



***NEWS* on the Record**

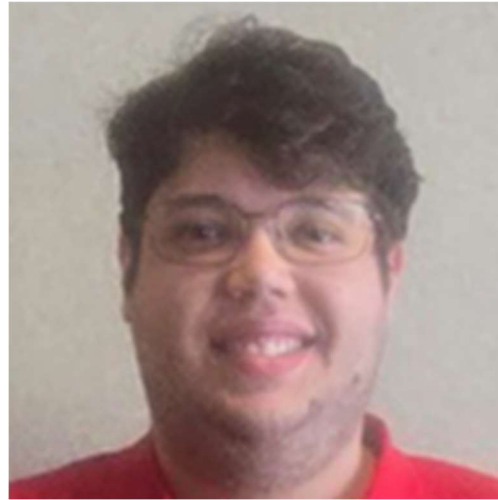
The Newsletter of the Local Government Records Office • Summer 2025

Welcome Teammates!

We're pleased to announce that our newest team member, Matt Coleman, began on July 1. He's already distinguished himself through his meticulousness, can-do attitude and aptitude, and diligent study of the retention schedules. This newest addition to our team establishes four full-time agents in the office. Our growth further serves both the eighty-one counties and thirty-six municipalities we visit, and the elected officials who we have the opportunity and sincere honor of speaking with. **More** of us means **more** opportunities for LGR's continued expansion, while dually helping to strengthen our campaign towards better records maintenance standards.

Matthew Coleman

Matt Coleman joined the local government records team in Archives and Records Services this July. Matt is a Madison, Mississippi native and recently graduated from Millsaps College with a bachelor's degree in history. He lives in Madison County with his one-year-old golden retriever, Teddy, and enjoys spending time with friends and family. On weekends, you'll oftentimes find him playing golf or watching baseball and football games with friends. Matt is excited to start his first full-time job and learn more about the form and function of



state and local government. He is especially looking forward to traveling around Mississippi.

Fun fact: One of Matt's close friends is the son of one of Tim's college friends. It's amazing how so many people in Mississippi are connected, either by friendship or family!

Local Government Records Committee

The Local Government Records Committee held its quarterly meeting via Zoom Conference at 10:30 a.m. on Tuesday, July 15, 2025. David Pilcher, director of Archives & Records Services (A&RS) chaired the committee in the absence of MDAH Director Katie Blount, and Tim Barnard, director of the Local Government Records Office, reported on the office's activities and presented the proposed schedule. Ten committee members were present, representing state agencies, local officials' associations, and research organizations throughout the state. Mr. Barnard briefed members on Day at Your Disposal visits and the Municipal League Conference in Biloxi, which took place on July 22, 2025. In recent months, LGR staff have participated in GARA training, culminating in team members earning their Government Archives and Records Administration Certificates this summer from the National Association of Government Archivists and Records Administrators (NAGARA).

Our annual grant was approved in January for six counties and is now open until October 1st to applicants interested in applying for next year's spots. The chosen counties will receive a grand total of \$50,000 and the opportunity to spend generously on office materials and services in relation to supporting a thorough approach to records management. The grant treats the macro and micro equitably by honoring statewide mandated procedures, while also affording special attention to the intimacies of office space, clutter, and storage limitations. The money rewarded to counties benefits our state's structural blueprints and global historic appeal, while advancing LGR's mission towards proper records education and streamlining their maintenance. The grant remains a crucial tool for the sake and safety of storage and disposal procedures, along with the counties' individual organizational needs.

The meeting highlighted changes to the Retention Schedule, and Mr. Barnard explained the new role of Personal Property Renditions [see below], noting the amendment of its retention from four to five years. There was a joint movement to approve the updated retention, and the committee unanimously approved the revision. LGR's next Committee Meeting is scheduled for Tuesday, October 21, 2025, at 10:30 A.M.

See the website <https://www.mdah.ms.gov/local-government#> for the revised schedules.

Retention Schedules: Personal Property Renditions

Most useful to? Your county's Tax Assessor.

