

RONNY LOTT
MADISON COUNTY CHANCERY CLERK

MEMORANDUM

TO: Madison County Board of Supervisors

FROM: Ronny Lott, Chancery Clerk

DATE: May 15, 2023

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, Tax Collector Kay Pace, and myself have reviewed the attached list and are in agreement to dispose of same. All concur in this request.

Therefore, I am requesting you approve a purchase order with Shred It to pick up and shred same.

Thank you.

Chancery Clerk Destruction List 2023

A1131	Chancery Clerk	GSC 01-14	Homestead Exemption Applications	2008	Review
A1132	Chancery Clerk	GSC 01-14	Homestead Exemption Applications	2009	Review
A1133	Chancery Clerk	GSC 01-14	Homestead Exemption Applications	2010	Review
A1134	Chancery Clerk	GSC 01-14	Homestead Exemption Applications	2011	Review
A1135	Chancery Clerk	GSC 01-14	Homestead Exemption Applications	2012	Review
A1136	Chancery Clerk	GSC 01-14	Homestead Exemption Applications	2013	Review
A1137	Chancery Clerk	GSC 01-14	Homestead Exemption Applications	2014	Review
A1138	Chancery Clerk	GSC 01-14	Homestead Exemption Applications	2015	Review
A1139	Chancery Clerk	GSC 01-14	Homestead Exemption Applications	2016	Review
A1140	Chancery Clerk	GSC 01-14	Homestead Exemption Applications	2017	Review
A1141	Chancery Clerk	GSC 01-14	Homestead Exemption Applications	2018	Review
A1142	Chancery Clerk	GSC 01-14	Homestead Exemption Applications	2019	Review
A1143	Chancery Clerk	GSC 01-14	Homestead Exemption Applications	2019	Review
A1109	Chancery Clerk	Chancery Clerk	Old Misc. Chancery Clerk Office Files		Review
A1110	Chancery Clerk	GSC 01-36	Land/Court Records Receipt Books	1997-1998	Review
A1111	Chancery Clerk	GSC 01-36	Land/Court Records Receipt Books	1998-1999	Review
In Gate	Chancery Clerk		Daily Cash Journal	2013-2015	Pending
In Gate	Chancery Clerk		Daily Cash Journal	May 2015- June 2015	Pending
In Gate	Chancery Clerk		Daily Cash Journal	Sept - Dec 2016	Pending
In Gate	Chancery Clerk		Daily Cash Journal	Sept - Dec 2017	Pending
In Gate	Chancery Clerk		Daily Cash Journal	Sept - Dec 2018	Pending
In Gate	Chancery C Clerk		Daily Cash Journal	Nov 2013- May 2014	Pending
In Gate	Chancery Clerk		Daily Cash Journal	June - Oct 2014	Pending
In Gate	Chancery Clerk		Daily Cash Journal	Oct - April 2015	Pending
In Gate	Chancery Clerk		Daily Cash Journal	Jan - Aug 2016	Pending
In Gate	Chancery Clerk		Daily Cash Journal	Jan - Aug 2017	Pending
In Gate	Chancery Clerk		Daily Cash Journal	Jan - Aug 2018	Pending
In Gate	Chancery Clerk		2016-19 Bankplus Dep. Books/Tax Settlement 20180	2016-2019	Pending
In Gate	Chancery Clerk		2015 Bank Statements/2019 Tax Settlement/	2015-2019	Pending
A0875	Chancery Clerk		Deposit Books/Bank Statements	2002-2003	Review

