

Fulton County Schools Records Retention Schedules

**Records Management Department
Information Technology Division**

Education Student Schedules

Page 1

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Affidavit of Residence	A notarized form certifying a family resides in a school district. This applies to both current and new students and are required annually.	Retain until new Affidavit is received		Temporary - Short Term	13-049
Attendance Records for Home-Schooled Students	Records documenting required hours of study for home schooled students	Retain until student reaches age 16	O.C.G.A. 20-2-690; 20-2-690.1; 20-2-692	Temporary - Short Term	01-005
Behavior Policy/Code of Conduct Records	Copies of written school policy of student behavior, signed annually for each student by parent or guardian	1 year	O.C.G.A. 20-2-736; 20-2-737; 20-2-738	Temporary - Short Term	13-006
Class Rolls	Lists of students in each class	5 years		Temporary - Short Term	83-722A
Clinic Activity Information	Documents the disbursing of medication and clinic visits by students	3 years	O.C.G.A. 9-3-33	Temporary - Short Term	13-012
Completed and Graded Student Work, Not Returned to Student	Tests and other school assignments not returned to the student	1 year		Temporary - Short Term	83-714
Criterion Reference Test Results	Test results and documentation of comparative testing summaries	Summaries: 10 years Results: 4 years		Temporary - Short Term	83-730

Education Student Schedules

Page 2

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Declarations of Intent, Home School	Notices by parent or guardian that a child will participate in a home study program	5 years	O.C.G.A. 20-2-690; 20-2-690.1	Temporary - Short Term	13-015
Dropout Reports	Reports generated to document students who cease attending school	5 years		Temporary - Short Term	83-732A
Emergency Contact Cards	Record of individuals to be notified in event of student accident or illness	Retain until new card is received		Temporary - Short Term	13-017
Enrollment Records - Student did not attend	Records relating to students accepted for enrollment who did not attend school	1 year		Temporary - Short Term	13-018
Field Trip Authorizations/Parental, Permissions	Authorization of parent for student to participate in a off-campus school activity	3 years unless student sustains an injury – then make part of student injury case file <i>Board Approved 12/08/88</i>		Temporary - Short Term	83-748
Grade Distribution and Failure Reports	Statistical analysis of student grades and attendance	3 years		Temporary - Short Term	83-743
Grade Reports	Reports by student of individual test scores and average course grade. Includes Grade Verifications.	5 years		Temporary - Short Term	83-722B

Education Student Schedules

Page 3

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Graduate and Class Ranking Lists	Listings of graduates and ranking in class	Permanent		Permanent	83-732B
Honor Rolls	Listing of students placed on various honor rolls for academic achievement	5 years		Temporary - Short Term	13-022
Instructional Folders	Instruction Folders that contain a roster, syllabus, maps, charts, dates, grade summaries, copies of tests, and contributing information.	5 years		Temporary - Short Term	83-722D
Limited English Proficient (LEP) Student Records	Records documenting efforts to increase the English language proficiency of students. Program is also known as English for Speakers of Other Languages (ESOL)	5 years		Temporary - Short Term	13-023
Local School Financial Records	Documents related to accounting of Local School Financial Records. These records include bank statements, cancelled checks, vouchers, invoices, receipts, bank reconciliation forms, and correspondence, fiscal. Usually arranged chronologically by school years. Includes Student Activity Fund records.	10 years		Temporary-Short Term	83-716

Education Student Schedules

Page 4

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Requests for Transcripts	Records documenting requests from former students for copies of their records	1 year		Temporary - Short Term	13-026
Scholarships and Awards	Documents the selection of outstanding students to receive scholarships	5 years		Temporary - Short Term	83-659
Student Activities History Files	Documentation of student clubs and organizations, events, publications, contests, and competitions	Permanent		Permanent	13-035
Student Applications for Admission, Denials	Records documenting denial of admission into a particular school	2 years		Temporary - Short Term	83-626
Student Counseling Test Records	Teacher counseling records for individual students	Retain for useful life		Transitory	13-036
Student Discipline and Suspension Records, Resolved	Records of disciplinary action of problem students	7 years If appealed, retain 7 years following resolution of appeal. <i>Board Approved 12/08/88</i>		Temporary - Short Term	83-740

Education Student Schedules

Page 5

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Student Education and Health Records - Migrant Education Agency	Documents relating to the educational progress and health status of migrant students	Retain until records received from local school system		Transitory	13-037
Student Excuses	Communications from a student's parent or guardian indicating the reason for the student's absence	Retain until end of school year		Temporary - Short Term	13-038
Student Records	Official record of the individual student for his/her period of enrollment at a school. Includes attendance reports, ATD 42 & ATP 13 <i>NOTE: Vital Record Approved: 08/08/91</i>	Permanent		Permanent	83-744
Student Records, Special Education	Individual student records for the Special Ed Program. Note: Parents must be notified when information is no longer needed to provide services to the child. All information but student permanent records must be destroyed on request of parent	Retain until student reaches age 27 <i>Board Approved 12/08/88</i>	34 CFR 300.573	Temporary - Long Term	83-735

Education Student Schedules

Page 6

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Student Remediation Files	Records documenting assistance, instruction, and remediation provided to students who fail to pass the high school graduation exam	4 years after graduation or last attempt to complete		Temporary - Long Term	13-039
Student Requests for Early Release from School	Requests for early release from school for work or travel purposes	3 years		Temporary - Short Term	83-746
Student Sign-In/ Sign-Out Sheets	Record documenting students leaving campus for work, lunch or other purposes	1 year		Temporary - Short Term	13-040
Student Support Team (SST) Files	Records supporting the identification and recommended modifications in student behavior	Until no longer needed to provide services to the student, which is 1 year after graduation or age 22 (whichever comes first)		Temporary - Short Term	13-041
Student Transfer Records	Records documenting student transfers to another school	4 years after transfer		Temporary - Short Term	13-042

Education Student Schedules

Page 7

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Student Work Program Records	Records documenting summer work programs and work-based learning programs that allows students to earn money and gain valuable job experience	3 years		Temporary - Short Term	13-043
Teacher's Record of Student Attendance	Attendance reports documenting student attendance excluding PR reports ATD 42 & ATP 13	Pre-1940: Permanent Post-1940: 2 years		Permanent	83-723
Teacher's Student Folders	Teacher's working file on each student	Retain for useful life		Transitory	83-724
Visiting Teacher Case Files, School Social Worker	Records of guidance provided to problem students by the school social worker	2 years		Temporary - Short Term	90-016

Education Administrative Schedules

Page 8

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Accident Reports, Student or Visitor	Reports and investigations of injuries occurring on the school campus	5 years	O.C.G.A. 9-3-33	Temporary - Short Term	83-651
Adult and Community Education Program Course Offerings	Lists of courses offered for each term	Permanent		Permanent	13-001
Adult and Community Education Program Operational Records	Documentation of day-to-day operation of program including applications for admission, teacher assignments, correspondence, and reports	4 years		Temporary - Short Term	13-002
After-School Program	Records documenting after-school programs in schools	1 year		Temporary - Short Term	13-048
Annual Follow-up of Students Reports	Comparison of student goals and educational trends to assisting in the development of counseling programs and curricula	Permanent		Permanent	83-728
Annual Report to State Department of Education - Superintendent	Report of annual statistical information to the state	10 years		Temporary - Short Term	13-003

Education Administrative Schedules

Page 9

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Annual Reports, Driver Education	Annual reports to the state on the number of students and teachers participating in driver's ed programs	5 years		Temporary - Short Term	13-004
Athletic Program Records	Documentation of the school's compliance with state regulations and requirements of applicable athletic organizations	5 years		Temporary - Short Term	13-005
Board Appointment Records	Official documentation of the appointment of a school board member	5 years after expiration of term		Temporary - Short Term	13-007
Certificates of Eligibility - Migrant Education Agency	Documents relate to the eligibility of migrant families to participant in the migrant education program	6 years	O.C.G.A. 20-2-189	Temporary - Short Term	13-008
Certificates of Eligibility, Migrant Education - Student Services	Documents relating to eligibility of migrant families to participate in migrant education programs	2 years	O.C.G.A. 20-2-189	Temporary - Short Term	13-009

