


RONNY LOTT
MADISON COUNTY CHANCERY CLERK

MEMORANDUM

TO: Madison County Board of Supervisors

FROM: Ronny Lott, Chancery Clerk 

DATE: November 1, 2021

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.

Circuit Clerk Anita Wray and Justice Court Clerk Cheryl Horn has reviewed the attached list and are in agreement to dispose of same. All concur in this request.

Thank you.

Madison County Records Disposal Summary

2021

Office	Series Title	Beginning Date	Ending Date	Schedule Number	Disposition	Eligible for Disposal
Circuit	Civil Court Case Files	2009	2012	Ss9-11-11 36 bxs	7-1/2 years/ MDAH approval	2013
Circuit	Civil Court Case Files	2007	2009	Ss9-11-11 47 bxs	7-1/2 years MDAH approval	2013
Circuit	Court Civil Case Files	1995	2012	Ss9-11-11 52 bxs	7-1/2 years MDAH approval	2013
Circuit	Unused Ballots		2018	GSC-11-08 34 bxs	2 years after certification of election results	2018
Circuit	Voter Registration Application	1970	2008	GSC-11-01	2 years after removal as a registered voter	2012
Circuit Justice	Justice Court Traffic Case closed	2007	2017	GSM 09-04 36 bxs	3 years MDAH approval	2020
Circuit						
Circuit						