

Fulton County Schools Records Retention Schedules

**Records Management Department
Information Technology Division**

Education Schedules

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</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	83-651
Adult and Community Education Program Course Offerings	Lists of courses offered for each term	Permanent		13-001
Adult Vocational and Community 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		13-002
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		13-049
After-School Program	Non-financial school records documenting daily attendance and activities of the after school program, such as attendance, late pick up, etc.	Retain for useful life		13-048

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</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		13-004
Athletic Program Records	Documentation of the school's compliance with state regulations and requirements of applicable athletic organizations	5 years		13-005
Attendance Records for Home-Schooled Students	Records documenting required hours of study for home schooled students	Retain until student reaches age 18		01-005
AYP, School Choice and Permissive Transfers, Denied	Records documenting requests to transfer schools within a school district through permissive transfers, or school choice transfer programs.	3 years	34 CFR 80.42(b) and 200.44	13-051
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of written school policy of student behavior, signed annually for each student by parent or guardian	1 year or until superseded		13-006
Board Appointment Records	Official documentation of the appointment of a school board member	5 years after expiration of term		13-007

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Certificate of Noncompliance-Loss of Drivers License	Information provided by the local school system to the Department of Drivers' Services as notification that the individual is not qualified to hold a driver's license based on dropping out of school or lack of attendance.	3 years		13-052
Certificates of Eligibility - Migrant Education Agency	Documents relating to the eligibility of migrant families to participate in the migrant education program	6 years	O.C.G.A. 20-2-189	13-008
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.	13-010
Civil Rights Reports	Statistical reports analyzing racial and gender breakdowns of student bodies	Final Report: Permanent All other records: 6 years		13-011
Class Rolls	Lists of students in each class	3 years		83-722A
Clinic Activity Information	Documents the disbursing of medication and clinic visits by students	3 years	O.C.G.A. 9-3-33	13-012

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Completed and Graded Student Work, Not Returned to Student	Tests and other school assignments not returned to the student	Retain until end of school year		83-714
Contracts, Cooperative Educational Services Agency (CESA) Service	Annual contracts for CESA services	7 years after expiration	O.C.G.A. 9-3-24	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		13-014
Curriculum Course Guides	Handbook documenting the content, objectives, and evaluation criteria for all school courses	Permanent. Retain 1 copy		83-662
Declarations of Intent, Home School	Notices by parent or guardian that a child will participate in a home study program	5 years		13-015
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	13-016

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Emergency Contact Cards	Record of individuals to be notified in event of student accident or illness	Retain for useful life		13-017
Emergency/Fire Drill Reports	Documentation of all fire drills held in each school	3 years		83-717
Enrollment Records - Student Did Not Attend	Records relating to students accepted for enrollment who did not attend school	1 year		13-018
Enrollment Reports, Periodic	Reports providing statistics for projected and actual enrollment totals	5 years		83-637
Federally-Affected Areas Membership Counts	Reports of numbers of students whose parents reside or are employed on federal property	5 years		13-019
Field Trip Authorizations/Parental Permissions	Authorization of parent for student to participate in an 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>		83-748

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Georgia High School Association Files	Documents school participation in the state high school association	5 years		83-658
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		13-020
Gifted and Talented Program Selection and Placement Requirements Documentation	Core documentation about the admission criteria and program requirements	Permanent		13-021
Grade Distribution and Failure Reports	Statistical analysis of student grades and attendance	3 years		83-743
Grade Reports	Reports of individual test scores and average course grade	5 years	AACRAO Schedule C	83-722B
Graduate, Withdrawal and Class Ranking Lists	Listings of graduates, withdrawals and rankings in class	Permanent		83-732B
Honor Rolls	Listing of students placed on various honor rolls for academic achievement	5 years		13-022

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Instructional Folders	Instruction Folders that contain a roster, syllabus, maps, charts, dates, grade summaries, copies of tests, and contributing information.	5 years		83-722D
Internal Records Request	Records documenting requests from school to school for student records of current students within the FCS system	7 years		13-053
Investigations Files	Records documenting investigations involving teacher, parents, and/or students	7 years	O.C.G.A. 17-3-1(c)	13-054
Learning Resources Services (GLRS) Files	Records documenting programs for the handicapped through the Georgia Learning Resources Services	5 years		83-726
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		13-023

