

# **LOCAL GOVERNMENT RECORDS COMMITTEE**

Tuesday, July 15, 2025

10:30 A.M.

Meeting by Zoom

Jackson, Mississippi

## **AGENDA**

- I. Call to Order
- II. Public Comment
- III. Minutes
  - Adoption of Minutes from January 21, 2025
- IV. Report of Local Government Records Office
- V. Consideration of Proposed Retention Schedules
  - A. Counties
    - Tax Assessor GSC 17-09
- VI. Other Business
- VII. Adjournment

# **MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY**

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

**Tuesday, January 21, 2025**

The Local Government Records Committee held its regular quarterly meeting at 10:30 a.m. on Tuesday, January 21, 2025, in the 3<sup>rd</sup> Floor Board Room of the William F. Winter Archives and History Building, Jackson, Mississippi, and 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, Archives and Records Services Division (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 by Zoom:

Lauren Armstrong, Office of the Secretary of State;  
Dr. Philip Burchfield, Association of School Superintendents;  
Felecia Caples, Mississippi Historical Society;  
Karen Jackson, Mississippi Municipal League;  
Misty Monroe, Office of the Attorney General;  
David “Bubba” Pounds, Mississippi Chancery Clerks’ Association;  
Grant Tarleton, Mississippi Bar Association;  
Zack Wallace, Mississippi Circuit Clerks’ Association; and  
Anne Webster, At-large Member.

The following members of the Committee were absent:

Lisa Chism, Mississippi Department of Revenue;  
Ree Curtis, Mississippi Genealogical Society;  
Ryan Everett, Mississippi Sheriffs’ Association;  
Will Hooker, Assessors/Collectors Association;  
Jon McCormick, Office of the State Auditor;  
Landis Mickens, Mississippi Association of Supervisors; and  
Penny Spears, Municipal Clerks and Collectors Association.

The following MDAH staff member was present:

David Pilcher, Director, Archives & Records Services (A&RS).

The following MDAH staff members attended by Zoom:

Bob Dent, Director of Government Records, A&RS;  
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. Researcher Jan Hillegas had emailed Mr. Barnard, concerned about retention of booking records during the Civil Rights era. Ms. Blount mentioned that the schedules for arrest reports and offense reports already have provisions for review of pre-1970 records before disposal, which should address her concerns.
- III. Minutes of the October 15, 2024, meeting were presented to the Committee. Mr. Wallace moved, Ms. Caples seconded, and the Committee unanimously approved the minutes.
- IV. Mr. Barnard reported on the recent activities of the LGR Office. He mentioned that the still-vacant LGR Specialist position held by William Combs had been reposted. Ms. Nickson will also be leaving at the end of January, so another position will soon need to be filled. Barnard said that once both are positions filled, the Day at Your Disposal visits will be broken into two groups of two. He said that they had visited forty-six counties and four municipalities in 2024; with a full staff, they hope to visit all eighty participating counties this year. On January 17 the MDAH Board of Trustees approved Local Government Records Grants totaling \$50,000 to six counties; projects include scanning, scanning equipment, book repair, and shelving.
- VI. Consideration of Proposed Retention Schedules

A. Counties

Circuit Clerk

GSC 07-02	Marriage License Record File, Prior to July 1, 2012
Description:	Supporting information filed by individuals applying for a marriage license, including blood test certificates.
Retention:	<i>Change from Permanent to Destroy</i> when no longer needed administratively.

Mr. Barnard noted that the law requiring blood tests also required the records to be kept permanently and confidentially; however, the 2012 change in the law removed both requirements. With no historic value to these records, Ms. Webster moved to approve the revision to the retention, Ms. Caples seconded, and the committee unanimously approved the revision.

Law Enforcement

GSC 08-36	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. Burchfield moved to approve the schedule, Ms. Caples seconded, and the committee unanimously approved the schedule.

GSC 08-37 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.

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

#### Tax Assessor

GSC 17-09 Personal Property Renditions

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: Four (4) years.

Mr. Barnard noted that some counties file these by business and keep them as long as the business is active, while other counties file them by year. Assessors staff must visit each business personally every four years to verify the information. Hancock County Assessor Jimmie Ladner had suggested a five-year retention period, adding a year to the four-year cycle. With this consideration, Mr. Barnard requested the change from four years to five. Ms. Caples moved, Mr. Tarleton seconded, and the committee unanimously approved the schedule with the retention amended to five (5) years.

#### B. Municipalities

##### Law Enforcement

GSM 08-16 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. Some copies may be placed in Inmate Case File.

Retention: Ten (10) years after release of inmate.

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

GSM 08-17    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.

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

VII.    Other Business

The date for the next scheduled Local Government Records Committee meeting is Tuesday, April 15, 2025, at 10:30 A.M.

VIII.    Adjournment

There being no further business, Ms. Blount adjourned the meeting.

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Katie Blount, Chair

# 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.	<del>Four (4)</del> <u>Five (5)</u> years. Originally Approved: 1/21/2025

This retention schedule is being presented July 15, 2025, to the Local Government Records Committee for adoption. Use of this schedule 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)"