Education Administrative Schedules

Page 10

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Child Nutrition Program Operational and Annual Financial Records	Records documenting the administration of the Child Nutrition Program	5 years after the end of the fiscal year	42 USC1771 et seq.	Temporary - Short Term	13-010
Civil Rights Reports	Statistical reports analyzing racial and gender breakdowns of student bodies	Final Report: Permanent All other records:6 years		Permanent	13-011
Contracts, Cooperative Educational Services Agency (CESA) Service	Annual contracts for CESA services	7 years after expiration	O.C.G.A. 9-3-24	Temporary - Short Term	13-013
Court-ordered Busing Plans and Maps	Overall plans designating which neighborhoods are served by each school in the system and indicating bus routes that were created originally in response to a court order	Permanent		Permanent	13-014
Curriculum Course Guides	Handbook documenting the content, objectives, and evaluation criteria for all school courses	Permanent. Retain 1 copy		Permanent	83-662

Education Administrative Schedules

Page 11

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Driver Education Vehicle Agreements, Returned Vehicles	Documents the acquisition of vehicles for the driver's ed program	7 years	O.C.G.A. 9-3-24	Temporary - Short Term	13-016
Due Process Disciplinary Hearings Files	Evidence, transcripts, and decisions relating to due process hearings	15 years		Temporary - Long Term	83-731B
Emergency/Fire Drill Reports	Documentation of all fire drills held in each school	3 years		Temporary - Short Term	83-717
Enrollment Reports, Periodic	Reports providing statistics for projected and actual enrollment totals	5 years		Temporary - Short Term	83-637
Federally-Affected Areas Membership Counts	Reports of numbers of students whose parents reside or are employed on federal property	5 years		Temporary - Short Term	13-019
Georgia High School Association Files	Documents school participation in the state high school association	6 years		Temporary - Short Term	83-658

Education Administrative Schedules

Page 12

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Gifted and Talented Program Operational Records	Documentation of day-to-day operation of programs including applications for admission, teacher assignments, correspondence, reports and student papers	4 years		Temporary - Short Term	13-020
Gifted and Talented Program Selection and Placement Requirements Documentation	Core documentation about the admission criteria and program requirements	Permanent		Permanent	13-021
Learning Resources Services (GLRS) Files	Records documenting programs for the handicapped through the Georgia Learning Resources Services	5 years		Temporary - Short Term	83-726
Outstanding Achievement Awards	Awards to schools, teachers, or professional staff for outstanding achievement – includes “Teacher of the Year” Award	5 years		Temporary - Short Term	83-661
Private School Enrollments	Reports submitted to the state about enrollments in private schools	Permanent		Permanent	83-645

Education Administrative Schedules

Page 13

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Private Tutor Records	Teaching certificates and other required documentation for individuals who "home school" students	5 years after instruction ends		Temporary - Short Term	13-024
Reapportionment Plans	Records documenting the re-drawing of district lines based on census statistics	Permanent		Permanent	13-025
Requests to Use School Bus	Requests by individual schools to use a school system bus and driver for a special trip	3 years		Temporary - Short Term	83-749
Safe and Drug-Free Schools Records	Records documenting the activities and initiatives sponsored by this federally-funded program	3 years		Temporary - Short Term	13-027
School Bus Drivers Physical Exams	Certification of bus drivers for satisfactory physical condition. This also includes all employee physical exam records	5 years		Temporary - Short Term	88-013
School Bus Schedules	Information about schedules, timing, and distance for individual buses	1 year or until superseded		Temporary - Short Term	13-028

Education Administrative Schedules

Page 14

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
School Censuses	Compilation of numbers of school age children	Permanent		Permanent	13-029
School Construction Project Files	Records documenting all activities pertaining to planning and construction of educational facilities	Retain for life of facility		Temporary - Long Term	13-030
School Food Service Equipment and Non-Food Service Assistance Files	Documents relating to the purchase of equipment and reimbursement of costs under the School Food Service Program	3 years after disposition of equipment		Temporary - Short Term	83-711
School Food Service Payrolls	Salaries and deductions for food service employees	7 years after employee separation from agency	O.C.G.A. 9-3-24	Temporary - Long Term	13-031
School Food Service Program Administrative Records	Initialization, administration, and operational records of the school food service program	5 years		Temporary - Short Term	83-713
School History Records and Objects	Scrapbooks, newspaper articles, photographs, and artifacts that document the development of the school system	Permanent		Permanent	83-660

Education Administrative Schedules

Page 15

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
School Psychologist/ Psychometrist Files	Records, such as evaluations, created by the school system psychologist or psychometrist	Retain until student reaches age 27 – file w/ Spec. Ed. File <i>Board Approved 12/08/88</i>		Temporary - Short Term	83-745
School Social Worker Reports	Statistical reports of caseload to the state	Annual: Permanent Periodic: 3 years		Permanent	83-721
School System Rezoning Records	Documents relating to the revision of student attendance zones to maximize the use of school facilities	Approved Plan: Permanent All other records: 6 years		Permanent	83-649
School System Studies and Reports	Studies of the conditions and funding levels in the school system	Permanent		Permanent	83-613
Southern Association of Colleges and Schools (SACS) Applications for Accreditation	Applications for and certificates of accreditation by SACS	Accreditation Certificate: Permanent Applications: 5 years	Southern Association of Colleges and Schools Accreditation Guidelines; O.C.G.A. 20-2-20; 20-3-411	Permanent	83-614 Certificate 83-615 Application

Education Administrative Schedules

Page 16

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Southern Association of Colleges and Schools (SACS) Self Study Reports	Accreditation review and maintenance records	Final Report: Permanent All other records: Retain until completion of report	Southern Association of Colleges and Schools Accreditation Guidelines; O.C.G.A. 20-2-20; 20-3-411	Permanent	Final Rept. 83-616 All other records - 83-616A
Special Education Program Operational Records	Documentation of day-to-day operation of program including referrals for programs, teacher assignments, correspondence, reports, and student papers	4 years	O.C.G.A. 20-2-152	Temporary - Short Term	13-032
Special Education Program Selection and Placement Requirements Documentation	Core documentation of admission criteria and program requirements	Permanent		Permanent	13-033
Standardized Examination Records	Materials relating to administering standardized exams (Stanford Achievement Test, Scholastic Aptitude Test, etc.) and to examination results	Summaries: Permanent Remainder: retained 4 years <i>Board Approved 10/09/86</i>		Temporary - Short Term	83-736 Summaries 83-747 Remainder

Education Administrative Schedules

Page 17

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
State Reporting Documentation	Any reports/records generated as a part of the state reporting (FTE/Student Record)	5 years		Temporary - Short Term	13-050
Stipends	Records documenting the expenditure of funds awarded to certified personnel, paraprofessionals, and aides for the successful completion of education opportunities	7 years	O.C.G.A. 9-3-24;	Temporary - Short Term	13-034
Summer School Files, Vocational	Records documenting the operation of summer vocational education programs	5 years	O.C.G.A. 20-2-168	Temporary - Short Term	83-654
Teacher Lesson Plans	Documentation of teaching plans including subject, class period, activity, and/or project	4 years	O.C.G.A. 20-2-200	Temporary - Short Term	83-722C
Teacher Program of Work Files, Vocational	Documentation of all planning activities and schedules for contract teachers	1 year		Temporary - Short Term	83-656
Teacher, Parent, Student Handbooks	Handbooks explaining school operating procedures	Permanent Retain 1 copy		Permanent	83-664
Textbook Adoption Recommendations	Recommendations for the selection and purchase of textbooks	10 years		Temporary - Short Term	13-044

Education Administrative Schedules

Page 18

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Textbook Requisition Files	Contracts and orders of approved course texts	3 years		Temporary - Short Term	13-045
Title I Program Records	Records documenting application, receipt, and expenditure of Title I education funds for such programs as Even Start, Migratory Children, and Comprehensive School Reform	3 years after final financial report for the grant year		Temporary - Short Term	13-046
Vocational Education Program Operational Records	Documentation of day-to-day operation of program, including applications for admission, teacher assignments, correspondence, reports, and student papers	4 years		Temporary - Short Term	13-047

**Administrative Departments
General Schedules**

Accounting – 01**Page 20**

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Accounts Payable Files	Records documenting payments made by agency for services rendered or items purchased	12 years <i>Board Approved 5/16/1979</i>	O.C.G.A. 11-2-725; 36-11-1	Temporary - Short Term	79-155
Accounts Receivable Files	Records documenting monies owed to and collected by the agency	5 years	O.C.G.A. 11-2-725	Temporary - Short Term	01-002
Annual Financial Statements	Annual reports of the accounts, income and liabilities of an agency	Permanent		Permanent	01-003
Bank Loan Records	Include outstanding financial obligations incurred by an agency in the form of bank loans	5 years after settlement of loan		Temporary - Short Term	01-004
Bank Statements	Periodic computations of deposits and credits to a bank account	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	01-006
Bids and Competitive Selection Records	Records documenting quotes by vendors to supply products or services to an agency	Capital Improvement Projects: 11 years All Other Records: 7 years	O.C.G.A. 9-3-24; 9-3-51; 11-2-725;	Temporary - Short Term	83-691