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Private School Enrollments	Reports submitted to the state about enrollments in private schools	Permanent		83-645
Private Tutor Records	Teaching certificates and other required documentation for individuals who "home school" students	5 years after instruction ends		13-024
Race and Ethnicity Forms	Records documenting the race/ethnicity of individual students within the school system.	3 years	34 CFR 74.53 and 80.42; chapter 5 of Managing an Identity Crisis: Forum Guide to Implementing New Federal Race and Ethnicity Categories (NFES2008-802)	13-055
Reapportionment Plans	Records documenting the re-drawing of district lines based on census statistics	Permanent		13-025
Records Check Sheets for Student Transfer	Lists used to identify/verify the transferred records of promoted students	5 years		13-056

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Reports to State Department of Education	Report of statistical information to the state and any reports/records generated as part of state reporting (FTE)	Annual reports: 10 years; Periodic: 5 years		13-050
Requests for Transcripts	Records documenting requests for former students for copies of their records	1 year		13-026
Requests to Use School Bus	Requests by individual schools to use a school system bus and driver for a special trip	3 years		83-749
Safe and Drug-Free Schools Records	Records documenting the activities and initiatives sponsored by this federally-funded program	3 years		13-027
Scholarships and Awards	Documents the selection of outstanding students to receive scholarships	5 years		83-659
School Bus Drivers Physical Exams	Certification of bus drivers for satisfactory physical condition	2 years or until replaced with new certificate		88-013
School Bus Schedules	Information about schedules, timing, and distance for individual buses	1 year or until superseded		13-028

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
School Censuses	Compilation of numbers of school age children	2008 and Prior: Permanent. Post-2008: Retain for useful life		13-029
School Construction Project Files	Records documenting all activities pertaining to planning and construction of educational facilities	Retain for life of facility		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		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	13-031
School Food Service Program Administrative Records	Initialization, administration, and operational records of the school food service program	5 years		83-713
School History Records and Objects	Scrapbooks, newspaper articles, photographs, and artifacts that document the development and history of the school system	Permanent		83-660

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
School Psychologist/ Psychometrist Files	Records, such as student evaluations, created by the school system psychologist or psychometrist	Retain until student reaches age 27 – file w/Spec. Ed. File Board Approved 12/08/88		83-745
School Social Worker Reports	Statistical reports of caseload to the state	Annual Reports: 15 years. Periodic Reports: 3 years		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: 3 years		83-649
School System Studies and Reports	Studies of the conditions and funding levels in the school system	Permanent		83-613

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
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	83-614: Certificate 83-615: Application
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		Final Report: 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	13-032
Special Education Program Selection and Placement Requirements Documentation	Core documentation of admission criteria and program requirements	Permanent		13-033

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Standardized Test Results	Records documenting the administration and results of state required standardized student testing programs	4 years <i>Board Approved 10/09/1986</i>		83-747
Standardized Test Summary Reports	Records documenting state required standardized student test summaries showing overall school or system results	Permanent <i>Board Approved 10/09/1986</i>		83-736
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	13-034
Student Activities History Files	Documentation of student clubs and organizations, events, publications, contests, and competitions	Permanent		13-035
Student Applications for Admission, Denials	Records documenting denial of admission into a particular school	2 years		83-626
Student Counseling Test Records	Teacher counseling records for individual students	Retain for useful life		13-036

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Student Discipline and Suspension Records, Resolved	Records of disciplinary action of problem students	7 years or until age 22, whichever is shorter If appealed, retain 7 years following resolution of appeal. <i>Board Approved 12/08/88</i>		83-740
Student Due Process Disciplinary Hearings Files	Evidence, transcripts, and decisions relating to due process hearings	15 years or until age 22, whichever is shorter		83-731B
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		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		13-038
Student Health Management Plans	Information documenting prescribed medicines and medical conditions of individual students	2 years after graduation or date of last attendance		13-057

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Student Permanent Record File	Official record of the individual student for his/her period of enrollment at a school. Includes attendance reports, transcripts, standardized test scores (CRCT, GHST, DCI, ESOL, etc.), withdrawal forms, report cards (ES), discipline letters (MS/HS), and immunization certificates (as a courtesy) <i>Note: Vital Record</i> <i>Approved: 08/08/91</i>	Permanent		83-744
Student Guidance/Counseling File	Records required or presented to the school district while the student is enrolled and those not created by the school district. Includes birth certificates, enrollment records, EEP certificates, legal and optional testing records	Give to student/parent at graduation or at time of withdrawal or retain after 1 year of leaving school district		83-744A

