



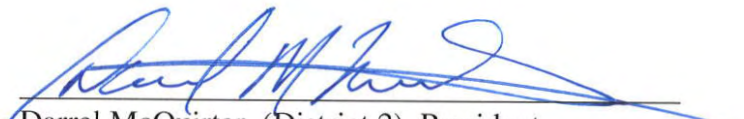
**Hinds County, Mississippi  
Record Management, Retention, and Disposal Policy**

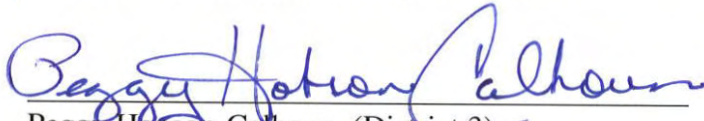
**Adopted 2017**

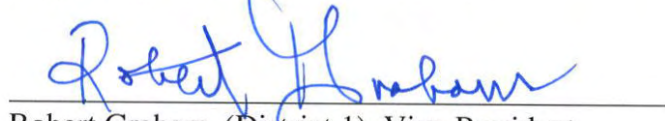
**Hinds County, Mississippi**  
**Record Management, Retention and Disposal Policy**  
**2017**

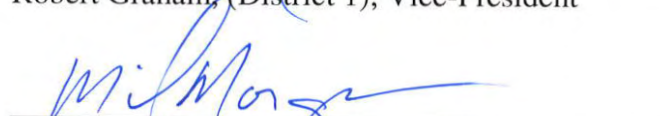
We, the undersigned Hinds County Board of Supervisors, do hereby, select to establish a county-wide record management, retention and disposal policy in order to ensure that proper management, retention and disposal of all historical, present, and future books, records and files comply with the State of Mississippi statutory and operational requirements.

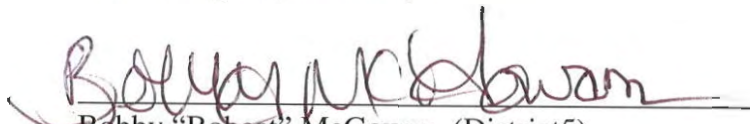
Adopted this 4 day of DEC 2017.

  
\_\_\_\_\_  
Darrel McQuirter, (District 2), President

  
\_\_\_\_\_  
Peggy Hopson-Calhoun, (District 3)

  
\_\_\_\_\_  
Robert Graham, (District 1), Vice-President

  
\_\_\_\_\_  
Mike Morgan, (District 4)

  
\_\_\_\_\_  
Bobby "Bobcat" McGowan, (District 5)

ATTEST:

  
\_\_\_\_\_  
Eddie Jean Carr, Hinds County Chancery Clerk

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## I. OVERVIEW

Hinds County was established in 1821 and the record keeping process dates back to the 19<sup>th</sup> century. Since then, judges, elected officials, employees and attorneys alike have collected, maintained and stored a vast number of records and files to ensure that the historical integrity of the County is not jeopardized. This history and the daily operations of Hinds County is directly reflected in its records, not only how they are created but how they are maintained as well. Understandably, not all records hold historical significance; however, a standard policy to guarantee proper management, storage and disposal of all files is necessary.

The Hinds County Board of Supervisors (HCBOS) proposes to utilize the State of Mississippi management, retention, and disposal schedule to manage its historical, present and future books, files and records. To aid in this endeavor, the HCBOS has adopted the \$1.00 filing fee, which has been applied in order to help fund this program, in collaboration with the Mississippi Department of Archives and History (MDAH) as recorded in Section 25-60-5 of the Mississippi Code, 1972 as annotated.

## II. DEFINITIONS

The following definitions apply to this Policy:

- a) "HCBOS" shall mean and represent an acronym for the Hinds County Board of Supervisors. This Board consists of 5 elected officials that represent each District of Hinds County. The Board is responsible for governing Hinds County Administration and business.
- b) "Agency" shall mean any Hinds County office, department, division, board, bureau, commission or other separate unit or institution of County government created or established by law or ordinance.
- c) "Public records" shall mean all or any data, documents, papers, letters, maps, books, tapes, photographs, films, sound recordings or other materials regardless of physical media, format or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency or by any appointed or elected official. This may also include designated fillings that are paid for by the public to be filed. Books, periodicals and other published material normally found in a library are excluded from this definition.
- d) "Vital record" shall mean any record vital to the resumption of the legal and financial status of Hinds County government or to the protection and fulfillment of obligations to the citizens of Hinds County.
- e) "Records storage facility" shall mean an establishment maintained by Hinds County or a private or commercial facility contracted with the County primarily for the storage, processing, servicing and security of public records that must be retained for varying periods of time but need not be maintained in an agency's office, equipment or space every day. These files will still be in a capacity to be retrieved if or when needed.

- f) “Records retention schedule” shall mean a set of instructions prescribing how long, where and/or in what form records shall be kept. Records retention schedules shall be authoritative and directive, and shall have the force and effect of law. These schedules give specific time frames of how long records should be kept and when each record is eligible for disposal in each respective department or area of Hinds County.
- g) “Records management” shall mean the application of management techniques of a record or file utilization, maintenance, retention, preservation and disposal of records undertaken to reduce costs and improve efficiency of recordkeeping. Records management includes evaluating current county practices and implementing new and updated practices as needed. Records management also includes management of filing, equipment and supplies, information retrieval systems, historical documentation, micrographics, records system scheduling and vital records protection.
- h) “Local Government Records Committee” shall mean a committee established by Section 25-60-1 of the Mississippi Code of 1972, chaired by the Director of the Mississippi Department of Archives and History. It is the duty of the committee to review, approve, disapprove, amend or modify records retention schedules submitted by municipalities, municipal courts and participating counties for the disposition of records based on administrative, legal, fiscal or historical value. Said Board shall be called upon for authorization for disposal of any filings and or records after getting Board Approval for destruction.
- i) “Electronic/Digital Records/Files” shall mean any record that is created or received via the World Wide Web, text message or email. Electronic/digital files are transmitted through computer software or any electronic device.
- j) “Record Management Office” shall mean the office of the Hinds County Record Management Program.
- k) “Record Management Officer” shall mean the person designated by Hinds County to serve in a Project Coordinator role for the Hinds County Record Management Program Project. This person assists in evaluating records of each department through visits and/or correspondences via email or via the Hinds County website.
- l) “MDAH” shall mean the Mississippi Department of Archives and History. The Mississippi Department of Archives and History is the state agency that assists counties with the management of their records.
- m) “IT” shall mean Information Technology. The Hinds County Information Technology Department serves as a department that gives technical support in relation to areas involving the computer network and its software.

### **III. THE POLICY**

The policy serves as the guideline for the maintenance, retention and disposal of Hinds County’s records in accordance with Mississippi records management laws and regulations. This policy also

establishes responsibilities for fulfillment of these requirements, as well as outlining accountability measures to ensure compliance. This policy pertains to all offices of Hinds County (i.e. departments; officials; employees; boards; committees, as well as members of the boards) and are not limited to contractors and grantees; all of whom are legally obligated to follow these established authorities.

The Hinds County Record Management Policy shall proclaim all records created or received by Hinds County is an official record of the county with a timeframe as to how long that record shall be kept and maintained.

#### IV. RETENTION SCHEDULES

The Local Government Records Committee reviews, modifies and approves all records retention schedules for Mississippi counties participating in the MDAH Records Program. Both General Schedules and schedules specific to Hinds County are available on the MDAH website at: <http://www.mdah.state.ms.us/recman/schedulemain.php> or you can access the direct link to retention schedules at:

[http://www.mdah.ms.gov/new/wp-content/uploads/2016/10/Counties\\_2016-10-18\\_combined.pdf](http://www.mdah.ms.gov/new/wp-content/uploads/2016/10/Counties_2016-10-18_combined.pdf).

There is also a hard copy of the entire retention schedule attached to this document (Appendix A).

#### V. DISPOSAL OF RECORDS

**All records must receive approval from the HCBOS and the Local Government Record Office prior to disposal**, utilization of the Mississippi Department of Archives and History Records Disposal Authorization form (Appendix B). If a retention schedule has already been established for a particular record or series, HCBOS approval is still needed, the prior authorization from MDAH is not. However, if the retention schedule states or gives special instruction to get prior authorization, the office would have to get authorization from Both MDAH and HCBOS. Usually, anything dated before 1939, 1920-1939, would need approval from MDAH. Certain court records require MDAH approval and the chart explaining these occurrences (Appendix C). Documentation of disposal authorization must also be recorded in the HCBOS Minutes. **The penalty for intentional disposal of records without proper authorization is a fine of \$500 to \$1000** (*Section 25-59-23, Mississippi Code of 1972*). Due to the sensitive nature of many records, County offices and agencies should refer to the policy or consult with the designated Records Management staff to determine the appropriate method of disposal. There may be instances when an office, upon the expiration of the retention period, may choose to transfer a records series to a public library or a local historical organization as an alternative to destruction. This action must also be approved through the HCBOS and the Local Government Records Office.

Notwithstanding the appropriate retention schedules, County officials and employees shall retain applicable records in those instances where litigation, audit, regulatory or governmental agency investigation has been threatened, is pending, or is occurring. County officials and employees shall consult with the Board Attorney for guidance on the scope of those records to be retained in such instances, refer to this policy or consult with the designated Records Management Officer.

## **VI. OFF-SITE STORAGE**

Due to space limitations in County offices, HCBOS may utilize an off-site records storage facility for retention of inactive records. Each office is encouraged to review this policy and work with the designated Records Management Officer to determine how long records should be kept in the office and when they can be transferred to an off-site storage facility for the duration of their retention period. Authorized employees may request retrieval of that office's records directly from the Records Management Officer when needed.

No new records shall be sent to an off-site storage without the authorization of the Records Management Officer. This is required in order to properly document the location of all County records. Any instructions needed for preparing records for off-site storage are available from the Records Management office. Compliance with this procedure ensures uniformity in storage practices.

## **VII. ELECTRONIC/ DIGITAL RECORDS**

Electronic and digital records hold the same relevance and importance as a paper record; therefore, they must be maintained and disposed of properly. An electronic/digital record could consist of a text message, email, or even a spreadsheet. Text messages, emails or documents "made or received pursuant to law, ordinance or in connection with the transaction of official business by any agency or by any appointed or elected official" sent or received is public record and to be filed, stored or destroyed based on the instructions laid out by this policy and/or the retention schedule in Appendix A. These written guidelines should be used as instruction or guidance as to how individual records shall be maintained, stored, accessed, used and disposed of. Each elected official, county employee, county agency or department must provide access to applicable text messages, emails or electronic/digital records that are public record for the public if requested. Each office should refer to the retention schedule to determine how long to keep any record before disposal. Please contact the Hinds County Records Management office or Hinds County IT Department with any questions regarding electronic or digital records.

## **VIII. RECORD MANAGEMENT FEE**

In accordance with §25-60-5 *et. seq.* of the Mississippi Code, 1972 "any county or municipal official or employee who accepts documents for filing public records shall, in addition to any other fee provided elsewhere by law, collect a fee of one dollar (\$1.00) for each document filed". The HCBOS, in collaboration with the Mississippi Department of Archives and History, resolved on September 15, 2014 to establish and maintain an active and continuing program for the management of County records (Appendix D). The HCBOS approved the implementation of a record management program as guided by §25-60-5 *et. seq.* of the Mississippi Code, 1972 by implementing a schedule for the disposition of records based on administrative, legal, fiscal and historical value in conjunction with the assessment of a fee of \$1.00 for each document filed with the county official or employee who accepts documents for filing a public record.

