

**ORDER AUTHORIZING THE ADMINISTRATION TO ADOPT A DOCUMENT
RETENTION SCHEDULE**

WHEREAS, the City of Laurel would like to formally adopt a document retention policy for the City of Laurel document storage procedures.

WHEREAS, the Administration finds it in the best interest of the City to adopt the State of Mississippi Records Retention Schedules for Municipalities, a copy of the agreement is attached hereto as Exhibit A;

NOW, THEREFORE, IT IS ORDERED by the Laurel City Council that Mayor Johnny Magee, acting on behalf of the City of Laurel, is authorized to adopt the State of Mississippi Records Retention Schedules for Municipalities.

SO ORDERED, this the 8th day of July, 2025.

Adoption of the above and foregoing Order was moved
by _____, and second was by _____,
upon roll call vote, the result was as follows:

YEAS:

NAYS:

ABSTANING:

ABSENT:

The President thereupon declared the motion carried and the Order adopted this the 8th day of June, 2025.

PRESIDENT OF THE COUNCIL

ATTESTED AND SUBMITTED TO THE MAYOR FOR APPROVAL BY THE CLERK OF
THE COUNCIL ON _____.

CLERK OF THE COUNCIL

APPROVED () DATE _____

VETOED () DATE _____

MAYOR

ATTEST:

MUNICIPAL CLERK

Min. of 07/08/2025; Book No. 104; Agenda Item No. _____; Page. No. _____