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Student Records, Special Education	Individual student records for the special ed program; parents must be notified when information is no longer needed to provide services to the child; all information but student permanent record must be destroyed on request of parent	Retain until student reaches age 27 <i>Board Approved 12/08/88</i>	34 CFR 300.624	83-735
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		13-039
Student Requests for Early Release from School	Requests for early release from school for work or travel purposes	Retain until end of school year		83-746
Student Sign-In/Sign-Out Sheets	Records documenting students leaving campus for work, lunch or other purposes	Retain until end of school year		13-040
Student Support Team (SST) Files	Records supporting the identification and recommended modifications in student behavior. Open and closed files follow student when promoted.	2 years after student leaves the school district		13-041

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</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		13-043
Summer School Files, Vocational	Records documenting the operation of summer vocational education programs	5 years	O.C.G.A. 20-2-168	83-654
Teacher Lesson Plans	Documentation of teaching plans including subject, class period, activity, and/or project	2 years		83-722C
Teacher Program of Work Files	Documentation of all planning activities and schedules for contract teachers	1 year		83-656
Teacher, Parent, Student Handbooks	Handbooks explaining school operating procedures	Permanent. Retain 1 copy		83-664
Teacher's Record of Student Attendance	Attendance register documenting daily attendance in each class, excluding PR reports	Pre-1940: Permanent Post-1940: 2 years		83-723
Teacher's Student Folders	Teacher's working file on each student	Retain for useful life		83-724

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Textbook Adoption Recommendations	Recommendations for the selection and purchase of textbooks	10 years		13-044
Textbook Requisition Files	Contracts and orders of approved course texts	1 year after new adoption implemented		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		13-046
Visiting Teacher Case Files, School Social Worker	Records of guidance provided to problem students by the school social worker	2 years		90-016

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</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 05/16/1979</i>	O.C.G.A. 11-2-725; 36-11-1	79-155
Accounts Receivable Files	Records documenting monies owed to and collected by the agency	5 years	O.C.G.A. 11-2-725	01-002
Annual Financial Statements	Annual reports of the accounts, income and liabilities of an agency	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		01-004
Bank Statements	Periodic computations of deposits and credits to a bank account	5 years	O.C.G.A. 9-3-25	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	83-691

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Cancelled Checks, Vouchers, and EFTs	Copies (or originals) of paid warrants	10 years <i>Board Approved 05/16/1979</i>	O.C.G.A. 9-3-25	79-157A Cancelled Checks 79-160B Vouchers
Capital Improvement Bonds, Retired	Document the repayment of funds raised through bond issues	5 years		01-007
Cash Balances and Reconciliations	Records documenting cash balances, receipts and disbursements completed during the day	5 years		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	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	01-009
Contracts, Employee	Service contracts between an individual and government agency	7 years after expiration		09-007

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Cost Accounting Reports	Financial reports by cost center of all expenditures	3 years		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	01-011
Deposit Slips and Reconciliations	Documents recording transaction in a bank account	10 years <i>Board Approved 05/16/1979</i>	O.C.G.A. 9-3-25	79-157C Deposit Slips 79-160D Reconciliation
Federal and State Grant Project Files - Non-Education Agencies	Records document 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)	01-012
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)	01-013

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
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		01-014
Franchise Records	Records documenting franchises granted to utility companies or other organizations allowing them to provide services to local residents	Permanent		01-033
General Ledger and Trial Balances	Record of final entry for all financial transactions	7 years	O.C.G.A. 9-3-25	01-016
Investment Records	Records documenting the savings and investments of funds by an agency	7 years		01-017
Invoices	Records requesting payment for goods and services provided to an agency	5 years	O.C.G.A. 11-2-725	01-032
Journal Entries (Journal Vouchers)	Adjustments to financial accounts	5 years	O.C.G.A. 9-3-25	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	01-019

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
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	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	09-026
Outstanding Obligations	Documents the unpaid accounts of an agency	5 years	O.C.G.A. 9-3-25	01-021
Payment Schedules	Schedules of the deferred payment of goods, equipment and services	5 years	O.C.G.A. 9-3-25	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	01-023
Receipts	Documentation of monies	5 years	O.C.G.A. 11-2-	01-024
Reconciliations	Periodic reconciliations of accounts within operating and general ledgers	5 years	O.C.G.A. 9-3-25	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	01-026

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
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	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	01-028
Travel - Registration Fee Payments	Records documenting payment of registration fees which are not considered travel expenses	4 years		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		01-030

