

LOCAL GOVERNMENT RECORDS COMMITTEE

Tuesday, October 15, 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 16, 2024
- IV. Report of Local Government Records Office
- V. Consideration of Proposed Retention Schedules
 - A. Airports
 - Administration GSA 01-10
 - B. Counties
 - Elections GSC 11-01 thru 11-22 (selected)
 - C. Municipalities
 - City Clerk Records GSM 01-20
 - Elections GSM 11-01 thru 11-22 (selected)
- VI. Other Business
- VII. Adjournment

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

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

Tuesday, July 16, 2024

The Local Government Records (LGR) Committee held its regular quarterly meeting at 10:30 a.m. on Tuesday, July 16, 2024, via Zoom. David Pilcher, Director, Archives & Records Services (A&RS), Mississippi Department of Archives & History (MDAH), presided on behalf of Katie Blount, MDAH Director. Tim Barnard, LGR director, A&RS, presented the agenda for the meeting. Tanya Nickson, LGR Specialist, A&RS, recorded the minutes of the meeting.

The following members of the Committee attended by Zoom:

Felecia Caples, Mississippi Historical Society;
Ree Curtis, Mississippi Genealogical Society;
Karen Jackson, Mississippi Municipal League;
Mark Johnson, Office of the State Auditor;
Landis Mickens, Mississippi Association of Supervisors;
Penny Spears, Municipal Clerks and Collectors Association;
Grant Tarleton, Mississippi Bar Association; and
Anne Webster, At-large Member.

The following members of the Committee were absent:

Philip Burchfield, Association of School Superintendents;
Lisa Chism, Mississippi Department of Revenue;
Ryan Everett, Mississippi Sheriffs' Association;
Will Hooker, Mississippi Assessors and Collectors Association;
Misty Monroe, Office of the Attorney General;
Joette Pickle, Office of the Secretary of State;
David "Bubba" Pounds, Mississippi Chancery Clerks' Association; and
Zack Wallace, Circuit Clerks' Association.

The following MDAH staff members also attended by Zoom:

Bob Dent, Director of Government Records, A&RS;
William Combs, LGR Specialist, A&RS; and
Michelle McKenna, LGR Specialist, A&RS.

The following visitor was present:

Jan Hillegas, private researcher.

I. Mr. Pilcher recognized a quorum and called the meeting to order.

- II. Mr. Pilcher acknowledged an opportunity for public comment. Ms. Hillegas commented about the need to save election commission training handbooks and related information. Mr. Johnson responded that records covered by GSL 01-07, Policies, Procedures, and Plans, are permanent and that he would include in his local training the importance of following approved retention schedules.
- III. Minutes of the January 16, 2024, meeting were presented to the Committee. Ms. Webster moved, Ms. Spears seconded, and the Committee unanimously approved the minutes.
- IV. Mr. Barnard reported on the recent activities of the LGR Office. He spoke of the departure of Lauren Harmon, and introduced William Combs, LGR Specialist, who joined the LGR staff on June 3, 2024, and Michelle McKenna, LGR Specialist, who joined the LGR staff on July 1, 2024. Mr. Barnard discussed the new “A Day at Your Disposal” schedule that was implemented in January; so far staff have visited twenty-five counties and three municipalities. He also mentioned the Emergency Preparedness for Records presentation given over Zoom in May and delivered in-person to Waveland city officials earlier this month.
- V. Consideration of Pre-1920s Records Disposal Request
- The Chancery Clerk of Claiborne County requested permission to dispose of certain “Port Gibson Reveille” newspapers dating prior to 1921. These records are permanent per County Retention Schedule GSC 01-25, but the county had scanned these and other newspapers, utilizing an LGR grant, due to their fragile condition. MDAH also has microfilm copies of the issues in question. Mr. Johnson moved, Mr. Mickens seconded, and the committee unanimously approved the request.
- VI. Other Business
- The date for the next scheduled Local Government Records Committee meeting is Tuesday, October 15, 2024, at 10:30 A.M.
- VII. Adjournment
- There being no further business, Mr. Pilcher adjourned the meeting.

