

MADISON COUNTY RECORDS DISPOSAL SUMMARY  
2023

	A	B	C	D	E	F	G
1	OFFICE	SERIES TITLE	BEGINNING DATE	ENDING DATE	SCHEDULE NUMBER	DISPOSITION	ELIGIBLE FOR DISPOSAL
2	Circuit	Poll Books	2008	2020	GSC 11 05	2 yrs after certification	2022
3	Circuit	Application for Absentee Ballot	2008	2020	GSC 11 04	2 yrs after certification	2022
4	Circuit	Used Ballots	2008	2020	GSC 11 07	2 yrs after certification	2022
5	Circuit	Unused Ballots	2008	2020	GSC 11 08	2 yrs after certification	2022
6	Circuit	Affidavit Ballots	2008	2020	GSC 11-09	2 yrs after certification	2022
7	Circuit	Absentee Ballots	2008	2020	GSC 11 04	2 yrs after certification	2022
8	Circuit	Ballot Tally Sheets	2008	2020	GSC 11 10	2 yrs after certification	2022
9	Circuit	Voter Misc Paperwork from precinct	2008	2020	GSC 11 10	2 yrs after certification	2022
10	Circuit	Voter Receipt Books	2008	2020	GSC 11 06	2 yrs after certification	2022
11	Circuit	Affidavit Register	2008	2020	GSC 11 09	2 years after certification	2022
12	Circuit	L & A Reports	2008	2020	GSC 11 18	2 years after certification	2022
13	Circuit	Election Day (OS) Reports	2008	2020	GSC 11 23	2 years after certification	2022
14	Circuit	Court Reporter's Stenopads	1980	2002	9-5-171	5 yrs inventoried;6 yrs no inventory	2017;2016
15	Circuit	Court Reporter Tapes	1980	1999	9-5-171	5 yrs inventoried;6 yrs no inventory	2017;2016
16	Elections	Inactive Voters	2008	2018	GSC 11 01	2 yrs following removal as a registered voter	2020
17	Circuit	Jury Cards & Venires	2008	2013	§13-5-36	4 yrs after refill in April	2017
18	Circuit	Jury Excuses	2012	2019	§13-5-36	4 yrs after refill in April	2017
19	Circuit	Jury Excuses/Affidavits/Venires	2018	2019	§13-5-36	4 yrs after refill in April	2017
20	Circuit	Jury Inactive Records & voters	2003	2019	§13-5-36	4 yrs after refill in April	2017

MADISON COUNTY RECORDS DISPOSAL SUMMARY

2023

	A	B	C	D	E	F	G
21	Circuit	Jury Panel Reports	2007	2011	§13-5-36	4 yrs after refill in April	2017
22	Circuit	Jury Venire	1995	2015	§13-5-36	4 yrs after refill in April	2017
23	Circuit	Circuit Clerk Fee and Bank Records	1998	2002	GSL 02-06	5 years	2017
24	Circuit	Office Files of Lee Westbrook	undated	undated	GSL 01-09	2 years	2020
25	Circuit	Prospective Juror Lists	2001	2017	§13-5-36	4 yrs after refill in April	2017
26	Circuit	Poll Book Blue Cards	1950's	1950's	GSC 11-03	Permanent	Provide to historical society
27	Circuit	Purged Voters	2006	2016	GSC 11-01	2 yrs following removal as a registered voter	2020
28	Circuit	State Tax Leins and Cancellations	2004	2012	GSC 01-09	5 yrs inventoried;6 yrs no inventory	2017;2016
29	Youth Court	Youth Court Case Files	1976	2015	§43-21-265	Discretion/M DAH approval	Order of Court
30	Circuit	Bad check Receipts from DA	2012	2017	GSC 07 04	Three Years after release of Audit	2021
31	Circuit	Fee Journal	2013	2015	GSC 07 08	Seven Years	2022
32	Circuit	Fee Books	1998	2019	GSC 07 04	Three Years after release of Audit	2022
33	Circuit	Bank Reconciliation criminal and civil	2013	2015	GSL 02 05	Three Years after release of Audit	2018
34	Circuit	civil exhibits of closed cases	Prior to 1-1-23		§13-1-155	90 days after the final disposition of any civil action or appeal	1/1/2023