## **Department/Divisions Fee Collection Requirements**

The common filings to which Hinds County Record Management fees are collected, in accordance with §25-60-5 are as followed:

### **Building Code/Planning & Zoning**

- Building Permits and related applications/permits
- Zoning application & related filling

### **Chancery Clerk**

- Recording any documents in land and related records (i.e. deeds mortgages, UCC's liens, charters) except military discharge (no charge for these as per §35-3-13)
- Filing cases in Chancery Court

### **Circuit Clerk**

- Judgement Roll entry or release
- Marriage license
- Recording professional licenses
- Filing civil cases in Circuit or County Court
- Candidate registration fees for non-partisan election. Registration fees for party-affiliated candidates are passed on to the political party executive committee. Since the clerk does not keep any of the fees, these would probably not be eligible.

### **Justice Court**

- Filing civil cases in Justice Court
- Fees for criminal convictions at the conclusion of case

### **Sheriff Department**

- Taking bonds of every kind (for purposes of this fee multiple bonds for criminal charges arising out of a single incident or transaction shall be considered a single bond)

### **Tax Assessor**

- Registration of mobile home as real property, or revocation thereof (to be filed with the Chancery Clerk)

### **Tax Collector**

- Registration of vehicle fleet (§27-19-66(2))
- Registration or transfer of aircraft or exemption license
- Registration of a mobile home (initial registration, not annual tax)

### **Collection and Distribution Process**

The Hinds County Department of Information Technology has set up fiscal reporting mechanism to document the collection of fees from the Department of Permit and Zoning, Chancery Clerk's Office, Circuit Clerk's Office, Justice Court, Tax Assessor's Office, Tax Collector's Office and



the Sheriff's Office. Fees collected from each department/division are processed through the Hinds County Chancery Clerk on a monthly/quarterly basis. Fifty percent (50%) of the fees are distributed to Mississippi Department of Archives and History on a monthly/quarterly basis. The remaining fifty percent (50%) of the collected fees is maintained in an established record management budget account with budgeted line item and managed by the Office of Human Capital Development.

**Report Requirement**

The Chancery Clerk maintains monthly/quarterly fiscal reporting in which fees are collected, amount collected from each department/division, and the amount forwarded to the Mississippi Department of Archives and History for the reporting period. All reports are made available to the Office of Human Capital Development.

**Fund Expenditures**

Fees collected through this process will be utilized for supplies, services, materials and equipment directly related to the record management process of Hinds County, under the auspices of the Office of Human Capital Development.

The established policy for the collection, distribution, reporting and utilization of the \$1 Record Management Fee was established in conjunction with the resolution passed by the HCBOS (Appendices D & E). The resolution was established to ensure compliance from departments handling records of Hinds County.

## IX. REFERENCES

Guidelines for Managing Public Records Sent. (n.d.). Retrieved January 19, 2017, from <https://www.azlibrary.gov/sites/azlibrary.gov/files/arm-guidelines-public-records-sent-received-email.pdf>

Mississippi Department of Archives and History, Local Government Records website:

<http://www.mdah.state.ms.us/recman/index.php>

Records Retention Schedules for Participating Counties (available in PDF or Word)

<http://www.mdah.state.ms.us/recman/counties.pdf>

Instructions for Implementation of Retention Schedules

<http://www.mdah.state.ms.us/recman/destroycounty.php>

Mississippi Code of 1972

<http://www.lexisnexis.com/hottopics/mscode/>

*[corrected to new website 10/26/11]*

Title 19, County and County Officers

Chapter 15, Records and Recording

Section 3, Reproduction of certain county records; destruction of originals

Title 25, Public Officers and Employees; Public Records

Chapter 59, Archives and Records Management

Section 23, Destruction of Records

Chapter 60, Local Government Records

Section 1, Local Government Records Committee

Section 5, Document Filing Fee

Chapter 61, Public Access to Public Records

Title 9, Courts

Chapter 5, Chancery Courts

Section 171, Destruction of Record

## **X. APPENDICES**

**APPENDIX A**  
**STATE OF MISSISSIPPI**  
**RECORDS RETENTION SCHEDULES FOR COUNTIES GENERAL SCHEDULES**

**Implementation of the General Schedules**

These general records retention schedules are issued by the Department of Archives and History, Local Government Records Office, as found in Section 39-5-9, Mississippi Code of 1972, Annotated, as amended. The Local Government Records Committee approved these schedules on the dates indicated. Additions and revisions to the schedules may be issued in the future by the Local Government Records Office and will be distributed accordingly.

The retention period listed in the general schedules for each records series is the minimum time necessary to retain the records. There may be conditions or factors in a local government that require retention of a particular record series for a longer period than is required by the general records schedule, and, in such cases, the local governments are urged to continue retention of the records series as needed. In no case, however, may records be destroyed sooner than the scheduled retention period.

Records involved in investigations or litigation must be maintained until at least twelve (12) months after the settlement of the case and subsequent appeals regardless of disposition instructions found in a records retention schedule (see Section 9-5-171(2)).

No local government records dating prior to 1920 shall be destroyed without special schedule directions issued by the Committee. Records dating prior to 1940, but after 1919, may be destroyed only with the written approval of the Director of the Department of Archives and History. The Committee may modify these dates according to the historical value of a particular record series by placing a special statement in the retention period of such series with an approved records control schedule.

Upon expiration of the minimum retention period, local officials are authorized to dispose of the records if there are no extenuating circumstances. Disposition should be done in a manner consistent with the nature of the records (e.g. records containing confidential information should be disposed in a manner that will insure confidentiality). There may be instances when a county, upon the expiration of the retention period, may choose to transfer a records series to a public library or a local historical organization as an alternative to destruction. Prior to such a transfer, the county must contact the Local Government Records Office.

According to Mississippi law, records may not be destroyed except in accordance with an approved retention schedule. Therefore, records series not listed in these schedules are not eligible for disposal until the Local Government Records Committee has approved an appropriate records retention schedule.

# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Administrative Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 20 01	Executive Correspondence of Elected Officials	This series contains correspondence and memoranda relating to policies. May include correspondence with citizens, county administrator, supervisors and other officials.	Permanent. Approved: 7/21/2009
GSC 20 04	Requests for Information and/or Copies	Written requests for copies of documents or information from those records normally accessible to citizens, and replies to such requests. Does not include Open Records Requests covered under GSC-06-07.	As long as administratively necessary. Approved: 7/21/2009
GSC 20 06	Records Disposal Documentation	Records documenting the destruction or other disposition of records under records control schedules, including requests submitted to the Mississippi Department of Archives and History or the Local Government Records Committee for authorization to dispose of unscheduled or historical records.	Permanent. If complete listing is recorded in Official Board of Supervisors Minutes, retain five (5) years. Approved: 7/15/2008

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions that appear on the cover of this schedule.

# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

**Counties**  
**All Offices**

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 00 01	Duplicate Copies	Duplicate copies of records made for convenience. Authorization for disposal does not include copies containing marginalia, notes, or other information added in any manner.	Dispose when no longer needed. Approved: 1/16/2001

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Animal Shelters

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 21 01	Shelter Operation Records	Includes animal intake forms, lists of animals, relinquishment and stray turn-in documents, dates in/out, transportation records, feeding and care in the facility.	Three (3) years after release of audit. Approved: 4/19/2016
GSC 21 02	Individual Animal Health Records	Includes vaccination, immunization, spay/neuter information, medical history, x-rays, charts and other records related to the medical care of the animal.	Three (3) years after animal is no longer in the facility. Approved: 4/19/2016
GSC 21 03	Annual and Other Summary Facility Reports	Includes annual or quarterly reports created by the shelter for public interest, fund raising, and promotion or to County/City governing body.	Permanent. Approved: 4/19/2016
GSC 21 04	Foster and Adoption Records	Includes forms completed by potential owners, and documentation used to determine selection of the family to foster or adopt a pet.	Three (3) years after release of audit following adoption. Approved: 4/19/2016
GSC 21 05	Volunteer Records	Includes sign in/out forms, injury waivers, work schedules, etc.	Three (3) years after release of audit, or one (1) year beyond age of majority, whichever is later. Approved: 4/19/2016
GSC 21 06	Operations and Procedures	Written procedures followed by employees and volunteers.	Two (2) years after procedures have been Approved: 4/19/2016

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Board of Supervisors

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 06 01	Agenda Files	Agenda of meetings of a board of supervisors. May include supporting documentation for agenda items. Reference copies of minutes may be included.	Four (4) years. Approved: 7/20/1999
GSC 06 02	Original Orders (already recorded in minutes)	Original orders of a board of supervisors that have been recorded in the minutes.	Three (3) months after approval of minutes. Approved: 7/20/1999
GSC 06 03	Committee Minutes	Minutes of any committee of a board of supervisors or of any committee established by a board of supervisors.	Permanent. Approved: 7/20/1999
GSC 06 04	Contracts	Contracts executed between a board of supervisors (or any county entity) and a business(es) or individual(s), and which have been recorded verbatim in the minutes.	Five (5) years following expiration of contract. Approved: 7/20/1999
GSC 06 05	Deeds	Deeds to county owned property.	Permanent. Approved: 7/20/1999
GSC 06 06	Proof of Publication	Notices of publication establishing proof the proper notification was given.	Three (3) years after release of audit. Approved: 7/20/1999
GSC 06 07	Open Records Requests	Correspondence containing a request for access to or for copies of public records. Includes copy of the response to the request.	Three (3) years. Approved: 7/20/1999

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Board of Supervisors

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 06 08	Grant Files – Program Records	Documentation including application, proposal, narrative, evaluations and interim and final reports regarding grants from federal or state programs.	Three (3) years after release of audit, or five (5) years after the grant’s last funding cycle year, whichever is later. Retain final reports permanently. Approved: 4/21/2009
GSC 06 09	Grant Files - Rejected or Withdrawn	Documentation of the rejection or withdrawal of grant applications. May include memoranda, correspondence, and other records relating to the decision regarding the grant application/proposal.	One (1) year from date of rejection or withdrawal of grant. Approved: 7/15/2008
GSC 06 10	Certificates of Insurance	Certificate of coverage provided to county by insurance carrier for the specified policy period.	Three (3) years after release of audit following expiration of policy period. Approved: 10/18/2016

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Building Permit

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 10 01	Building Plans	Plans for residential or commercial building projects submitted during building permit process.	<p>Until certificate of occupancy issued or expiration of permit.</p> <p>Plans for governmental building projects must be retained for the life of the structure (see GSC 10-02). Approved: 1/16/2001</p>
GSC 10 02	Building Plans – Public Projects	Building plans for governmental building projects.	<p>Permanent. Approved: 7/17/2001</p>
GSC 10 04	Permit Files - Single Use	Permit files documenting permit application and approval of single use permits such as electrical, roofing, gas, mechanical, or similar activity.	<p>Three (3) years. Approved: 1/16/2001</p>

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions that appear on the cover of this schedule.

# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Chancery Clerk

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 01 01	Land Deeds	Land deeds.	Permanent. Approved: 1/19/1999
GSC 01 02	Deeds of Trust	Record of mortgages. Includes notices of cancellations or assignments.	Permanent. Approved: 10/17/2000
GSC 01 03	Oil and Gas Leases	Record of leases for oil and gas rights.	Permanent. Approved: 10/17/2000
GSC 01 04	Land Patents	Copies of land patents on file with the state.	Permanent. Approved: 1/19/1999
GSC 01 05	Chattel Mortgages	This series may be titled Chattel Mortgages, Chattel Deeds, or Chattel Records. It is an inactive series (replaced by UCC Files, GSC 01-28).	Dispose of records dated 1941 through 1968 with the exception of records from the years 1945, 1950, 1955, 1960, and 1965. All records in this series dated prior to 1941 must be retained. Approved: 10/17/2000
GSC 01 07	Sectional Index	Index to deeds and related documents by section, township and range; by platted subdivision; by official survey; or by unofficial subdivision or survey. May also be called abstract book or lot book.	Permanent. Approved: 10/16/2012
GSC 01 08	Federal Tax Liens	Notice of tax liens filed by the federal government.	Four (4) years after cancellation or expiration. Approved: 1/19/1999

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Chancery Clerk

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 01 09	State Tax Liens	Notice of tax liens filed by the state government.	Four (4) years after cancellation or expiration. Approved: 1/19/1999
GSC 01 10	Materialman and Construction Liens	Notice of liens on property.	Four (4) years after cancellation or expiration. Approved: 1/19/1999
GSC 01 11	Mechanics Liens	Notice of liens on property.	Four (4) years after cancellation or expiration. Approved: 1/19/1999
GSC 01 12	Realty Assessment Rolls	Annual assessment rolls listing appraised value of real estate.	Permanent. Approved: 1/19/1999
GSC 01 13	Homestead Exemption Rolls	Listing of homestead exemptions granted.	Permanent. Approved: 1/19/1999
GSC 01 14	Homestead Exemption Applications	Applications for homestead exemption.	Three (3) years following expiration Approved: 1/19/1999
GSC 01 15	Tax Receipts	Receipts for payment of taxes on real estate.	Five (5) years. Approved: 1/19/1999
GSC 01 16	Land Sold for Taxes	Listing of all property sold for taxes.	Permanent. Approved: 1/19/1999
GSC 01 17	Release from Delinquent Taxes	Listing of payment of realty taxes that were overdue.	Five (5) years. Approved: 1/19/1999

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Chancery Clerk

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 01 20	Tape Recordings of Meetings	This series consists of audio or video recordings of official meetings of the Board of Supervisors, committees, or other entities of the county for which written minutes are prepared. This series covers only those recordings which are used solely for assistance in preparation of the minutes.	Three (3) years. Approved: 1/19/1999
GSC 01 21	Board of Supervisors	Minutes of the Board of Supervisors (formerly Board of Police).	Permanent. Approved: 1/19/1999
GSC 01 22	Board of Supervisors Docket	Docket listing matters for consideration by the Board of Supervisors (formerly Board of Police).	Permanent. Approved: 1/19/1999
GSC 01 23	Claims Docket	List of claims against county.	Permanent. Approved: 1/19/1999
GSC 01 24	Official Bonds	Bonds of those county officials required by law to furnish surety bonds.	Five (5) years following expiration of bond. Approved: 1/19/1999
GSC 01 25	Newspapers	Copies (paper, microfilm, or electronic) of locally published newspapers.	Permanent. Approved: 1/19/1999
GSC 01 26	Interlocal Agreements	Executed copies of agreements between local governments.	Permanent. Approved: 1/19/1999
GSC 01 27	UCC Searches	This series contains requests for searches in UCC filings and the response.	Five (5) years. Approved: 1/19/1999
GSC 01 28	UCC Filings	Filed financing statements.	One (1) year after lapse.

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Chancery Clerk

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 01 29	Armed Services Discharge Records	This series provides documentation of honorable discharges from any of the armed forces if the discharged veteran files a certificate of discharge. Records in this series may be titled in various styles, including "Soldiers and Sailors Discharge Record" or "Record of Soldiers."	Permanent. Record may be removed and returned to the veteran upon written request. (See GSC 01-46 - Request to Remove Veteran's Record.) Approved: 10/15/2002
GSC 01 30	Brand, Mark, and Earmark Book	This series contains documentation of the registration of brands and other markings for livestock. [See GSC 01-51 for historic Marks & Brands.]	Six (6) years. Approved: 1/19/1999
GSC 01 31	Register of Sureties (Bonds)	A record abstracting all official bonds for county officials.	Permanent. Approved: 1/19/1999
GSC 01 32	Register of Professional Licenses	This series includes volumes found under varying titles including Register of Physicians, Pharmacists, and Dentists, Register of Veterinary Surgeons.	Permanent. Approved: 1/19/1999
GSC 01 33	Receipt Book	Receipt books for monies collected by the Chancery Clerk's Office.	Three (3) years after release of audit. Approved: 1/19/1999
GSC 01 34	Maps / Plats	This series consists of maps of municipalities, subdivisions, and other areas within in the county.	Permanent. Approved: 1/19/1999
GSC 01 35	Personal Tax Roll	Assessment roll for personal taxes.	Permanent. Approved: 10/17/2000

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Chancery Clerk

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 01 36	Fee Books	This series contains a breakdown of fees charged in the various transactions conducted by the clerk. It serves as an invoice for the citizen and frequently is a carbonless copy bound in volume form. The series title varies by entity and is often title "Fee Book," "Fee Bills," or "Receipt	Three (3) years after release of audit. Approved: 10/17/2000
GSC 01 37	Poll Tax Record	This series is no longer active. Records generally are in bound form and list registered voters who have paid a poll tax.	Permanent. Approved: 10/17/2000
GSC 01 38	Ticket Book Issuance	Record of each traffic ticket book issued to law enforcement personnel.	Three (3) years after release of audit.
GSC 01 39	Personal Tax Receipts	Receipts for personal taxes.	Five (5) years if Personal Roll is extant. In absence of Personal Roll, maintain receipts permanently. Approved: 7/17/2001
GSC 01 40	Tax Receipt Index	Report listing tax receipts (real or personal) alphabetically by last name.	Five (5) years if Tax Roll is extant. In absence of Tax Roll, maintain permanently. Approved: 7/17/2001
GSC 01 41	Pension Record	Record listing payments of Confederate pensions (inactive).	Permanent. Approved: 7/17/2001
GSC 01 42	Pension Applications	Application for Confederate pension (inactive).	Permanent. Approved: 7/17/2001

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Chancery Clerk

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 01 43	Tax Roll (Real and Personal) Index	Index to the assessment roll for either real or personal taxes.	Permanent. Approved: 7/17/2001
GSC 01 44a	Tax Sale Supporting Documentation, Redeemed Property	This series contains copies of mailed notices, returned/undelivered notices, and return receipts from mailed notices regarding tax sales of real property in which the taxes are paid within the redemption period.	One (1) year following year of redemption. Approved: 4/21/2015
GSC 01 44b	Tax Sale Supporting Documentation, Matured Sales	This series contains copies of mailed notices, returned/undelivered notices, and return receipts from mailed notices regarding tax sales of real property in which the taxes are not paid before expiration of the redemption period.	Ten (10) years following maturity. Approved: 4/21/2015
GSC 01 45	Tax Sale Notification Affidavits	Affidavits filed by the Chancery Clerk specifying the efforts to contact owners of property involved in tax sales.	Permanent. Approved: 10/21/2003
GSC 01 46	Request to Remove Veteran's Record	Copies of written requests made by veterans to have their discharge records removed. These are commonly placed in the location of the removed record in the Armed Services Discharge Record (GSC 01-29).	Permanent. Approved: 10/21/2003
GSC 01 47	Mobile Home Roll	Annual assessment rolls listing appraised value of mobile homes.	Eight (8) years. Approved: 10/18/2016
GSC 01 48	Publication of Tax Sales	Copies of published notice of tax sale.	Ten (10) years. Approved: 5/18/2004

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Chancery Clerk

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 01 49	Disallowed Homestead Exemption Charge-Back	Notice from State Tax Commission that a homeowner's homestead exemption application has been rejected. In some counties, this document is copied into the Land Deed Records after the Board of Supervisors has approved the disallowance.	Four (4) years after the date taxes are due.  Approved: 7/21/2009
GSC 01 50	Land Redemption Certificate	Also known as "Tax Sale Release," this form is created when a tax sale is redeemed. It lists all fees the clerk charges, date and total amount of redemption, property being redeemed, and who is redeeming it. In some counties, this document is copied into Land Deed Records.	Permanent; or if recorded in Land Deed Records, five (5) years after redemption.  Approved: 7/21/2009
GSC 01 51	Marks and Brands	This historic, inactive series contains documentation of the registration of brands and other markings for livestock. These records were maintained at the county level prior to statewide registration system.	Permanent.  Approved: 1/18/2011
GSC 01 52	Homestead Record	Record of homestead declarations made by landowners pursuant to Section 85-3-25, MCA.	Permanent.  Approved: 1/18/2011
GSC 01 53	Charters of Incorporation	Local copies of corporate charters and related documents filed with the Secretary of State.	Permanent.  Approved: 4/17/2012
GSC 01 54	Confederate Soldiers, Sailors, and Widows Rosters	Listings of Confederate soldiers and sailors, and of their widows (inactive series).	Permanent.  Approved: 10/16/2012

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Chancery Clerk

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 01 55	State Aid Road Maps, Plans, and Files	County's official copy of maps, plans, and other documentation of state-aid road projects. Chancery clerk receives this copy as clerk to the Board of Supervisors.	Permanent. Approved: 10/18/2016
GSC 01 56	Enumeration of Educable Children (school censuses)	Censuses, generally done biennially, of the heads of households and their children ages 6 through 20. Lists parent's name, and the name(s) and age(s) of their child(ren).	Permanent. Approved: 10/18/2016

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Circuit Clerk

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 07 01	Marriage Returns	Certification of the performance of marriage vows. The certificate is detached from the marriage license and signed by the individual conducting the ceremony.	One (1) year following posting in the Marriage Record (GSC 07-03). Approved: 10/17/2000
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.	Permanent. Approved: 4/16/2013
GSC 07 03	Marriage Records	This series consists of marriage licenses issued, with names of parties and date of issuance, and upon return of marriage license and certificate, name of person solemnizing marriage along with date of marriage and of return. Series may include index to licenses issued containing names, date of marriage, and book/page number.	Permanent. Approved: 7/20/2010
GSC 07 04	Fee Books	This series contains a breakdown of fees charged in the various transactions conducted by the clerk. It serves as an invoice for the citizen and frequently is a carbonless copy bound in volume form. The series title varies by entity and is often title "Fee Book," "Fee Bills," or "Receipt Book."	Three (3) years after release of audit. Approved: 10/17/2000
GSC 07 05	Naturalization Records	This historic, mostly inactive series contains documentation of citizenships granted to individuals.	Permanent. Approved: 1/18/2011
GSC 07 06	Marriage License Record File - After July 1, 2012	Supporting information filed by individuals applying for a marriage license. Blood test certificates no longer required.	Six (6) years if either applicant is under age of majority. Otherwise, destroy when no longer needed administratively. Approved: 4/16/2013

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Coroner

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 19 01	Report of Death Investigation	Report submitted by medical examiner or medical examiner investigator when a death affecting the public interest occurs. This report is submitted to the State Medical Examiner on form ME-1 (although reports not submitted on this form are covered by this schedule) and includes information about the decedent and description of body, the occurrence, manner of death, reason for assuming medical examiner jurisdiction, means of death, medical history of decedent, and a narrative summary of circumstances surrounding death accompanied by a sketch of the body.	Five (5) years after death report is submitted to the State Medical Examiner.  Cases involving homicides or suspicious death prior to July 1, 1986 must be retained fifty (50) years from date of death. Approved: 1/17/2006
GSC 19 02	Report of Infant Death Investigation	Report submitted by medical examiner or medical examiner investigator when a death of a child under age two occurs from unknown causes or if Sudden Infant Death Syndrome is suspected. This report is submitted to the State Medical Examiner on form ME-S (although reports not submitted on this form are covered by this schedule) and includes information regarding the circumstances of death, basic medical information, information about the household environment and the environment surrounding the infant, interviews with family and caregiver, diagram of room in which the infant's body was found, diagrams of the infant's body, and case disposition.	Five (5) years after death report is submitted to the State Medical Examiner.  Cases involving homicides or suspicious death prior to July 1, 1986 must be retained fifty (50) years from date of death. Approved: 1/17/2006