Katie Blount, Chair

PROPOSED RECORDS RETENTION SCHEDULE

Airports Administration

SERIES	TITLE	DESCRIPTION	RETENTION
GSA 01-10	Airport Space Lease Agreements	Contracts between airport authority and aircraft owners to lease space either for specified time or ongoing. Often include specific fees charged for size of aircraft and various services.	Three (3) years after release of audit following termination of lease.

These retention schedules are being presented October 15, 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 "locgov@mdah.ms.gov"

PROPOSED RECORDS RETENTION SCHEDULE

Counties Elections

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 11-01	Voter Registration Applications	Form used for application to be registered as a voter.	<p><u>Unscanned applications:</u> Two (2) years following re-registration or removal as a registered voter. or</p> <p><u>Applications scanned into SEMS:</u> After application is scanned and the scanned image is verified to be accurate. Rejected applications must be maintained permanently.</p> <p>Originally Approved: 4/15/2008</p>
GSC 11-03	Voter Registration Working File	Supporting documentation used in the maintenance of the automated voter registration system (SEMS). Includes information gathered to make changes in addresses, name corrections, and other changes in the system.	<p>Two (2) years.</p> <p><u>Purged voter lists and related documentation: Two (2) federal general elections.</u></p> <p>Originally Approved: 4/15/2008</p>
GSC 11-08	Unused Ballots	Paper ballots that were not used.	<p><u>Ninety (90) days Federal elections: Twenty-two (22) months</u> after certification of election results.</p> <p><u>All other elections: Four (4) months after certification of election results.</u></p> <p>Originally Approved: 7/21/2020</p>

These retention schedules are being presented October 15, 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 "locgov@mdah.ms.gov"

PROPOSED RECORDS RETENTION SCHEDULE

Counties Elections

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 11-13	GEMS Voting Equipment Election Database	Database containing information related to precincts, elections, and balloting. Pre-election and post-election backups must be sent to the Secretary of State.	Permanent; update as required. Originally Approved: 4/15/2008
GSC 11-14	GEMS Voting Equipment Reports	Reports summarizing election results, including election summary, statement of votes cast, cards cast, precinct by precinct, and electoral vote.	Two (2) years after certification of election results. Originally Approved: 4/15/2008
GSC 11-15	GEMS AccuVote Server-Logs	Communication log between server and touch screen and optical scan voting units.	Two (2) years after certification of election results. Originally Approved: 4/15/2008
GSC 11-16	GEMS Voting Equipment Audit Log	Record of all transactions performed by a particular voting system component.	Two (2) years after certification of election results. Originally Approved: 4/15/2008
GSC 11-19	Memory Cards	Data storage devices used in each electronic voting unit to store precinct and ballot style information and to record ballot results for transfer to the GEMS appropriate voting equipment database at the close of the polls.	Until certification of election results. Originally Approved: 4/15/2008
GSC 11-20	AccuVote TSX Ballot Images	Electronically produced record of all votes cast by a single voter on a county's voting equipment .	Two (2) years after certification of election results. Originally Approved: 4/15/2008

These retention schedules are being presented October 15, 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 "locgov@mdah.ms.gov"

PROPOSED RECORDS RETENTION SCHEDULE

Counties Elections

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 11-21	Printer Canister Tapes- (TSX)	Canister tapes contain three reports created and printed from each TSX (touch screen x-model) voting unit: before the polls are opened (verifies and documents that no votes have been cast on the voting unit); after the polls close (totals the votes on touch screen voting unit); and voter verified ballot (image of the actual ballot cast).	Two (2) years after certification of election results. Originally Approved: 4/15/2008
GSC 11-22	Accumulator Unit Totals Report (TSX) <u>Precinct Total Tapes</u>	Report created and printed <u>from county's voting equipment</u> after polls close that totals election results for each precinct.	Two (2) years after certification of election results. Originally Approved: 4/15/2008

These retention schedules are being presented October 15, 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 "locgov@mdah.ms.gov"

PROPOSED RECORDS RETENTION SCHEDULE

Municipalities City Clerk Records

SERIES	TITLE	DESCRIPTION	RETENTION
GSM 01-20	Airport Space Lease Agreements	Contracts between municipality or airport authority and aircraft owners to lease space either for specified time or ongoing. Often include specific fees charged for size of aircraft and various services.	Three (3) years after release of audit following termination of lease.

