

LOCAL GOVERNMENT RECORDS COMMITTEE

Tuesday, July 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 January 16, 2024
- IV. Report of Local Government Records Office
- V. Consideration of Pre-1920s Records Disposal Request
Claiborne County Chancery Clerk
- VI. Other Business
- VII. Adjournment

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

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

Tuesday, January 16, 2024

The Local Government Records Committee held its regular quarterly meeting at 10:30 a.m. on Tuesday, January 16, 2024, via Zoom due to inclement weather in the Jackson area. David Pilcher, Director, Archives & Records Services (A&RS), presided on behalf of MDAH Director Katie Blount, who also attended. Tim Barnard, LGR director, 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 attended by Zoom:

Philip Burchfield, Association of School Superintendents;
Felecia Caples, Mississippi Historical Society;
Tom Chain, State Auditor;
Ree Curtis, Mississippi Genealogical Society;
Karen Jackson, Mississippi Municipal League;
Joette Pickle, Office of the Secretary of State;
Grant Tarleton, Mississippi Bar Association;
Zack Wallace, Circuit Clerks' Association; and
Anne Webster, At-large Member.

The following members of the Committee were absent:

James Brumfield, Mississippi Sheriffs' Association;
Lisa Chism, Department of Revenue;
Will Hooker, Assessors/Collectors Association;
Landis Mickens, Mississippi Association of Supervisors;
Misty Monroe, Office of the Attorney General;
David "Bubba" Pounds, Mississippi Chancery Clerks' Association; and
Penny Spears, Municipal Clerks and Collectors' Association.

The following MDAH staff members also attended by Zoom:

Bob Dent, Director of Government Records, A&RS;
Lauren Harmon, LGR Specialist, A&RS; and
Mya Nickson, 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 July 18, 2023, meeting were presented to the Committee. Ms. Webster moved, Mr. Burchfield seconded, and the Committee unanimously approved the minutes.

IV. Mr. Barnard reported on the recent activities of the LGR Office. He introduced Mya Nickson, LGR Specialist, who joined the LGR staff on December 1. She and Ms. Harmon have been creating a new email list through the agency's Constant Contact program. Day at Your Disposal visits included Madison and Neshoba Counties and the towns of Booneville and Rolling Fork. Rolling Fork's city hall had been destroyed by a tornado last March, but the records stored in a shipping container were generally in good condition; Barnard and Nickson identified a large number that could be disposed. Only the latest minute book was lost in the storm. Barnard and Harmon conducted the triennial records management session for the municipal clerks' certification program in September and October in three locations, along with the annual Healthy Records workshop by Zoom later in October. They also gave presentations to the state library association and the forty-six newly-elected chancery and circuit clerks. The City of Eupora and Town of Sumrall voted to begin collecting the \$1 records management fee. Nine counties applied for the Local Government Records Grant, where each could get up to \$10,000 reimbursed for records management expenses; six were selected, to be approved by the MDAH Board of Trustees on January 19.

V. Mr. Barnard presented the following records retention schedules:

A. All Local Governments

Administrative Records

GSL 01-03 Tape Recordings of Meetings

Description: 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.

Replaces Schedules GSC 01-20 and 13-02; GSM 01-15 and 12-02; and LIB 01-07.

Retention: Three (3) years.

Amend retention to: Three (3) months for verification purposes.

This existing schedule was derived from several schedules dating back to 1999. In 2003 Section 25-41-3 of the *Mississippi Code* was amended to require a three-year retention of meeting recordings and the schedules were revised to reflect this change. However, in a subsequent amendment in 2017, this provision was removed. This schedule was presented to return retention to three months. Mr. Tarleton commented that the three-year retention would be in line with statutes of limitations on lawsuits regarding governmental bodies' actions and suggested keeping that retention. Ms. Webster moved, Mr. Tarleton seconded, and the committee unanimously agreed to *not* amend the schedule.

GSL 01-18 Grant Files, Program Records
Description: Documentation including application, proposal, narrative, evaluations, and interim and final reports regarding grants from federal or state programs.

Replaces Schedules GSC 06-08 and GSM 06-10.