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Coroner

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 19 03	Supplemental Case Information	A variety of records created or collected in the process of conducting a death investigation. This series may include photographs, sketches, correspondence, suicide notes, or other records.	Five (5) years after death in non-homicides or non-suspicious deaths.  Ten (10) years in cases involving homicide or suspicious deaths. Approved: 1/17/2006
GSC 19 04	Receipt for Property, Personal Effects or Money	Receipt containing an inventory of items found upon the decedent. Also includes the name and signature of the individual claiming the items for the decedent.	Three (3) years. Approved: 1/17/2006
GSC 19 05	Organ / Tissue Donation Consent Form	Authorization given by the next of kin, legal guardian, or coroner to obtain organs or tissue from the decedent.	Five (5) years. Approved: 1/17/2006
GSC 19 06	Order to produce medical records	Form ME-20 issued by the State Medical Examiner for use by medical examiners to obtain medical records of decedents in accordance with MCA, §41-61-63(2)(a).	Five (5) years. Approved: 1/17/2006
GSC 19 07	Toxicology request	This form is submitted with biological samples of decedents requesting toxicological analysis. The form includes information about the decedent, probable cause and manner of death, and the type of testing requested.	Five (5) years. Approved: 1/17/2006
GSC 19 08	Toxicology report	Report returned to coroner's office issued by the Mississippi Crime Laboratory. A copy of the report is filed with the case file in the State Medical Examiner's office.	Five (5) years. Approved: 1/17/2006

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Coroner

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 19 09	Medical record of decedent	A copy of the medical record of the decedent obtained by the medical examiner for use in determining cause of death.	One (1) year following close of investigation by the medical examiner. Approved: 1/17/2006
GSC 19 10	Permit by medical examiner for autopsy	A permit issued to a pathologist authorizing an autopsy to be performed on a decedent in accordance with MCA, §41- 61-65.	Five (5) years. Approved: 1/17/2006
GSC 19 11	Autopsy report	Report issued by a pathologist performing an autopsy on decedents whose death is investigated by the county medical examiner.	Five (5) years. Cases involving homicides or suspicious death prior to July 1, 1986 must be retained fifty (50) years from date of death. Approved: 1/17/2006
GSC 19 12	Death certificate	Certificate of death filed by the county medical examiner to the Mississippi Department of Health, Bureau of Vital Records. The Bureau of Vital Records provides the state medical examiner copies of all death certificates issued in cases that are investigated by county medical examiners.	Five (5) years. Approved: 1/17/2006
GSC 19 13	Statement to amend cause of death	Certificate filed by county medical examiner to the Mississippi Department of Health when, after a death certificate has been previously filed, additional information such as completion of an autopsy, receipt of toxicological reports, or additional information is received which changes or adds to the cause of death.	Five (5) years. Approved: 1/17/2006

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Coroner

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 19 14	Permit for cremation or burial at sea	Permit issued by a county medical examiner which authorizes any cremation or burial at sea performed in the state in accordance with MCA, §41-61-69(2).	Five (5) years.  Approved: 1/17/2006
GSC 19 15	Registration of continuing education hours	This form is used to submit annual all continuing education earned by a county medical examiner to document the required twenty-four hours of continuing education required annually.	Three (3) years after release of audit.  Approved: 1/17/2006
GSC 19 16	Statement of Fees	Copies of all billing for services submitted to the board of supervisors by the county medical examiner.	Three (3) years after release of audit.  Approved: 1/17/2006

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Elections

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 11 01	Voter Registration Applications	Form used for application to be registered as a voter.	Two (2) years following re-registration, removal as a registered voter, or after application is scanned and the scanned image is verified to be accurate.  Rejected applications must be maintained permanently. Approved: 4/15/2008
GSC 11 02	Voter Registration Books	List of all registered voters. Inactive, replaced by the Statewide Election Management System database.	Permanent. Approved: 4/15/2008
GSC 11 03	Voter Registration Working File	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.	Two (2) years. Approved: 4/15/2008
GSC 11 04	Application for Absentee Ballot	Application from a registered voter requesting an absentee ballot.	Two (2) years after certification of election results. Approved: 4/15/2008
GSC 11 05	Precinct Poll Books	Poll books containing names of each registered voter in the precinct, printed for each election. Contains a space for poll workers to indicate "voted" by the name of each individual casting a vote in the election.	Two (2) years after certification of election results. Approved: 4/15/2008

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Elections

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 11 06	Voters' Receipt Books	Register containing signature of each voter casting a vote in the election.	Two (2) years after certification of election results. Approved: 4/15/2008
GSC 11 07	Ballots	Ballots used in elections, including paper, absentee, affidavit, spoiled, curbside, or any type used by machine-readable equipment. This series includes envelopes used for absentee and affidavit ballots.	Two (2) years after certification of election results. Approved: 4/15/2008
GSC 11 08	Unused Ballots	Paper ballots that were not used.	Two (2) years after certification of election results. Approved: 4/15/2008
GSC 11 09	Affidavit Register	Register containing signature of each voter casting a vote by affidavit.	Two (2) years after certification of election results. Approved: 4/15/2008
GSC 11 10	Precinct Paperwork	Paperwork generated by poll workers in each precinct, including forms for receipt and return of precinct materials and equipment, and residual and recapitulation reports.	Two (2) years after certification of election results. Approved: 4/15/2008
GSC 11 11	Vote Certification Form	Form completed by poll manager certifying vote in each precinct.	Two (2) years after certification of election results. Approved: 4/15/2008
GSC 11 12	Certified Election Results	Results of each election (by precinct) as submitted by county election commission or political party's county executive committee to Secretary of State. Permanent copy maintained by Secretary of State.	Five (5) years after submission to Secretary of State. Approved: 4/15/2008

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Elections

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 11 13	GEMS Election Database	Database containing information related to precincts, elections, and balloting. Pre-election and post-election backups must be sent to Secretary of State.	Permanent; update as required. Approved: 4/15/2008
GSC 11 14	GEMS Reports	Reports summarizing election results, including election summary, statement of votes cast, cards cast, precinct by precinct, and electoral vote.	Two (2) years after certification of election results. Approved: 4/15/2008
GSC 11 15	GEMS AccuVote Server Logs	Communication log between server and touch screen and optical scan voting units.	Two (2) years after certification of election results. Approved: 4/15/2008
GSC 11 16	GEMS Audit Log	Record of all transactions performed by a particular voting system component.	Two (2) years after certification of election results. Approved: 4/15/2008
GSC 11 17	Optical Scan Test Decks	Optical scan ballots used during logic and accuracy testing to verify the operational accuracy of the optical scan units.	Two (2) years after certification of election results. Approved: 4/15/2008
GSC 11 18	Reports from Logic & Accuracy (L&A) Testing	Reports created and printed from each electronic voting unit to verify zero vote count prior to testing and to reflect total test votes on each unit.	Two (2) years after certification of election results. Approved: 4/15/2008
GSC 11 19	Memory Cards	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 database at the close of the polls.	Until certification of election results. Approved: 4/15/2008

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Elections

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 11 20	AccuVote TSX Ballot Images	Electronically produced record of all votes cast by a single voter.	Two (2) years after certification of election results. Approved: 4/15/2008.
GSC 11 21	Printer Canister Tapes (TSX)	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).	Two (2) years after certification of election results. Approved: 4/15/2008
GSC 11 22	Accumulator Unit Totals Report (TSX)	Report created and printed after polls close that totals election results for each precinct.	Two (2) years after certification of election Approved: 4/15/2008
GSC 11 23	Reports (OS) from Election Day	Reports created and printed to verify zero vote count prior to opening of polls and to total votes on OS (optical scan) voting unit after polls close.	Two (2) years after certification of election results. Approved: 4/15/2008
GSC 11 24	Candidate Reports	Reports submitted by candidates for local office to county circuit clerk. Clerk submits copies to Secretary of State. Includes qualifying papers and financial and expenditure reports.	Five (5) years. Approved: 4/15/2008

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 02 01	Accounts Payable Files	Documentation for payment of each claim. May include the request for payment, copy of the check issued, original invoice, copy of purchase order, copies of bids and contracts, related correspondence in any format, and various reports generated as part of the accounts payable process.	Three (3) years after release of audit. Approved: 7/15/2008
GSC 02 02	Adjusting Journal Entries	Supporting documentation for year-end adjusting journal entries that appear in the General Ledger.	Permanent. Approved: 4/21/1998
GSC 02 03	Bank Reconciliation	Includes spreadsheets, book balance reports and associated working papers used for reconciliation of all bank accounts held by the county.	Three (3) years after release of audit. Approved: 4/21/1998
GSC 02 04	Bank Statements	Bank statements received from banks maintaining county funds.	Five (5) years. Approved: 4/21/1998
GSC 02 05	Budget - Approved	Final approved budget.	Retain one (1) copy permanently.
GSC 02 06	Budget Preparation File	Documentation associated with the submission and preparation of budget for presentation to the Board of Supervisors.	Until the close of the subsequent budget process. One (1) copy of published budget should Approved: 4/21/1998
GSC 02 07	CAFR or Annual Financial Reports	Comprehensive Annual Financial Report published by the county.	Permanent. Approved: 4/21/1998

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 02 08	CAFR or Annual Financial Report Work papers	Work papers associated with the preparation of the fiscal year-end financial report. Includes a variety of year-end computerized generated reports.	Five (5) years after close of fiscal year. Approved: 4/21/1998
GSC 02 09	Canceled Checks	Original canceled checks or printout of scanned canceled check images.	Five (5) years after close of fiscal year. Approved: 4/21/1998
GSC 02 10	Chart of Accounts	Master list of revenue and expenditure accounts.	Permanent. Approved: 4/21/1998
GSC 02 11	Claims Docket	Records of claims against the county.	Permanent. Approved: 4/21/1998
GSC 02 12	Daily Revenue Reports	This series contains documentation for all deposits of revenue. Each file (daily) generally contains supporting documentation of funds received, such as revenue transmittal, copy of the receipt, cashier's daily report, recap report, transfer report to deposit money, deposit slip, detail recap, and cash balance report.	Three (3) years after release of audit. Approved: 4/21/1998
GSC 02 13	Depository Authorizations	Depository authorization for revenue. File includes depository authorization form and may include other deposit documentation.	Three (3) years after release of audit. Approved: 4/21/1998
GSC 02 14	Form 1099	Copy of 1099 form issued for contract services. Includes documentation used to compile 1099s.	Four (4) years following the close of the calendar year. Approved: 4/21/1998

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 02 15	General Ledger	Year-end General Ledger.	Permanent. Approved: 4/21/1998
GSC 02 16	General Ledger Reconciliation	Monthly reconciliation work papers. This series contains supporting documentation relating to the monthly reconciliation which may include daily cash transactions worksheet, monthly control report, computer-generated inventory report, and other reports and working papers.	Three (3) years after release of audit. Approved: 4/21/1998
GSC 02 17	Inventory Count and Reports	Report detailing inventory of supplies on hand and value. Includes manual inventory counts completed by various county departments.	Three (3) years after release of audit. Approved: 4/21/1998
GSC 02 18	Lost Check Affidavits	Copy of original check, signed affidavit of lost check, stop payment order and worksheets.	Three (3) years after release of audit. Approved: 4/21/1998
GSC 02 19	Monthly Budget Report	Budget report detailing budget allocation, expenditures and budget balance.	Three (3) years after release of audit. Approved: 4/21/1998
GSC 02 20	Signature Authorization	Authorization for issuance of manual checks.	Three (3) years after release of audit. Approved: 4/21/1998
GSC 02 21	Working Trial Balance	Year-end trial balance report used for closing the general ledger.	Three (3) years after release of audit. Approved: 4/21/1998

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 02 22	Bond File	Working papers and final documentation related to the issuance of bonds for which the county is obligated. May include project schedules and budget, financing timetable, comparison of alternative funding methods, copies of bids received, bond agreement, official statement and closing documents.	Five (5) years after bonds are redeemed.  Retain closing documents permanently. Approved: 7/20/1999
GSC 02 23	Bond Catalog	Annual publication of all outstanding bonds and schedule of bonds.	Permanent. Approved: 7/20/1999
GSC 02 24	Bond Transaction Ledger	Report (cumulative) detailing all transactions associated with bond projects.	Five (5) years following bond redemption. Approved: 7/20/1999
GSC 02 25	Bonds and Coupons (canceled)	Redeemed coupons and canceled bonds returned from the bank administering the bonds. May contain destruction certificate for bonds destroyed by the bank.	Three (3) years after audit following redemption. (Note: canceled bonds may have some value to collectors. Counties are authorized to dispose of canceled bonds through sale). Approved: 7/20/1999
GSC 02 26	Receiving Reports	Documentation of receipt of goods or services ordered.	Three (3) years after release of audit. Approved: 7/20/1999