R. J. King

Tax Collector Destruction List 2023

01-01	Tax Collector	GSC 12-03	Tag Reports	2016/January	Pending
01-02	Tax Collector		Tag Reports	2016/February	Pending
01-03	Tax Collector		Tag Reports	2016/March	Pending
01-04	Tax Collector		Tag Reports	2016/April	Pending
01-05	Tax Collector		Tag Reports	2016/May	Pending
01-06	Tax Collector		Tag Reports	2016/June	Pending
01-07	Tax Collector		Tag Reports	2016/July	Pending
01-08	Tax Collector		Tag Reports	2016/August	Pending
01-09	Tax Collector		Tag Reports	2016/September	Pending
01-10	Tax Collector		Tag Reports	2016/October	Pending
01-11	Tax Collector		Tag Reports	2016/November	Pending
01-13	Tax Collector		Title Remittance	2016/Jan.-Mar.	Pending
01-14	Tax Collector		Title Remittance	2016/Apr.-June	Pending
01-15	Tax Collector		Title Remittance	2016/July-Sept.	Pending
01-17	Tax Collector		Title Remittance	october-Dec - 2016	
01-23	Tax Collector		Tag Reports/Daily Work	Apr-21	Pending
02-01	Tax Collector		Daily Reports	2016/January	Pending
02-02	Tax Collector		Daily Reports	2016/February	Pending
02-03	Tax Collector		Daily Reports	2016/March	Pending
02-04	Tax Collector		Daily Reports	2016/April	Pending
02-05	Tax Collector		Daily Reports	2016/May	Pending
02-06	Tax Collector		Daily Reports	2016/June	Pending
02-07	Tax Collector		Daily Reports	2016/July	Pending
02-09	Tax Collector		Daily Reports	2016/September	Pending
02-10	Tax Collector		Daily Reports	2016/October	Pending
02-11	Tax Collector		Daily Reports	2016/November	Pending
02-12	Tax Collector		Daily Reports	Dec. 2016	Pending
02-14	Tax Collector		Personal Prop. Warrants	2016	Pending
02-16	Tax Collector		Mobile Home Warrants	2016	Pending
02-18	Tax Collector		Approved Batch Details	2015	Pending
03-01	Tax Collector		Daily Reports	2015/January	Pending
03-02	Tax Collector		Daily Reports	2015/February	Pending
03-03	Tax Collector		Daily Reports	2015/March	Pending
03-04	Tax Collector		Daily Reports	2015/April	Pending

2015 Fast
Track
Remittance

03-05	Tax Collector	Daily Reports	2015/May	Pending
03-06	Tax Collector	Daily Reports	2015/June	Pending
03-07	Tax Collector	Daily Reports	2015/July	Pending
03-08	Tax Collector	Daily Reports	2015/August	Pending
03-09	Tax Collector	Daily Reports	2015/September	Pending
03-10	Tax Collector	Daily Reports	2015/October	Pending
03-11	Tax Collector	Daily Reports	2015/November	Pending
03-12	Tax Collector	Daily Reports	2015/December	Pending
03-13	Tax Collector	Daily Balance Sheets	2015/Feb.-July	Pending
03-14	Tax Collector	Daily Balance Sheets	2015/Aug.-Dec.	Pending
03 - 15	Tax Collector	BYN Daily Reports	2015	Pending
03 - 18	Tax Collector	Daily Balance Sheets	2012-2013-2015- 2016-2017-2018	Pending
03 - 21	Tax Collector	Daily Balance sheets	Jan - March 2017 Oct _ Dec 2017	Pending
03 - 23	Tax Collector	Daily Balance Sheets	April - June 2017 July - Sept 2017	Pending
04-01	Tax Collector	Tag Reports	2015/January	Pending
04-02	Tax Collector	Tag Reports	2015/February	Pending
04-03	Tax Collector	Tag Reports	2015/March	Pending
04-04	Tax Collector	Tag Reports	2015/April	Pending
04-05	Tax Collector	Tag Reports	2015/May	Pending
04-06	Tax Collector	Tag Reports	2015/June	Pending
04-07	Tax Collector	Tag Reports	2015/July	Pending
04-08	Tax Collector	Tag Reports	2015/August	Pending
04-09	Tax Collector	Tag Reports	2015/September	Pending
04-10	Tax Collector	Tag Reports	2015/October	Pending
04-11	Tax Collector	Tag Reports	2015/November	Pending
04-12	Tax Collector	Tag Reports	2015/December	Pending
04-13	Tax Collector	Title Remittance	2015/Jan.-May	Pending
04-14	Tax Collector	Title Remittance	2015/June-Sept.	Pending
04-15	Tax Collector	Title Remittance	2015/Oct.-Dec.	Pending
04 - 17	Tax Collector	Void Tax Receipts	2015	Pending
05-01	Tax Collector	Daily Reports	2014/January	Pending
05-02	Tax Collector	Daily Reports	2014/February	Pending
05 03	Tax Collector	Daily Reports	2014/March	Pending

