

LOCAL GOVERNMENT RECORDS COMMITTEE

Tuesday, October 21, 2025

10:30 A.M.

Meeting by Zoom

Jackson, Mississippi

AGENDA

- I. Call to Order
- II. Public Comment
- III. Minutes
 - Adoption of Minutes from July 15, 2025
- IV. Report of Local Government Records Office
- V. Consideration of Proposed Retention Schedules
 - A. Counties
 - Law Enforcement GSC 08 (various schedules)
 - B. Harrison County
 - Board of Supervisors HR 06-02 (to rescind)
 - Chancery Clerk Records HR 01-24 (to rescind)
- VI. Other Business
- VII. Adjournment

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

MINUTES OF A MEETING OF THE LOCAL GOVERNMENT RECORDS COMMITTEE

Tuesday, July 15, 2025

The Local Government Records Committee held its regular quarterly meeting at 10:30 a.m. on Tuesday, July 15, 2025, via Zoom. David Pilcher, Director, Archives & Records Services (A&RS) presided on behalf of Katie Blount, Director, Mississippi Department of Archives and History (MDAH) and chair of the committee. 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:

Mona Vance-Ali, Mississippi Historical Society;
Lauren Armstrong, Office of the Secretary of State;
Ree Curtis, Mississippi Genealogical Society;
Karen Jackson, Mississippi Municipal League;
Jon McCormick, Office of the State Auditor;
Misty Monroe, Office of the Attorney General;
David “Bubba” Pounds, Mississippi Chancery Clerks’ Association;
Penny Spears, Municipal Clerks and Collectors Association;
Grant Tarleton, Mississippi Bar Association; and
Zack Wallace, Mississippi Circuit Clerks’ Association.

The following members of the Committee were absent:

Dr. Philip Burchfield, Association of School Superintendents;
Lisa Chism, Mississippi Department of Revenue;
Ryan Everett, Mississippi Sheriffs’ Association;
Will Hooker, Assessors/Collectors Association;
Landis Mickens, Mississippi Association of Supervisors; and
Anne Webster, At-large Member.

The following MDAH staff members attended by Zoom:

Bob Dent, Director of Government Records, A&RS;
Michelle McKenna, LGR Specialist, A&RS;
Matthew Coleman, 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. There was none.
- III. Minutes of the January 21, 2025, meeting were presented to the Committee. Mr. Pounds moved, Mr. Curtis seconded, and the Committee unanimously approved the minutes.

IV. Mr. Barnard reported on the recent activities of the LGR Office. He introduced new staff members, before briefing members on Day at Your Disposal proceedings. The office has been visiting counties every week, with some visits requiring overnight trips. Kemper County has recently voted to begin collecting the fee as of October 1, 2025, leaving George County as the only county not participating. Thirty-six municipalities have voted to collect the fee, and the office's goal is to develop routines for annual disposal of county records, visiting municipalities on demand. So far this year staff have visited thirty counties, two municipalities, and have established contact with new offices they rarely see, resulting in new retention schedules. Mr. Barnard referenced the May Emergency Preparedness for Records online workshop and its success, several onsite presentations, as well as a Breakout Session at the upcoming Municipal League Conference. In other news, LGR staff have participated in training offered by the National Association of Government Archives and Records Administrators (NAGARA), with several team members earning GARA certifications this Summer. The annual LGR grant was approved in January, totaling \$50,000 to six counties. The grant is now open for next year; applicants have until October 1, 2025 to submit.

VI. Consideration of Proposed Retention Schedules

A. Counties

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: Five (5) years.

This schedule had been introduced in January, but the retention period was amended on advice of one of the assessors. Mr. Barnard briefly explained the role of the new schedule, noting the amendment of the retention from four to five years, before Mr. Pilcher asked for a motion. Ms. Vance-Ali moved to approve the revised schedule, Mr. Tarleton seconded, and the committee unanimously approved the revision.

VII. Other Business

The date for the next scheduled Local Government Records Committee meeting is Tuesday, October 21, 2025, at 10:30 A.M.

VIII. Adjournment

There being no further business, Ms. Spears moved to adjourn the meeting, with Ms. Curtis seconding it.

Katie Blount, Chair

PROPOSED RECORDS RETENTION SCHEDULE

Counties Law Enforcement

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 08-29	Transport Logs	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.	General logs: five (5) years. Records on individual inmates: Ten (10) years after release of inmate.
GSC 08-36 <u>23</u>	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. Originally Approved: 1/21/2025
<i>Change only schedule number to fill in missing numbers in list.</i>			
GSC 08-37 <u>36</u>	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. Originally Approved 1/21/2025
<i>Change only schedule number to fill in missing numbers in list.</i>			

These retention schedules are being presented October 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." 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

Law Enforcement

SERIES	TITLE	DESCRIPTION	RETENTION
GSC 08-37	Third Party Background Checks	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.	One (1) year.

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PROPOSED RECORDS RETENTION SCHEDULE

Harrison County Board of Supervisors

SERIES	TITLE	DESCRIPTION	RETENTION
HR 06-02	Paid Bills (Claims Files)	This series consists of files containing claims against each of the county's funds.	Fifteen years. Originally Approved: 1/20/1998
<i>Delete this series; county will instead use</i>		<i>GSL 02-01 Accounts Payable Files.</i>	<i>Three (3) years after release of audit.</i>

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PROPOSED RECORDS RETENTION SCHEDULE

Harrison County Chancery Clerk Records

SERIES	TITLE	DESCRIPTION	RETENTION
HR 01-24	Real Property Tax Receipts	Copies of receipts for paid taxes. Lists name of assessed owner, legal description (and parcel numbers after 1964), amount of taxes due and date and amount paid.	Permanent. Originally Approved: 1/20/1998
<i>Delete this series; county will instead use</i>		<i>GSC 01-15 Tax Receipts.</i>	<i>Five (5) years.</i>

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