Best way to reference? By locating GSC 17-09 in your Counties Retention Schedule.

Description: Forms submitted annually to the assessor by local businesses documenting their tangible assets. Assessor uses the information contained in these forms to develop and update the personal property roll.

Retention: Five (5) years.

State Audit Reports

Many local governments run a handful of years behind on their audits, but that doesn't mean you have to be in the dark on retention holding periods. It's simple enough to do. Start by logging onto your state auditor's website, choosing "Reports," then "Audit Reports" at the top of the page, and entering your county's name on the page pulled. This will bring up several pages of reports that you can evaluate for better understanding around what you can keep or throw away. Do so by locating the date on the auditor's cover letter and performing some mental math. Records from the fiscal year that are at least three years past the audit date and without any litigation hold proceedings may be disposed of.

Access it here: <https://www.osa.ms.gov/reports/audit-reports>

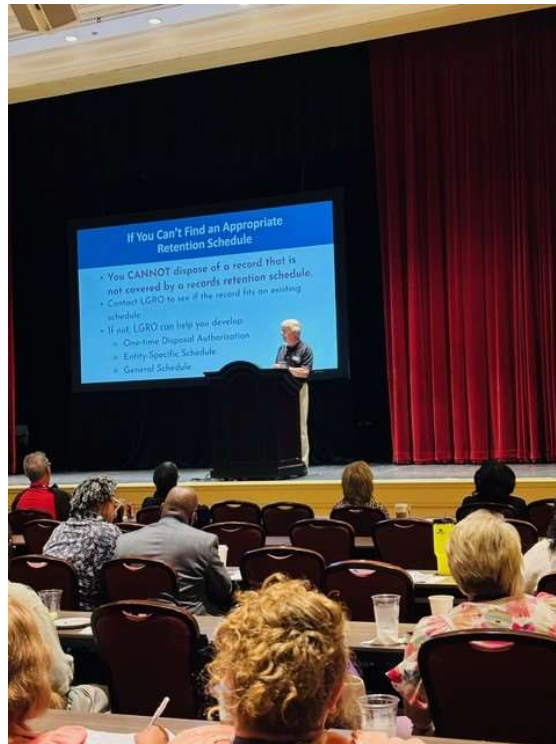
Fingerprinting

This summer, the LGR staff was tasked with an exciting weeks-long investigative project involving *Mississippi Code* research focused on the topic of fingerprinting retention periods for background checks. Since May, team members have conducted private reports and consulted the current *Code* to help answer pertinent questions around retention of some of today's most important topics: healthcare, education, vulnerable persons, vocation, commerce, and proper management of major state-funded facilities. Through their research, team members feel as though they're contributing in their own small way to the greater issue of governance. From this research, we will develop a new records retention schedule for the LGR Committee to review.

Summer Conferences

We've traveled near and far in recent months, but this summer proved even more consequential due to invitations to speak at conferences on the coast. We packed our bags and road-tripped down, eager to speak with elected officials on their small, daily sacrifices to archival procedure, and the quiet maintenance entailed for records' preservation and continued purity.

Tim Barnard and team members Michelle McKenna and Mary Sellers made presentations in June and July at both the Mississippi Assessors and Collectors Association Conference and the Mississippi Municipal League Conference. Tim spoke to crowds about



records management at the Beau Rivage and Coast Coliseum & Convention Center and had the opportunity to speak candidly about topics including how best to distinguish a kept or expendable record, filing systems, intelligent storage, and general retention schedule know-how.

From the LGRO Director “Maintaining a Healthy Records Program” workshop

Twenty years ago I gave my first records management presentation to about forty fellow employees at the Harrison County courthouse. When I came to MDAH a couple of years later, I expanded it into a three-hour presentation, covering more material. Over the years we have revised and updated the information and continue to offer it every fall. Since the COVID lockdowns, we have presented it through three one-hour Zoom sessions rather than in-person as before.

