


RONNY LOTT
MADISON COUNTY CHANCERY CLERK

MEMORANDUM

TO: Madison County Board of Supervisors

FROM: Ronny Lott, Chancery Clerk 

DATE: March 20, 2017

RE: Destruction of Certain Records

Pursuant to the authority set forth in Miss. Code Ann. § 25-60-1, *et seq.* and § 19-15-1 *et seq.* and pursuant to certain rules and regulations promulgated by the Mississippi Department of Archives and History (MDAH), I hereby request the discretionary authority to destroy those records listed on the attached spreadsheet. As you can see, each group of records have exceeded their eligible disposal date according to MDAH retention schedules.

Mr. Tim Barnard, Director of the MDAH Local Government Records Office has reviewed the attached list as has Tax Collector Kay Pace, Circuit Clerk Anita Wray and County Administrator Shelton Vance. All concur in this request.

Thank you.

RECORDS DISPOSAL 2017

OFFICE	SERIES TITLE	RETENTION SERIES #	DATES	
Tax Collector	Tax Receipts	GSC 01-15	1997-2006	42 Bxs.
Tax Collector	Tag Receipts	GSC 12-03	2000-2011	113 Bxs.
Tax Collector	Title Remittance	GSC 12-04	2003-2004	19 Bxs.
Tax Collector	Tag Reports (9035)	GSC 12-05	2000-2009	61 Bxs.
Tax Collector	Tag Reports (9035)	GSC 12-05	1997-2011	57 Data Binders
Tax Collector	Monthly Settlement Reports	GSC 12-06	1997-2010	52 Bxs.
Tax Collector	Monthly Settlement Reports	GSC 12-06	2005-2011	32 Data Binders
Tax Collector	Casual Sales/Use Tax Collection	GSC 12-07	2008-2011	6 Bxs.
Tax Collector	Personal Tax Reports	GSC 12-10	1999-2007	9 Bxs.
Tax Collector	Mobile Home Collection Report	GSC 12-10	2004-2010	4 Bxs.
Tax Collector	Mobile Home Collection Report	GSC 12-10	2003-2004	2 Data Binders
Tax Collector	Privilege License Applications	GSC 12-12	2004-2011	2 Bxs.
Tax Collector	Title Application Support Records	GSC 12-16	2002-2004	5 Bxs.
Tax Collector	Deposit Books	GSC 02-12	2003-2005	2 Bxs.
Tax Collector	Bank Statements	GSC 02-04	2002-2003	1 Bx.
Tax Collector	Time Cards	GSC 03-09	2001/2005	2 Bxs.
Tax Collector	Lotus Computer Manuals		obsolete	2 Bxs.
Chancery Clerk	Tax Sale Supporting Documents, Redeemed Property	GSC 01-44	2003-2009	20 Bxs.
Chancery Clerk	Tax Sale Supporting Documents	GSC 01-44b	1997-2003	3 Data Binders
Chancery Clerk	Land Redemption Certificate	GSC 01-50	2005-2009	4 Bxs.
Chancery Clerk	Receipts/Receipts Journal	GSC 01 - 33	2001-2010	24 Bxs.
Chancery Clerk	Deposit Books	GSC 02-12	2006	1 Bx.
Chancery Clerk	Law Books		obsolete	1 Bx.
Tax Assessor	Preliminary Tax Roll	GSC 17-04	2003-2011	42 Data Binders
Tax Assessor	Property Record Cards/Renditions	GSC 17-03	2008	6 Bxs.
Purchasing	Purchase Orders	GSC 04-02	2004-2005	5 Bxs.

Purchasing	Bids (6 Month)	GSC 04-01	2000-2001	5 Data Binders
Financial Records	Accounts Payable Files (Paid Bills)	GSC 02-01	2004-2010	31 Bxs.
Financial Records	Bank Reconciliation	GSC 02-03	2003-2008	10 Data Binders
Financial Records	Bank Statements	GSC 02-04	2003-2004	2 Bxs.
Financial Records	Daily Revenue Reports	GSC 02-12	2001-2010	11 Bxs.
Financial Records	Daily Revenue Reports	GSC 02-12	2002-2005	3 Data Binders
Financial Records	General Ledger Reconciliation	GSC 02-16	2002	1 Data Binder
Financial Records	General Ledger Trial Balance	GSC 02-21	2004	4 Bxs.
Financial Records	Receiving Reports	GSC 02-26	2004-2010	8 Bxs.
Financial Records	Check Copies	GSC 02-31	2003-2005	4 Bxs.
Financial Records	Check Stubbs	GSC 02-32	2008-2011	8 Bxs.
Financial Records	Disbursement Record	GSC 02-34	2001-2002	1 Data Binder
Elections	Precinct Poll Books	GSC 11-05	2008-2012	
Elections	Voters Receipt Books	GSC 11-06	2008-2012	
Elections	Ballots	GSC 11-07	2008-2012	71 Total Bxs.
Elections	Unused Ballots	GSC 11-08	2008-2012	
Elections	Precinct Paperwork	GSC 11-10	2008-2012	
Circuit Clerk	State Tax Leins	GSC 01-09	1982-2003	11 Bxs.
Circuit Clerk	Returned Jury Summons	13-5-36	2009	21 Bxs.
Circuit Clerk	Fee Books	GSC 07-04	2004-2010	21 Data Binders

TOTAL NUMBER OF BOXES: 541

TOTAL NUMBER OF DATA BINDERS: 180