

RONNY LOTT
MADISON COUNTY CHANCERY CLERK

MEMORANDUM

TO: Madison County Board of Supervisors

FROM: Ronny Lott, Chancery Clerk *RL/cp*

DATE: February 20, 2018

RE: Disposal of Records

Pursuant to MS Code of 1972, Annotated, §25-59-21, please find attached a list of items that are due for disposal from the Records Restoration Center. I am requesting you grant me permission to dispose of these items and authorize me to acquire a quote from Shred It to properly dispose of these items.

Madison County Records Disposal Summary

1/22/18

Office	Series Title	Beginning Date	Ending Date	Schedule Number	Disposition	Eligible for Disposal
Circuit	Application for Absentee Ballots	2003	2014	GSC 11-04	2 years after certification of election results	2017
Circuit	Ballots	1992	2014	GSC 11-07	2 years after certification of election results	2017
Circuit	Daily Revenue Reports	2012	2012	GSC 02-12	3 years after release of audit	2016
Circuit	Fee Books	1998	2010	GSC 07-04	3 years after release of audit	2014
Circuit	Jury Selection and Service Records	1996	2008	§13-5-36	4 years after refill	2012
Circuit	Precinct Paperwork	1998	2014	GSC 11-10	2 years after certification of election results	2017
Circuit	Precinct Poll Books	2001	2014	GSC 11-05	2 years after certification of election results	2017
Circuit	Printer Canister Tapes	2006	2014	GSC 11-21	2 years after certification of election results	2017

Office	Series Title	Beginning Date	Ending Date	Schedule No.	Disposition	Eligible
Circuit	Published Materials	2003	2003	§25-59-3	Non-Record	
Circuit	Reports from Logic & Accuracy (L & A)	2007	2014	GSC 11-18	2 years after certification of election results	2017
Circuit	Unused Ballots	2001	2011	GSC 11-08	2 years after certification of election results	2014
Circuit	Voters' Receipt Books	2007	2014	GSC 11-06	2 years after certification of election results	2017
Circuit	Bank Statements	1994	2009	GSC 02-04	5 years	2015
Office	Series Title	Beginning Date	Ending Date	Schedule No.	Disposition	Eligible

Office	Series Title	Beginning Date	Ending Date	Schedule No.	Disposition	Eligible
Justice Court	Civil Case Files	1996	2007	Ss 9-11-11	7 years after case closed	2015
Justice Court	Criminal Case Files	1994	2005	Ss 9-11-11	7 years after case closed	2013
Justice Court	Traffic Violations	1996	2012	GSM 09-04	3 years after audit and fine paid	2016

RECORDS DISPOSAL AUTHORIZATION

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

The Justice Court in Madison County
(name of office) (name of city or county)

requests authorization to dispose of the following records:

Name of Series	Date Range	Volume
Civil Case Files	1996-2007	185cs ss 9-11-11
Criminal Case Files	1994-2005	143cs ss 9-11-11
Traffic Violations (closed)	1996-2012	58cs gsm 09-04

This request is (check one):

- Routine disposition
 Emergency disposition (explain): _____

Ronny Lott 11/27/17
 Signed Date
 Ronny Lott Madison County Chancery Clerk
 Name Title
 P O Box 404 Canton MS 39046
 Mailing Address City State Zip Code
 601-855-5526 ronny.lott@madison-co.com
 Phone Email address

(This section to be completed by LGR Office)

MS Code authority § 9-11-11 Minimum retention 7 yrs. after close
 Last LGRO authorization: 129 1970-1997
Number Date Date range approved

Additional remarks:

Traffic Violations follow Municipal Court schedule GSM 09-04:
 3yrs. after audit following payment of fine

Authorization # LGRO 373

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

Katie Blount
 Katie Blount, Director
 Mississippi Department of Archives & History

12-1-17
 Date

MADISON COUNTY JUSTICE COURT

2961 SOUTH LIBERTY STREET

CANTON, MS 39046

601-588-5619

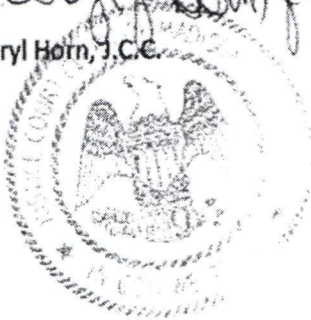
Sept.26,2017

To: Barry Parker,

According to 2013 Mississippi Code Title 9 –Courts Chapter 11- Justice Courts 9-11-11 – Uniform case record ; destruction of closed files, the attached list of files can be destroyed.

Cheryl Horn, J.C.C.

Cheryl Horn, J.C.C.



Barry Parker

From: Tim Barnard <tbarnard@mdah.ms.gov>
Sent: Thursday, January 18, 2018 4:49 PM
To: Barry Parker
Subject: Justice court disposal authorization
Attachments: MadisonCoRDA_2017-12-01.pdf

Barry,

The middle section is for us to show our director justification for this request and the history of prior approvals. The "1997" date was referencing the last authorization. That authorization, # 129, approved disposal of court files from 1970 thru 1997.

The range approved for THIS authorization is thru 2007 for civil files, 2005 for criminal files and 2012 for traffic tickets, as requested at the top. Sorry if it was misunderstood.

Tim Barnard, Director
Local Government Records Office
Miss. Dept. of Archives & History
Phone: 601-576-6894
tbarnard@mdah.ms.gov