05-04	Tax Collector		Daily Reports	2014/April	Pending	
05-05	Tax Collector		Daily Reports	2014/May	Pending	
05-07	Tax Collector		Daily Reports	2014/July	Pending	
05-09	Tax Collector		Daily Reports	2014/ September	Pending	
05-10	Tax Collector		Daily Reports	2014/October	Pending	
05-11	Tax Collector		Daily Reports	2014/November	Pending	
05-12	Tax Collector		Daily Reports	2014/December	Pending	
05-16	Tax Collector		Sales Tax/Use Tax	Feb. 2014-Mar. 2015	Pending	
05-17	Tax Collector		Daily Balance Sheets	2014/Jan.-Dec.	Pending	(also contains Dec. 2013)
06-01	Tax Collector		Tag Reports	2014/January	Pending	
06-02	Tax Collector		Tag Reports	2014/February	Pending	
06-03	Tax Collector		Tag Reports	2014/March	Pending	
06-04	Tax Collector		Tag Reports	2014/April	Pending	
06-05	Tax Collector		Tag Reports	2014/May	Pending	
06-07	Tax Collector		Tag Reports	2014/July	Pending	
06-09	Tax Collector		Tag Reports	2014/September	Pending	
06-10	Tax Collector		Tag Reports	2014/October	Pending	
06-11	Tax Collector		Tag Reports	2014/November	Pending	
06-12	Tax Collector		Tag Reports	2014/December	Pending	
06-13	Tax Collector		Title Remittance	2014/Jan.-Apr.	Pending	
06-14	Tax Collector		Title Remittance	2014/May-Aug.	Pending	
06-15	Tax Collector		Title Remittance	2014/Sept.-Dec.	Pending	(also contains 2014 fast tract remittance)
06-18	Tax Collector		Approved Batch Details	2014 / Jan - Dec July 2015,Dec		
06-19	Tax Collector		Credit Cards	2016, Jan 2017		
06 - 22	Tax Collector		Cash Receipts	Jan 16 - April 2016		
07-01	Tax Collector	Tax Ass	Internet Madsion County	2013 - 2014	Pending	
07 - 03	Tax Collector		Mobile Home Warrants	2017	Pending	

07 - 05	Tax Collector		Tax Receipts Mobile Home	May - July 2015, Aug 2014	Pending
07 - 07	Tax Collector	Mortgage Payment 002 -003 Batch		12-15 2017	Pending
07 - 09	Tax Collector		Mortgage Receipts 003 Batch	2016	Pending
07 - 11	Tax Collector	Real Property Mortgage Rec 001 - 002		Dec-16	Pending
07 - 13	Tax Collector	Mortgage Payments Rec oo1 Batch		12/15 2017	Pending
07 - 15	Tax Collector	Mortgage Payment Refunds tax sale		2011 - 2013	Pending
07 - 17	Tax Collector	Credit Cards		May 2016 , Aug 2016	Pending
07 - 19	Tax Collector	Credit Cards		sep 2016 , Nov 2016	Pending
07 - 21	Tax Collector		Disabiliy Parking	2014	Pending
07 - 22	Tax Collector		Disabiliy Parking	201,520,162,017	Pending
07 - 23	Tax Collector		Credit Cards and Internet	2014	Pending
20-Sep	Tax Collector		Sheila Daily Reports	Oct. 2014-Sept. 6, 2016	
10-09	Tax Collector		Daily Reports	2013/September	Pending
12-01	Tax Collector		Title Remittance	Jan - MAY 2017	Pending
12-02	Tax Collector		Title Remittance	Jun - Sept 2017	Pending
12-03	Tax Collector		Title Remittance	Oct - Dec 2017	Pending
12-05	Tax Collector		BYU Daily Work	oct -2013 - June 16, 2014	Pending
12-06	Tax Collector		Brenda 2 Daily work	2016	Pending
12-07	Tax Collector		Sheila Daily work	2013 - 2014	Pending
12-08	Tax Collector		Brenda 2 Daily work	Feb 2 - Dec 31 2014	Pending
12-09	Tax Collector		Sally Decal Reports	2016	Pending
12-10	Tax Collector		BYN Daily Work	2012 - 2013	Pending
12 - 12	Tax Collector		Brenda 2 Daily work	2015	Pending
12-16	Tax Collector		Kathryn Daily Report	Dec 31 2017	Pending
12 - 18	Tax Collector		Palette Daily Report	Jun-16	Pending
12 - 20	Tax Collector		Sally Daily Report	Jan - Dec 2014	Pending

