairs. The Rolling Fork City Hall suffered major damage, but LGR staff have been unable to make contact with the city clerk regarding their records.

Two more municipalities have joined the Local Government Records Program, and Mr. Barnard spoke to the Hattiesburg City Council in anticipation of their joining and starting a records management program. The total number of participating municipalities is now twenty-eight.

The LGR Office will hold its annual *Emergency Preparedness for Records* workshop on May 8 and 10, two one-hour sessions on Zoom. So far about fifty people have signed up, representing counties, municipalities, libraries, school districts, and a community college.

In January the MDAH Board of Trustees awarded \$50,000 in Local Government Records Grants to Hancock, Jefferson, Lauderdale, Leake, Marion, Sunflower, and Union counties; not all had requested the entire \$10,000 available to each county. This yearly grant program is available only to participating counties, but with increased municipal participation, LGR staff hope to start a similar grant program for them.

- V. Mr. Barnard presented the following schedules:

- A. All Local Governments

- Health Insurance

GSL 06-11	Continuation of Insurance Benefits (COBRA) records
Description:	Records documenting individual election whether to continue insurance benefits beyond employment with the local government entity.
Retention:	Six (6) years after termination of employment.

Personnel Records

GSL 05-15 Verification of Employment Records

Description: Inquiries and responses concerning verification of an employee's prior or current employment with the local government entity.

Retention: Three (3) years.

GSL 05-16 Family Medical Leave Act (FMLA) Records

Description: Records documenting extended absence from work by an employee under provisions of the federal Family Medical Leave Act. Confidential medical records must be kept separate from main personnel file.

Retention: Three (3) years after release of audit following termination of extended absence.

Mr. Pounds moved, Mr. Wallace seconded, and the Committee unanimously approved the retention schedules.

B. Counties

Circuit Clerk

GSC 07-09 Appearance Bonds

Description: Bonds filed through the sheriff's office and forwarded to the clerk regarding individuals arrested for various offenses. If an individual is indicted, the bond may be added to the appropriate case file; bonds without an indictment are often filed together.

Retention: Ten (10) years from date of filing.

The committee does not have permission from the Supreme Court to schedule court records, so, since these may be construed as court records, Mr. Barnard selected the ten-year retention based on the "loose records" provision in *Mississippi Code* §9-7-128. Mr. Wallace moved, Ms. Webster seconded, and the Committee unanimously approved the retention schedules.

Law Enforcement

GSC 08-35 Sex Offender Registry Files

Description: Information pertaining to convicted sex offenders, including court orders, drivers license copies, sex offender agreement forms, acknowledgement forms, and related files.

Retention: One (1) year after annual update showing offender no longer resides in county, by either moving or subsequent incarceration outside the county, or death.

C. Municipalities

Law Enforcement

GSM 08-15 Sex Offender Registry Files

Description: Information pertaining to convicted sex offenders, including court orders, drivers license copies, sex offender agreement forms, acknowledgement forms, and related files.

Retention: One (1) year after annual update showing offender no longer resides in municipality, by either moving or subsequent incarceration outside the municipality, or death.

Since the county and municipal schedules are virtually identical, Mr. Barnard suggested they be reviewed together. Mr. Wallace and Ms. Webster expressed concern that one year would not be sufficient time to make sure the information was up-to-date, while Ms. Caples asked about any potential genealogical value to these records. Mr. Dent explained that the state Department of Public Safety keeps these records permanently if they are no longer available locally, but was doubtful of any genealogical value they might have.

Ms. Webster moved, Ms. Richburg seconded that the retention be amended to five (5) years, and after discussion the Committee unanimously approved the retention schedules with this amendment. The amended schedule will be reviewed at the next meeting.

VI. Other Business

The date for the next Local Government Records Committee meeting is Tuesday, July 18, 2023 at 10:30 A.M.

VII. Adjournment

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

Katie Blount, Chair

PROPOSED RECORDS RETENTION SCHEDULE

Counties Circuit Clerk

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 07-10	Bail Bondsmen Licenses	Licenses to various bail agents issued by the Mississippi Insurance Department.	One (1) year following expiration of license.