Accounting – 01
Page 21

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Cancelled Checks, Vouchers, and EFTs	Copies (or originals) of paid warrants	10 years <i>Board Approved 5/16/1979</i>	O.C.G.A. 9-3-25	Temporary - Short Term	79-157A Cancelled Checks 79-160B Vouchers
Capital Improvement Bonds, Retired	Document the repayment of funds raised through bond issues	5 years		Temporary - Short Term	01-007
Cash Balances and Reconciliations	Records documenting cash balances, receipts and disbursements completed during the day	5 years		Temporary - Short Term	01-008
Collection Records	Records documenting an agency's efforts to collect unpaid accounts. Includes PeopleSoft collection reports	5 years after account paid in full or deemed uncollectible	O.C.G.A. 9-3-25	Temporary - Short Term	01-031
Contracts and Agreements	Records documenting services and products provided to an agency for a specified cost and period of time	Capital Improvement Projects: 10 years after expiration. Other Contracts: 7 years after expiration	O.C.G.A. 9-3-24; 9-3-26	Temporary - Short Term	01-009

Accounting – 01**Page 22**

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Contracts, Employee	Service contracts between an individual and government agency	7 years after expiration		Temporary - Short Term	09-007
Cost Accounting Reports	Financial reports by cost center of all expenditures	3 years		Temporary - Short Term	01-010
Credit Card Administration Records	Records documenting administration of credit cards issued to individual agency staff or offices	7 years	O.C.G.A. 9-3-25	Temporary - Short Term	01-011
Deposit Slips and Reconciliations	Documents recording transaction in a bank account	10 years <i>Board Approved 5/16/1979</i>	O.C.G.A. 9-3-25	Temporary - Short Term	79-157C Deposit Slips 79-160D Reconciliation
Federal and State Grant Project Files - Non-Education Agencies	Records documenting federally and state funded projects	3 years after submission of final financial report	Uniform Administrative Requirements for Grants and Cooperative Agreements between State and Local Governments (Common Rule)	Temporary-Short Term	01-012

Accounting – 01
Page 23

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Federal and State Grant Project Files, Education Agencies	Records documenting grants to school systems from federal and state agencies	3 years after submission of final report or denial of application	34 CFR 74.53(b)	Temporary - Short Term	01-013
Federal Revenue Sharing Records	Records documenting federal, state, county and municipal revenue-sharing; includes summaries, expenditures, and investments	5 years after submission of final report		Temporary - Short Term	01-014
General Ledger and Trial Balances	Record of final entry for all financial transactions	7 years	O.C.G.A. 9-3-25	Temporary - Short Term	01-016
Investment Records	Records documenting the savings and investments of funds by an agency	7 years		Temporary - Short Term	01-017
Invoices	Records requesting payment for goods and services provided to an agency	5 years	O.C.G.A. 11-2-725	Temporary - Short Term	01-032

Accounting – 01
Page 24

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Journal Entries (Journal Vouchers)	Adjustments to financial accounts	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	01-018
Journals and Registers	Financial logs recording detailed transactions, encumbrances, and obligations of an agency	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	01-019
Moving Expenses	Records documenting a new employee's moving and travel expenses paid by the agency	5 years	O.C.G.A. 9-3-26	Temporary - Short Term	01-020
Official Bonds and Oaths	Bonds required of local officials and custodians of funds	6 years after date of action	O.C.G.A. 45-8-9	Temporary -	09-026
Outstanding Obligations	Documents the unpaid accounts of an agency	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	01-021
Payment Schedules	Schedules of the deferred payment of goods, equipment and services	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	01-022
Professional Membership Records	Records documenting agency-paid individual memberships and activities in professional organizations	5 years	O.C.G.A. 9-3-26	Temporary - Short Term	01-023

Accounting – 01
Page 25

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Receipts	Documentation of monies collected	5 years	O.C.G.A. 11-2-201; 11-2-725	Temporary - Short Term	01-024
Reconciliations	Periodic reconciliations of accounts within operating and general ledgers	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	01-025
Refund/Disbursement Requests	Records documenting requests and disbursements made for overpayment of funds	4 years	O.C.G.A. 9-3-25; 11-2-725	Temporary - Short Term	01-026
Returned Checks	Records documenting attempts to collect monies for non-negotiable (usually insufficient funds) checks received for payment to agency accounts	5 years	O.C.G.A. 11-2-725	Temporary - Short Term	01-027
Signature Authorizations	Records documenting the certification of employees who are authorized to sign fiscal and contractual documents	7 years after authorization expires	O.C.G.A. 9-3-24	Temporary - Short Term	01-028

Accounting – 01
Page 26

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Travel - Registration Fee Payments	Records documenting payment of registration fees which are not considered travel expenses	4 years		Temporary - Short Term	01-029
Travel Authorization and Reimbursement Records	Records documenting requests for authorization from supervisors to travel on official business and related material, such as reimbursement of expenses and itineraries	3 years		Temporary - Short Term	01-030

Administration – 02
Page 27

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Accident Reports	Reports of accidents involving government owned vehicles	7 years	O.C.G.A. 9-3-33	Temporary - Short Term	83-750
Code Violations	Any violations of the Code of Ordinances pertaining to property	3 years		Temporary - Short Term	02-030
Correspondence, Fiscal	Records documenting purchases, issuance of fiscal policy, or obligations and revenues	5 years	O.C.G.A. 9-3-25; 11-2-725	Temporary - Short Term	02-003
Correspondence, General	Correspondence related to day-to-day operations of the office	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	02-004
Crisis or Disaster Records	Records documenting events and damages to agency property due to storms, riots, fires, drought, floods, and other acts affecting the citizens or agency facilities; may include photos, logs, reports, notes, and correspondence	5 years	O.C.G.A. 9-3-32;	Temporary - Short Term	02-005

Administration – 02
Page 28

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Daily Broadcast Logs	Records documenting agency daily broadcast activities via radio or television	2 years	47 CFR 73.1840	Temporary - Short Term	02-006
Daily/Monthly Activity Reports	Record of daily/monthly activities	2 years		Temporary - Short Term	02-007
DCA Mandated Survey	Surveys required by the Department of Community Affairs; includes, but is not limited to: Solid Waste Management Survey and Full Cost Report, Report of Local Government Finances, Independent Authority Bonded Indebtedness Form, Wage and Salary Survey, and Government Management Indicators Survey	5 years		Temporary - Short Term	02-031
Deeds and Condo Plats	Records documenting individual ownership or property that are filed with the local government	Permanent		Permanent	02-008
Deeds, Right-of Way	Records authorizing use of land for road widening or public works	Permanent		Permanent	02-009

Administration – 02**Page 29**

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Deeds, Security	Deeds to properties on which an agency holds the second mortgage	5 years after final payment		Temporary - Long Term	02-010
Easements	Records documenting the granting of access by a property owner to a local government to run wiring, water or sewage pipes, and other public works (or other reasons)	Permanent		Permanent	02-011
Emergency Preparedness Plans, Superseded	Business recovery plans for man-made and natural disasters	5 years	O.C.G.A. 9-3-32	Temporary - Short Term	83-629
Emergency Relief Records	Records documenting eligibility for financial assistance following a natural or other type of disaster	Permanent		Permanent	02-012

Administration – 02
Page 30

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Federal and State Grant Final Reports	Final narrative summary submitted according to requirements of the funding agency	Permanent	Uniform Administrative Requirements for Grants and Cooperative Agreements Between State and Local Governments (Common Rule)	Permanent	02-013
Historic Preservation Files	Records documenting preservation of local landmarks and buildings	Permanent		Permanent	02-014
Maps and Plats, Copies	Copies of maps and plats used for reference purposes	Retain for useful life		Transitory	02-015
Maps, Plats, and Drawings	Records documenting the location of roads, subdivisions, water and sewage lines	Permanent		Permanent	02-016
Meeting Notices	Official notification of the time and place of regular and special meetings	5 years		Temporary - Short Term	02-017
Minutes and Agendas	Official record of agency meetings and the decisions made. <i>NOTE: Vital Record Board Approved: 10/09/86</i>	Permanent	O.C.G.A. 36-1-25	Permanent	83-643