12 - 22	Tax Collector	Panlette Daily work	Oct 2014 - Dec 2015	
12 - 24	Tax Collector	Brenill Daily work	2017	
13-01	Tax Collector	Daily Reports	Jan-17	Pending
13-02	Tax Collector	Daily work	Feb-17	Pending
13-03	Tax Collector	Daily Work	2017 March	Pending
13-04	Tax Collector	Daily Reports	2017 April	Pending
13-05	Tax Collector	Daily Reports	2017 May	Pending
13-06	Tax Collector	Daily Reports	2017 June	Pending
13-07	Tax Collector	Daily Reports	2017 July	Pending
13-08	Tax Collector	Daily Reports	2017 Augest	Pending
13-09	Tax Collector	Daily Reports	2017 Sept	Pending
13-10	Tax Collector	Daily Reports	2017 Oct	Pending
13-11	Tax Collector	Daily Reports	2017 Nov	Pending
13-12	Tax Collector	Daily Reports	2017 Dec	Pending
13-13	Tax Collector	Tag Reports	Jan - Feb 2017	Pending
13-14	Tax Collector	Tag Reports	Mar -April 2017	Pending
13-15	Tax Collector	Special Tag	2017 - April	Pending
13-16	Tax Collector	Tag Reports	2017 May	Pending
13-17	Tax Collector	Tag Reports	2017 June	Pending
13-18	Tax Collector	Tag Reports	2017 July	Pending
13 - 19	Tax Collector	Tag Reports	2017 Augest	Pending
13-20	Tax Collector	Tag Reports	2017 Sept	Pending
13 - 22	Tax Collector	Tag Report	2017 Dec	Pending
13-23	Tax Collector	Tag Report	2017 Nov	Pending
13 - 24	Tax Collector	Mobile Home Receipts	2014 - 2015	Pending
16-13	Tax Collector	PP Warrants	2010	Pending
16 - 15	Tax Collector			
16 - 17	Tax Collector	Settlements and Refunds checks	2016	
16 - 19	Tax Collector			
16 - 21	Tax Collector			
16 - 23	Tax Collector			
17 - 01	Tax Collector	Daily Balance Sheets	2012/Jan.-July-2017	Pending
17 - 03	Tax Collector	Internet Printouts	2012/Jan.-Dec.-2017	Pending
17 - 05				
17 - 07				
17 - 09				
17 - 11				
17 12	Tax Collector	CK's and Refunds	2018	Pending

17 -13				
17 - 15				
17 - 17				
17 -18	Tax Collector	Credit Card Reports		2017
17 - 19				
17 - 21				
19-16	Tax Collector	Billing Statements	2008-2014	Pending
27-09	Tax Collector	Banks Statements	2015-2017	Pending
29 - 13	Tax Collector	Big Truck Reports	sept 2016 - sept 2017	Pending
29 - 15	Tax Collector	Big Truck Reports	Oct 2015 - Aug 2016	Pending
29 - 17	Tax Collector	Big Truck Reports	Nov 2014 - Sep 2015	Pending
29 -19	Tax Collector	HEAVY TRUCK REGIST	2019 - 2020	Pending

