

# LOCAL GOVERNMENT RECORDS COMMITTEE

Tuesday, July 28, 2026

10:30 A.M.

Meeting by Zoom

Jackson, Mississippi

## AGENDA

- I. Call to Order
- II. Public Comment
- III. Minutes
  - Adoption of Minutes from October 21, 2025
- IV. Report of Local Government Records Office
- V. Consideration of Proposed Retention Schedules
  - A. All Local Governments
    - Healthcare / Hospital Records                      GSL 19-01 thru 19-09
  - B. Counties
    - Law Enforcement    GSC 08-38 thru 08-40
  - C. Municipalities
    - Law Enforcement    GSM 08-18
    - Tax Records    GSM 18-08
- VI. Other Business
- VII. Adjournment

**MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY**

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

**Tuesday, October 21, 2025**

The Local Government Records Committee held its regular quarterly meeting at 10:30 a.m. on Tuesday, October 21, 2025, via Zoom. Katie Blount, Director, Mississippi Department of Archives and History (MDAH) and chair of the committee presided. Tim Barnard, director, Local Government Records (LGR) Office, A&RS, presented the agenda for the meeting. Mary Buchanan Sellers, LGR Specialist, LGR Office, A&RS, recorded the minutes of the meeting.

The following members of the Committee attended by Zoom:

Lauren Armstrong, Office of the Secretary of State;  
Dr. Philip Burchfield, Association of School Superintendents;  
Caroline Gilbert, Mississippi Assessor/Collector's Association;  
Karen Jackson, Mississippi Municipal League;  
Jon McCormick, Office of the State Auditor;  
David "Bubba" Pounds, Mississippi Chancery Clerks' Association;  
Penny Spears, Municipal Clerks and Collectors Association;  
Mona Vance-Ali, Mississippi Historical Society; and  
Zack Wallace, Mississippi Circuit Clerks' Association.

The following members of the Committee were absent:

Lisa Chism, Mississippi Department of Revenue;  
Ree Curtis, Mississippi Genealogical Society;  
Ryan Everett, Mississippi Sheriffs' Association;  
Landis Mickens, Mississippi Association of Supervisors;  
Misty Monroe, Office of the Attorney General;  
Grant Tarleton, Mississippi Bar Association; and  
Anne Webster, At-large Member;

The following MDAH staff members attended by Zoom:

David Pilcher, Director, Archives & Records Services (A&RS);  
Julie Dees, Head of Electronic Archives, A&RS;  
Bob Dent, Director of Government Records, A&RS;  
Matthew Coleman, LGR Specialist, A&RS; and  
Michelle McKenna, LGR Specialist, A&RS.

- I. Ms. Blount recognized a quorum and called the meeting to order.
- II. Ms. Blount acknowledged an opportunity for public comment, before observing today's meeting as Mr. Pilcher's last. Regarding his previous participation, Ms. Blount remarked

on Mr. Pilcher's forty-year career and stewardship of the records program, thanking him for his service.

- III. Minutes of the July 15, 2025, meeting were presented to the Committee. Ms. Vance-Ali moved, Mr. Wallace seconded, and the Committee unanimously approved the minutes.
- IV. Mr. Barnard then versed presiding committee members on the recent activities of the LGR Office. He introduced new staff member, Matthew Coleman, before briefing members on Day at Your Disposal proceedings, emphasizing the office's vigorous travel over the last several months. LGR's team visited eighteen counties since July's meeting, along with travel to Biloxi for participation in the Municipal League's Conference late that month wherein Mr. Barnard presented to a room of thirty people. In late August, the office distributed its quarterly newsletter "News on the Record", while the majority of staff's prolonged participation with NAGARA training webinars has resulted in team members earning records certifications in tandem with these sessions. Mr. Barnard then defined NAGARA's purpose to the committee, before mentioning the previous week's "Maintaining a Healthy Records Program" presentations that the office held via Zoom, taking place on Monday, Wednesday, and Friday of that week (10/13 – 10/17/2025). Mr. Barnard relayed attendance totals per day to the committee prior to speaking further about upcoming A Day at Your Disposal visits scheduled through the end of the year. Mr. Barnard noted the team's upcoming travel to the newest county to join the Records Fee program, further elucidating Kemper County's requests for help in securing additional storage in the midst of conducting extensive roofing repairs.

VI. Consideration of Proposed Retention Schedules

A. Counties

Law Enforcement

GSC 08-29 Transport Logs

Description: Lists of inmates scheduled to be transported to arraignments, court appearances, work release, correctional facilities, medical institutions, doctor's offices, or other sites. The records may also indicate method of transportation and agency conducting the transportation.