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Accident Reports	Reports of accidents involving government-owned vehicles	7 years	O.C.G.A. 9-3-33	83-750
Code Violations	Any violations of the Code of Ordinances pertaining to property	3 years		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	02-003
Correspondence, General	Correspondence related to day-to-day operations of the office	5 years	O.C.G.A. 9-3-25	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	02-005
Daily Broadcast Logs	Records documenting agency daily broadcast activities via radio or television	2 years	47 CFR 73.1840	02-006

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Daily/Monthly Activity Reports	Record of daily/monthly activities	2 years		02-007
DCA Mandated Surveys	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		02-031
Deeds and Condo Plats	Records documenting individual ownership or property that are filed with the local government	Permanent		02-008
Deeds, Right-of-Way	Records authorizing use of land for road widening or public works	Permanent		02-009
Deeds, Security	Deeds to properties on which an agency holds the second mortgage	5 years after final payment		02-010

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
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		02-010
Emergency Preparedness Plans, Superseded	Business recovery plans for manmade and natural disasters	5 years	O.C.G.A. 9-3-32	83-629
Emergency Relief Records	Records documenting eligibility for financial assistance following a natural or other type of disaster	Permanent		02-012
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)	02-013
Historic Preservation Files	Records documenting preservation of local landmarks and buildings	Permanent		02-014

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Maps and Plats, Copies	Copies of maps and plats used for reference purposes	Retain for useful life		02-015
Maps, Plats, and Drawings	Records documenting the location of roads, subdivisions, water and sewage lines	Permanent		02-016
Meeting Notices	Official notification of the time and place of regular and special meetings	5 years		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	83-643
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		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.		02-029
Petitions	Signatures of local residents requesting action by an agency on a specific issue	5 years and resolution of issue		02-019

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Photographs	Aerial and other photographs of county property and functions	Permanent		02-020
Policies and Procedures	Standard operating practice for business processes	Permanent. Retain 1 copy		02-021
Printing Service Files	Includes printing requests, cost estimates, mock-ups, proofs, and printing plates	1 year after superseded		02-022
Publications	Newsletters, handbooks, pamphlets, and brochures published by the agency	Permanent. Retain 1 copy		83-663
Relocation Assistance Files	Records documenting financial assistance to individuals searching for new homes under the Community Development Program	5 years		02-023
Reports, Periodic	Quarterly and other narrative reports (not annual) that describe agency functions and activities	3 years		02-025
Resolutions and Ordinances	Local laws and actions adopted by the board of county commissioners	Permanent		02-026

Administration - 02**Page 31**

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Right-of-Way Agreements	Agreements with property owners specifying the terms of access to property for public works purposes	Permanent		02-027
Speeches	Records relating to public speaking engagements of local officials	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		02-028

Administrative Support - 02

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</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		03-013
Calendars	Desk calendars and other scheduling media; does not include court calendars	Retain for useful life		03-001
Certified Mail Logs	Receipt books containing record of certified mail sent out	Retain for useful life		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		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 format of the record	Transitory; Administrative Support; or Policy and Program	O.C.G.A. 45-6-1; 50-18-70(a)	03-003

Administrative Support - 02

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</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		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		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		03-006

Administrative Support - 02

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</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		03-007
Mailing Lists	Various standard lists of names and addresses	Retain for useful life		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		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		03-010
Telephone and Fax Machine Contact Logs	Lists of telephone and fax machine contacts and related data	Retain for useful life		03-011
Telephone Return Message Records	"While You Were Out" message slips and related data	Retain for useful life		03-012

Audits
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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</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		83-697
Internal Auditing Records	Records documenting the conduct of an internal review of agency financial accounts and processes	7 years		04-001

Budgeting - 05

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</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	6 years		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		05-006

Budgeting - 05**Page 37**

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Budget Reports	Reports documenting the status of an agency's budget	6 years		05-005
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		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		05-003
Final Budgets	Includes the final approved budget for an agency	Permanent		05-004

Budgeting - 05

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
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		83-716

Information Technology - 06

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</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(g)(4)	06-001
Computer System Documentation	Hardware and software manuals and program coding	5 years and migration of all permanent records to new system		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)	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	06-004

Information Technology - 06

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Network and PC Password and Security Identifications	Records document 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. 16-9-93(g)(4)	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		06-006

**Legal
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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</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		07-001
Attorney's Opinions	Interpretations of the law and an agency's compliance with the law	Permanent		83-647
Uniform Reciprocal Enforcement of Support Act (URES A) 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		07-007
Subpoenas	Orders requesting educational records	2 years Retain order and copy of records provided		07-005
Open Records Request	Request for records pursuant to the Open Records Act.	2 years Retain order and copy of records provided		07-006