These retention schedules are being presented July 18, 2023, 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 Elections

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 11-25	Voter Registration Notification to and from Municipality	Notifications from county registrar to municipal registrar, or vice versa, of persons newly registered to vote within municipal boundaries.	Two (2) years after next county or municipal election following registration.
GSC 11-26	Voter ID Applications	Application to obtain a Mississippi Voter Identification Card, issued per § 23-15-7, <i>MCA</i> .	Two (2) years from date of application.
GSC 11-27	Petitions	Petitions signed by multiple registered voters to support putting a candidate, issue, or Constitutional amendment on an upcoming ballot.	Two (2) years after certification of results of election for which petition is initiated, whether item was approved for ballot or disqualified.

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PROPOSED RECORDS RETENTION SCHEDULE

Counties

Law Enforcement

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 08-35	Sex Offender Registry Files	Information pertaining to convicted sex offenders, including court orders, drivers license copies, sex offender agreement forms, acknowledgement forms, and related files.	One (1) year <u>Five (5) years</u> after annual update showing offender no longer resides in county, by either moving or subsequent incarceration outside the county, or death. Originally Approved: 4/18/2023

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PROPOSED RECORDS RETENTION SCHEDULE

Counties

Zoning

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 13-07	Mobile Home Permits	Authorization to set up a mobile/ manufactured home on specified property within the county. May include inspection report and other related documentation.	Three (3) years after release of audit.

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PROPOSED RECORDS RETENTION SCHEDULE

Municipalities City Clerk Records

SERIES	TITLE	DESCRIPTION	RETENTION
GSM 01-18	Temporary Event Permits	Permits and related documentation required for small one-time events, such as garage and yard sales and other temporary or special events on private property.	Two (2) years after approval or denial of permit.

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PROPOSED RECORDS RETENTION SCHEDULE

Municipalities

Elections

SERIES	TITLE	DESCRIPTION	RETENTION
GSM 11-25	Voter Registration Notification to and from Municipality	Notifications from county registrar to municipal registrar, or vice versa, of persons newly registered to vote within municipal boundaries.	Two (2) years after next county or municipal election following registration.

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PROPOSED RECORDS RETENTION SCHEDULE

Municipalities Law Enforcement

SERIES	TITLE	DESCRIPTION	RETENTION
GSM 08-15	Sex Offender Registry Files	Information pertaining to convicted sex offenders, including court orders, drivers license copies, sex offender agreement forms, acknowledgement forms, and related files.	One (1) year <u>Five (5) years</u> after annual update showing offender no longer resides in municipality, by either moving or subsequent incarceration outside the municipality, or death. Originally Approved: 4/18/2023

These retention schedules are being presented July 18, 2023, 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"

RECORDS DISPOSAL AUTHORIZATION

Complete the top half, sign, and return to the Local Government Records Office

The Archives & History Department in Lauderdale County
(name of office) (name of city or county)

requests authorization to dispose of the following records:

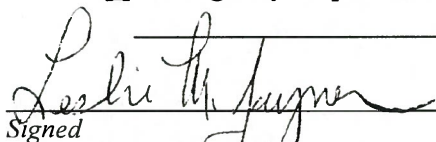
Name of Series	Date Range Requested	Volume
City of Meridian Misc/Disbursement Ledgers	1893-1954	
City of Meridian Cash Books	1892-1911	
City of Meridian Treasurer's Journals	1891-1894	

This request is *(check one)*:

SEE ATTACHMENT FOR ADDITIONAL REQUESTS

☒ Routine disposition

☐ Emergency disposition *(explain)*: _____

Signed


4-4-2023

Date

Mrs. Leslie M. Joyner

Archives Director

Name

PO BOX 5511

Title

Meridian

MS

39302

Mailing Address

601-482-9858

City

archives@lauderdalecounty.org

State

Zip Code

Phone

Email address

(This section to be completed by LGR Office)

MS Code authority § 25 - 60 - 1

Minimum retention varies per record series, 2-10 years

Previous LGRO authorization: _____

Number

Date

Date range previously approved

Additional remarks: Records prior to 1920 need LGR Committee approval; those 1921-1940 need MDAH director approval, per committee rules.

Authorization # LGRO 521

In accordance with *Mississippi Code of 1972, Annotated*, §25-59-21, authorization is granted to dispose of the records series listed above.