Retention: General logs: five (5) years. Records on individual inmates: Ten (10) years after release of inmate

Mr. Barnard illustrated the cause for discussion surrounding inmates' transportation, noting that in previous meetings with Sheriff's offices, staff has questioned him about utilization of those surviving logs and subsequent disposals. Movement of prisoners and their corresponding logs required for documentation has been a pressing concern for offices, and Mr. Barnard provided the committee with a brief description of the code, before directing members' attention to the competing years required by retention for general and individual cases. Length of retention varies according to the intimacy and scope of records kept on individuals as opposed to other, more generalized reportages or accounts of jail proceedings.

GSC 08-23      Booking Records  
Description:      Various procedural records generated in processing of inmates into facility. May include name, age, race, gender, date of commitment, nature of writ or warrant and by whom issued, nature of crime, time required to be served, amount of fine and costs, jail fees charged, date of discharge, and other information. Often used as worksheet for Jail Docket (GSC 08-12). Some copies may be placed in Inmate Case File (GSC-08-13).  
Retention:      Ten (10) years after release of inmate.

Mr. Barnard requested consideration for renumbering these several schedules (Booking Records, Fingerprint Cards, Third Party Background Checks) in light of altering Booking Records' numerical code from GSC-08-36 to GSC-08-23. This action would disturb codes listed subsequent to it in the Schedule.

GSC 08-36      Fingerprint Cards  
Description:      Records of individuals' fingerprints taken at time of arrest. This information is transmitted to the FBI or other higher law enforcement agencies. May be taken electronically.  
Retention:      Fifty (50) years.

Mr. Barnard explained that Booking Records' alteration would deflect improper numbering onto following items, including the schedule for Fingerprint Cards. He suggested a numerical alteration from GSC-08-37 to GSC-08-36.

GSC 08-37      Third Party Background Checks  
Description:      Records and other information retained as a result of services performed for a member of the public applying for a position requiring a background check and/or fingerprinting. (Not all offices retain this information.) This schedule does not cover background checks for employees or volunteers; see GSL 05-09.  
Retention:      One (1) year.

Businesses and colleges often require background checks for hiring procedures as part of their investigation, while sheriff's offices offer services for applicants to obtain fingerprinting and criminal history background checks with relative ease. Mr. Barnard briefly explained the process, disclosing that reliable records storage involving fingerprinting and checks is dependent upon the individual office's standards for retention. In some cases, sheriffs utilize Livescan as a means for electronically storing applicants' fingerprint records. Mr. Barnard spoke further on the debated currency of retention in relation to these records. In most instances, there is a pre-established period of time allowed for appeals; however, in such cases involving the Criminal Justice Information Center (CJIC), the *Mississippi Code* requires the agency to keep these records for one (1) year in total. The LGR office's recommendation is a retention of one (1) year given this research. Mr. Barnard read the code's description, relaying to committee members that retention only applies if an office intends to retain applicant records. Following this, Ms. Blount asked for a motion, Ms. Spears moved to approve the revised schedules, while Mr. Pounds seconded. The committee unanimously approved

the revisions, before Mr. Barnard mentioned LGR's need for approval of a matching Municipal Background Checks in January 2026.

#### B. Harrison County

Mr. Barnard explained committee-building and spoke on the approval process, before introducing the topic of Harrison County's schedules. The LGR office has two alterations to the schedule to put forth for approval due to the county having passed several schedules that have not seen revision since 1997. Paid Claims Files (HR 06-02) was first for consideration, having operated under a retention of fifteen (15) years. The county is now desirous of seeking the generalized umbrella coverage of Financials for its retention and in agreement on HR 06-02's absorption under GSL 02-01 Accounts Payable Files. Mr. Barnard explained that the exchange would supersede the former retention for a far shorter term of 3 years after audit. Mr. Barnard clarified that Real Property Tax Receipts (HR 01-24) have been made permanent and spoke to the logic behind keeping these records for as long as current retention dictates. Mr. Barnard put forth Harrison County's decision to delete the code entirely for adoption of GSC 01-15 Tax Receipts, moving the county to the General schedule. This would entail the deletion of two of Harrison County's codes: HR 06-02 and HR 01-24. Ms. Blount suggested a motion, with Ms. Spears moving to approve, and Ms. Armstrong seconding. The committee members then voted to approve these deletions.

#### VII. Other Business

The date for the next scheduled Local Government Records Committee meeting is Tuesday, January 20, 2026.

#### VIII. Adjournment

There being no further business, Ms. Spears moved to adjourn the meeting, and Mr. Pounds seconded.