**Payroll
Page 43**

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</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		79-158
Deduction Authorizations	Records documenting individual employee's authorizations to withhold taxes, to allow direct deposits and other deductions from the employee's pay	5 years after end of fiscal year	O.C.G.A. 48-7-111; 26 CFR 31.6001-1	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 Board Approved 2/10/1994	O.C.G.A. 48-7-111; 26 CFR 31.6001-1	83-699
Direct Deposit Records	Including blank checks used to establish direct deposit of employee's paycheck	1 year		08-007
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	09-014

**Payroll
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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Family Medical Leave Act (FMLA) Compliance Records	All records pertaining to FMLA's leave requirements, including dates and hours of FMLA leave; copies of employer notices, documents describing premium payments, employee benefits, and records of disputes over FMLA benefits.	3 years	29 CFR 825.500	08-009
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	08-002
Periodic Tax Reports	Records documenting taxable and non-taxable income of an agency	4 years	O.C.G.A. 48-7-111	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 05/16/1979</i>	O.C.G.A. 9-3-25; 26 CFR 31.6001-1	79-158A
Substitute Employee Payroll	Documents related to the recording and accumulated days worked by individual substitute employees	50 years <i>Board Approved 05/16/1979</i>		79-163

**Payroll
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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Unclaimed Paychecks	Checks that remain unclaimed by employees	1 year	O.C.G.A. 44-12-206	08-004
Unemployment Compensation Records	Documentation relating to employee claims for unemployment compensation	5 years after the end of the fiscal year in which the transaction occurred		09-031
Wage and Tax Statements	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 CFR 31.6001-1	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	08-005

**Personnel
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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</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	09-001
Accumulated Leave Rollover Report	Documents related to accumulated leave for each individual employee. Documents contain the total of each leave for a yearly period.	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		09-002

Personnel
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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Affirmative Action Plans	Records documenting an agency's compliance with the requirements of the Equal Employment Opportunity Commission	3 years		83-618
Applications for Employment, Not Hired	Records documenting applications for job openings including interview notes and materials, transcripts, background surveys, correspondence, etc.	2 years		83-636
Applications for Employment, Unsolicited or Incomplete	Records documenting applications for job openings	Retain for useful life		09-003
Background Surveys	Copies of fingerprint cards and criminal background checks of new employees	7 years		09-004

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Cafeteria Plan (Flexible Benefits) Records	Records documenting salary reduction-type plans authorized by the Internal Revenue Service	6 years after termination of participation		09-005
Continuation of Insurance Benefits (COBRA) Records	Copies of notices required by COBRA; documentation that notices were received; documentation of any circumstance in which COBRA continuation is not offered due to gross misconduct.	2 years		09-006
Contracts, Teacher	School contracts for teaching services	7 years after expiration		09-008
Converted Personal Leave Request	Records documenting converted personal leave requests	1 year after leave used		09-034

Personnel
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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
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	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		09-010
Employee Evaluations	Records documenting the employee's performance	Permanent <i>Board Approved 02/10/1994</i>		83-634A
Employee Grievance Action Case Files, Resolved	Resolution of employee complaints against supervisor or other employee	2 years		83-631

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Employee Handbooks	Guidelines created to explain the internal operations and procedures of the agency to a new employee	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)	09-012
Employee Parking Records	Records documenting employee parking permit applications, cards, and permits	5 years after expiration of permit		09-013

Personnel
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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
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	Permanent <i>Board Approved 02/10/1994</i>		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		83-653
Employee Retirement Plans	Copies of pension plans, both current and past, summarizing benefits and eligibility criteria	Permanent. Retain 1 copy		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		09-016
Employee Salary Schedules	Records documenting pay scales and salary levels for all employees	Permanent		83-635

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
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)	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	09-035
Equal Employment Opportunity Commission (EEOC) Reports	Reports classifying employees by race and gender that document compliance with EEOC rules	3 years	29 CFR 1602	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		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	29 CFR 1602.31	09-036

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Group Health Insurance Policies, Expired	Group insurance policies held by a local government as part of the employee benefits program	10 years		09-019
Insurance Claims, Closed	Records documenting the administration of a government operated insurance program	5 years	O.C.G.A. 9-3-31; 9-3-32; 9-3-33	09-020
Job Recruitment Materials	Records documenting efforts to advertise positions and attract qualified personnel	2 years	29 CFR 1602.31	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		09-024
Leave Records	Records documenting hours worked, leave earned, and leave taken; does not include final leave status	50 years <i>Board Approved 05/16/1979</i>		79-161
Leave Status, Final	Records documenting cumulative leave held by an individual employee	Place in personnel file after separation	O.C.G.A. 47-2-91	09-037