Retention: 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

Description: 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.

Replaces Schedules GSC 06-09 and GSM 06-11.

Retention: One (1) year from date of rejection or withdrawal of grant.

These schedules are copied verbatim from and will replace existing county and municipal schedules. Ms. Webster moved, Ms. Pickle seconded, and the committee unanimously approved the schedules.

B. Counties

Board of Supervisors

GSC 06-13 Ad Valorem Tax Exemptions

Description: Applications and approval documentation for granting ad valorem tax exemptions to certain businesses and other private entities for a set period of time.

Retention: Three (3) years after audit following termination or rejection of exemption.

Ms. Webster moved, Mr. Chain seconded, and the committee unanimously approved the schedule.

Chancery Clerk

GSC 01-17 Release from Delinquent Taxes

Description: Listing of payment of realty taxes that were overdue.

Amend description to:

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.

Retention: Five (5) years.

GSC 01-50 Land Redemption Certificate

Description: 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.

Retention: Permanent.

Delete this schedule entirely.

Mr. Barnard explained that the second schedule was created in 2009 as an inadvertent duplicate of the first. At that time, the committee gave this record series a permanent retention, in conflict with the original schedule. The proposal was to adopt the language of the second schedule into the first and delete the second.

While the committee agreed that permanent retention was unnecessary, members could not agree on an appropriate retention period. After much discussion, Ms. Webster moved, Mr. Chain seconded, and the committee unanimously agreed to table the schedules for further research.

C. Municipalities

City Clerk Records

GSM 01-19 Ad Valorem Tax Exemptions

Description: Applications and approval documentation for granting ad valorem tax exemptions to certain businesses and other private entities for a set period of time.

Retention: Three (3) years after audit following termination or rejection of exemption.

A duplicate of county schedule GSC 06-13, Ms. Webster moved, Mr. Chain seconded, and the committee unanimously approved the schedule.

Tax Records

GSM 18-03 Release from Delinquent Taxes

Description: Listing of payment of realty taxes that were overdue.

Amend description to:

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.

Retention: Five (5) years.

GSM 18-05 Land Redemption Certificate

Description: 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.

Retention: Permanent.

Delete this schedule entirely.

These are the municipal versions of the county tax sale redemption schedules previously discussed. Ms. Webster moved, Mr. Chain seconded, and the Committee unanimously agreed to table the schedules.

VI. Consideration of Pre-1920s Records Disposal Request

The Chancery Court of Lauderdale County requested permission to dispose of Official Bonds dating prior to 1921. These records are covered by County Retention Schedule GSC 01-24, but because of their age the committee needed to review the request for disposal. Official bonds are copied into the Official Bond Record, which under Schedule GSC 01-31 is permanent. Ms. Capers moved, Ms. Pickle seconded, and the committee unanimously approved the request.

VII. Other Business

The date for the next scheduled Local Government Records Committee meeting is Tuesday, April 16, 2024, at 10:30 A.M.

VIII. Adjournment

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

Katie Blount, Chair

RECORDS DISPOSAL AUTHORIZATION

The Office of Chancery Clerk in Claiborne County requests authorization to dispose of the following records:

NAME OF SERIES	DATE RANGE
<u>"Port Gibson Reveille" newspapers</u>	<u>1882-1888; 1891-1899;</u>
<u>_____</u>	<u>1900-1901; 1903-1919</u>
<u>_____</u>	<u>1920-1930</u>

TYPE OF DISPOSITION

Routine
 Emergency (explain) _____

5/7/2024

Signed Gloria Dotson *Date* Chancery Clerk

Name P O Box 449 *Title* Port Gibson MS 39150

Mailing Address 601-437-3137 *City* gloriadotson@claibornecountymys.gov *State* *Zip Code*

Phone Number _____ *Email Address* _____

COMPLETED BY LGRO

MS Code Authority § 19 - 15 - 3 Minimum Retention N/A

Last LGRO Authorization: _____
Number _____ *Date* _____ *Previous Date Approved* _____

Additional Remarks: Originals have been scanned and digital copies are available to public. MDAH has microfilm copies also.

LGRO 560

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 and History

Date