*Anita Wray*

x - dispose of

March, 2023

	Real Title	Series Title	Date Range	Schedule	Retention	Date Eligible
X	Bad Check Receipts: DA Office	Daily Revenue Reports	2012-2017	GSL 02-22	Three (3) years after audit.	2018
X	Copies of Youth Court Orders	Any records except medical/mental exams	2016-17	§ 43-21-265	Discretion / MDAH approval	
X	Exhibits	Exhibits - Civil Cases	undated	§ 13-1-155	90 days after final disposition	2022
X	Impaneled Jury List	Jury Selection & Service Records	2016-2017	§ 13-5-36	4 years after refill (April)	2017
	Indictment	Secret Record of Indictments	undated	§ 99-7-13	Permanent	N/A
X	Jury Card Lists	Jury Selection & Service Records	2018-2019	§ 13-5-36	4 years after refill (April)	2017
X	Jury Checks	Accounts Receivable Files	undated	GSL 02-02	3 years after audit	2018
		Marriage License Record File, Prior to July 1, 2012;		GSC 07-02;	Permanent;	
	Marriage License Record File	Marriage License Record File, After July 1, 2012	undated	GSC 07-06	6 years if either applicant is under age of majority; Otherwise, destory when no longer needed administratively	N/A; 2016
	Marriage Records	Marriage Records	undated	GSC 07-03	Permanent	N/A
	Secret Indictment	Secret Record of Indictments	undated	§ 99-7-13	Permanent	N/A
X	Youth Court Exhibits	Any records except medical/mental exams	undated	§ 43-21-265	Discretion / MDAH approval	
	Youth Court Minutes	Youth Court Minutes	undated	§ 9-7-128	Permanent	N/A

Anita Wray

				2 years following re-registration, removal as a registered voter, or after application is scanned and scanned image is verified to be accurate; Rejected applications must be maintained permanently	
Voter Registration Applications	Voter Registration Applications	1970-2005	GSC 11-01		Depends
Voter Registration Roll	Voter Registration Books	1994	GSC 11-02	Permanent	N/A
X Writ of Garnishment (with youth court records)	Any records except medical/mental exams	1986-2012	§ 43-21-265	Discretion / MDAH approval	
X Youth Court Case Files	Any records except medical/mental exams	1976-2015	§ 43-21-265	Discretion / MDAH approval	
X Youth Court Judgements	Any records except medical/mental exams	undated	§ 43-21-265	Discretion / MDAH approval	

\* If copies, dispose as needed. If not, no schedule and must maintain.

\*\* If in Secret Indictment Book, you can dipose. If not, keep permanently.

	Poll Book Blue Cards	Voter Registration Books	1950s	GSC 11-03	Permanent	provide to historical society
X	Prospective Juror Lists	Jury Selection & Service Records	2001-2008	§ 13-5-36	4 years after refill (April)	2017
X	Purged Voters	Voter Registration Applications	2006-2016	GSC 11-01	2 years following removal as a registered voter, Rejected applications must be maintained permanently	2020
	Special Orders of the Court	Docket Books, Minute Books, etc.	1970-2005	§ 9-7-128	Permanent	N/A
X	State Tax Liens & Cancellations	State Tax Liens	2004-2012	GSC 01-09	4 years after cancellation or expiration	2011
X	Transcripts from Lower Court for Grand Jury	Court Reporter's Notebooks, Tapes, Transcripts, etc.	2006-2014	§ 9-5-171	5 years inventoried; 6 years no inventory	2017; 2016
X	Venire Lists	Jury Selection & Service Records	1995-2006	§ 13-5-36	4 years after refill (April)	2018
X	Voter Notifications	Voter Registration Applications	1999	GSC 11-01	2 years following re-registration, removal as a registered voter, or after application is scanned and scanned image is verified to be accurate; Rejected applications must be maintained permanently	Depends