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Position Classification Materials	Records documenting job requirements, description, and salary range	4 years after position is reclassified		83-644
Pre-employment Assessments, Not Hired	Exams taken by those applying for positions with a local government	2 years	29 CFR 1602.31	09-027
Retirement Incentive Program Records	Records documenting employees who elect for early retirement under government-offered incentive programs	6 years		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		09-029
Short/Long Term Disability Leave Files, Non-FMLA	Records documenting extended absence from work by an employee; non-FMLA	3 year		09-038
Training Records	Records documenting attendance and course content for continuing education training	7 years		09-030

Personnel
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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Training Records - Breath-Alcohol Testing	Records related to the training of individuals for breath-alcohol testing.	2 years after individual ceases to perform the testing function	49 CFR 382.401	09-039
Workers' Compensation Claims, Closed	Records documenting employee accidents, injuries, and medical claims	4 years and settlement of all claims due	O.C.G.A. 9-3-31	09-032
Worker's Permits	Permits to allow persons under 18 years old to obtain summer employment	Permits to allow persons under 18 years old to obtain summer employment	O.C.G.A. 39-2-13	09-033
Work-Time Schedules	Records documenting employee's daily and weekly time worked.	4 years and settlement of all claims due	29 CFR 516.6; 29 CFR 1620.32	79-159

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</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		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	10-002
Blueprints and Specifications, As-Built	Plans and specifications of government-owned facilities	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	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		10-004

Property
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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</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		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	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	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 years and older: 3 years	O.C.G.A. 9-3-33; 9-3-51	10-007
Facility/Building Security Records	Records documenting security measures and procedures	5 years	O.C.G.A. 9-3-30	10-008

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</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	10-009
Fuel and Oil Usage Reports	Periodic reports of the consumption of diesel, gas, and oil in government-owned vehicles	3 years		83-753
Fuel Tax Reports	Periodic reports of taxable and non-taxable diesel fuel usage by government-owned vehicles	3 years		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	10-011
Insurance Fund Claims	Records documenting requests for payment of insurance claims	5 years after claim is paid or denied	O.C.G.A. 9-3-31; 9-3-32; 9-3-33	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	10-013

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Inventories	Listings of agency-owned property and equipment	Retain until superseded		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		10-015
Maintenance Schedules	Schedules for maintenance of agency-owned equipment and vehicles	5 years	O.C.G.A. 9-3-26	10-016
Maintenance Work Orders	Records documenting routine maintenance on facilities and property	5 years	O.C.G.A. 9-3-26	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		10-018
Property Disposition Requests (Surplus Property Records)	Documents a request for change in status of government-owned property	5 years		10-019
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		10-020

Property
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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
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	10-021
Restricted Area/Access Authorization Identification Records	Documents the issuance of security/access badges to staff	5 years after employee separation from service		10-022
Space Planning/Design Management Project Files	Evaluation and design of office space for local government agencies	3 years after project completion		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	10-024
Vehicle Accident Reports	Records documenting damage to agency-owned vehicles	5 years	O.C.G.A. 9-3-33; 9-3-32	83-750
Vehicle and Equipment Cost Reports	Reports generated to assess and monitor the costs of agency owned vehicles and heavy equipment	3 years		10-025
Vehicle and Equipment Maintenance Files	Records documenting routine maintenance on vehicle and equipment	5 years after the vehicle is sold or replaced	O.C.G.A. 9-3-31; 9-3-32	10-026

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Vehicle Parts Lists	Lists of replacement parts for agency-owned vehicles	3 years		10-027
Vehicle Permits/Security Identification Records	Records documenting the issuance of vehicle decals providing access to security areas	2 years after expiration		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	10-029
Vehicle Usage Reports	Reports used to track fuel usage and mileage	3 years		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	10-031

Records Management
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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</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		11-001
Condition Reports of Duplicating Masters	Records documenting the inspection of microfilm duplicating masters for signs of physical deterioration	Retain for useful life		11-002
Destruction Records	Records documenting the destruction of agency records	7 years		11-003
Inventories	Current listings of records created and maintained by an agency	5 years		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		11-005
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		11-006