These retention schedules are being presented October 15, 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 "locgov@mdah.ms.gov"

PROPOSED RECORDS RETENTION SCHEDULE

Municipalities Elections

SERIES	TITLE	DESCRIPTION	RETENTION
GSM 11-01	Voter Registration Applications	Form used for application to be registered as a voter.	<p><u>Unscanned applications:</u> Two (2) years following re-registration or removal as a registered voter.</p> <p><u>Applications scanned into SEMS:</u> After application is scanned and the scanned image is verified to be accurate. Rejected applications must be maintained permanently.</p> <p>Originally Approved: 4/15/2008</p>
GSM 11-08	Unused Ballots	Paper ballots that were not used.	<p>Ninety (90) days <u>Four (4) months</u> after certification of election results.</p> <p>Originally Approved: 7/21/2020</p>
GSM 11-13	<u>GEMS Voting Equipment</u> Election Database	Database containing information related to precincts, elections, and balloting. Pre-election- and post-election backups must be sent to Secretary of State.	<p>Permanent; update as required.</p> <p>Originally Approved: 4/15/2008</p>
GSM 11-14	<u>GEMS Voting Equipment</u> Reports	Reports summarizing election results, including election summary, statement of votes cast, cards cast, precinct by precinct, and electoral vote.	<p>Two (2) years after certification of election results.</p> <p>Originally Approved: 4/15/2008</p>

These retention schedules are being presented October 15, 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 "locgov@mdah.ms.gov"

PROPOSED RECORDS RETENTION SCHEDULE

Municipalities Elections

SERIES	TITLE	DESCRIPTION	RETENTION
GSM 11-15	GEMS AccuVote Server Logs	Communication log between server and touch screen and optical scan voting units.	Two (2) years after certification of election results. Originally Approved: 4/15/2008
GSM 11-16	<u>GEMS Voting Equipment</u> Audit Log	Record of all transactions performed by a particular voting system component.	Two (2) years after certification of election results. Originally Approved: 4/15/2008
GSM 11-19	Memory Cards	Data storage devices used in each electronic voting unit to store precinct and ballot style information and to record ballot results for transfer to the <u>GEMS appropriate voting equipment</u> database at the close of the polls.	Until certification of election results. Originally Approved: 4/15/2008
GSM 11-20	AccuVote TSX Ballot Images	Electronically produced record of all votes cast by a single voter <u>on a municipality's voting equipment</u> .	Two (2) years after certification of election results. Originally Approved: 4/15/2008

These retention schedules are being presented October 15, 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 "locgov@mdah.ms.gov"

PROPOSED RECORDS RETENTION SCHEDULE

Municipalities

Elections

SERIES	TITLE	DESCRIPTION	RETENTION
GSM 11-21	Printer Canister Tapes (TSX)	Canister tapes contain three reports created and printed from each TSX (touch screen x-model) voting unit: before the polls are opened (verifies and documents that no votes have been cast on the voting unit); after the polls close (totals the votes on touch screen voting unit); and voter verified ballot (image of the actual ballot cast).	Two (2) years after certification of election results. Originally Approved: 4/15/2008
GSM 11-22	Accumulator Unit Totals Report (TSX) Precinct Total Tapes	Report created and printed <u>from municipality's voting equipment</u> after polls close that totals election results for each precinct.	Two (2) years after certification of election results. Originally Approved: 4/15/2008

These retention schedules are being presented October 15, 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 "locgov@mdah.ms.gov"