Administration – 02
Page 31

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Open Records Act Requests and Correspondence	Inquiries from members of the public requesting access to information under the Georgia Open Records Act (O.C.G.A. 50-18-70 et.seq.)	5 years		Temporary - Short Term	02-018
Periodic Reports	Annual and other periodic narrative reports that describe agency functions and activities	Permanent. Retain 1 copy. Destroy all others when no longer useful.		Permanent	02-029
Petitions	Signatures of local residents requesting action by an agency on a specific issue	5 years and resolution of issue		Temporary - Short Term	02-019
Photographs	Aerial and other photographs of county property and functions	Permanent		Permanent	02-020
Policies and Procedures	Standard operating practice for business processes	Permanent. Retain 1 copy		Permanent	02-021
Printing Service Files	Includes printing requests, cost estimates, mock-ups, proofs, and printing plates	1 year after superseded		Temporary - Short Term	02-022
Publications	Newsletters, handbooks, pamphlets, and brochures published by the agency	Permanent. Retain 1 copy		Permanent	83-663

Administration – 02
Page 32

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Relocation Assistance Files	Records documenting financial assistance to individuals searching for new homes under the Community Development Program	5 years		Temporary - Short Term	02-023
Reports, Periodic	Quarterly and other narrative reports (not annual) that describe agency functions and activities	3 years		Temporary - Short Term	02-025
Resolutions and Ordinances	Local laws and actions adopted by the board of county commissioners	Permanent		Permanent	02-026
Right-of-Way Agreements	Agreements with property owners specifying the terms of access to property for public works purposes	Permanent		Permanent	02-027
Speeches	Records relating to public speaking engagements of local officials	Permanent		Permanent	83-725
Visitors Logs and Sign-in Sheets	Consists of sign-in forms or sheets generally located at an agency's reception desk to document visitors to the facility	2 years		Temporary - Short Term	02-028

Administrative Support - 03

Page 33

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Blank Forms and Duplicates	Extra copies of blank forms and duplicates of reports or other materials that are no longer needed	Retain for useful life		Transitory	03-013
Calendars	Desk calendars and other scheduling media; does not include court calendars	Retain for useful life		Transitory	03-001
Certified Mail Logs	Receipt books containing record of certified mail set out	Retain for useful life		Transitory	03-014
Data Input Forms	Any type of forms used to collect information for input into electronic form	Destroy upon verification/audit of data entry		Temporary - Short Term	03-002
Email Messages	Text documents which are created, stored, and delivered in an electronic format; email is a communication tool, equivalent to paper, microfilm, etc. in status; retention of email is decided by the CONTENT not the format of the record.	Transitory; Administrative Support; or Policy and Program	O.C.G.A. 45-6-1; 50-18-70(a)		03-003

3 Types

- 1.) Administrative Support
- 2.) Policy & Program
- 3.) Transitory

Administrative Support - 03

Page 34

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Emails <i>Administrative Support</i>	Messages of a facilitative nature created or received in the course of administering programs; examples - correspondence, daily/weekly activity reports, appointments	Identify functional content (financial, administrative, etc.) and consult relevant common schedules		Temporary - Short Term	03-004
Emails <i>Policy and Program</i>	Messages documenting the formulation and adoption of policies and procedures and the management of agency programs or functions; examples - case file management, constituent correspondence, periodic reports, budget documents	Identify functional content (financial, administrative, etc.) and consult relevant common schedules		Temporary - Long Term	03-005
Emails <i>Transitory</i>	Messages of short-term interest with no documentary or evidential value; examples - routine requests for publications; transmittal letters; agency event notices (holidays, parties, charitable campaigns)	Retain for useful life		Transitory	03-006

Administrative Support - 03

Page 35

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Indexes	Provide a ready reference or pointer into larger sets of records	Retain until destruction of indexed set of records		Temporary - Short Term	03-007
Mailing Lists	Various standard lists of names and addresses	Retain for useful life		Transitory	03-008
News clippings and Scrapbooks	Copies of news articles and photos maintained by the agency as a historical record of activities	Newspaper Clippings: Retain for useful life Scrapbooks: Permanent		Permanent	03-009A Clippings 03-009B Scrapbooks
Reference Files	Copies of records, publications, and other materials used to answer routine inquiries and questions	Retain for useful life		Transitory	03-010
Telephone and Fax Machine Contact Logs	Lists of telephone and fax machine contacts and related data	Retain for useful life		Transitory	03-011
Telephone Return Message Records	"While You Were Out" message slips and related data	Retain for useful life		Transitory	03-012

Audits – 04
Page 36

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Audit Reports	Reports prepared by external auditors examining and verifying the agency's financial activities for a defined period of time	Permanent		Permanent	83-697
Internal Auditing Records	Records documenting the conduct of an internal review of agency financial accounts and processes	7 years		Temporary - Short Term	04-001

Budgeting – 05

Page 37

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Budget Maintenance Records	Records documenting changes made in the agency's initial budget including change requests, request authorizations, funds transfers, and other records – includes Cost Center School and Departmental budgets	6 years		Temporary - Short Term	05-001
Budget Management Procedures Manual	Also known as “Blue Book” this manual assists in the preparation and management of the fiscal year budget, including explanations, definitions and instructions relevant to budgetary account numbers, budget development, budget adjustment, BPREP/FAMIS online financial inquiry, accounts reconciliation, payment processing procedures, personnel requisitions, position tracking, purchasing card, warehouse and purchase requisition procedures, tagging of new equipment, and procedures for grant and fee-based programs.	Permanent		Permanent	05-006
Budget Reports	Reports documenting the status of an agency’s budget	6 years		Temporary - Short Term	05-005

Budgeting – 05
Page 38

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Budget Request Records	Records documenting the preparation of a budget request package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance	5 years after the end of the fiscal year		Temporary - Short Term	05-002
Cooperative Federal Programs Budget Preparation, Project, and Allocation Records	Records used to develop, estimate, propose, and plan preliminary budget requests for cooperative state/federal programs and reflects the process by which annual budget allotments are distributed	5 years after the end of the fiscal year		Temporary - Short Term	05-003
Final Budgets	Includes the final approved budget for an agency	Permanent		Permanent	05-004

Information Technology – 06

Page 39

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Computer Inventory Records	Records documenting the assignment of a specific computer to an individual as well as an inventory of the software licensed for that computer; also may include IP address or mailbox assigned to the individual	4 years after computer removed from service or staff leaves agency	O.C.G.A. 16-9-93;	Temporary - Short Term	06-001
Computer System Documentation	Hardware and software manuals and program coding	5 years and migration of all permanent records to new system		Temporary - Short Term	06-002
Equipment and Network Usage Documentation	Policies and procedures for appropriate use of agency equipment and software	4 years after superseded	O.C.G.A. 16-9-93g(4)	Temporary - Short Term	06-003
Equipment Records	Include purchase orders, warranties, operation manuals and service contracts for all computer hardware and software	4 years after disposition of equipment	O.C.G.A 9-3-32;	Temporary - Short Term	06-004

Information Technology – 06

Page 40

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Network and PC Password and Security Identifications	Records documenting the issuance or selection of a network password and the administration of security and monitoring of the agency's network	4 years	O.C.G.A. 16-9-93g(4)	Temporary - Short Term	06-005
System Architecture Documents and Wiring Schemas	Records documenting the location of wiring and the design of the overall agency network environment	3 years after obsolete or replaced		Temporary - Short Term	06-006

Legal – 07
Page 41

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Attorney Case Files	Documents the work of the agency legal counsel in advising and representing a local government	6 years after settlement of case		Temporary - Short Term	07-001
Attorney's Opinions	Interpretations of the law and an agency's compliance with the law	Permanent		Permanent	83-647
Uniform Reciprocal Enforcement of Support Act (URESAs) Case Files, District Attorneys	Documents relating to civil actions brought by the District Attorney on behalf of a parent or guardian to obtain or enforce support of minor children. (84-42)	4 years after closure		Temporary -	07-007

Payroll – 08
Page 42

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Annual Payroll Earnings Reports	Summary of employees' payroll earnings for a fiscal year, including deductions	50 years after the tax year in which the records were created		Temporary - Long Term	79-158
Deduction Authorizations	Records documenting an individual employee's authorization to withhold taxes and other deductions from the employee's pay	4 years	O.C.G.A. 48-7-111; 26 CFR 31.6001-1	Temporary - Short Term	08-001
Deduction Records	Records documenting individual employee's authorization to withhold taxes , to allow direct deposits and other deductions from the employee's pay	10 years <i>Board Approved 2/10/1994</i>	O.C.G.A. 48-7-111; 26 CFR 31.6001-1	Temporary - Short Term	83-699
Direct Deposit Records	Including blank checks used to establish direct deposit of employee's pay check	1 year		Temporary - Short Term	08-007

