

LOCAL GOVERNMENT RECORDS COMMITTEE

Tuesday, January 16, 2024

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 July 18, 2023
- IV. Report of Local Government Records Office
- V. Consideration of Proposed Retention Schedules
 - A. All Local Governments
Administrative Records GSL 01-03, 01-18 & 01-19
 - B. Counties
Board of Supervisors GSC 06-13
Chancery Clerk GSC 01-17, 01-50
 - C. Municipalities
City Clerk Records GSM 01-19
Tax Records GSM 18-03, 18-05
- VI. Consideration of Pre-1920s Records Disposal Request
Lauderdale County Chancery Clerk
- VII. Other Business
- VIII. Adjournment

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

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

Tuesday, July 18, 2023

The Local Government Records Committee held its regular quarterly meeting at 10:30 a.m. on Tuesday, July 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. Lauren Harmon, LGR Specialist, LGR Office, A&RS, presented the agenda for the meeting.

The following members of the Committee were present:

Angela Richburg, Mississippi Municipal League;
Zack Wallace, Circuit Clerks Association; and
Anne Webster, At-large Member.

The following members of the Committee attended by teleconference:

Philip Burchfield, Association of School Superintendents;
Felecia Caples, Mississippi Historical Society;
Lisa Chism, Department of Revenue;
Landis Mickens, Mississippi Association of Supervisors;
Joette Pickle, Office of the Secretary of State;
David “Bubba” Pounds, Mississippi Chancery Clerks’ Association; and
Grant Tarleton, Mississippi Bar Association.

The following members of the Committee were absent:

James Brumfield, Mississippi Sheriffs’ Association;
Norman A. Cannady, Assessors/Collectors Association;
Erin Feathers, Mississippi Genealogical Society;
Taylor McKee, State Auditor;
Misty Monroe, Office of the Attorney General; and
Penny Spears, Municipal Clerks and Collectors’ 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 April 18, 2023, meeting were presented to the Committee. Ms. Webster moved, Ms. Richburg seconded, and the Committee unanimously approved the minutes.
- IV. Ms. Harmon reported on the recent activities of the LGR Office. LGR Specialist Becca Mee passed away April 28 from bone cancer; many local government officials and employees expressed condolences on her passing. The office is currently trying to fill the position. Mr. Barnard and Ms. Harmon presented the annual “Emergency Preparedness for Records” workshop over Zoom on May 8 and 10, with about forty-five people attending each session, representing counties, municipalities, school districts, and community colleges. On May 23, Mr. Barnard gave an online presentation on records management to library staff across the state through the Library Commission. On June 26, Mr. Barnard and Ms. Harmon led roundtable discussions on records management and the \$1 fee at the Municipal League’s annual conference in Biloxi. They made Day at Your Disposal visits to four counties and two municipalities. Waynesboro became the 29th municipality to vote to collect the \$1 fee.
- V. Ms. Harmon presented the following schedules:

- A. Counties

- Circuit Clerk

- GSL 07-10 Bail Bondsmen Licenses
 - Description: Licenses to various bail agents issued by the Mississippi Insurance Department.
 - Retention: One (1) year following expiration of license.

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

- Elections

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

- GSC 11-26 Voter ID Applications
 - Description: Application to obtain a Mississippi Voter Identification Card, §23-15-7, MCA
 - Retention: Two (2) years from date of application.

GSC 11-27 Petitions
Description: Petitions signed by multiple registered voters to support putting a candidate, issue, or Constitutional amendment on an upcoming ballot.
Retention: Two (2) years after certification of results of election for which petition is initiated, whether item was approved for ballot or disqualified.

Mr. Pounds 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, driver's license copies, sex offender agreement forms, acknowledgement forms, and related files.
Retention: Five (5) years after annual update showing offender no longer resides in county, by either moving or subsequent incarceration outside the county, or death.

The retention period for this schedule had been amended from one year to five years at the April meeting and was held over for public comment on the amendment. Ms. Webster moved, Mr. Wallace seconded, and the Committee unanimously approved the retention schedules.

Zoning

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

Ms. Pickle moved, Ms. Chism seconded, and the Committee unanimously approved the retention schedules.

B. Municipalities

City Clerk Records

GSM 01-18 Temporary Event Permits
Description: 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.
Retention: Two (2) years after approval or denial of permit.

Elections

GSM 11-25	Voter Registration Notification to and from Municipality
Description:	Notification from county registrar to municipal registrar, or vice versa, of person newly registered to vote within municipal boundaries.
Retention:	Two (2) years after next county or municipal election following registration.

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

Law Enforcement

GSM 08-15	Sex Offender Registry Files
Description:	Information pertaining to convicted sex offenders, including court orders, driver's license copies, sex offender agreement forms, acknowledgement forms, and related files.
Retention:	Five (5) years after annual update showing offender no longer resides in county, by either moving or subsequent incarceration outside the county, or death.

This schedule was considered with its county equivalent, GSC 08-35, and approved as amended.