X	Jury Panel Reports	Jury Selection & Service Records	2007-2011	§ 13-5-36	4 years after refill (April)	2017
X	Jury Venire	Jury Selection & Service Records	2012-2019	§ 13-5-36	4 years after refill (April)	2017
	Marriage License Record File	Marriage License Record File, Prior to July 1, 2012; Marriage License Record File, After July 1, 2012	2013-2015	GSC 07-02; GSC 07-06	Permanent; 6 years if either applicant is under age of majority; Otherwise, destroy when no longer needed administratively	N/A; 2016
X	Misc Voter Registration Files	Voter Registration Applications	2000-2012	GSC 11-01	2 years following re-registration, removal as a registered voter, or after application is scanned and scanned image is verified to be accurate; Rejected applications must be maintained permanently	Depends
X	Motor Voter	Voter Registration Applications	2001-2004	GSC 11-01	2 years following re-registration, removal as a registered voter, or after application is scanned and scanned image is verified to be accurate; Rejected applications must be maintained permanently	Depends
X	Office Files of Lee Westbrook	Correspondence, Routine	undated	GSL 01-09	2 years	2020
X	Old Appeal	Court Reporter's Notebooks, Tapes, Transcripts, etc.	undated	§ 9-5-171	5 years inventoried; 6 years no inventory	2017; 2016
	Old Supreme Court Orders	Docket Books, Minute Books, etc.	1990-2010	§ 9-7-128	Permanent	N/A

	County Court Case Files	Closed Case Files - Civil or Criminal with no conviction	1980-2009	§ 9-7-128	10 years / MDAH approval	2012
	County Court Criminal	Criminal Files - Convicted	2007-2010	§ 9-7-128	20 years / MDAH approval	2002
X	Court Reporter's Steno Pads	Court Reporter's Notebooks, Tapes, Transcripts, etc.	1980-2002	§ 9-5-171	5 years inventoried; 6 years no inventory	2017; 2016
X	Court Reporter's Tapes	Court Reporter's Notebooks, Tapes, Transcripts, etc.	1980-1999	§ 9-5-171	5 years inventoried; 6 years no inventory	2017; 2016
X	Criminal Disposition Notes	Court Reporter's Notebooks, Tapes, Transcripts, etc.	1983-2013	§ 9-5-171	5 years inventoried; 6 years no inventory	2017; 2016
	DHS Court Case Files	County Court Civil Case Files	1985-2000	§ 9-7-128	10 years after close/ MDAH approval	2012
	Dockets	Docket Books, Minute Books, etc.	2000-2012	§ 9-7-128	Permanent	N/A
X	Election Records	various election series	2008	GSC 11-04 thru 11-11	Two (2) years after certification of results.	2020
	Exhibits Returned by Supreme Court	Exhibits - Civil Cases	undated	§ 13-1-155	90 days after final disposition	2022
	Expired Appearance Bonds	(no schedule)	1998-2015			
X	Inactive Voters	Voter Registration Applications	2008-2018	GSC 11-01	Two (2) years following removal as a registered voter.	2020
	Indictments**	(see note)	1970-1989	§ 99-7-13	Permanent	
	Judgement Roll by Defendant	Abstract of Judgement, Judgement Roll	2006	§ 9-7-128	Permanent	N/A
X	Juror Cards & Venires	Jury Selection & Service Records	2008-2013	§ 13-5-36	4 years after refill (April)	2017
X	Jury Excuses	Jury Selection & Service Records	2012-2019	§ 13-5-36	4 years after refill (April)	2017
X	Jury Excuses / Affidavits/ Venire	Jury Selection & Service Records	2018-2019	§ 13-5-36	4 years after refill (April)	2017
X	Jury Inactive Records & Voters	Jury Selection & Service Records	2003-2019	§ 13-5-36	4 years after refill (April)	2017