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 02 27	Fixed Asset Inventory	Record of all fixed assets. Contains type of asset, acquisition information and disposal documentation. This series is frequently maintained in electronic format and contains the following information: description of item, inventory number, manufacturer, model, serial number, date acquired, total cost, unit cost, salvage value, estimated life, depreciation method, source of funds, grant information, federal stock number, purchase order number, warrant number, location, and condition. Disposal information might include date of disposal, method of disposal, amount received, receipt number, and authorization information.	Three (3) years after disposal of fixed asset.  Approved: 10/17/2000
GSC 02 28	Fixed Asset Reports	Various reports on equipment and other assets. This series may reflect additions, changes and deletions for a specific time period.	Until superseded. Approved: 10/17/2000
GSC 02 29	Equipment Change Order File	Original copy of equipment change orders for equipment additions, transfers, disposal or deadline for auction.	Three (3) years after release of audit. Approved: 10/17/2000
GSC 02 30	Receive Warrants	Receive warrants.	Three (3) years after release of audit. Approved: 7/17/2001
GSC 02 31	Check Copies	Duplicate copies of checks issued.	Three (3) years after release of audit. Approved: 7/17/2001
GSC 02 32	Check Stubs	Remaining stubs in used checkbooks.	Three (3) years after release of audit. Approved: 7/17/2001

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 02 33	Cash Book	Ledgers reflecting cash balances.	Three (3) years after release of audit. Approved: 7/17/2001
GSC 02 34	Disbursement Record	Record of disbursements.	Three (3) years after release of audit. Approved: 7/17/2001
GSC 02 35	Accounts Receivable Files	Billing statements, including invoices and other related materials, due the county or individual department or agency for services rendered.	Three (3) years after release of audit. Approved: 7/15/2008
GSC 02 36	Grant Files - Fiscal Records	Documentation for the receipt and expenditure of money for projects funded by state or federal grant programs. May include such items as expenditure reports, billing statements, and accounts payable and receivable files related to the grant.	Three (3) years after release of audit following termination of grant. Approved: 7/15/2008
GSC 02 37	Audit Reports	Annual and special reports from state and independent auditing agencies, including departmental audits.	Permanent. Approved: 10/20/2009
GSC 02 38	Voided Checks	Unusable checks due to printing and other errors.	Three (3) years after release of audit, if pre-numbered. Otherwise, dispose securely at discretion.

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions that appear on the cover of this schedule.

# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Financial Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 02 39	Public Depositor Annual Report	Copy of county's annual report to State Treasurer listing all public accounts held by qualified public depository or depositories, required by §27-105-5 (6)(b), Mississippi Code, 1972, Annotated.	Three (3) years after release of audit. Approved: 4/19/2016
GSC 02 40	Vendor files and W-9s	W-9s and other information specific to vendors and suppliers of goods and services. May include correspondence, catalogs and other sales literature, and various financial records related to vendor.	Once inactive, four (4) calendar years, or three (3) years after audit, whichever is later. Approved: 10/18/2016
GSC 02 41	Check Pick-up Lists	List signed by payees or their representatives to identify who picked up check(s) from the issuing office.	One (1) year. Approved: 10/18/2016

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Fire/Emergency Services

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 15 01	Fire Reports	Report completed on all incidents involving responses of the fire department personnel. Includes detailed information regarding circumstances of the incident including location, information on damages or injuries, and possible cause of incident.	Five (5) years when cause of fire is determined to be accidental and no loss of life occurs.  Permanent when loss of life occurs or if a publicly-owned building is involved. Approved: 7/17/2001
GSC 15 02	Run Report Summaries	Report which summarizes information contained on the Fire Reports (GSC 15-01). These may be generated for informational purposes to fire administrative personnel.	Five (5) years. Approved: 7/17/2001
GSC 15 03	Equipment Run Logs	Log maintained containing summary information regarding each dispatch of equipment within a fire station. The log is generally maintained at the station level.	Five (5) years. Approved: 7/17/2001
GSC 15 04	Dispatch Logs	Printouts or manual logs maintained by the dispatch unit which contain information regarding time, location, units dispatched in an incident, and other general information.	Three (3) years. Approved: 7/17/2001

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Fire/Emergency Services

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 15 05	Dispatch Tape Recordings	Tape recordings of calls received by dispatchers and radio communications between emergency personnel.	Ninety (90) days. Serious incidents may warrant longer retention at the discretion of the local agency. Approved: 7/17/2001
GSC 15 06	Investigative Records	Records compiled during investigation of fires. May include copies of fire reports, run reports, correspondence, photographs, newspaper clippings, notes, and other information pertinent to the investigation.	Ten (10) years.  Permanent when loss of life occurs or a publicly-owned building is involved. Approved: 7/17/2001
GSC 15 07	Evidence Log	Log used to track evidence used in fire investigations.	Five (5) years following disposition of evidence. Approved: 7/17/2001
GSC 15 08	Activity Reports	Reports on an individual, shift, project, or other basis on a daily, weekly, or similar basis. These reports are used for reference, performance determination, or compilation of monthly and/or annual reports.	Three (3) years. Approved: 7/17/2001
GSC 15 09	Equipment Maintenance Records	Documentation of work performed in routine maintenance or for repair of fire equipment (excluding hydrants and hoses).	Routine maintenance: Three (3) years following subsequent maintenance.  Major repair: Life of the equipment.

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Fire/Emergency Services

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 15 10	Equipment Inspection Records	Assorted reports related to the inspection and/or inventory of fire equipment. May include monthly or weekly supply inventory, daily maintenance reports, truck inspection reports, driver's daily checklist, repair requests, and other forms completed on a routine basis to insure proper functioning or availability of all supplies and equipment.	Three (3) years. Approved: 7/17/2001
GSC 15 11	Hydrant Records	Records documenting the maintenance and inspection of each fire hydrant.	Inspection records: Two (2) years.  Maintenance records: Until the hydrant is replaced. Approved: 7/17/2001
GSC 15 12	Hose Tests	Routine tests to determine if hoses are in proper working order.	Two (2) years. Approved: 7/17/2001
GSC 15 13	Fire Safety Inspections	Inspections of buildings/systems for proper fire protection measures and procedures.	Five (5) years following subsequent inspection or for the life of the facility, whichever is earlier. Approved: 7/17/2001
GSC 15 14	Permits / Applications	Applications and copies of issued permits for activities which require permits (e.g. burning, fireworks).	Three (3) years after release of audit. Approved: 7/17/2001
GSC 15 15	Building Plans	Building plans for commercial buildings.	Until superseded. Approved: 7/17/2001

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Fire/Emergency Services

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 15 16	State Fire Marshall Quarterly Reports	Reports submitted to the State Fire Marshall. Provides statistical information regarding fires.	Five (5) years. Approved: 7/17/2001
GSC 15 17	Dive Team Reports	Report completed on all incidents involving responses of the fire department dive team personnel. Includes detail information regarding circumstances of the incident, including location, information on injuries or fatalities.	Seventy-five (75) years if loss of life occurs.  Five (5) years if no loss of life occurs. Approved: 7/17/2001
GSC 15 18	Training Records - Individual	This series documents all training received by individuals employed by the fire department.	Three (3) years following termination. Approved: 7/17/2001
GSC 15 19	Training Records - General	This series documents training activity provided to fire personnel. Information in this series include description of training activities, sign-in sheet, and general information regarding the training provided. See Training Records – Individual (GSC 15-18) for records regarding individuals attending training.)	Ten (10) years. Approved: 7/17/2001
GSC 15 22	EMS Run Reports	Report which summarizes information contained on the EMS Encounter Form (GSC 15-20). These may be generated for informational purposes to fire administrative personnel.	Five (5) years. Approved: 7/17/2001

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Fire/Emergency Services

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 15 23	Annual Reports	Annual reports summarizing activity of a department.	Permanent. Approved: 7/17/2001
GSC 15 24	Monthly Reports	Reports summarizing activities within a fire department or fire station during a month.	Three (3) years. Permanent if annual report is not prepared. Approved: 7/17/2001
GSC 15 25	General Orders	General orders issued by a fire chief.	Until superseded, then transfer to General Orders Expired. Approved: 7/17/2001
GSC 15 26	General Orders Expired	General orders that have been superseded.	Permanent. Approved: 7/17/2001

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Health Insurance

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 18 01	Enrollment Forms	Enrollment forms of participants in insurance program.	One (1) year after superseded. Approved: 5/18/2004
GSC 18 02	Change of Enrollment	Adjustments made by participants to insurance coverage.	One (1) year after superseded. Approved: 5/18/2004
GSC 18 03	HIPAA Privacy Notice	Signed acknowledgements of receipt of HIPAA privacy notice.	Two (2) years after termination of employee. Approved: 5/18/2004
GSC 18 04	Contract with Third Party Administrator	Contract between the county and the third party administrator of the health insurance plan.	Three (3) years after contract expires. Approved: 5/18/2004
GSC 18 05	Business Associates Agreement	Agreements between the county health insurance plan and entities that use or disclose health information of covered participants.	Six (6) years. Approved: 5/18/2004
GSC 18 06	Third Party Administrator Report (not containing PHI)	Reports that do not contain protected health information which are submitted by the third party administrator of the health insurance plan.	Three (3) years after release of audit. Approved: 5/18/2004
GSC 18 07	Protected Health Information (PHI)	All documents received by the county that contain protected health information.	Six (6) years. Approved: 5/18/2004

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Health Insurance

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 18 08	Disclosure Requests	Requests from plan participants for information on all entities receiving protected health information on the participant.	Six (6) years. Approved: 5/18/2004
GSC 18 09	Disclosure Information	Responses by the county to participants submitting disclosure requests.	Six (6) years. Approved: 5/18/2004

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Housing Authority

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 22 01	Commissioner Appointments	Appointments to the Board of Commissioners of the Housing Authority.	Permanent. Approved: 7/18/2017
GSC 22 02	Bylaws	Bylaws of the Housing Authority.	Permanent. Approved: 7/18/2017
GSC 22 03	Minutes of Board Meetings	Minutes of the governing board of the Housing Authority.	Permanent. Approved: 7/18/2017
GSC 22 04	Policies, Procedures and Plans	Policy statements, organizational charts, procedure manuals, planning documents, and other documentation regarding policies, procedures and plans of the Housing Authority.	Seven (7) years after superseded or otherwise no Approved: 7/18/2017
GSC 22 05	Internal Investigation and Audit Files	Records of all internal investigations and audits of Housing Authority activities.	Ten (10) years following closure of investigation or audit. Approved: 7/18/2017
GSC 22 06	Written Claims and Accident Reports	All written claims against the Housing Authority (including any accident and related reports) which do not lead to litigation.	Three and a half (3-1/2) years after settlement or other conclusion. Approved: 7/18/2017
GSC 22 07	Litigation Records	Documentation of all litigation involving the Housing Authority.	Ten (10) years following final disposition of the matter. Approved: 7/18/2017
GSC 22 08	General Correspondence	Correspondence, interoffice memoranda and other communications to or from Housing Authority officials and staff not covered by any other retention requirement.	Three and a half (3-1/2) years from the date of the communication.