Payroll – 08
Page 43

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Employee Retirement Contribution Reports	Documents relating to participation in an agency-supported retirement program	6 years	O.C.G.A. 47-2-26; 48-7-111	Temporary Short Term	09-014
Garnishments	Records documenting the withholding of funds from an employee's wages at the request of the courts or a state agency	4 years after release from garnishment	26 CFR 31.6001-1; 29 CFR 516.5	Temporary - Short Term	08-002
Periodic Tax Reports	Records documenting taxable and non-taxable income of an agency	4 years	O.C.G.A. 48-7-111	Temporary - Short Term	08-003
Salary and Wage Records	Pre-payroll reports, monthly payroll check registers, monthly fund distribution reports, and payroll action forms	50 years <i>Board Approved 5/16/1979</i>	O.C.G.A. 9-3-25; 26 CFR 31.6001-1	Temporary - Short Term	79-158A
Substitute Employee Payroll	Documents related to the recording of accumulated days worked by individual substitute employees	50 years <i>Board Approved 5/16/1979</i>		Temporary -	79-163
Unclaimed Paychecks	Checks that remain unclaimed by employees	1 year	O.C.G.A. 44-12-206	Temporary - Short Term	08-004

Payroll – 08
Page 44

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Unemployment Compensation Records	Documentation related to employee claims for unemployment compensation	5 years after the end of the fiscal year in which the transaction occurred		Temporary - Short Term	09-031
Wage and Tax Statements (W-2)	An information return used to report wages paid to employees and the taxes withheld from them	4 years	O.C.G.A. 48-7-111; 26 CFR31.6001-1	Temporary - Short Term	08-008
Withholding Allowance Certificates (W-4)	Federal and state forms completed by an individual to establish the amount of taxes withheld from wages	4 years	O.C.G.A. 48-7-111; 26 CFR 31.6001-1	Temporary - Short Term	08-005

Personnel - 09
Page 45

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Accident Reports	Reports of employee accidents and injuries; may include worker's compensation claims	2 years	O.C.G.A. 9-3-33; 36-11-1	Temporary - Short Term	09-001
Accumulated Leave Rollover Report	Documents related to accumulated leave for each individual employee. Documents contain the totals of each leave for a yearly period	Permanent		Permanent	79-162
Affirmative Action Audits and Annual Reports	Document agency response to federal program reviews, state compliance audits, annual reporting requirements, and internal audits	3 years		Temporary - Short Term	09-002
Affirmative Action Plans	Record documenting an agency's compliance with the requirements of the Equal Employment Opportunity Commission	3 years		Temporary- Short Term	83-618

Personnel - 09
Page 46

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Applications for Employment, Not Hired	Records documenting applications for job openings including interview notes and materials, transcripts, background surveys, correspondence, etc.	2 years	29 CFR 1602.31	Temporary - Short Term	83-636
Applications for Employment, Unsolicited or Incomplete	Records documenting applications for job openings	Retain for useful life		Temporary - Short Term	09-003
Background Surveys	Copies of fingerprint cards and criminal backgrounds checks of new or potential employees	7 years		Temporary - Short Term	09-004
Cafeteria Plan (Flexible Benefits) Records	Records documenting salary reduction-type plans authorized by the Internal Revenue Service	6 years after termination of participation	IRS Code, Section 125, O.C.G.A. 36-1-11.1	Temporary - Short Term	09-005
Continuation of Insurance Benefits (COBRA) Records	Records documenting individual election to continue insurance benefits beyond employment with an agency	3 years	Consolidated Omnibus Reconciliation Act of 1986	Temporary - Short Term	09-006

Personnel - 09
Page 47

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Contracts, Teacher	Documents school contracts for teaching services	7 years after expiration	O.C.G.A. 9-3-24	Temporary - Short Term	09-008
Converted Personal Leave Request	Records documenting converted personal leave requests	1 year after leave used		Temporary - Short Term	09-034
Drug Testing Records	Records documenting the random drug testing of employees to include pre-employment, and reasonable suspicion	Positives & Refusals: 5 years Negatives & Cancelled: 2 years	O.C.G.A. 45-20-13	Temporary - Short Term	Positives & Refusals 09-009 Negatives & Cancelled 09-009A
Employee Assistance Program Case Files	Records documenting the referral and treatment of employees in an agency sponsored assistance program	5 years after employee completes program		Temporary - Short Term	09-010
Employee Evaluations	Records documenting the employee's performance	Permanent <i>Board Approved 02/10/1994</i>		Permanent	83-634A
Employee Grievance Action Case Files, Resolved	Resolution of employee complaints against supervisor or other employee	2 years	29 CFR 1602.31	Temporary - Short Term	83-631

Personnel - 09

Page 48

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Employee Handbooks	Guidelines created to explain the internal operations and procedures of the agency to a new employee	Permanent		Permanent	09-011
Employee Medical Files, Toxic/Hazardous Substance Exposure	Documentation of employee exposure to hazardous materials	30 years after separation	29 CFR 1910.1020(d)	Temporary - Long Term	09-012
Employee Parking Records	Records documenting employee parking permit applications, cards, and permits	5 years after expiration of permit		Temporary - Short Term	09-013
Employee Personnel Files - Permanent Staff	Records documenting an employee's work history with the agency, generally maintained as a case file; includes records of continuing education, performance evaluations, disciplinary actions, and background checks. <i>NOTE: Vital Record Board Approved: 02/10/1994</i>	Permanent <i>Board Approved 2/10/1994</i>	O.C.G.A. 45-20-13; 47-2-94	Permanent	83-634
Employee Personnel Files - Temporary Staff	Records documenting the work of temporary staff that accrue no retirement benefits as part of their employment	7 years after no longer employed	O.C.G.A. 47-2-94	Temporary - Short Term	83-653

Personnel - 09
Page 49

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Employee Retirement Plans	Copies of pension plans, both current and past, summarizing benefits and eligibility criteria	Permanent. Retain 1 copy		Permanent	09-015
Employee Retirement Records, Inactive	Records including declaration of beneficiary, requests for retirement, insurance authorizations, correspondence, election of options forms, and other related materials	7 years after benefits end		Temporary - Long Term	09-016
Employee Salary Schedules	Records document pay scales and salary levels for all employee	Permanent		Permanent	83-635
Employment Eligibility Verification Records	I-9 forms	3 years after date of hire or 1 year after separation, whichever is longer	8 CFR 274a.2(b)	Temporary-Short Term	09-017
Equal Employment Opportunity Commission (EEOC) Charges	Records documenting charges of discrimination filed against an agency	2 years or until final disposition of the charge or action	29 CFR 1602-31	Temporary - Short Term	09-035

Personnel - 09
Page 50

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Equal Employment Opportunity Commission (EEOC) Reports	Reports classifying employees by race and gender that document compliance with EEOC rules	3 years	29 CFR 1602	Temporary - Short Term	83-638
Family Medical Leave Case Files	Records documenting extended absence from work by an employee under provisions of the Family Medical Leave Act	3 years		Temporary - Short Term	09-018
Georgia Commission on Equal Opportunity (GCEO) Complaints	Records documenting charges of discrimination filed against an agency	2 years or until disposition of charge or action	29CFR 1602.31	Temporary - Short Term	09-036
Group Health Insurance Policies and Benefits	Group insurance policies held by a local government as part of the employee benefits program, including termination of benefits for individual employees	10 years		Temporary - Short Term	09-019
Insurance Claims	Records documenting the administration of a government operated insurance program and statements of insurance	5 years	O.C.G.A. 9-3-31; 9-3-32; 9-3-33	Temporary - Short Term	09-020

Personnel - 09
Page 51

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Job Recruitment Materials	Records documenting efforts to advertise positions and attract qualified personnel	2 years	29 CFR 1602.31	Temporary - Short Term	09-021
Leave Donation Records	Records documenting the donation of leave by employees to assist an individual who must be absent from work for an extended period of time due to illness	1 year after leave used		Temporary - Short Term	09-024
Leave Records	Records documenting hours worked, leave earned, and leave taken; does not include final leave status	50 years <i>Board Approved 05/16/79</i>		Temporary - Short Term	79-161
Leave Status, Final	Records documenting cumulative leave held by an individual employee	Place in personnel file at separation	O.C.G.A.47-2-91	Temporary - Long Term	09-037

