



**RONNY LOTT**  
MADISON COUNTY CHANCERY CLERK

MEMORANDUM

TO: Madison County Board of Supervisors  
FROM: Ronny Lott, Chancery Clerk  
DATE: June 14, 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.

Tax Assessor, Norman Cannady, has reviewed the attached list and is in agreement to dispose of same.

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

Thank you.

## Tax Assessor Destruction List 2023

39-01	Tax Assessor	Tax Assessor		
39-03	Tax Assessor	Tax Assessor		
39-04	Tax Assessor			
39-05	Tax Assessor	Tax Assessor		
39-07	Tax Assessor	Tax Assessor		
39-09	Tax Assessor	Tax Assessor		
39-10	Tax Assessor			
39-11	Tax Assessor	Tax Assessor		
39-12	Tax Assessor			
39-13	Tax Assessor	Tax Assessor		
39-14	Tax Assessor			
39-15	Tax Assessor	Tax Assessor		
39-16	Tax Assessor			
39-17	Tax Assessor	Tax Assessor		
39-18	Tax Assessor			
39-19	Tax Assessor	Tax Assessor		
39-20	Tax Assessor			
39-21	Tax Assessor	Tax Assessor		
39-22	Tax Assessor			
39-23	Tax Assessor			
39-24	Tax Assessor			
A2513	Tax Assessor	Personal Property Record Cards	GSC 17-03	Misc.
A2514	Tax Assessor	Personal Property Record Cards	GSC 17-03	Misc.
A2515	Tax Assessor	Personal Property Renditions		A - C
A2516	Tax Assessor	Personal Property Renditions		C - G
A2517	Tax Assessor	Personal Property Renditions		H - M
A2518	Tax Assessor	Personal Property Renditions		N - S
A2519	Tax Assessor	Personal Property Renditions		S - Z
A2520	Tax Assessor	Personal Property Record Cards	GSC 17-03	A - Z
A2521	Tax Assessor	Personal Property Renditions		A - B
A2522	Tax Assessor	Personal Property Renditions		B - G
A2523	Tax Assessor	Personal Property Renditions		G - M
A2524	Tax Assessor	Personal Property Renditions		M - S
A2525	Tax Assessor	Personal Property Renditions		S - Z
A2526	Tax Assessor	Homestead Settlement Statements		
A2527	Tax Assessor	Personal Property Record Cards	GSC 17-03	A - M
A2528	Tax Assessor	Personal Property Record Cards	GSC 17-03	N - Z
A2529	Tax Assessor	Personal Property Renditions		A - C
A2530	Tax Assessor	Personal Property Renditions		C - G
A2531	Tax Assessor	Personal Property Renditions		H - M
A2532	Tax Assessor	Personal Property Renditions		M - S
A2533	Tax Assessor	Personal Property Renditions		S - Z
A2534	Tax Assessor	Homestead Settlement Statements		
A2535	Tax Assessor	Personal Property Renditions		A - C

A2536	Tax Assessor	Personal Property Renditions	C - F
A2537	Tax Assessor	Personal Property Renditions	F - L
A2538	Tax Assessor	Personal Property Renditions	M - Q
A2539	Tax Assessor	Personal Property Renditions	R - T
A2540	Tax Assessor	Personal Property Renditions	U - Z
A2541	Tax Assessor	Personal Property Record Cards	A - H
A2542	Tax Assessor	Personal Property Record Cards	I - S
A2543	Tax Assessor	Personal Property Record Cards	T - Z
A2557-A2584	Tax Assessor	Preliminary Tax Rolls	