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Housing Authority

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 22 11	Annual Contributions Contract	Each Annual Contributions Contract entered into with the United States Department of Housing and Urban Development, together with any amendments or supplements and all related correspondence.	Permanent. Approved: 7/18/2017
GSC 22 12	Petty Cash Vouchers	Vouchers for all disbursements from any petty cash or related account of the Housing Authority.	Three (3) years after release of audit. Approved: 7/18/2017
GSC 22 13	Depreciation Schedules	Depreciation schedules for all depreciable assets of the Housing Authority.	Three (3) years after release of audit. Approved: 7/18/2017
GSC 22 14	Contractor Payroll and Compliance Reports	Reports submitted to the Housing Authority by its contractors demonstrating compliance with Davis-Bacon Act and other contractual obligations.	Five (5) years after expiration/termination. Approved: 7/18/2017
GSC 22 15	Subsidiary Ledgers	Ledger and other statements and reports for subsidiaries of the Housing Authority.	Three (3) years after release of audit. Approved: 7/18/2017
GSC 22 16	Tax Returns	All tax returns of the Housing Authority and its subsidiaries not otherwise covered.	Seven (7) years after filing with appropriate taxing authority.

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Housing Authority

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 22 21	Plans and Specifications	Plans and specifications for all improvements owned or operated by the Housing Authority.	Five (5) years after disposition/demolition.  Retain those involving historic property permanently. Approved: 7/18/2017
GSC 22 22	Asbestos, Lead-based Paint and other Environmental Studies	All asbestos, lead-based paint and other environmental studies performed on any properties owned, leased or operated by the Housing Authority.	Permanent. Approved: 7/18/2017
GSC 22 31	Tenant Lease File	All information relating to leasing of residential units including rental application, income verification and notices to tenant.	Three and a half (3-1/2) years after termination of residency. Approved: 7/18/2017
GSC 22 32	Tenant Applications	Applications for potential tenants deemed not eligible, who voluntarily withdrew an application, or for other reasons did not sign a lease (includes any correspondence to or from potential tenant).	Three and a half (3-1/2) years after application denied or withdrawn. Approved: 7/18/2017
GSC 22 33	Rent Reports and Rent Rolls	All reports showing rents charged to and received from tenants of each unit.	Three (3) years after release of audit. Approved: 7/18/2017

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Law Enforcement

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 08 01	Arrest Report	Form documenting the arrest of an individual by the law enforcement agency. It may be filed within a case file containing other information related to an incident or it may be filed separately.	<p>Felony arrests for crimes for which there is no statute of limitations or which result in a death: Seventy-five (75) years.</p> <p>Other arrests: Twenty-five (25) years.</p> <p><i>[Authorization to destroy records in this series dated prior to 1970 must be obtained in writing from the Department of Archives and History.]</i></p> <p>Approved: 1/18/2000</p>
GSC 08 02	Offense Reports	Offense Reports (variant title "Incident Reports") contain all information gathered by the investigating law enforcement officer at an incident. They are commonly in form format and detail the "who, what, when, where and why" of occurrence. Additional information is often contained in a "supplemental report" which is a part of this series.	<p>Felony cases for which there is no statute of limitations or which result in a death: Seventy-five (75) years.</p> <p>Other felony cases: Twenty-five (25) years.</p> <p>All other offense reports: Five (5) years.</p> <p><i>[Authorization to destroy records in this series dated prior to 1970 must be obtained in writing from the Department of Archives and History.]</i></p> <p>Approved: 1/18/2000</p>

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Law Enforcement

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 08 03	Expungements	This series is composed of various law enforcement records (offense reports, arrest reports, and all other records stipulated in a court order).	Destroy in accordance with the guidelines of the court order. Approved: 1/18/2000
GSC 08 04	Accident Reports	This series contains offense reports related to traffic accidents.	Three (3) years.  (If, as a result of the accident, an individual is charged with a felony, the Accident Report shall be retained as an Offense Report [GSC 08-02] in accordance with the retention guidelines for that series.) Approved: 1/18/2000
GSC 08 05	Dispatch Tape Recordings	Tape recordings of calls received by dispatchers and radio communications between law enforcement personnel.	Ninety (90) days. Serious incidents may warrant longer retention at the discretion of the local agency. Approved: 1/18/2000
GSC 08 06	Dispatch Logs	Printouts or manual logs maintained by the dispatch unit which contain information regarding time, location, units dispatched in an incident, and other general information.	Three (3) years. Approved: 1/18/2000
GSC 08 07	Ticket Books	Traffic ticket books containing copy of all tickets issued.	Three (3) years after release of audit. Approved: 1/16/2001
GSC 08 08	Cash Bond Docket	Record of all bonds posted.	Five (5) years. Approved: 1/15/2002

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Law Enforcement

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 08 09	Cash Bond Receipts	Documentation of all posted bonds.	Five (5) years. Approved: 1/15/2002
GSC 08 10	Cash Bonds Forfeited	Documentation of posted bonds that were forfeited.	Five (5) years. Approved: 1/15/2002
GSC 08 11	Jail Census / Meal Log	Daily listing on inmates in the jail. This series may be used to document meals served. Includes name of each inmate, date and time of incarceration and release, number of meals served to prisoners at each meal, and hours of the day served.	Three (3) years after release of audit. Approved: 1/15/2002
GSC 08 12	Jail Docket	This series contains information documenting each person received or placed in the jail, including name, age, color, gender, date of commitment, nature of writ or warrant and by whom issued, nature of crime, work (during incarceration), time required to be served, amount of fine and costs, jail fees charged, date of discharge, and other information. This series is required by MCA §19-25-63 and §47-1-21. Because different information is required by each statute this record may be maintained as either two separate series or it may be found with all information combined in one series.	Permanent. Approved: 1/15/2002
GSC 08 13	Inmate Case File	Case history of each inmate.	Twenty-five (25) years after release. Approved: 4/19/2011
GSC 08 14	Inmate Medical Record	Medical record maintained on each inmate.	Twenty-five (25) years after release. Approved: 4/19/2011

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Law Enforcement

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 08 15	Disciplinary Reports	Reports identifying inmate activity resulting in disciplinary action and actions taken.	Twenty-five (25) years after release. Approved: 4/19/2011
GSC 08 16	Inmate Property Record	Record documenting receipt or confiscation of personal property from inmate upon commitment and return of non-confiscated property to inmate upon release.	Ten (10) years after release. Approved: 4/19/2011
GSC 08 17	Inmate Fund Records	Documentation of inmate funds (including canteen) maintained by law enforcement authority.	Ten (10) years after release. Approved: 4/19/2011
GSC 08 18	Inmate Visitation, Mail & Phone Logs	Information concerning visitors, phone calls made and received, and mail sent and received by inmates.	General logs: five (5) years. Records on individual inmates: Ten (10) years after release. Approved: 10/18/2011
GSC 08 19	Training Records - Individual	Records of training received by individual employees.	Three (3) years following termination of employee. Approved: 10/20/2009
GSC 08 20	Training Records - General	This series documents training activity provided to law enforcement personnel. Information includes description of training activities, sign-in sheets, and general information regarding the training provided.	Ten (10) years. Approved: 10/20/2009

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Law Enforcement

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 08 21	Shift Reports (jail)	Documents shift activity, significant occurrences, security shift post/daily assignments, time off, etc. for that specific day for all shifts. Includes shift reports, significant occurrences, incident reports, disciplinary reports, master shift rosters, roll call information, daily activities, and related materials.	Five (5) years. Approved: 10/18/2011
GSC 08 22	Inmate Work Program Records	Records that document the control of and participation in inmate work programs. Applications and associated paperwork for individual inmates shall be kept in Inmate Case File GSC 08-13.	Five (5) years. Approved: 4/17/2012
GSC 08 30	Video/audio recordings from mobile units, non-evidentiary	Non-evidentiary recordings created by mobile units, including both in-car and body-worn cameras.	Thirty (30) days. Approved: 1/19/2016
GSC 08 31	Video/audio recordings from mobile units, evidentiary	Evidentiary recordings created by mobile units, including both in-car and body-worn cameras.	One (1) year after final disposition of case and completion Approved: 1/19/2016
GSC 08 32	Video/audio recordings from stationary cameras, non-evidentiary	Non-evidentiary recordings created by fixed, stationary cameras used for surveillance purposes in public buildings.	Thirty (30) days. Approved: 1/19/2016
GSC 08 33	Video/audio recordings from stationary cameras, evidentiary	Evidentiary recordings created by fixed, stationary cameras used for surveillance purposes in public buildings.	One (1) year after final disposition of case and completion Approved: 1/19/2016

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Payroll Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 03 01	Cafeteria Plan Administrative Fees	Listing of employees enrolled in cafeteria plan supplemental program (e.g. uninsured medical, day care, etc.) and the administrative fee charged to the entity. Used for determining amount due carrier.  Replaces Schedule GSC 03-01.	Three (3) years after release of audit.  Approved: 7/18/2017
GSL 03 02	Cafeteria Plan Enrollment	Form used to enroll employees in Cafeteria Plan on a yearly basis. Indicates coverage selected and amounts selected. Replaces Schedule GSC 03-02.	Four (4) years after close of calendar year.  Approved: 7/18/2017
GSL 03 03	Deduction Cards	Payroll deduction cards enrolling employee in various payroll deduction programs including credit union, direct deposit, insurance (except health), and disability and rehabilitation. Replaces Schedule GSC 03-03.	Until superseded, then three (3) years after release of audit.  Approved: 7/18/2017
GSL 03 04	Employee Earnings Record	Report detailing all payroll checks issued to employees. Includes employee's name, social security number, and types and amounts of individual deductions. Replaces Schedule GSC 03-04.	Fifty-five (55) years.  Approved: 7/18/2017
GSL 03 05	Garnishment Files	Garnishment case files of employees. May contain wage earner's plan with posted payments, court order, notification of garnishment or tax levy, and release of wages notification. Replaces Schedule GSC 03-05.	Four (4) years after final release of wages.  Approved: 7/18/2017

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Payroll Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 03 06	Payroll Register	<p>Contains payroll information for all employees for each pay period. Includes check number, name, social security number, earnings amounts, withholding amounts, net pay. This series may also include information on hours worked and rate of pay.</p> <p>Replaces Schedule GSC 03-06.</p>	<p>Fifty-five (55) years.</p> <p>Approved: 7/18/2017</p>
GSL 03 07	Retirement Reports	<p>Public Employees' Retirement System reporting form, which provides total amount submitted to the retirement fund, lists each employee, retirement wages and retirement contribution.</p> <p>Replaces Schedule GSC 03-07.</p>	<p>Three (3) years after release of audit.</p> <p>Retain fifty-five (55) years if Payroll Register or Earnings Record for the same reporting period is not available.</p> <p>Approved: 7/18/2017</p>
GSL 03 08	Tax Reports	<p>Documentation for reports to Internal Revenue Service regarding Social Security and withholding taxes paid. Includes weekly and monthly payroll deposit and quarterly reports.</p> <p>Replaces Schedule GSM 03-08.</p>	<p>Four (4) years after tax is due or paid, whichever is later.</p> <p>Approved: 7/18/2017</p>
GSL 03 09	Time Sheets	<p>Reports for all employees listing time(s) worked or exceptions to normal salary for the pay period.</p> <p>Replaces Schedule GSC 03-09.</p>	<p>Three (3) years after release of audit.</p> <p>Approved: 7/18/2017</p>

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Payroll Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 03 10	Unemployment Compensation Report	Monthly and quarterly reports containing information on each employee (name and Social Security number), month-to-date wages, month-to-date unemployment compensation charge, year-to-date wages, and year-to-date unemployment compensation charges. Quarterly report submitted to Unemployment Compensation Commission. Replaces Schedule GSC 03-10.	Quarterly reports: three (3) years after release of audit or close of calendar year, whichever is later.  Monthly reports: following preparation of quarterly report. Approved: 7/18/2017
GSL 03 11	W-2s	Copy of Internal Revenue Service W-2 Form issued to each employee. Replaces Schedule GSC 03-11.	Four (4) years after tax is due or tax is paid, whichever is later. Approved: 7/18/2017
GSL 03 12	W-2s - Undelivered	Employee's copy of W-2 which was undeliverable. Replaces Schedule GSC 03-12.	Three (3) years after close of calendar year. Approved: 7/18/2017