Personnel - 09
Page 52

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Position Classification Materials	Records documenting job requirements, description, and salary range	4 years after position is reclassified		Temporary - Short Term	83-644
Pre-employment Assessments, Not Hired	Exams taken by those applying for positions with a local government	2 years	29 CFR 1602.31	Temporary - Short Term	09-027
Retirement Incentive Program Records	Records documenting employees who elect for early retirement under government-offered incentive programs	6 years		Temporary - Long Term	09-028
Retirement System Transaction Reports	Status of individual pension accounts including interest, contributions, and withdrawals	10 years after fiscal year in which the record was created		Temporary - Short Term	09-029
Training Records	Records documenting attendance and course content for required continuing education training	7 years		Temporary - Short Term	09-030
Work Schedules and Timesheets	Records documenting employee's daily and weekly work schedules	3 years	29 CFR 516.6	Temporary-Short Term	79-159

Personnel - 09
Page 53

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Workers' Compensation Claims, Closed	Records documents employee accidents, injuries, and medical claims	4 years and settlement of all claims due	O.C.G.A. 9-3-31	Temporary - Short Term	09-032
Worker's Permits	Permits to allow persons under 18 years old to obtain summer employment	Return to issuing officer (school board) after termination or failure to appear for 30 days	O.C.G.A. 39-2-13	Temporary - Short Term	09-033

Property - 10
Page 54

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Acquisition Records	Records documenting the purchase of property (real and personal) by an agency; does not include deeds or titles	5 years		Temporary - Short Term	10-001
Architectural Project Monitoring Files	Monitoring of the construction of local government facilities	7 years after project completion	O.C.G.A. 9-3-24	Temporary - Short Term	10-002
Blueprints and Specifications, As-Built	Plans and specifications of government-owned facilities	Permanent	O.C.G.A. 9-3-51	Permanent	10-033
Building/Grounds Maintenance Remodeling and Repair Records	Documents the condition, upkeep and routine maintenance on agency facilities and grounds	7 years	O.C.G.A. 9-3-24	Temporary - Short Term	10-003
Capital Construction Project Records	Provides a record of the planning, administration and implementation of capital construction projects; includes project descriptions and requirements, bid records, plan reviews, project schedules, contract changes, consultant contracts, and budgets	11 years after completion of project		Temporary - Long Term	10-004

Property - 10
Page 55

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Depreciation Schedules	Records documenting useful life and depreciation of agency-owned equipment and property, usually for insurance purposes	3 years after disposition of equipment or property		Temporary - Short Term	10-005
Equipment and Vehicle Purchases	Records documenting the purchase of agency-owned vehicles	5 years after disposition of equipment	O.C.G.A. 9-3-31	Temporary - Short Term	10-032
Equipment Maintenance Records	Includes purchase orders, warranties, operating manuals, service contracts and service logs for maintenance of agency-owned equipment and vehicles	5 years	O.C.G.A. 9-3-31; 9-3-32	Temporary - Short Term	10-006
Facility Inspection Files and Reports	Records documenting inspection of facilities to comply with standards, rules, and codes affecting health and safety of the occupants; includes security and safety inspections	Building Age 0-8 years: 11 years Building Age 9-up years: 3 years	O.C.G.A. 9-3-33; 9-3-51	Temporary - Short Term	10-007
Facility/Building Security Records	Records documenting security measures and procedures	5 years	O.C.G.A. 9-3-30	Temporary - Short Term	10-008

Property - 10
Page 56

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Federal Property Records	Records documenting the loan or lease of federal government equipment	7 years after expiration of contract or disposal of equipment	O.C.G.A. 9-3-24	Temporary - Short Term	10-009
Fuel and Oil Usage Reports	Periodic reports of the consumption of diesel, gas, and oil in government-owned vehicles	3 years		Temporary - Short Term	83-753
Fuel Tax Reports	Periodic reports of taxable and nontaxable diesel fuel usage by government-owned vehicles	3 years		Temporary - Short Term	10-010
Government Equipment Lease Records	Records documenting the lease of government equipment (federal or state) by local governments	7 years after expiration of lease	O.C.G.A. 9-3-24	Temporary - Short Term	10-011
Insurance Fund Claims	Records documenting requests for payment of insurance claims	10 years after claim is paid or denied	O.C.G.A. 9-3-31; 9-3-32; 9-3-33	Temporary - Short Term	10-012
Insurance Policies	Records documenting insurance purchase for agency facilities or of membership in risk management cooperatives	7 years after expiration of policy or membership	O.C.G.A. 9-3-24	Temporary - Long Term	10-013

Property - 10
Page 57

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Inventories	Listings of agency-owned property and equipment	Retain until superseded		Transitory	10-014
Leasing and Rental Records	Records documenting the leasing or renting of land, buildings, or facilities	7 years after expiration (or termination) of contract	O.C.G.A. 9-3-24	Temporary - Long Term	10-015
Maintenance Schedules	Schedules for maintenance of agency-owned equipment and vehicles	5 years	O.C.G.A. 9-3-26	Temporary - Short Term	10-016
Maintenance Work Orders	Records documenting routine maintenance on facilities and property	5 years	O.C.G.A. 9-3-26	Temporary - Short Term	10-017
Motor Pool Vehicle Records	Records documenting reservation and use of motor pool vehicles by agency personnel and gasoline usage by motor pool vehicles	5 years		Temporary - Short Term	10-018
Property Disposition Requests (Surplus Property Records)	Documents a request for change in status of government-owned property	5 years	O.C.G.A. 9-3-26	Temporary - Short Term	10-019

**Property - 10
Page 58**

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Real Property Ownership Records	Deeds and supporting documentation for land owned by an agency	11 years after the year in which the property was sold or transferred	O.C.G.A. 9-3-51	Temporary - Long Term	10-020
Receipts of Responsibility	Records documenting property temporarily in use or possession of an employee	Retain until return of item to property manager	O.C.G.A.9-3-31; 9-3-32; 50-5-80	Temporary - Short Term	10-021
Restricted Area/Access Authorization Identification Records	Documents the issuance of security/access badges to staff	5 years after employee separation from service		Temporary - Short Term	10-022
Space Planning/Design Management Project Files	Evaluation and design of office space for local government agencies	3 years after project completion		Temporary - Short Term	10-023
Utility Systems Operating and Maintenance Records	Records include equipment operations logs, mechanical reading charts, equipment maintenance histories	5 years after equipment is no longer in service	O.C.G.A. 9-3-26	Temporary - Short Term	10-024
Vehicle Accident Reports	Record documenting damage to agency-owned vehicles	5 years	O.C.G.A. 9-3-33; 9-3-32	Temporary - Short Term	83-750

Property - 10
Page 59

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Vehicle and Equipment Cost Reports	Reports generated to assess and monitor the costs of agency-owned vehicles and heavy equipment	3 years		Temporary - Short Term	10-025
Vehicle and Equipment Maintenance Files	Records documenting routine maintenance on vehicle and equipment (does not include school bus maintenance)	5 years after the vehicle is sold or replaced	O.C.G.A. 9-3-31; 9-3-32	Temporary - Long Term	10-026
Vehicle Parts Lists	Lists of replacement parts for agency-owned vehicles	3 years		Temporary - Short Term	10-027
Vehicle Permits/Security Identification Records	Records documenting the issuance of vehicle decals providing access to security areas	2 years after expiration		Temporary - Short Term	10-028
Vehicle Title Records	Documents agency ownership of cars, vans, trucks, trailers, tractors, etc.	Applications: Retain until receipt of title Title: Retain for duration of ownership	O.C.G.A. 9-3-31	Temporary - Short Term	10-029

Property - 10
Page 60

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Vehicle Usage Reports	Reports used to track fuel usage and mileage	3 years		Temporary - Short Term	10-030
Vehicle Use Authorizations and Requests	Records documenting permission for employees to use their private automobiles for official business and receive reimbursement for mileage	5 years	O.C.G.A. 9-3-31; 9-3-32	Temporary - Short Term	10-031

