

# LOCAL GOVERNMENT RECORDS COMMITTEE

Tuesday, January 21, 2025

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 October 15, 2024
- IV. Report of Local Government Records Office
- V. Consideration of Proposed Retention Schedules
  - A. Counties

Circuit Clerk	GSC 07-02
Law Enforcement	GSC 08-36 thru 08-37
Tax Assessor	GSC 17-09
  - B. Municipalities

Law Enforcement	GSC 08-16 thru 08-17
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- VI. Other Business
- VII. Adjournment

**MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY**

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

**Tuesday, October 15, 2024**

The Local Government Records Committee held its regular quarterly meeting at 10:30 a.m. on Tuesday, October 15, 2024, in the 3<sup>rd</sup> Floor Board Room of the William F. Winter Archives and History Building, Jackson, Mississippi, and via Zoom. David Pilcher, Director, Archives & Records Services (A&RS), presided on behalf of MDAH Director Katie Blount. Tim Barnard, LGR director, LGR Office, A&RS, presented the agenda for the meeting. Tamy Nickson, LGR Specialist, LGR Office, A&RS, recorded the minutes of the meeting.

The following members of the Committee attended:

David “Bubba” Pounds, Mississippi Chancery Clerks’ Association; and  
Zack Wallace, Mississippi Circuit Clerks’ Association.

The following members of the Committee attended by Zoom:

Dr. Philip Burchfield, Association of School Superintendents;  
Felecia Caples, Mississippi Historical Society;  
Ree Curtis, Mississippi Genealogical Society;  
Karen Jackson, Mississippi Municipal League;  
Jon McCormick, 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:

Lisa Chism, Mississippi Department of Revenue;  
Ryan Everett, Mississippi Sheriffs’ Association;  
Will Hooker, Assessors/Collectors Association;  
Misty Monroe, Office of the Attorney General; and  
Joette Pickle, Office of the Secretary of State.

The following MDAH staff members also attended by Zoom:

Bob Dent, Director of Government Records, A&RS;  
Michelle McKenna, 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. Researcher Jan Hillegas had emailed Mr. Barnard with a question about one of the retention schedules, but he answered her question to her satisfaction.
- III. Minutes of the July 16, 2024, 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 spoke of the recent departure of LGR Specialist William Combs, and announced that the open position was currently posted. Barnard discussed that he hopes that the Day at Your Disposal visits can soon be broken into two groups of two. He also discussed our travel thus far, and our upcoming webinar later in October.

VI. Consideration of Proposed Retention Schedules  
 [Changes to existing schedules are marked in red, with deletions struck through and additions underlined.]

A. Airports

Administration

GSA 01-10 Airport Space Lease Agreements  
 Description: 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.  
 Retention: Three (3) years after release of audit following termination of lease.

Municipal Schedule GSM 01-20 under City Clerk Records was identical and considered also. Ms. Webster moved to approve the two schedules, Mr. Mickens seconded, and the committee unanimously approved them.

B. Counties

Elections

GSC 11-01 Voter Registration Applications  
 Description: Form used for application to be registered as a voter.  
 Retention: Unscanned applications: Two (2) years following re-registration or removal as a registered voter. ~~or~~ Applications scanned into SEMS: After application is scanned and the scanned image is verified to be accurate. Rejected applications must be maintained permanently.  
 Originally Approved: 4/15/2008

GSC 11-03 Voter Registration Working File

Description: 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.

Retention: Two (2) years. Purged voter lists and related documentation: Two (2) federal general elections.  
Originally Approved: 4/15/2008

GSC 11-08 Unused Ballots

Description: Paper ballots that were not used.

Retention: ~~Ninety (90) days~~ Federal elections: Twenty-two (22) months after certification of election results. All other elections: Four (4) months after certification of election results.  
Originally Approved: 7/21/2020

GSC 11-13 GEMS Voting Equipment Election Database

Description: Database containing information related to precincts, elections, and balloting. ~~Pre-election and post-election backups must be sent to the Secretary of State.~~

Retention: Permanent; update as required.  
Originally Approved: 4/15/2008

GSC 11-14 GEMS Voting Equipment Reports

Description: Reports summarizing election results, including election summary, statement of votes cast, cards cast, precinct by precinct, and electoral vote.

Retention: Two (2) years after certification of election results.  
Originally Approved: 4/15/2008

~~GSC 11-15 GEMS AccuVote Server Logs~~

~~Description: Communication log between server and touch screen and optical scan voting units.~~

~~Retention: Two (2) years after certification of election results.~~  
~~Originally Approved: 4/15/2008~~

GSC 11-16 GEMS Voting Equipment Audit Log

Description: Record of all transactions performed by a particular voting system component.

Retention: Two (2) years after certification of election results.  
Originally Approved: 4/15/2008

GSC 11-19 Memory Cards

Description: 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.

Retention: Until certification of election results.  
Originally Approved: 4/15/2008

GSC 11-20 AccuVote TSX Ballot Images  
Description: Electronically produced record of all votes cast by a single voter on a county's voting equipment.