**Records Management
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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Microfilm Quality Inspection Reports (Quality Control Reports)	Reports documenting the quality of individual rolls of film	Retain for life of microfilm		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 into the facility (evaluation report is completed by storage facility)	Retain for life of microfilm		11-008
Microfilm Vault Monitoring Records	Records documenting temperature and humidity conditions within a storage facility	5 years		11-009
Records Schedules, Record Copy	Records retention schedule approved by resolution/ordinance; may be filed with other resolutions/ordinances	Permanent		11-010
Records Schedules, Reference Copies	Copies of approved agency records retention schedules	5 years after superseded		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	11-012

Administrative Departments
Specific Schedules

**Building
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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Reference Requests	Reference pull sheets documenting the retrieval of records from a records storage facility	5 years		11-013
Blueprints and Specifications, As-Built	Plans and specifications submitted by contractors when applying for building permits. <i>NOTE: Vital Record Board Approved: 10/09/1986</i>	Retain for life of structure		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		12-001
Building Codes	Published code books containing building standards	Permanent		12-002
Certificates of Occupancy	Records documenting compliance with minimum standards required by the safety fire laws	10 years		12-003
Demolition Records	Records relating to the demolition and clearance of buildings deemed unfit for habitation	5 years		12-004

Health Services

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Adult Client Health Records	Records pertaining to clients older than 18 years of age (0427-016)	10 years from date of last service		19-001
Child Client Health Records	Records pertaining to clients younger than 18 years of age (0427-017)	10 years after client reaches age of majority (18 in Georgia) or 28 years from date of last service		19-002
Children's Medical Services Health Records	All health records pertaining to clients seen by Children's Medical Services (0427-018)	6 years after client reaches age of majority (21 years per Medicaid)		19-004
Immunization Consent Records	Includes only consent forms for immunization (0427-022)	5 years from date of service		19-005
Immunization Records (Post-1996)	Includes, but is not limited to recording of date of immunizations and associated clinical information in electronic system (GRITS) (0427-021)	Permanent Note: Retained in Permanent Record file		19-006

Library, Archives, Museums

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

Permits
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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
ATF License Application for Collector of Curios and Relics	ATF form F7CR	1 year		21-003
Bicycle Registrations, Expired	Records relating to a voluntary program for registering bicycles	2 years		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		21-005
Business License Citation Records	Records documenting citations issued by license inspectors for non-compliance with business license requirements	2 years		21-009
Business Licenses	Records documenting the issuance of business privilege licenses and license renewal notices	2 years		21-020
Contractors Licenses, Inactive	Applications for licensing as a general contractor; includes copies of licenses	5 years		21-006

Permits
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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Electrical, Gas, and Plumbing Permits	Permits to install or upgrade plumbing fixtures, gas connections, or electrical equipment	5 years		21-007
Excavation Permits, Expired	Permits to local contractors to excavate in proximity of utility lines	5 years		21-008
Record of Permits Issued	Listing of permits issued	Permanent		21-013
Sign Permits	Applications and permits for temporary signage	3 years		21-014
Sign Permits for Permanent Signs	Permits for permanent signs such as subdivision signs	3 years after removal of sign or permit superseded		21-021
Tent Permits	Applications for permit to erect a tent for public use	3 years		21-022

Planning and Zoning - 22

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Planning Studies and Reports	Studies and reports completed by outside consultants and/or city planners	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	22-008
Zoning Board Appeals	Appeals of decisions of the Planning and Zoning Department	5 years		22-003
Zoning Change Requests	Requests from property owners for changes in the zoning of their property	5 years		22-004
Zoning Litigation Files	Records documenting the review, evaluation, and decision in rezoning court suits	20 years		22-005
Zoning Ordinances	Records establishing property usage for commercial, residential, or agricultural purposes	Permanent		22-006
Zoning Variance Applications	Applications for an exception to a zoning regulation	Permanent		22-007

Public Safety - 15
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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
911 Emergency Call Recordings	Digital or analog recordings of emergency calls handled by the 911 center	3 years		15-001
Accident Reports	Reports of traffic and other accidents	2 years	O.C.G.A. 9-3-33	15-002
Accident Reports, Hazardous Material	Reports on accidents involving the spillage or combustion of hazardous materials	Permanent		15-003
Ambulance Trip Reports	Record of patient vital statistics during travel to hospital	5 years	O.C.G.A. 9-3-71	15-004
Applications for Tax Paid Transfer and Registration of Firearm	Documents 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		15-006
Arrest and Booking Summary Statistics	Summary of daily, monthly, and yearly totals of arrests	5 years		15-007
Arrest Warrants, Executed	Summons for an individual who has not appeared in court for sentencing	3 years after court appearance		15-008