Records Management - 11

Page 61

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Annual Master Negative Inspection Reports	Reports documenting the statistical sample of film inspected each year for signs of physical deterioration	Permanent		Permanent	11-001
Condition Reports of Duplicating Masters	Records documenting the inspection of microfilm duplicating masters for signs of physical deterioration	Retain for useful life		Transitory	11-002
Destruction Records	Records documenting the destruction of agency records	7 years		Temporary - Short Term	11-003
Inventories	Current listings of records created and maintained by an agency	5 years		Temporary - Short Term	11-004
Microfilm Processing Records	Records documenting the proper processing of silver gelatin and diazo films to show compliance with standards; does not include quality inspection reports	7 years		Temporary - Short Term	11-005

Records Management - 11

Page 62

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Microfilm Production Records	Records documenting the preparation and filming of records such as production reports, activity reports, film logs, retake orders, title targets, and lists of records to be filmed	5 years		Temporary - Short Term	11-006
Microfilm Quality Inspection Reports (Quality Control Reports)	Reports documenting the quality of individual rolls of film	Retain for life of microfilm		Temporary - Long Term	11-007
Microfilm Transmittals and Evaluation Reports	Records documenting the transfer of film to a security storage facility and the condition of the film upon acceptance in the facility (evaluation report is completed by storage facility)	Retain for life of microfilm		Temporary - Long Term	11-008
Microfilm Vault Monitoring Records	Records documenting temperature and humidity conditions within a storage facility	5 years		Temporary - Short Term	11-009

Records Management - 11

Page 63

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Records Schedules, Record Copy	Records retention schedule approved by resolution/ordinance; may be filed with other resolutions/ordinances	Permanent		Permanent	11-010
Records Schedules, Reference Copies	Copies of approved agency records retention schedules	5 years after superseded		Temporary - Short Term	11-011
Records Transmittal Records	Records documenting the transfer of agency records into the custody of a records center facility	5 years after; disposition of transferred records	O.C.G.A. 16-8-4; 50-18-80; 50-5-146	Temporary - Short Term	11-012
Reference Requests	Reference pull sheets documenting the retrieval of records from a records storage facility	5 years		Temporary - Short Term	11-013

**Administrative Departments
Specific Schedules**

Building - 12
Page 65

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Blueprints and Specifications, As-Built	Plans and specifications submitted by contractors when applying for building permits. <i>NOTE: Vital Record Board Approved: 10/09/86</i>	Retain for life of structure		Temporary - Long Term	83-667
Blueprints and Specifications, Interim and Never Constructed	Plans and specifications submitted by contractors when applying for building permits; these buildings were never constructed or plans were altered prior to construction	7 years	O.C.G.A. 9-3-24	Temporary - Short Term	12-001
Building Codes	Published code books containing building standards	Permanent		Permanent	12-002
Certificates of Occupancy	Records documenting compliance with minimum standards required by the safety fire laws	10 years		Temporary - Short Term	12-003
Demolition Records	Records relating to the demolition and clearance of buildings deemed unfit for habitation	5 years		Temporary - Short Term	12-004

Health Services – 19
Page 66

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Zoning Responses	Response from the county health department on the review of land development, and zoning variance requests	5 years		Temporary - Short Term	19-003

Library, Archives, Museums – 14
Page 67

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Accession Records	Master record of all acquisitions	Permanent		Permanent	14-001
Circulation and Retrieval Records	Records documenting daily, monthly, and annual reference activity	3 years		Temporary - Short Term	14-002
Inventories	Listing of holdings	Retain until superseded		Transitory	83-720
Membership Registrations	Records used to grant borrower or viewing privileges to patrons	2 years after expiration		Temporary - Short Term	14-003

Permits - 21
Page 68

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
ATF License Application for Collector of Curios and Relics	ATF form F7CR	1 year		Temporary - Short Term	21-003
Bicycle Registrations, Expired	Records relating to a voluntary program for registering bicycles	2 years		Temporary - Short Term	21-004
Building Permit Applications and Permits	Applications from property owners to erect a new structure or make modifications to an existing structure; includes permits allowing construction	Permanent		Permanent	21-005
Business License Citation Records	Records documenting citations issued by license inspectors for non-compliance with business license requirements	2 years		Temporary - Short Term	21-019

Permits - 21
Page 69

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Business Licenses	Records documenting the issuance of business privilege licenses and license renewal notices	2 years		Temporary - Short Term	21-020
Contractors Licenses, Inactive	Applications for licensing as a general contractor; includes copies of licenses	5 years		Temporary - Short Term	21-006
Electrical, Gas, and Plumbing Permits	Permits to install or upgrade plumbing fixtures, gas connections, or electrical equipment	5 years		Temporary - Short Term	21-007
Excavation Permits, Expired	Permits to local contractors to excavate in proximity of utility lines	5 years		Temporary - Short Term	21-008
Master Lists of Business Licenses	Listings of all businesses operating within a jurisdiction	Retain until superseded		Transitory	21-011
Mobile Home Permits, Expired	Records used to register mobile homes for tax purposes and to permit electrical and sewage hook-ups	5 years		Temporary - Short Term	21-012

Permits – 21
Page 70

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Record of Permits Issued	Listing of permits issued	Permanent		Permanent	21-013
Sign Permits	Applications and permits for temporary signage	3 years		Temporary - Short Term	21-014
Sign Permits for Permanent Signs	Permits for permanent signs such as subdivision signs	3 years after removal of sign or permit superseded		Temporary - Short Term	21-021
Vehicles for Hire Permits, Inactive	Records authorizing the issuance of operating permits to taxi cab companies and drivers	5 years		Temporary - Short Term	21-017
Yard Sale Applications and Permits	Applications and permits to hold a yard sale	3 years		Temporary - Short Term	21-018

Planning and Zoning - 22
Page 71

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Planning Studies and Reports	Studies and reports completed by outside consultants and/or city planners	Permanent		Permanent	22-001
Residential Blueprints	Residential construction plans and specifications submitted by developers and builders as part of the permit process	7 years	O.C.G.A. 9-3-51	Temporary - Short Term	22-008
Zoning Board Appeals	Appeals of decisions of the Planning and Zoning Department	5 years		Temporary - Short Term	22-003
Zoning Change Requests	Requests from property owners for changes in the zoning of their property	5 years		Temporary - Short Term	22-004
Zoning Litigation Files	Records documenting the review, evaluation, and decision in rezoning court suits	20 years		Temporary - Long Term	22-005

Planning and Zoning - 22

Page 72

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Zoning Ordinances	Records establishing property usage for commercial, residential, or agricultural purposes	Permanent	O.C.G.A. 36-66-1; 36-66-5	Permanent	22-006
Zoning Variance Applications	Applications for an exception to a zoning regulations	Permanent	O.C.G.A. 36-66-4	Permanent	22-007

Public Safety - 15
Page 73

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
911 Emergency Call Recordings	Digital or analog recordings of emergency calls handled by the 911 center	3 years		Temporary - Short Term	15-001
Accident Reports	Reports of traffic and other accidents	7 years	O.C.G.A. 9-3-33	Temporary - Short Term	15-002
Accident Reports, Hazardous Material	Reports on accidents involving the spillage or combustion of hazardous materials	Permanent		Permanent	15-003
Ambulance Trip Reports	Record of patient vital statistics during travel	5 years		Temporary - Short Term	15-004
Applications for Tax Paid Transfer and Registration of Firearm	Document the sale/transfer of weapons requiring registration with the U.S. Department of Treasury in accordance with the National Firearms and Weapons Act	1 year		Temporary - Short Term	15-006
Arrest and Booking Summary Statistics	Summary of daily, monthly, and yearly totals of arrests	5 years		Temporary - Short Term	15-007

Public Safety - 15**Page 74**

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Arrest Warrants, Executed	Summons for an individual who has not appeared in court for sentencing	3 years after court appearance		Temporary - Short Term	15-008
Arrest Warrants, Open	Summons for an individual who has not appeared in court for sentencing	Murder warrants: 50 years; all other 15 years		Temporary - Long Term	15-009
Automatic Alarms Test and Maintenance Records	Test and maintenance work performed on automatic fire alarm systems	5 years		Temporary - Short Term	15-011
Breath Test Reports, Negative Results	Reports maintained on individuals given breath tests to determine alcohol level	4 years		Temporary - Short Term	15-012
Breath Test Reports, Positive Results	Reports maintained on individuals given breath tests to determine alcohol level	5 years		Temporary - Short Term	15-013