Real Title	Series Title	Date Range	Schedule	Retention	Date Eligible
Abstracts of Judgement	Abstract of Judgement, Judgement Roll	1987-1996	§ 9-7-128	Permanent	N/A
Appeal Transcripts	Court Reporter's Notebooks, Tapes, Transcripts, etc.	1994-2004	§ 9-5-171	5 years inventoried; 6 years no inventory	2017; 2016
Autopsy Reports	Autopsy Report	1977-2013	GSC 19-11	5 years; Cases involving homicides or suspicious death prior to July 1, 1986 must be retained 50 years from date of death.	2017; Depends
X Bank Statements	Bank Statements	undated	GSL 02-06	5 years	2017
Bonding Companies	(need more information)	1990-2004			
X Canceled Checks	Canceled Checks	undated	GSL 02-15	5 years after close of the fiscal year	2017
X Civil Disposition Reports	Court Reporter's Notebooks, Tapes, Transcripts, etc.	1998-2005	§ 9-5-171	5 years inventoried; 6 years no inventory	2017; 2016
X Civil Exhibits	Exhibits - Civil Cases	1990-2014	§ 13-1-155	90 days after final disposition	2022
Copy of Appeal Bonds*	(see note)	2005-2020			
X Copy of Appeal to Supreme Court	Court Reporter's Notebooks, Tapes, Transcripts, etc.	1999-2016	§ 9-5-171	5 years inventoried; 6 years no inventory	2017; 2016
X Copy of Appeals	Court Reporter's Notebooks, Tapes, Transcripts, etc.	2009-2017	§ 9-5-171	5 years inventoried; 6 years no inventory	2017; 2016
Coroner's Report	Report of Death Investigation	1977-2012	GSC 19-01	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 50 years from date of death.	2017; Depends



Real Title	Series Title	Date Range	Schedule	Retention	Date Eligible
Unused Ballots	Unused Ballots	undated	GSC 11-08	90 days after certification of election results	2022

X

Real Title	Series Title	Date Range	Schedule	Retention	Date Eligible
X Election Contest	various election series	2019	§ 9-5-171; GSC 11-04 thru 11-11	One (1) year after final disposition if retention otherwise met	2021
X Election Day Ballots	Ballots	2019-2020	GSC 11-07	2 years after certification of election results.	2020
X General Election Unused Ballots	Ballots	2017-2022	GSC 11-08	90 days after certification of election results	2020
X Poll Books	Precinct Poll Books	2021	GSC 11-05	2 years after certification of election results.	2020
X Rejected Affidavit	Affidavit Register	2020-2022	GSC 11-09	2 years after certification of election results.	2020
X Resolution Board	Precinct Paperwork	2020-2022	GSC 11-10	2 years after certification of election results.	2020
X Scanned Absentee Ballots	Ballots	2020	GSC 11-05	2 years after certification of election results.	2020
X Scanned Ballots	Ballots	2020	GSC 11-05	2 years after certification of election results.	2020
X Spoiled Ballots	Ballots	2020-2022	GSC 11-05	2 years after certification of election results.	2020

## RECORDS DISPOSAL AUTHORIZATION

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

The Circuit Clerk's Office in Madison County  
(Name of Office) (Name of City or County)

requests authorization to dispose of the following records:

Name of Series	Date Range Requested	Volume
Court Reporters' Notes, Tapes, and Transcripts	1980 - 2017 <u>2002</u>	<u>17 boxes</u>
Youth Court Files	1976 - 2015	<u>132 boxes</u>

This request is (check one):