Kay Pace



TAX COLLECTOR

Madison County, Mississippi

www.madison-co.com/taxcollector.php

PO Box 113

Canton, Mississippi 39046

601-859-5226 Canton

601-856-4472 Madison

601-879-9537 Flora



Cynthia Parker

From: Kay Pace
Sent: Tuesday, May 2, 2023 2:18 PM
To: Cynthia Parker
Cc: Myrtle Rayburn; Gena Permenter; Rob Parker; Laura Sullivan
Subject: Re: Collector Destruction List
Attachments: image0.png; Copy of Tax Collector Destruction List 2023.xlsx

I apologize for not answering sooner. All of these records may be destroyed.

On May 2, 2023, at 11:58 AM, Cynthia Parker <Cynthia.Parker@madison-co.com> wrote:

Will you take a look at this list, please? It is the destruction list for us to shred old documents that are eligible for destruction. If you are in agreement, please sign off on the attached and return it to me. I will get on the next board meeting for Board approval.

Thanks.

Cynthia Parker
Chief Deputy Chancery Clerk/Board Secretary
Madison County Chancery Clerk
P O Box 404
Canton, MS 39046
(601) 855-5535
Fax: (601)855-5759
www.madison-co.com

MADISON COUNTY RECORDS DISPOSAL SUMMARY
2023

BOS approved 4/3/23

	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 Circuit Clerk	1995	2015	§13-5-36	4 yrs after refill in April	2017
23	Circuit	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

Arita 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	Marriage License Record File, Prior to July 1, 2012; Marriage License Record File, After July 1, 2012	undated	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
	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 dispose. 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

x

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

	Real Title	Series Title	Date Range	Schedule	Retention	Date Eligible
✕	Election Contest	various election series	2019	§ 9-5-171; GSC 11-04 thru 11-11	One (1) year after final dispositon if retention otherwise met	2021
✕	Election Day Ballots	Ballots	2019-2020	GSC 11-07	2 years after certification of election results.	2020
✕	General Election Unused Ballots	Ballots	2017-2022	GSC 11-08	90 days after certification of election results	2020
✕	Poll Books	Precinct Poll Books	2021	GSC 11-05	2 years after certification of election results.	2020
✕	Rejected Affidavit	Affidavit Register	2020-2022	GSC 11-09	2 years after certification of election results.	2020
✕	Resolution Board	Precinct Paperwork	2020-2022	GSC 11-10	2 years after certification of election results.	2020
✕	Scanned Absentee Ballots	Ballots	2020	GSC 11-05	2 years after certification of election results.	2020
✕	Scanned Ballots	Ballots	2020	GSC 11-05	2 years after certification of election results.	2020
✕	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
<u>Court Reporters' Notes, Tapes, and Transcripts</u>	<u>1980 - 2017 2002</u>	<u>17 boxes</u>
<u>Youth Court Files</u>	<u>1976 - 2015</u>	<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 21 - 171 265 Minimum Retention 6 years if not inventoried
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 10th 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 16th day of August, 2022.


HONORABLE DEWEY ARTHUR
Circuit 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 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

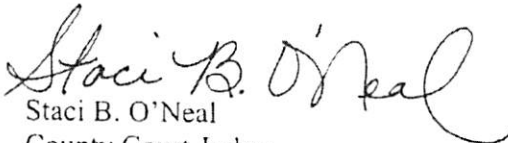
Dear Members of the Board:

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.

ORDER FOR THE DESTRUCTION OF YOUTH COURT RECORDS

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): _____

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

(This section to be completed by LGR Office)

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

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.

Katie Blount 3-2-22
Katie Blount, Director Date
 Mississippi Department of Archives & History

Exhibit "A"

§ 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.

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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 or 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.

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.