Public Safety - 15
Page 75

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Cash Bond Docket	Record of bonds made on individual's charged with criminal offenses	5 years		Temporary - Short Term	15-015
Cash Bond Receipts	Records documenting the receipt and disbursement of cash bonds posted for criminal offenses	10 years after year in which the record was created	O.C.G.A. 9-3-27	Temporary - Short Term	15-016
Cash Bonds, Forfeited	Records documenting the remittance of forfeited cash bond to the county treasurer	3 years	O.C.G.A. 17-6-4	Temporary - Short Term	15-017
Certification/On-Site Assessment Files, State Law Enforcement Certification Program	Certification standards, standards status reports, written directives, photographs, and other documents related to proof of compliance with the Georgia Law Enforcement Certification Program	2 years after confirmation of certification/recertification		Temporary - Short Term	15-018
Civil Arrest Order Log Books	Documents actions taken on orders for incarceration in civil cases	3 years		Temporary - Short Term	15-019

Public Safety - 15
Page 76

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Condemned Vehicles Account Records	Records documenting the sale and release of impounded vehicles after condemnation	3 years after condemnation of vehicle	O.C.G.A. 40-11-23	Temporary - Short Term	15-020
Coroner's Inquest Files - Sheriff	Records documenting hearings conducted to determine if sufficient evidence exists for criminal prosecution	Permanent		Permanent	15-021
Crime Incident Statistical Reports	Record summarizing crime statistics in an area	Annual report: Permanent Other periodic reports: 5 years		Permanent	15-022
Criminal Investigation Case Files (Capital Felonies)	Investigations of suspected criminal activity in order to arrest and convict the perpetrators: includes incident reports and supplements, documentary evidence, criminal history sheets, affidavits or other written statements, copies of subpoenas, State Crime Laboratory reports, crime scene photographs, and any other documents relevant to the investigation	Transfer cleared cases to inactive file, then hold for 50 years	O.C.G.A. 17-3-1(a) and (b)	Temporary - Long Term	15-014

Public Safety - 15

Page 77

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Criminal Investigation Case Files (Felonies and Misdemeanors)	Investigations of suspected criminal activity in order to arrest and convict the perpetrators: includes incident reports and supplements, documentary evidence, criminal history sheets, affidavits or other written statements, copies of subpoenas, State Crime Laboratory reports, crime scene photographs, and any other documents relevant to the investigation	Transfer cleared cases to inactive file, then hold for 50 years	O.C.G.A. 17-3-1(a) and (b)	Temporary - Long Term	15-084
Criminal Trespass Notifications	Records advising subjects they are prohibited from entering a given property	Retain for useful life		Temporary - Short Term	15-085
Dead Animal Pick-up Records	Records documenting the disposition of animal carcasses proficiency of members of K-9 units	2 years		Temporary - Short Term	15-023

Public Safety - 15
Page 78

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Emergency Dispatch Logs	Record of emergency calls received over radio and logged at time of dispatch	3 years		Temporary - Short Term	15-025
Emergency Management/Operations Reports	Record documenting the type of emergency operation and the assistance provided	3 years		Temporary - Short Term	15-026
False Alarm Reports	Reports of public safety officer response to a false alarm (or prank call)	3 years		Temporary - Short Term	15-028
Fingerprint Reports from FBI	Copies of reports submitted to Federal Bureau of Investigation	Retain for useful life		Temporary - Short - Term	15-086
Fire Incident Reports	Record of fires and related damage	50 years		Temporary - Long Term	15-033
Fire Log Books	Record of fire including date, name of caller, stations responding, damage to structure, equipment used and time required	50 years		Temporary - Long Term	15-034

Public Safety - 15
Page 79

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Fire Prevention Plans	Review of structure, along with flammable material contained within, alarm systems, placement of extinguishers and emergency numbers	5 years after superseded		Temporary - Short Term	15-035
Fire Safety Inspection Reports	Reports documenting compliance with and violations of fire regulations	5 years		Temporary - Short Term	15-036
Fire/Arson Investigation Files	Investigations of the cause and origin of fires in order to determine criminal intent	50 years		Temporary - Long Term	15-037
Fireworks Display Registrations	Registrations of the location of fireworks displays with the fire department	3 years		Temporary - Short Term	15-038
Impounded Vehicle Reports	Records documenting the towing of vehicles	3 years		Temporary - Short Term	15-041
Impounded Vehicles - Wrecker Service Reports	Reports identifying the vehicles to be towed and the wrecker service performing the task	3 years		Temporary - Short Term	15-042

Public Safety – 15
Page 80

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Incident Reports (duplicated in investigative case file)	Reports of incidents of suspected criminal activity investigated by public safety officers	5 years		Temporary - Short Term	15-044
Incident Reports (not not duplicated in case file)	Reports of incidents of suspected criminal activity investigated by public safety officers	5 years		Temporary - Short Term	15-087
Incident Reports (not reported to GCIC)	Reports of incidents of suspected criminal activity investigated by public safety officers	2 years		Temporary - Short Term	15-088
Incident Reports (reported to GCIC)	Reports of incidents of suspected criminal activity investigated by public safety officers	Maintain as long as report remains in GCIC		Transitory	15-089
Investigation Logs	Chronological listing of investigations	2 years		Temporary - Short Term	15-050
Observation Tapes	Surveillance camera video tapes of inside and outside buildings.	6 years		Temporary-Short Term	15-082
Pre-Fire Plans and Inspection Reports	Inspections of structures used in fire safety planning	5 years		Temporary - Short Term	15-060

Public Safety 15
Page 81

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Radio Control Logs	Record of the first official report of a fire or incident from incoming radio calls	4 years		Temporary - Short Term	15-065
Radio Dispatch Logs	Recorded information received through incoming radio calls	3 years		Temporary - Long Term	15-066
Radio Dispatch Reports	Reports of all alarms called into a fire station	3 years		Temporary - Short Term	15-067
Record of Animal Bites	Record documenting type of animal, owner, past history of attacks, individual bitten, date, physician treatment, and observation for rabies	3 years		Temporary - Short Term	15-068
Selective Training Enforcement Program (STEP) Grant Records	Records documenting the purchase of radio and speed detection equipment and training in the operation of the equipment	5 years after final payment		Temporary - Short Term	15-072
Street Number Location Records	Easy reference source to locate an address	Retain for useful life		Transitory	15-073

Public Safety – 15
Page 82

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Subpoena Logs, Officer	Documents summons of a public safety officer to appear during a court trial	3 year after disposition of case		Temporary - Short Term	15-074
Traffic Citation Log	Listing of parking tickets and other traffic citations issued along with court dates and associated fines	5 years		Temporary - Short Term	15-076
Traffic Citations - Warnings	Warnings to drivers of the occurrence of equipment malfunctions such as a burned out light	2 years		Temporary - Short Term	15-077
Trust Account Files - Sheriff	Administration and accounting records of trust accounts for minors established by court order	10 years	O.C.G.A. 9-3-27	Temporary - Short Term	15-078
Uniform Traffic Citations, Summons, and Accusations	Documents relating to traffic violations	2 years		Temporary - Short Term	15-079
Video Tapes, Mobile	Video tapes taken from patrol car video cameras of police actions	Retain tapes containing arrests 5 years; retain all other tapes until no longer useful		Temporary - Short Term	15-080

Tourism and Recreation - 25

Page 83

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Playground Inspection Reports	Documents the routine inspection of playground shelters and fitness tracks	3 years	O.C.G.A. 9-3-33; 36-11-1	Temporary - Short Term	25-004
Recreation Program Records	Activity schedules, rules and regulations, rosters and status sheets for recreational programs	3 years		Temporary - Short Term	25-005

Transportation – 16
Page 84

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Acquisition/Relocation Assistance Parcel Files (Residential and Business)	Records documenting the purchase of property within designated noise impact areas surrounding an airport	7 years after year in which parcel is purchased	Federal Register Vol. 52 No. 242 Part 24.9B	Temporary - Short Term	16-001
Bus Route Records	Records establishing the route of public transit buses to provide service to residents	10 years		Temporary - Short Term	16-004
Charter Bus Service Records	Records documenting the hiring of a bus company to provide services	3 years		Temporary - Short Term	16-005
Operations Reports	Record of individual bus operations maintained for management and statistical purposes	3 years		Temporary - Short Term	16-008
Revenue and Passenger Reports	Reports documenting rider ship and revenue statistics for the transit system	5 years		Temporary - Short Term	16-012
Tire Mileage Reports	Reports documenting tire mileage of each transit vehicle	3 years		Temporary - Short Term	16-014

**Transportation – 16
Page 85**

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Classification</u>	<u>Retention Number</u>
Transit Operations Reports	Periodic reports on performance of the transit system	3 years		Temporary - Short Term	16-015