Retention: Two (2) years after certification of election results.  
Originally Approved: 4/15/2008

~~GSC 11-21 Printer Canister Tapes (TSX)~~

~~Description: 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).~~

~~Retention: Two (2) years after certification of election results.~~  
Originally Approved: 4/15/2008

GSC 11-22 Accumulator Unit Totals Report (TSX) Precinct Total Tapes

Description: Report created and printed from county's voting equipment after polls close that totals election results for each precinct.

Retention: Two (2) years after certification of election results.  
Originally Approved: 4/15/2008

Mr. Tarleton moved to adopt the changes and deletions, Ms. Webster seconded, and the committee approved the motion with one dissenting vote.

### C. Municipalities

#### City Clerk Records

GSM 01-20 Airport Space Lease Agreements

Description: 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.

Retention: Three (3) years after release of audit following termination of lease.

This schedule was considered and approved with the identical schedule for airports.

#### Elections

GSM 11-01 Voter Registration Applications

Description: Form used for application to be registered as a voter.

Retention: Unscanned applications: Two (2) years following re-registration or removal as a registered voter. Applications scanned into SEMS: After application is scanned and the scanned image is verified to be accurate. Rejected applications must be maintained permanently.  
Originally Approved: 4/15/2008

GSM 11-08 Unused Ballots  
Description: Paper ballots that were not used.  
Retention: ~~Ninety (90) days~~ Four (4) months after certification of election results.  
Originally Approved: 7/21/2020

GSM 11-13 GEMS Voting Equipment Election Database  
Description: Database containing information related to precincts, elections, and balloting. ~~Pre-election and post-election backups must be sent to Secretary of State.~~  
Retention: Permanent; update as required.  
Originally Approved: 4/15/2008

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Description: Reports summarizing election results, including election summary, statement of votes cast, cards cast, precinct by precinct, and electoral vote.  
Retention: Two (2) years after certification of election results.  
Originally Approved: 4/15/2008

~~GSM 11-15 GEMS AccuVote Server Logs~~  
~~Description: Communication log between server and touch screen and optical scan voting units.~~  
~~Retention: Two (2) years after certification of election results.~~  
Originally Approved: 4/15/2008

GSM 11-16 GEMS Voting Equipment Audit Log  
Description: Record of all transactions performed by a particular voting system component.  
Retention: Two (2) years after certification of election results.  
Originally Approved: 4/15/2008

GSM 11-19 Memory Cards  
Description: 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.  
Retention: Until certification of election results.  
Originally Approved: 4/15/2008

GSM 11-20 ~~AccuVote-TSX~~ Ballot Images  
Description: Electronically produced record of all votes cast by a single voter on a municipality's voting equipment.  
Retention: Two (2) years after certification of election results.  
Originally Approved: 4/15/2008

~~GSM 11-21 Printer Canister Tapes~~  
~~Description: Canister tapes contain three reports created (TSX) 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).~~  
~~Retention: Two (2) years after certification of election results.~~  
Originally Approved: 4/15/2008

GSM 11-22 ~~Accumulator Unit Totals Report (TSX) Precinct Total Tapes~~  
Description: Report created and printed from municipality's voting equipment after polls close that totals election results for each precinct.  
Retention: Two (2) years after certification of election results.  
Originally Approved: 4/15/2008

Mr. Pounds moved to adopt the changes and deletions, Mr. Mickens seconded, and the committee approved the motion with one dissenting vote.

#### VII. Other Business

Mr. Wallace brought up County Retention Schedule GSC 07-02, Marriage License Record File, prior to July 1, 2012, for discussion. The previous version of the law required the results of a blood test for syphilis to be included in the application for a marriage license, and that was to be kept permanently as a confidential record. The current version of the law no longer requires blood test results. The circuit clerks' association sees no reason to keep these records that no one can view. Mr. Barnard will work with the association on amending the schedule for the next committee meeting.

#### VIII. Adjournment

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

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Katie Blount, Chair

# PROPOSED RECORDS RETENTION SCHEDULE

## Counties Circuit Clerk

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 07-02	Marriage License Record File, Prior to July 1, 2012	Supporting information filed by individuals applying for a marriage license, including blood test certificates.	<del>Permanent.</del> Destroy when no longer needed administratively. Originally Approved: 4/16/2013

These retention schedules are being presented January 21, 2025, 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 "[logov@mdah.ms.gov](mailto:logov@mdah.ms.gov)"



# PROPOSED RECORDS RETENTION SCHEDULE

## Counties

### Law Enforcement

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 08-36	Booking Records	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).	Ten (10) years after release of inmate.
GSC 08-37	Fingerprint Cards	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.	Fifty (50) years.

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# PROPOSED RECORDS RETENTION SCHEDULE

## Counties

### Tax Assessor

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 17-09	Personal Property Renditions	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.	Four (4) years.

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# PROPOSED RECORDS RETENTION SCHEDULE

## Municipalities Law Enforcement

SERIES	TITLE	DESCRIPTION	RETENTION
GSM 08-16	Booking Records	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. Some copies may be placed in Inmate Case File.	Ten (10) years after release of inmate.
GSM 08-17	Fingerprint Cards	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.	Fifty (50) years.

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