- Routine Disposition  
 Emergency Disposition (explain): \_\_\_\_\_

Anita Wray 3/23/2023  
Signed Date  
Anita Wray Circuit Clerk

Name Title  
P O Box 1626 Canton MS 39046  
Mailing Address City State Zip Code  
601-855-5540 anita.wray@madison-co.com  
Phone Email Address  
601-855-5540 anita.wray@madison-co.com

(This section to be completed by LGRO)

MS Code Authority § 9-43-5-171 Minimum Retention 6 years if not inventoried  
21-265 youth at judge's discretion  
Last LGRO Authorization: 489/478 7/7/2022/3/2/2022 1999-2013/1970-2013  
Number Date Date Range Approved

Additional Remarks:

Authorization # LGRO 518

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

Katie Blount 3-24-23  
Katie Blount, Director Date  
Mississippi Department of Archives & History

IN THE CIRCUIT COURT OF MADISON COUNTY, MISSISSIPPI

**FILED**  
MADISON COUNTY

ORDER TO DISPOSE

AUG 17 2022

COURT REPORTER'S NOTES AND AUDIO CASSETTES

ANITA WRAY, CIRCUIT CLERK

BY AW D.C.

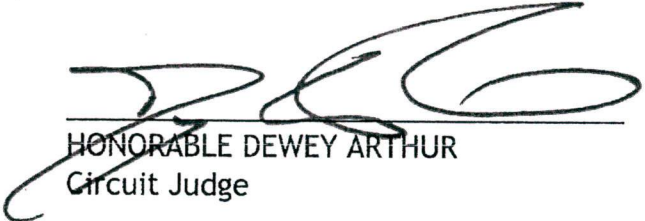
This cause came on for hearing upon a motion by Karen S. Rowzee, Court Reporter, who, in her 10<sup>th</sup> year of retirement, requests the Court's permission to dispose of the following records in accordance with Mississippi Code 9-5-171, and in accordance with the retention schedule and authorized permission of the Mississippi Department of Archives.

All court reporting records, including tapes, transcripts and notes for the years, January 2, 2012 through December 31, 2013.

It is acknowledged by Karen Rowzee that there are no appeals pending in these matters and that there has been no activity involving these cases through the present date.

IT IS THEREFORE ORDERED that Karen Rowzee's court records for Madison County, Mississippi, shall be properly disposed of pursuant to Mississippi Code 9-5-171, and pursuant to the Mississippi Department of Archives and History's retention schedule.

ORDERED AND ADJUDGED, this the 16<sup>th</sup> day of August, 2022.

  
HONORABLE DEWEY ARTHUR  
Circuit Judge

## RECORDS DISPOSAL AUTHORIZATION

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

The Madison County Circuit Court in Canton, MS  
(name of office) (name of city or county)

requests authorization to dispose of the following records:

Name of Series	Date Range Requested	Volume
Court Reporter's Records, including Tapes, Transcripts, Notes and other Records	1-2-12 to 12-31-13	

This request is (check one):

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

Karen S. Rowzee June 28, 2022  
Signed Date  
Karen S. Rowzee Court Reporter  
Name Title  
234 Mallard Drive Brandon MS 39047  
Mailing Address City State Zip Code  
601-540-5808 ksrowzee@aol.com  
Phone Email address

(This section to be completed by LGR Office)

MS Code authority § 9-5-171 Minimum retention 6 yrs. if not inventoried  
 Previous LGRO authorization: 481 4/14/2022 1999-2011  
Number Date Date range previously approved  
 Additional remarks:

Authorization # LGRO 489

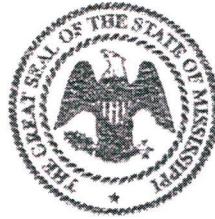
In accordance with Mississippi Code of 1972, Annotated, §25-59-21, authorization is granted to dispose of the records series listed above.