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Payroll Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 05 01	Personnel File (Official Record)	The master personnel record maintained for each employee. May include job application, personnel transaction record reflecting position classification and salary level, payroll withholding information, leave summary record, performance documentation, and other documents related to the individual's employment. Replaces Schedule GSC 05-02.	Fifty-five (55) years, OR seven (7) years after termination, whichever is later. Approved: 7/18/2017
GSL 05 02	Personnel File (Reference Copy)	DUPLICATE copy of personnel file which is often maintained at the department or division level. See GSL 05-01 Personnel File (Official Record). Replaces Schedule GSC 05-03.	One (1) year following termination, then transfer to Personnel / Human Resources Office for review and disposal. Approved: 7/18/2017
GSL 05 03	Leave Records	Requests for use of vacation, sick, compensatory, or other leave. This series is often filed within the official Personnel File. Replaces Schedule GSC 05-04.	Three (3) years after audit if leave summary information is maintained.  Fifty-five (55) years if leave summary information is not Approved: 7/18/2017
GSL 05 04	Employee Accident Reports	Reports and documentation related to accidents incurred by employees. Does not include documentation maintained in Personnel File. Replaces Schedule GSC 05-01.	Seven (7) years if workers compensation claim is filed (see GSL 05-05); otherwise three (3) years. Approved: 7/18/2017

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### All Local Governments Payroll Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSL 05 05	Workers Compensation Files	Files related to workers compensation claims. Includes case files and reports to Workers Compensation Commission.  Replaces Schedule GSC 05-06.	Seven (7) years following the close of the case.  Approved: 7/18/2017
GSL 05 06	Job Applications - not hired	Applications submitted for employment from individuals not hired for the position.  Replaces Schedule GSC 05-05.	Two (2) years.  Approved: 7/18/2017

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Public Works

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 14 01	Work Orders	Copies of work orders placed for use of public work crews.	Three (3) years after release of audit. Approved: 7/17/2001
GSC 14 02	Road / Street Dockets	Docket listing all road maintenance performed. This series provides historical summary of maintenance from initial construction.	Permanent. Approved: 1/15/2002
GSC 14 03	Road / Street Maintenance Records	Detailed records of maintenance performed.	Three (3) years after release of audit. Approved: 1/15/2002
GSC 14 04	Road / Street Maintenance Work Reports	Reports summarizing activities of maintenance crews.	Three (3) years after release of audit. Approved: 1/15/2002
GSC 14 05	Road / Street Repair Costs	Estimates, copies of invoices, supply tickets, and other financial records relating to maintenance activities.	Three (3) years after release of audit. Approved: 1/15/2002
GSC 14 06	Road / Street Resurfacing Reports	Summary reports (generally annually) containing lists of streets/road resurfaced, including types of materials and costs.	Permanent. Approved: 1/15/2002
GSC 14 07	Road / Street Plats	Plats of subdivisions and incorporated areas.	Permanent. Approved: 1/15/2002
GSC 14 08	Traffic Control Signs and Signals Inventory	Inventory of all traffic signs and signals.	Until superseded. Approved: 1/15/2002

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions that appear on the cover of this schedule.

# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

**Counties**  
**Public Works**

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 14 09	Traffic Control Maintenance Records	Records relating to the maintenance of traffic signs and signals.	Three (3) years. Approved: 1/15/2002
GSC 14 10	Traffic Control Intersection File	Includes a variety of records relating to intersections including studies related to traffic planning, drawings of signal controllers and intersections.	Ten (10) years. Approved: 1/15/2002

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Purchasing Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 04 01	Bids	Successful and unsuccessful bids received for purchases of goods or services. Associated documentation may include correspondence, preliminary work papers, requests for proposals or information, published notices, proofs of publication, plans, specifications and other related materials.	Five (5) years, or three (3) years after release of audit, whichever is later. Approved: 7/15/2008
GSC 04 02	Purchase Orders	Purchase orders.	Three (3) years after release of audit. Approved: 4/21/1998
GSC 04 03	State Contracts	Reference copy of purchase contracts issued by State of Mississippi.	Until superseded. Approved: 4/21/1998

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties Tax Assessor

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 17 01	Homestead Exemption Applications	Tax Assessor's copy of Homestead Exemption.	Three (3) years from date of application. Approved: 10/15/2002
GSC 17 02	Appraisal Database	Database containing property appraisal information.	Seven (7) years or until superseded, whichever is longer. If database is captured as it is used to generate the Assessment Roll (GSC 01-12), the electronic copy may be preserved in lieu of the paper copy of the Assessment Roll. Approved: 10/21/2003
GSC 17 03	Property Record Card / Sheets	Record of each property within the county containing appraisal information.	Seven (7) years or until superseded, whichever is longer. The electronic copy (GSC 17-02) may be preserved in lieu of the paper copy. Approved: 10/21/2003
GSC 17 04	Preliminary Tax Roll	Preliminary roll prior to changes/corrections made by Board of Supervisors.	Three (3) years. Approved: 5/18/2004
GSC 17 05	Disallowed Homestead Exemption Applications	Applications for homestead exemption that have been rejected.	Three (3) years. Approved: 5/18/2004

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

**Counties**  
**Tax Assessor**

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 17 06	Petitions for Change in Assessed Value	Requests from landowners for adjustments in valuations of property and associated records, including tax collection adjustments.	Three (3) years after conclusion of action. Approved: 4/18/2017
GSC 17 07	Sales Ratio Studies and Questionnaires	Analysis of the sale of real property as compared to the tax value of such property. Includes questionnaires sent to both sellers and buyers, related paperwork, and copies of reports sent to Department of Revenue.	Twelve (12) years. Approved: 4/16/2013
GSC 17 08	Mobile Home Registrations (Personal Property)	Registration of mobile or manufactured homes as personal property, per MCA § 27-53-5.	Three (3) years after audit following removal from roll. Approved:

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions that appear on the cover of this schedule.

# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Tax Collector

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 12 01	Assessment Roll - Tax Collector's Copy	Tax Collector's copy of the Assessment Roll.	Two (2) years. Approved: 7/20/1999
GSC 12 02	Tax Receipts - Collector's Copy	A copy of the receipt for taxes (ad valorem, mobile home, personal) retained by the tax collector.	Three (3) years after release of audit. Approved: 7/20/1999
GSC 12 03	Tag Receipts	This series (also known as Road and Bridge Privilege Tax and Registration Receipts) documents the payments of all taxes collected through the issuance of license plates for motor vehicles.	Three (3) years after release of audit. Approved: 7/20/1999
GSC 12 04	Motor Vehicle Title Applications	Tax Collector's copy of the application for title for a motor vehicle.	Three (3) years after release of audit. Approved: 7/20/1999
GSC 12 05	Tag Reports	Monthly reports received from the State Tax Commission reflecting motor vehicle tax transactions from the county.	Three (3) years after release of audit. Approved: 7/20/1999
GSC 12 06	Monthly Settlement	Detailed monthly report submitted to the State Tax Commission on motor vehicle taxes collected. This series includes the recapitulation report.	Detail report: Three (3) years after release of audit. Recapitulation report: Permanent. Approved: 7/20/1999
GSC 12 07	Casual Sales Tax / Use Tax Collection	Records generated in the collection of casual sales tax or use tax on sales of motor vehicles. May include receipt or other documentation.	Three (3) years after release of audit. Approved: 7/20/1999

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Tax Collector

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 12 08	Privilege License Fee Collection Reports	Report of privilege license fee collection.	Three (3) years after release of audit. Approved: 7/20/1999
GSC 12 09	Aircraft Tax Collection Record	Records generated in the collection of aircraft registration tax. May include receipt or other documentation.	Three (3) years after release of audit. Approved: 7/20/1999
GSC 12 10	Tax Collection Reports	Monthly reports of all taxes collected.	Three (3) years after release of audit. Approved: 7/20/1999
GSC 12 11	Privilege License Copies	Copies of issued license.	Three (3) years after release of audit. Approved: 7/17/2001
GSC 12 12	Privilege License Applications	Applications for privilege license.	Three (3) years after release of audit. Approved: 7/17/2001
GSC 12 13	Privilege License Register	List of all privilege licenses issued.	Permanent. Approved: 7/17/2001
GSC 12 14	Unpaid Privilege Licenses	Reports or other record of unpaid licenses.	Seven (7) years. Approved: 7/17/2001

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

**Counties**  
**Tax Collector**

SERIES #	TITLE	DESCRIPTION	RETENTION
12 15	Tax Sale Workbooks	Working papers used in the compilation of Lands Sold for Taxes (GSC 01-16). The workbooks may date as early as 1900 but all information found in these working files can be found in the Land Sold for Taxes records.	Dispose of all copies for which a Land Sold for Taxes Record is available. Records in this series dated 1900 through 1919 may be included in the disposal. If the corresponding Land Sold for Taxes Record is not extant, this series should be maintained permanently.
GSC 12 16	Motor Vehicle Title Application Support Records	Supporting documentation for persons with disabilities, veterans, and others who are eligible for special license tags, plates, or placards.	Three (3) years after audit following expiration or other termination.

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Utility Billing Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 09 01	Utility Deposit Records	This series contains information on customers obtaining utility services from the county and usually contains the customer's name, address, date of deposit, amount of deposit, account number, and occasionally additional information (such as date service commenced).	Four (4) years after refund or termination of service. Do not dispose of records in this series dated prior to 1945 without approval from the State Archives. Approved:
GSC 09 02	Meter Reading Records	This series contains the information which is generated in the meter reading process. It often contains, in addition to meter reading sheets or printouts (according to the process used), various out of tolerance reports, editing sheets, etc.	Three (3) years after release of audit. Approved: 1/16/2001
GSC 09 03	Utility Billing Records	This series contains the periodic billing information for each customer. Basic information in this series includes customer name, meter reading, date, and amount of bill.	Seven (7) years. Approved: 1/16/2001
GSC 09 04	Utility Billing Support Records	This series contains a variety of reports used in generating the billing of utility customers. It includes those accounting reports generated to verify the accuracy of the actual bill, such as trial balances run prior to being posted to the general ledger.	Three (3) years after release of audit. Approved: 1/16/2001
GSC 09 05	Utility Payment Records	This series includes reports reflecting payment of utility bills by customers. The series provides documentation of all payments made on bills. This report may be often combined with the Utility Billing Record (GSC 09-03).	Seven (7) years. Approved: 1/16/2001

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# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Utility Billing Records

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 09 06	Utility Payment Support Records	Backup material associated with the payment of utility bills. It may include payment stubs, receipt books, cashier's reports, bank draft reports and other documentation which is summarized in the Utility Payment Records (GSC 09-05).	Three (3) years after release of audit. Approved: 1/16/2001
GSC 09 07	Utility Deposit Refund Records	This series contains documentation of the final utility bill and the refund of the deposit to the customer.	Four (4) years. Approved: 1/16/2001
GSC 09 08	Utility Work Orders	Work orders for services such as to connect service, disconnect service, or other maintenance functions associated with utility services.	Three (3) years after release of audit. Approved: 1/16/2001

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions that appear on the cover of this schedule.



# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Vehicle Maintenance

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 16 01	Fuel Card File	Record of requests, record of issuance, and other documentation relating to fuel cards for county employees and vehicles.	One (1) year following cancellation of card. Approved: 10/17/2000
GSC 16 02	Fuel Usage Reports	Monthly reports detailing fuel purchased for county vehicles.	Three (3) years after release of audit. Approved: 10/17/2000
GSC 16 03	Vehicle Master File	Work orders on all work done on county vehicles. May include purchase information, vehicle description information, vehicle title, tag information, and billing information for maintenance.	Three (3) years after disposition of equipment. Approved: 10/17/2000
GSC 16 04	Parts Inventory Report	Record of parts received and used by vehicle maintenance operation.	Three (3) years after release of audit. Approved: 10/17/2000

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions that appear on the cover of this schedule.

