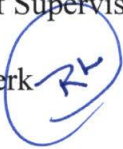


**RONNY LOTT**  
MADISON COUNTY CHANCERY CLERK

MEMORANDUM

TO: Madison County Board of Supervisors

FROM: Ronny Lott, Chancery Clerk 

DATE: February 3, 2020

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.

Tax Collector Kay Pace, Circuit Clerk Anita Wray and Tax Assessor Norman Cannady has reviewed the attached list and are in agreement to dispose of same. All concur in this request.

Thank you.

**DISPOSAL JANUARY 2020**

**Circuit Clerk**

Series #	Title	Dates	# of Boxes
GSC1105	Precinct Poll Books	2016	3
GSC1107	Ballots	2016	37
GSC1108	Unused Ballots	2016	2
GSC1110	Precinct Paperwork	2016	4
GSC1118	L&A Testing	2016	3

**Comptroller**

GSC0201	Accts. Payable Files (Paid Bills)	2011-2012	28
GSC0226	Receiving Reports	2011-2013	3
GSC0227	Fixed Asset Reports	2006-2009	2

**Tax Assessor**

GSC1703	Personal Property Renditions and Record Cards	2011-2012	11
GSC1704	Preliminary Tax Roll	2012	5

**Tax Collector**

GSC1203	Tag Receipts/Daily Work	2012-2013	47
GSC1204	Title Remittance	2012-2013	6
GSC1207	Sales Tax/Use Tax	2012-2013	4
		<b>TOTAL # BOXES</b>	<b>155</b>