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

7-7-22  
 Date

# COUNTY COURT OF MADISON COUNTY

STACI B. O'NEAL  
County Judge  
P.O. Box 1626  
Canton, Mississippi 39046



Telephone: 601-855-5626  
601-352-2049  
Facsimile: 601-855-5706

March 11, 2022

Madison County Board of Supervisors  
c/o Shelton Vance, County Administrator

Re: Youth Court Records

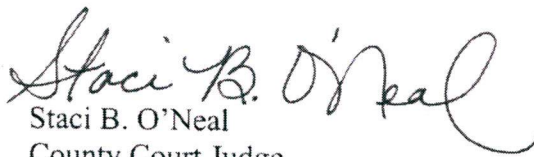
Dear Members of the Board:

Attached hereto is a Records Disposal Authorization received from the Mississippi Department of Archives & History and an Order by me as required by Miss Code § 43-21-265. Pursuant to these two documents, I have appointed Jenny Chhabra to review, organize and dispose of the Youth Court records dating between 1975-2013. I also intend for her to organize and digitize the records after 2013 to the extent allowable by relevant statutes. This will be a temporary position and I am requesting that she be paid as a temporary employee until the tasks assigned have been completed. I anticipate that the total time needed will be less than 250 hours. To that end, please see the Personnel Action Form submitted this same date.

As for funding for this project, I am requesting the Board's acknowledgement and consent to move funds from the Youth Services budget line items 001.163.510, 001.163.603 and 001.163.589, in that order, as may be necessary to cover the expenses of said review destruction process.

If you have questions or need further information, please do not hesitate to contact me.

Sincerely,

  
Staci B. O'Neal  
County Court Judge

**FILED**  
MADISON COUNTY  
IN THE YOUTH COURT OF MADISON COUNTY, MISSISSIPPI  
MAR 11 2022

ANITA WRAY, CIRCUIT CLERK

BY Jefferson D.C.

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**ORDER FOR THE DESTRUCTION OF YOUTH COURT RECORDS**

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THIS COURT, on its own motion, has determined that the voluminous youth court records dating from 1970-2013 which are now stored in the Youth Service Building should be carefully reviewed for any medical records and then destroyed. The contents of the records are confidential, and this Court finds that their destruction should be overseen by the Court to ensure compliance with applicable law.

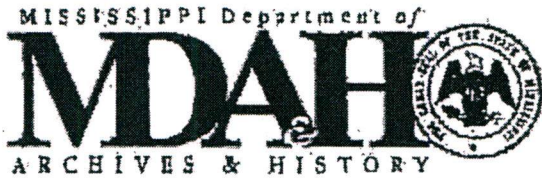
Pursuant to Miss Code § 43-21-265, the Mississippi Department of Archives & History has approved the disposal of Youth Court Case Files, related notes, and papers of same, excluding any medical records ranging from 1970-2013. See Exhibit A attached hereto.

The Court hereby appoints Jennifer Chhabra, to be paid as an independent contractor at a rate of \$20/hr through Madison County, utilizing the Youth Services budget line items 001.163.510, 001.163.603 and 001.163.589 as may be necessary to cover the expenses of said review destruction process.

IT IS THEREFORE ORDERED that all Youth Court files, and related papers generated between 1970-2013 be reviewed and destroyed in the method and manner as prescribed by this Court.

SO ORDERED, this the 11th day of March 2022.

Staci B. O'Neal  
COUNTY COURT JUDGE



Local Government Records Office  
 PO Box 571, Jackson, MS 39205-0571  
 (601) 576-6894 · Fax (601) 576-6899  
 locgov@mdah.ms.gov

## RECORDS DISPOSAL AUTHORIZATION

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

The Madison County Youth Court in Canton, Mississippi  
(name of office) (name of city or county)

requests authorization to dispose of the following records:

Name of Series	Date Range Requested	Volume
Youth Court Case Files	1970-2013	
Related notes and papers of same		
Excluding any medical records, if any		