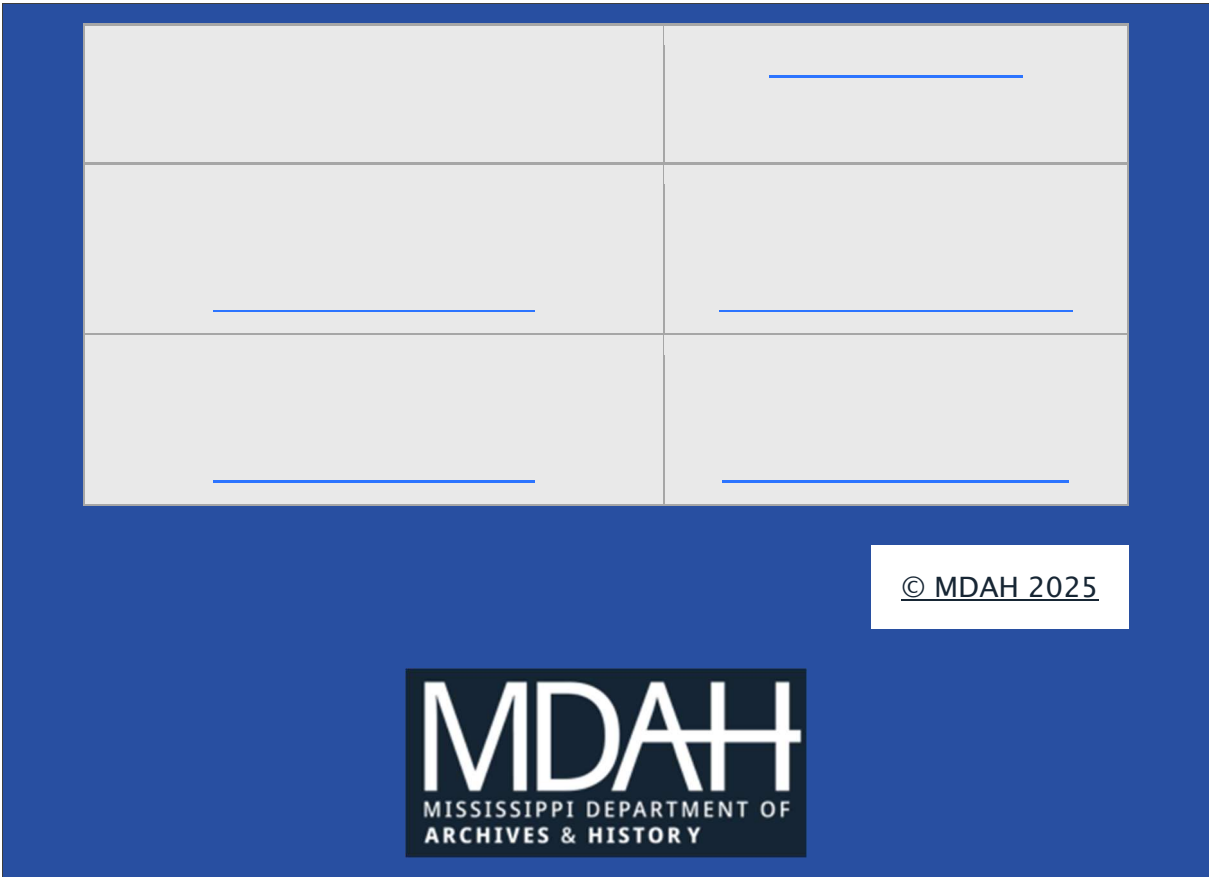
This year’s workshop is scheduled for October 13,15, and 17, each day at 10:00 am. These workshops are **free** and will only cost you an hour of your time, which we hope will be worth more than what we could have charged you. Here’s the schedule:

- Monday, October 13: Basics of Records Management
- Wednesday, October 15: Records Storage
- Friday, October 17: Managing Electronic Records and “APPLES,” how to put what you’ve learned into practice.

Registration will open on September 2; look for an email announcement or use the link that will be in the Announcements section of our website.

Access it here: <https://www.mdah.ms.gov/local-government>

*Tim Barnard, director
Local Government Records Office*



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