VI. Consideration of Pre-1920s Records Disposal Request

For many years the Lauderdale County Department of Archives and History has been storing old records from the City of Meridian. Faced with an upcoming move, the Archives requested, with the city's approval, to dispose of several records that would otherwise be eligible except for their age. After discussion about the content of "miscellaneous correspondence" files, Ms. Richburg moved, Ms. Pickle seconded, to authorize disposal of all records except the miscellaneous correspondence, pending further review, and the committee unanimously approved the request.

VII. Other Business

The date for the next scheduled Local Government Records Committee meeting is Tuesday, October 18, 2023 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 Administrative Records

SERIES	TITLE	DESCRIPTION	RETENTION
Amend this schedule			
GSL 01-03	Tape Recordings of Meetings	Audio or video recordings of official meetings of the governing board of any local government entity or subdivision thereof, for which written minutes are prepared. This series covers only those recordings which are used solely in the assistance in the preparation of minutes. <i>Replaces Schedules GSC 01-20 and 13-02; GSM 01-15 and 12-02; and LIB 01-07.</i>	Three (3) years. <u>Three (3) months for verification purposes.</u> Originally Approved: 4/6/2019
New Schedules			
GSL 01-18	Grant Files, Program Records	Documentation including application, proposal, narrative, evaluations and interim and final reports regarding grants from federal or state programs. <i>Replaces Schedules GSC 06-08, GSM 06-10.</i>	Three (3) years after release of audit, or five (5) years after the grant's last funding cycle year, whichever is later. Retain final reports permanently.
GSL 01-19	Grant Files, Rejected or Withdrawn	Documentation of the rejection or withdrawal of grant applications. May include memoranda, correspondence, and other records relating to the decision regarding the grant application/proposal. <i>Replaces Schedules GSC 06-09, GSM 06-11.</i>	One (1) year from date of rejection or withdrawal of grant.

These retention schedules are being presented January 16, 2024, 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

Board of Supervisors

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 06-13	Ad Valorem Tax Exemptions	Applications and approval documentation for granting ad valorem tax exemptions to certain businesses and other private entities for a set period of time.	Three (3) years after audit following termination or rejection of exemption.

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PROPOSED RECORDS RETENTION SCHEDULE

Counties

Chancery Clerk

SERIES	TITLE	DESCRIPTION	RETENTION
Amend this schedule			
GSC 01-17	Release from Delinquent Taxes	Listing of payment of realty taxes that were overdue. <u>Also known as "Land Redemption Certificate" or "Tax Sale Release," this form is created when a tax sale is redeemed. It lists all fees the clerk charges, date and total amount of redemption, property being redeemed, and who is redeeming it. In some counties, this document is copied into Land Deed Records.</u>	Five (5) years. Originally Approved: 1/19/1999

Delete this schedule

GSC 01-50	Land Redemption Certificate	Also known as "Tax Sale Release," this form is created when a tax sale is redeemed. It lists all fees the clerk charges, date and total amount of redemption, property being redeemed, and who is redeeming it. In some counties, this document is copied into Land Deed Records.	Permanent. Originally Approved: 7/21/2009
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PROPOSED RECORDS RETENTION SCHEDULE

Municipalities City Clerk Records

SERIES	TITLE	DESCRIPTION	RETENTION
GSM 01-19	Ad Valorem Tax Exemptions	Applications and approval documentation for granting ad valorem tax exemptions to certain businesses and other private entities for a set period of time.	Three (3) years after audit following termination or rejection of exemption.

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PROPOSED RECORDS RETENTION SCHEDULE

Municipalities

Tax Records

SERIES	TITLE	DESCRIPTION	RETENTION
Amend this schedule			
GSM 18-03	Release from Delinquent Taxes	Listing of payment of realty taxes that were overdue. <u>Also known as "Land Redemption Certificate" or "Tax Sale Release," this form is created when a tax sale is redeemed. It lists all fees the clerk charges, date and total amount of redemption, property being redeemed, and who is redeeming it.</u>	Five (5) years. Originally Approved: 1/18/2000

Delete this schedule			
GSM 18-05	Land Redemption Certificate	Also known as "Tax Sale Release," this form is created when a tax sale is redeemed. It lists all fees the clerk charges, date and total amount of redemption, property being redeemed, and who is redeeming it.	Permanent. Originally Approved: 7/21/2009

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RECORDS DISPOSAL AUTHORIZATION

The Office of CHANCERY COURT in LAUDERDALE County requests authorization to dispose of the following records:

NAME OF SERIES	DATE RANGE
<u>Official Bonds</u>	<u>Pre 1921</u>
_____	_____
_____	_____

TYPE OF DISPOSITION

- Routine
 Emergency (explain) _____

Sandra Arrington 10/4/2023
 Signed Date
 Sandra Arrington Deputy Clerk
 Name Title
 P. O. Box 1587 Meridian MS 39302
 Mailing Address City State Zip Code
 601 482-9720 sarrington@lauderdalecounty.org
 Phone Number Email Address

COMPLETED BY LGRO

MS Code Authority § 25-60-1 Minimum Retention 5 years after expiration
GSC 01-24
 Last LGRO Authorization: N/A
 Number Date Previous Date Approved
 Additional Remarks: Records prior to 1921 need LGR Committee approval

LGRO 537

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 Date
 Mississippi Department of Archives and History