This request is (check one):

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

<u>Staci O'Neal</u>	<u>2/25/2022</u>		
<small>Signed</small> Staci O'Neal	<small>Date</small>		
	County Court Judge		
<small>Name</small> P.O. Box 1626	<small>Title</small> Canton	<small>State</small> MS	<small>Zip Code</small> 39046
<small>Mailing Address</small> 601-398-5200	<small>City</small> staci.oneal@madison-co.com	<small>State</small>	<small>Zip Code</small>
<small>Phone</small>	<small>Email address</small>		

*(This section to be completed by LGR Office)*

MS Code authority § <u>43-21-265</u>	Minimum retention <u>Judge's discretion</u>	
Previous LGRO authorization: <u>188</u>	<u>8/28/2008</u>	<u>1975-1988</u>
<small>Number</small>	<small>Date</small>	<small>Date range previously approved</small>

Additional remarks:

Authorization # LGRO 478

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

<u>Katie Blount</u>	<u>3-2-22</u>
Katie Blount, Director	<small>Date</small>
Mississippi Department of Archives & History	

Exhibit "A"



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Mississippi

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### § 43-21-265. Destruction authorized

MS ST § 43-21-265 • West's Annotated Mississippi Code • Title 43. Public Welfare (Approx. 2 pages)

Document Notes of Decisions (0) History (1) Citing References (8) Context & Analysis (5) Fullscreen

§

West's Annotated Mississippi Code  
Title 43. Public Welfare  
Chapter 21. Youth Court (Refs & Annos)  
Records

Miss. Code Ann. § 43-21-265

### § 43-21-265. Destruction authorized

Currentness

The youth court, in its discretion, may order the destruction of any records involving children except medical or mental health examinations as defined in Section 43-21-253. This order shall be directed to all persons maintaining the records, shall order their physical destruction by an appropriate means specified by the youth court and shall require the persons to file with the youth court a written report of compliance with the order. No records, however, may be destroyed without the approval of the director of the department of archives and history.

#### Credits

Laws 1979, Ch. 506, § 30; Laws 1980, Ch. 550, § 13; Laws 1981, Ch. 501, § 24, eff. July 1, 1981.

Miss. Code Ann. § 43-21-265, MS ST § 43-21-265

The Statutes and Constitution are current with laws from the 2022 Regular Session effective through March 3, 2022. Some statute sections may be more current, see credits for details. The statutes are subject to changes provided by the Joint Legislative Committee on Compilation, Revision and Publication of Legislation.

End of Document

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## NOTICE TO ATTORNEYS

Pursuant to the Mississippi code listed below, ALL CIVIL EXHIBITS ENTERED INTO EVIDENCE PRIOR TO **JANUARY 1, 2023**, WILL BE DISPOSED OF UNLESS NOTIFICATION IS GIVEN TO THE CIRCUIT CLERK ANITA WRAY. Please email the clerk [anita.wray@madison-co.com](mailto:anita.wray@madison-co.com) or [dendy.blankenship@madison-co.com](mailto:dendy.blankenship@madison-co.com) within thirty (30) days if you would like to arrange a time to pick up any exhibits

§ **13-1-155**. Destruction or other disposal of exhibits following final determination of civil actions.

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After not less than ninety (90) days after the final determination or disposition of any civil action, or if an appeal shall have been taken, then after not less than ninety (90) days after receiving a certificate of the final disposition of the action, the clerk of the court in which the action was filed or tried shall destroy, return, or otherwise dispose of all exhibits which were filed in the action. Provided, however, that no exhibit shall be destroyed, returned, or otherwise disposed of until after the expiration of the time within which a bill of review may be filed in applicable cases as provided in Section 11-5-121, Mississippi Code of 1972. The clerk shall notify the attorneys for all parties to the action and the owner or person having custody of the property prior to the court action before the expiration of the ninety (90) day period that the exhibits may be claimed.