

CONTRACT FOR SERVICES

THIS CONTRACT, and any amendments and supplements hereto, which is subject to the laws of the State of Mississippi, is between the *Board of Supervisors of Madison County (hereinafter "the Board")*, and *Madison County Chancery Clerk Cynthia Parker (hereinafter "Contractor")*.

WHEREAS, the County is in need of on-going assistance with regard to the restoration of certain aged and deteriorating records, the same being primarily located within the office of the Chancery Clerk and in the basement of the current Chancery and Administrative Building; and

WHEREAS, certain of said records ought to be permanently restored and preserved and others ought to be preserved for a period of time and then destroyed according to statutory destruction schedules; and

WHEREAS, the Madison County Board of Supervisors desires to and has by Order spread upon its Minutes appointed the Chancery Clerk as the Manager of the County's Records Department and desires that such responsibilities continue in the person of Cynthia Parker who has been appointed to serve as Chancery Clerk until a special election is held,

WHEREAS, it is the Board's desire that she continue to restore and preserve the county's permanent records pursuant to Miss. Code Ann. § 19-15-1 *et seq.*; and

WHEREAS, the new addition to the Chancery and Administrative Building now contains a new records center located on the parking level/basement thereof which continues to require substantial organization and administration;

NOW, THEREFORE, it is agreed that:

A. Contractor's Duties: The Contractor (1) will serve as Manager of the County's Records Department for the term of her office as Chancery Clerk; (2) will manage and direct the county's new records center located in the new addition to the Chancery and Administrative Building; (3) may organize, catalog, image in digital format where appropriate, and preserve and restore such records which she deems necessary in accordance with Miss. Code Ann. § 19-15-1 *et seq.*; (4) may perform any and all other services related to or concomitant with the preservation and restoration of such records, including, but not limited to, the rebinding, re-covering, and page-protecting of any and all records in need of such preservation wherever located; and (5) may employ such part-time assistance as she may require at her own expense with the funds to be paid to her hereunder or otherwise in order to assist her in this regard.

B. Consideration: Consideration for all services performed by the Contractor shall be payable by the Board on the last day of each month in the amount of \$500.00 beginning December 31, 2013 and continuing until October 31, 2014. However, during the months of December 2013, January 2014 and February 2014, said consideration shall be \$1,500.00 per month. Such sums shall be paid from Fund Nos. 001-101-463; 001-101-463; or 672-000-230.

C. Work Hours: Contractor will perform said duties during regular work hours but may also perform said duties at night and on weekends as necessary.

D. Term of Contract: This contract shall be effective upon execution and shall remain in effect through the month of October, 2014, or until terminated by majority vote of the Madison County Board of Supervisors.

IN WITNESS HEREOF, the parties have caused this Contract to be duly executed, intending to be bound thereby, this the _____ day of November, 2013.

Cynthia Parker,
Chancery Clerk

Gerald Steen, President
Madison County Board of Supervisors