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MEMORANDUM

TO: Madison County Board of Supervisors

FROM: Ronny Lott, Chancery Clerk

DATE: October 11, 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 summary. 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 agrees to dispose of same. He concurs with this request.

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 | | | 2008 | Pending |
| 39-03 | Tax Assessor | Tax Assessor | | | 2009 | Pending |
| 39-04 | Tax Assessor | | | | | Pending |
| 39-05 | Tax Assessor | Tax Assessor | | | 2009 | Pending |
| 39-07 | Tax Assessor | Tax Assessor | | | 2009 | Pending |
| 39-09 | Tax Assessor | Tax Assessor | | | 2009 | Pending |
| 39-10 | Tax Assessor | | | | | Pending |
| 39-11 | Tax Assessor | Tax Assessor | | | 2009 | Pending |
| 39-12 | Tax Assessor | | | | | Pending |
| 39-13 | Tax Assessor | Tax Assessor | | | 2010 | Pending |
| 39-14 | Tax Assessor | | | | | Pending |
| 39-15 | Tax Assessor | Tax Assessor | | | 2010 | Pending |
| 39-16 | Tax Assessor | | | | | Pending |
| 39-17 | Tax Assessor | Tax Assessor | | | 2010 | Pending |
| 39-18 | Tax Assessor | | | | | Pending |
| 39-19 | Tax Assessor | Tax Assessor | | | 2010 | Pending |
| 39-20 | Tax Assessor | | | | | Pending |
| 39-21 | Tax Assessor | Tax Assessor | | | 2010 | Pending |
| 39-22 | Tax Assessor | | | | | Pending |
| 39-23 | Tax Assessor | | | | | Pending |
| 39-24 | Tax Assessor | | | | | Pending |
| A2513 | Tax Assessor | Personal Property Record Cards | GSC 17-03 | Misc. | 2013 | Review |
| A2514 | Tax Assessor | Personal Property Record Cards | GSC 17-03 | Misc. | 2013 | Review |
| A2515 | Tax Assessor | Personal Property Renditions | | A - C | 2013 | Review |
| A2516 | Tax Assessor | Personal Property Renditions | | C - G | 2013 | Review |
| A2517 | Tax Assessor | Personal Property Renditions | | H - M | 2013 | Review |
| A2518 | Tax Assessor | Personal Property Renditions | | N - S | 2013 | Review |
| A2519 | Tax Assessor | Personal Property Renditions | | S - Z | 2013 | Review |
| A2520 | Tax Assessor | Personal Property Record Cards | GSC 17-03 | A - Z | 2014 | Review |
| A2521 | Tax Assessor | Personal Property Renditions | | A - B | 2014 | Review |
| A2522 | Tax Assessor | Personal Property Renditions | | B - G | 2014 | Review |
| A2523 | Tax Assessor | Personal Property Renditions | | G - M | 2014 | Review |

| | | | | | | |
|-------------|--------------|---------------------------------|-----------|-------|-----------|--------------------|
| A2524 | Tax Assessor | Personal Property Renditions | | M - S | 2014 | Review |
| A2525 | Tax Assessor | Personal Property Renditions | | S - Z | 2014 | Review |
| A2526 | Tax Assessor | Homestead Settlement Statements | | | 2014 | Review <i>OK</i> |
| A2527 | Tax Assessor | Personal Property Record Cards | GSC 17-03 | A - M | 2015 | Review |
| A2528 | Tax Assessor | Personal Property Record Cards | GSC 17-03 | N - Z | 2015 | Review |
| A2529 | Tax Assessor | Personal Property Renditions | | A - C | 2015 | Review |
| A2530 | Tax Assessor | Personal Property Renditions | | C - G | 2015 | Review |
| A2531 | Tax Assessor | Personal Property Renditions | | H - M | 2015 | Review |
| A2532 | Tax Assessor | Personal Property Renditions | | M - S | 2015 | Review |
| A2533 | Tax Assessor | Personal Property Renditions | | S - Z | 2015 | Review |
| A2534 | Tax Assessor | Homestead Settlement Statements | | | 2015 | Review <i>OK</i> |
| A2535 | Tax Assessor | Personal Property Renditions | | A - C | 2016 | Review |
| A2536 | Tax Assessor | Personal Property Renditions | | C - F | 2016 | Review |
| A2537 | Tax Assessor | Personal Property Renditions | | F - L | 2016 | Review |
| A2538 | Tax Assessor | Personal Property Renditions | | M - Q | 2016 | Review |
| A2539 | Tax Assessor | Personal Property Renditions | | R - T | 2016 | Review |
| A2540 | Tax Assessor | Personal Property Renditions | | U - Z | 2016 | Review |
| A2541 | Tax Assessor | Personal Property Record Cards | | A - H | 2016 | Review |
| A2542 | Tax Assessor | Personal Property Record Cards | | I - S | 2016 | Review |
| A2543 | Tax Assessor | Personal Property Record Cards | | T - Z | 2016 | Review |
| A2557-A2584 | Tax Assessor | Preliminary Tax Rolls | | | 2013-2017 | - <i>ask Board</i> |