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Arrest Warrants, Open	Summons for an individual who has not appeared in court for sentencing	Murder warrants: 50 years; all others: 15 years		15-009
Arrest Warrants, Recalled	Those summons later recalled by the issuing court	2 years		15-010
Automatic Alarms Test and Maintenance Records	Test and maintenance work performed on automatic fire alarm systems	5 years		15-011
Breath Test Reports, Negative Results	Reports maintained on individuals given breath tests to determine alcohol level	4 years		15-012
Breath Test Reports, Positive Results	Reports maintained on individuals given breath tests to determine alcohol level	5 years		15-013
Condemned Vehicles Account Records	Records documenting the sale and release of impounded vehicles after condemnation	3 years after condemnation of vehicle		15-020
Crime Incident Statistical Reports	Records summarizing crime statistics in an area	Annual report: Permanent Other periodic reports: 5 years		15-022

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Criminal Trespass Notifications	Records advising subjects they are prohibited from entering a given property	Retain for useful life		15-085
Emergency Dispatch Logs	Record of emergency calls received over radio and logged at time of dispatch	3 years		15-025
Emergency Management Operations Reports	Records documenting the type of emergency operation and the assistance provided	3 years		15-026
False Alarm Reports	Reports of public safety officer response to a false alarm (or prank call)	3 years		15-028
Fingerprint Reports from FBI	Copies of reports submitted to Federal Bureau of Investigation	Retain for useful life		15-086
Fire Incident Reports	Record of fires and related damage	50 years	O.C.G.A. 17-3-1c	15-033
Fire Log Books	Record of fire including date, name of caller, stations responding, damage to structure, equipment used and time required	7 years	O.C.G.A. 17-3-1c	15-034

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</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		15-035
Fire Safety Inspection Reports	Reports documenting compliance with and violations of fire regulations	5 years		15-036
Fire/Arson Investigation Files	Investigations of the cause and origin of fires in order to determine criminal intent	50 years	O.C.G.A. 17-3-1c	15-037
Impounded Vehicle Reports	Records documenting the towing of vehicles	3 years		15-041
Impounded Vehicles - Wrecker Service Reports	Reports identifying the vehicles to be towed and the wrecker service performing the task	3 years		15-042
Incident Reports (duplicated in investigative case file)	Reports of incidents of suspected criminal activity investigated by public safety officers	Retain for useful life		15-044
Incident Reports (not duplicated in case file)	Reports of incidents of suspected criminal activity investigated by public safety officers	5 years		15-087

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Incident Reports (not reported to GCIC)	Reports of incidents of suspected criminal activity investigated by public safety officers	2 years		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		15-089
Investigation Logs	Chronological listing of investigations	2 years		15-050
Observation Tapes	Surveillance camera video tapes of inside and outside buildings.	6 years		15-082
Pre-Fire Plans and Inspection Reports	Inspections of structures used in fire safety planning	5 years		15-060
Radio Control Logs	Record of the first official report of a fire or incident from incoming radio calls	4 years		15-065
Radio Dispatch Logs	Recorded information received through incoming radio calls	3 years		15-066
Radio Dispatch Reports	Reports of all alarms called into a fire station	3 years		15-067

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Street Number Location Records	Easy reference source to locate an address	Retain for useful life		15-073
Subpoena Logs, Officer	Documents summons of a public safety officer to appear during a court trial	3 years after disposition of case		15-074
Traffic Citation Log	Listing of parking tickets and other traffic citations issued along with court dates and associated fines	5 years		15-076
Video Tapes, Mobile	Video tapes taken from patrol car video cameras of police actions	Retain tapes containing arrests for 5 years; retain all other tapes until no longer useful		15-080

Tourism and Recreation

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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Participant Registration and Eligibility Records	Records used to register individuals for sports or other parks and recreation activities	2 years		25-003
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	25-004
Recreation Program Records	Activity schedules, rules and regulations, rosters and status sheets for recreational programs	3 years		25-005

Transportation - 16
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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Legal Citation</u>	<u>Retention Number</u>
Bus Route Records	Records establishing the route of public transit buses to provide service to residents	10 years		16-004
Charter Bus Service Records	Records documenting the hiring of a bus company to provide services	3 years		16-005
Operations Reports	Record of individual bus operations maintained for management and statistical purposes	3 years		16-008
Tire Mileage Reports	Reports documenting tire mileage of each transit vehicle	3 years		16-014
Transit Operations Reports	Periodic reports on performance of the transit system	3 years		16-015