Katie Blount, Director
 Mississippi Department of Archives & History

Date

Requests for Disposal From Lauderdale County Archives & History for City of Meridian Books

Paving Assessments	Circa 1920-1951
Curb/Gutter Assessments	1915
Sidewalk Special Assessments	1912, 1922, 1929-31
Sewer Assessment	1929
Time Book	1891, 1932
Law Suit Documents	1913; 1916
Monthly Statements Ledgers	1895-96; 1900; 1908
Curb/ Streets / Sewers Ledgers	Prior to 1920
MISC Correspondence	Circa 1906-1911; 1907; 1913; 1914; 1915; 1921; 1927; 1959
City Bills	Circa 1894; 1903
Residence Street Paving Warrants	Prior to 1950
Contracts	Circa 1916
Tax Complaints	1916
Clerks & Treasurers Correspondence	1906-1911; 1914-1923

Lauderdale County Department of Archives and History

PO Box 5511

Meridian, MS 39302

601-482-9858, 601-482-9752

archives@lauderdalecounty.org

March 14, 2023

TO: City Of Meridian, Mississippi

From: Lauderdale County Department of Archives and History

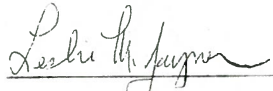
Re: Disposal of City Records Held by the Lauderdale County Department of Archives & History

Authority is requested from the City of Meridian to destroy, by shredding or incineration the following Record Series:

File Series	Retention Code	Retention Time	Year(s) of destruction
Partial Payment Tax Receipts	GSM 18-01	5 years	1946-1952
Separate School District Tax Receipts	GSM 18-01	5 years	1947-1952
Paving Assessments	GSM 18-01	5 years	Circa 1920-1951
Extra Partial Payments Taxes	GSM 18-01	5 years	1947
Curb/Gutter Assessments	GSM 18-01	5 years	1915
Sidewalk Special Assessments	GSM 18-01	5 years	1912, 1922, 1929-31
Person Tax Receipts	GSM 18-01	5 Years	1949-1952
Sewer Assessment	GSM 18-01	5 years	1929
Road Journal	GSL 14-04	3 years after audit	Book "P" no date given – looks to be 1950ish
Daybook Auxiliary Police (On / Off duty Log)	GSL 03-09	3 years	1953
Two Weekly Time Book	GSL 03-09	3 years	1956, 1958
Semi-monthly Time Book	GSL 03-09	3 years	1937, 1941, 1944, 1947, 1948, 1950, 1953
Time Book	GSL 03-09	3 years	1891, 1932
Misc and/or Disbursement Ledgers	GSL 02-24	3 years after audit	1893-1954
Voucher Books	GSL 02-24	3 years after audit	1918-1948
Cash Books	GSL 02-16	3 years	1892-1911
Personal Property Tax Sheets	GSC 02-15/ GSM 18-01 / GSC 17-03	5 years / 5 years / 7 years	1954-1978
Realty Tax Sheets	GSC 02-15 / GSC 17-03	5 years / 7 years	1954-1977

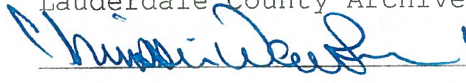
Monthly Statements Ledgers	GSL 02-29	3 years after Audit	1895-96; 1900; 1908
Miscellaneous Receipts	GSL 02-22	3 years after audit	1946-1953
Curb/ Streets / Sewers Ledgers	GSL 14-03	3 years after audit	Prior to 1950
Vouchers	GSL 02-15	3 years after audit	Circa 1927
			Circa 1906- 1911; 1907; 1913; 1914; 1915; 1921; 1927; 1959
MISC Correspondence	GSL 01-09	2 years	
City Bills	GSL 02-01	3 years after audit	Circa 1894; 1903
Residence Street Paving Warrants	GSL 02-15	3 years after audit	Prior to 1950
Police Traffic Division Daily Reports	GSL 01-04	3 years	1952
Contracts	GSC 06-05	5 years	Circa 1916
Tax Complaints	GSC 17-06	3 years	1916
Clerks & Treasurers Correspondence	GSL 01-09	2 years	1906-1911; 1914-1923
Law Suit Documents	GSL 01-13	10 years review for historical significance	1913; 1916

Under the state of Mississippi's local government general records control schedule as administered by the Mississippi department of Archives & History (Miss. Code sec 25-60-1). Lauderdale county subscribed to the local records control schedule on July 15, 1997.



04/04/2023

Lauderdale County Archives Director / Date

 4/3/2023

City of Meridian Official / Date