# State of Mississippi Local Government Records

## RECORDS RETENTION SCHEDULE

### Counties

### Vehicle Maintenance

SERIES #	TITLE	DESCRIPTION	RETENTION
GSC 13 01	Zoning Authority Minutes	Minutes of meeting of the zoning authority.	Permanent. Approved: 1/16/2001
GSC 13 02	Meeting Tapes	Audio or video tape recordings of meetings of the zoning authority.	Three (3) years. Approved: 10/20/2009
GSC 13 03	Zoning Orders	Published compilations of all zoning orders.	Permanent. Approved: 1/16/2001
GSC 13 04	Map Files	Various maps of the county. Includes aerial photographs.	Retain original maps permanently. Approved: 1/16/2001
GSC 13 05	Zoning Plats	Plats reflecting zoning classification of all parcels in the county.	Permanent. Approved: 1/16/2001
GSC 13 06	Case Files	Case file for each request for rezoning, special exemption, use permit, or variance. These files generally include application, letter of intent, photographs, maps, staff report, recommendations from other departments, certified mail receipt, correspondence, petition, and final action information.	Permanent. Approved: 1/16/2001

This retention schedule has been approved for use only by the jurisdiction indicated above in accordance with instructions that appear on the cover of this schedule.

APPENDIX B

RECORDS DISPOSAL AUTHORIZATION

Complete the top half, sign, and return to the Local Government Records Office

The \_\_\_\_\_ in \_\_\_\_\_
(name of office) (name of city or county)

requests authorization to dispose of the following records:

Table with 3 columns: Name of Series, Date Range, Volume. Includes three rows of blank lines for data entry.

This request is (check one):

- [ ] Routine disposition
[ ] Emergency disposition (explain): \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email address \_\_\_\_\_

(This section to be completed by LGR Office)

MS Code authority § \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Minimum retention \_\_\_\_\_

Last LGRO authorization: \_\_\_\_\_
Number Date Date range approved

Additional remarks:

Authorization # LGRO \_\_\_\_\_

In accordance with Mississippi Code of 1972, Annotated, §25-59-21, authorization is granted to dispose of the records series listed above.

Katie Blount, Director
Mississippi Department of Archives & History

Date \_\_\_\_\_

## APPENDIX C

### Court Records Retention Periods per *Mississippi Code*

Court	Code	Record Series	Retention
All courts <i>(except Municipal - not considered a "court of record")</i>	§ 25-59-17	Court records: No schedules	Supreme Court must grant MDAH authority
<b>Disposal without MDAH approval</b>			
Municipal	GSM-09-03	Case files	7 years
Circuit/County	§ 13-5-36	Jury selection & service records	4 years after refill (April)
Municipal	GSM-09-04	Traffic Case files	3 yrs after audit after fine paid
All courts	§ 13-1-155	Exhibits - civil cases	90 days after final disposition
<b>Disposal with MDAH approval</b>			
<i>All courts</i>	§ 9-5-171 (old) <sup>1</sup>	<i>Court Reporters' notebooks, tapes, transcripts, etc.</i>	<i>5 yrs inventoried; 6 yrs no inventory</i>
<i>Chancery</i>	§ 9-5-171 (old) <sup>1</sup>	<i>Probated claims against estates</i>	<i>10 years</i>
<i>Chancery</i>	§ 9-5-171 (old) <sup>1</sup>	<i>Chancellor's trial docket sheets</i>	<i>5 years</i>
Circuit/County	§ 9-7-128	Closed case files	10 years / MDAH approval
Circuit/County	§ 9-7-128	"Loose records"	10 years / MDAH approval
Circuit/County	§ 9-7-128	Criminal files - convicted	20 years / MDAH approval
Justice	§ 9-11-11	Closed civil & criminal case files	7-1/2 years / MDAH approval
<i>Justice</i>	§ 9-5-171 (old) <sup>1</sup>	<i>Justice court reports of fines collected</i>	<i>5 years</i>
Youth	§ 43-21-265	Any records except medical/mental exams	Discretion / MDAH approval
<b>Permanent by statute</b>			
Circuit/County	§ 9-7-128	Docket books <sup>2</sup> , minute books, etc.	Permanent
Circuit/County	§ 9-7-128	Abstract of judgment, judgment roll	Permanent
<b>Electronically Stored Records</b>			
All offices	§ 9-1-53	Electronically filed or stored documents may be kept in lieu of any paper documents	
All offices	§ 19-15-3	Original records after reproduction	BOS approval
Circuit/County	§ 9-7-128	County ct civil & criminal closed files elec stored	Paper - 3 years
Circuit/County	§ 9-7-128	Circuit ct civil & criminal closed files elec stored	Paper - 5 years

<sup>1</sup> Note: Sec 9-5-171 revised in 2006; provisions for disposal of these records no longer covered by statute

MDAH provides Records Disposal Authorizations for these records following previous version.

<sup>2</sup> Attorney General's opinions in 1978 and 1993 consider this permanent retention applies to justice court docket books also

APPENDIX D

SEP 15 2014

BOOK 0147 PAGE 439

HINDS COUNTY, MISSISSIPPI  
Resolution of the Board of Supervisors

Robert Graham  
District 1

Darrel D. McQuirter  
District 2

Peggy H. Calhoun  
District 3

Tony Greer  
District 4

Kenneth L. Stokes  
District 5

In the Matter of Establishing and Maintaining an  
Active and Continuing Program for Management of County Records

WHEREAS, the Board of Supervisors of Hinds County agree to participate with §25-60-1 *et. seq.* and the Mississippi Department of Archives & History by forming a program for the disposition of records based on administrative, legal, fiscal or historical value;

WHEREAS, the Board of Supervisors does further desire to assess a fee to be charged by any county official who accepts documents for filing as public records in the amount of \$1.00 for each document so filed and to direct that any official or employee collecting this fee shall follow the requirements of §25-60-5 Mississippi Code Annotated (1972) in the disposition of said funds.

THEREFORE, BE IT RESOLVED, that the Board of Supervisors approves to implement a records management program as guided by §25-60-1 *et. seq.*, implement a schedule for the disposition of records based on administrative, legal, fiscal or historical value in conjunction with the Mississippi Department of Archives & History, and to further assess a fee of \$1.00 for each document filed with any county official or employee who accepts documents for filing as public records as provided for by §25-60-5 Mississippi Code Annotated (1972). The vote on said matter was as follows:

Supervisor <u>Robert Graham</u>	- District I	Voted: <u>aye</u>
Supervisor <u>Darrel McQuirter</u>	- District II	Voted: <u>aye</u>
Supervisor <u>Peggy Hobson Calhoun</u>	- District III	Voted: <u>aye</u>
Supervisor <u>Tony Greer</u>	- District IV	Voted: <u>aye</u>
Supervisor <u>Kenneth J. Stokes</u>	- District V	Voted: <u>absent</u>

The motion having received the affirmative vote of the Board members present, was declared by Darrel McQuirter, President of said Board, as being duly carried on this the 15<sup>th</sup> day of September, 2014.

# APPENDIX E



Hinds County Board of Supervisors

## RECORD MANAGEMENT FEE COLLECTION PROCESS AND REPORTING PLAN

### Background

In accordance with §25-60-5 *et. seq.* of the Mississippi Code, 1972 “any county or municipal official or employee who accepts documents for filing public records shall, in addition to any other fee provided elsewhere by law, collect a fee of one dollar (\$1.00) for each document filed”. The Hinds County Board of Supervisors, in collaboration with the Mississippi Department of Archives and History, resolved on September 15, 2014, to establish and maintain an active and continuing program for the management of County records through a record management program guided by §25-60-5 *et. seq.* of the Mississippi Code, 1972 by implementing a schedule for the disposition of records based on administrative, legal, fiscal, and historical value through the assessment of a fee of \$1.00 for each document filed with the county official or employee who accepts documents for filing a public record. Each department/division is required to post the approved rate poster for public review in all offices in which fees are collected. (See Attachment) These are generally regarded as one time fees.

### Department/Divisions Fee Collection Requirements

The common filings to which a Hinds County Record Management fee is to be collected, in accordance with §25-60-5 are as follows:

#### Building Code/Planning & Zoning

- Building Permits and related applications/permits
- Zoning applications & related filings

#### Chancery Clerk

- Recording any documents in land and related records (i.e. deeds mortgages, UCC’s liens, charters) except military discharges (no charge for these as per §35-3-13)
- Filing cases in Chancery Court

#### Circuit Clerk

- Judgement Roll entries or releases
- Marriage licenses
- Recording professional licenses
- Filing civil cases in Circuit or County Court
- Candidate registration fees for non-partisan elections. Registration fees for party-affiliated candidates are passed on to the political party executive committee. (Since the clerk does not keep any of the fees, these would probably not be eligible.)

#### Justice Court

- Filing civil cases in Justice Court
- Fees for criminal convictions at the conclusion of case

### Sheriff Department

- Taking bonds of every kind (for purposes of this fee multiple bonds for criminal charges arising out of a single incident or transaction shall be considered a single bond).

### Tax Assessor

- Registration of mobile home as real property, or revocation thereof (to be filed with the Chancery Clerk)

### Tax Collector

- Registration of vehicle fleet (§27-19-66(2))
- Registration or transfer of aircraft or exemption license
- Registration of a mobile home (initial registration, not annual tax)

### **Collection and Distribution Process**

The Hinds County Department of Information Technology has set up a fiscal reporting mechanism to collect fees from the Department of Permit and Zoning, Chancery Clerk's Office, Circuit Clerk's Office, Tax Assessor's Office, Department of Justice Court, Tax Collector's Office and the Sheriff Office. Fees collected from each department/division are processed through the Hinds County Chancery Clerk on a monthly basis. Fifty percent (50%) of the fees are distributed to Mississippi Department of Archives and History on a monthly basis. The remaining fifty percent (50%) of the collected fees is to be maintained in an established record management budget account with budgeted line items on a cumulative basis and managed by the Office of Human Capital Development. Any fees remaining in the Record Management Budget account at the end of a fiscal year shall **not** lapse into the General Fund. Funds collected are maintained in an account and are rolled over at the end of the fiscal year to the next year. Funds collected are to be used solely to support proper management of official records in accordance with records management standards established by the Mississippi Department of Archives and History.

### **Report Requirement**

The Chancery Clerk documents and maintains monthly fiscal reporting in which fees are collected from each department/division, and the amount forwarded to the Mississippi Department of Archives and History for each monthly reporting period. All departments/divisions (i.e. Department of Permit and Zoning, Chancery Clerk Office, Circuit Clerk Office, Department of Justice Court, Tax Collector Office, Tax Collector Office and the Sheriff Office) in which fees are collected are requested to submit a monthly report of fees collected to the Office of Human Capital Development.

### **Fund Expenditures**

Fees collected through this process will be utilized following the "Expenditure of Filing Fee Avails" in accordance with Rule 10.1. §25-60-5, Mississippi Code, 1972 directly related to the record management process of Hinds County, under the auspices of the Office of Human Capital Development.

***For additional information, contact NaCola James with the Office of Human Capital Development Record Management Division at [njames@co.hinds.ms.us](mailto:njames@co.hinds.ms.us) or (601) 714-6373, or LaVonne McGee, Director Office of Human Capital Development at (601) 973-5550 or [lmcgee@co.hinds.ms.us](mailto:lmcgee@co.hinds.ms.us).***

# **ATTENTION**

**EFFECTIVE MAY 1, 2015**

The Hinds County Board of Supervisors has approved a Record Management Program as guided by section 25-60-5 Mississippi Code Annotated, 1972, which includes a \$1.00 fee to all documents filed as public record.

## **\$1 Records Management Fee**

The offices affected by the \$1 Record Management Program fee are as follows:

**Chancery Clerk's Office**

**Circuit Clerk's Office**

**Justice Court Department**

**Permit and Zoning Department**

**Sheriff's Department**

**Tax Assessor's Office**

**Tax Collector's Office**