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Katie Blount, Chair

# PROPOSED RECORDS RETENTION SCHEDULE

## All Local Governments

### Healthcare / Hospital Records

SERIES	TITLE	DESCRIPTION	RETENTION
GSL 19-01	Patient Health Records	Adult and minor patient records, regardless of clinical setting. May include charts, notes, injury, illness, disease, diagnoses, treatment plan, and lab results for facilities operated by a government-owned hospital.	Ten (10) years after last entry following discharge.
GSL 19-02	Patient Billing Records	Financial records that include accounts payable and receivable files related to patient billing for services or treatment. May include daily register totals, monthly reports, receipts, EOB's, insurance payments, patient payments, charge-offs, collections, correspondence, and related files.	Three (3) years after release of audit following final payment or write-off.
GSL 19-03	Hospital Radiological Patient Records	Radiological reports, printouts, films, scans, and other imaging records used to diagnose illness, injury, or disease in a hospital patient.	Three (3) years provided radiological report is held in the patient files.

These retention schedules are being presented July 28, 2026, 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](http://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](mailto:locgov@mdah.ms.gov)"

# PROPOSED RECORDS RETENTION SCHEDULE

## All Local Governments

### Healthcare / Hospital Records

SERIES	TITLE	DESCRIPTION	RETENTION
<b>GSL 19-04</b>	Medication Acquisition Records	Records that document the purchase of medications at government-operated pharmacies. May include invoices, payment vouchers, correspondence, shipping and receiving, and reports related to the order and purchase of medication. The Centers for Medicaid and Medicaid Services (CMS) may require longer retention for participation in the program.	Three (3) years after release of audit.
<b>GSL 19-05</b>	Medication Control Records, Subject to CMS Rules	Records that document the inventory, dispensing, destruction, or return of medications of government-operated pharmacies subject to the Centers for Medicare and Medicaid (CMS) regulations. May include prescription number, date of initial dispensing, name and address of patient, prescriber's name and DEA registration number, dosage, error rate, health disclosure, and other information as may be required by CMS, FDA, DEA, or the Mississippi Board of Pharmacy regulations.	Ten (10) years.

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# PROPOSED RECORDS RETENTION SCHEDULE

## All Local Governments

### Healthcare / Hospital Records

SERIES	TITLE	DESCRIPTION	RETENTION
GSL 19-06	Medication Control Records, Not Subject to CMS Rules	Records that document the inventory, dispensing, destruction, or return of medications of government-operated pharmacies not subject to the Centers for Medicare and Medicaid (CMS) regulations. May include prescription number, date of initial dispensing, name and address of patient, prescriber's name and DEA registration number, dosage, error rate, health disclosure, and other information as may be required by CMS, FDA, DEA, or the Mississippi Board of Pharmacy regulations.	Six (6) years.
GSL 19-07	Quality Assurance, Healthcare	Records related to programmatic error rates for services completed by the provider or laboratory. May include applications, orders, internal correspondence for correction, case actions, and summary information to improve the quality and effectiveness of services.	Five (5) years.

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# PROPOSED RECORDS RETENTION SCHEDULE

## All Local Governments

### Healthcare / Hospital Records

SERIES	TITLE	DESCRIPTION	RETENTION
GSL 19-08	Notice of Privacy Practices	Notice of Privacy Practices outlines the rights, responsibilities, and directions relating to privacy concerns. These records generally include the actual Notice, various available Notice formats (paper, electronic, HTML), and a list of individuals to whom the Notice was sent.	Distribution lists and related materials: Six (6) years. Original Notices: Permanent.
GSL 19-09	Privacy Complaint	Documents related to complaints of alleged privacy violations. These records generally include forms and correspondence.	Six (6) years.

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# PROPOSED RECORDS RETENTION SCHEDULE

## Counties

### Law Enforcement

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 08-38	Mesne Process Docket	Docket listing each writ, other than an execution, received by Sheriff's Office for service, specifying the names of the parties, the court from which issued, the date of its reception, how executed, and when and how returned. May be kept in book or other printed form or electronically.	Permanent.
GSC 08-39	Copies of Civil Process, Served or Unserved	Reference copies of notices, writs, and other process from various courts and all orders and decrees legally issued and directed to be served or executed within the county. Original orders are to be returned to the issuing court or clerk once served.	Once served, three (3) years after release of audit.
GSC 08-40	Warrants	Arrest, bench, or search warrants issued by a court ordering law enforcement officers to bring a person to court or jail, or to search and seize property as potential evidence. Original orders are to be returned to the issuing court or clerk once executed.	Dispose of any copies when no longer required for business use.

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# PROPOSED RECORDS RETENTION SCHEDULE

## Municipalities

### Law Enforcement

SERIES	TITLE	DESCRIPTION	RETENTION
GSM 08-18	Third Party Background Checks	Records and other information retained as a result of services performed for a member of the general public applying for a position requiring a background check or fingerprinting. (Not all offices retain this information.) This schedule does not cover background checks for potential employees; see GSL 05-09.	One (1) year.

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# PROPOSED RECORDS RETENTION SCHEDULE

## Municipalities

### Tax Records

SERIES	TITLE	DESCRIPTION	RETENTION
GSM 18-08	Tax Collection Reports	Monthly reports of all taxes collected.	Three (3) years after release of audit.

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