

# Fulton County Schools Records Retention Schedules

## Records Management Department Information Technology Division

### Education- School Based Schedules

#### Page 1

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Department</u>	<u>Retention Number</u>
<b>Accident Reports, Student or Visitor</b>	Reports and investigations of injuries occurring on the school campus	7 years	School Police, Student Health	83-651
<b>Adult and Community Education Program Course Offerings</b>	Lists of courses offered for each term	Permanent - Retain 1 copy		13-001
<b>Affidavit of Residence</b>	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	Home School, Schools	13-049
<b>After-School Program Daily Records</b>	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	Schools	13-048

<b>Annual Reports, Driver Education</b>	Annual reports to the state on the number of students and teachers participating in driver's ed programs	3 years		13-004
<b>Athletic Program Records</b>	Documentation of the school's compliance with state regulations and requirements of applicable athletic organizations	5 years	Athletics, Schools	13-005
<b>Attendance Records for Home-Schooled Students</b>	Records documenting required hours of study for home schooled students	Retain until student reaches age 18	GA DOE	01-005
<b>Attendance Reports</b>	Reports to the state providing information on enrollments, attendance, absences and withdrawals	5 years	Schools	13-009
<b>AYP, School Choice and Permissive Transfers, Denied</b>	Records documenting requests to transfer schools within a school district through permissive transfers, or school choice transfer programs.	3 years	Operational Planning	13-051
<b>Behavior Policy/Code of Conduct Records</b>	Copies of written school policy of student behavior, signed annually for each student by parent or guardian	1 year or until superseded	Schools; SIS	13-006
<b>Board Appointment/Reignation Records</b>	Official documentation of the appointment of a school board member	2 years	Supintendent's Office	13-007

<b>Certificate of Noncompliance-Loss of Drivers License</b>	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	Schools, GADOE	13-052
<b>Certificates of Eligibility - Migrant Education Agency</b>	Documents relating to the eligibility of migrant families to participate in the migrant education program	6 years		13-008
<b>Child Nutrition Program Operational and Annual Financial Records</b>	Records documenting the administration of the Child Nutrition Program	5 years after the end of the fiscal year/final closeout	School Cafeteria <b>LG - 01-023 - LG-08-012</b>	13-010
<b>Civil Rights Reports</b>	Statistical reports analyzing racial and gender breakdowns of student bodies	Final Report: Permanent All other records: 6 years	Data Services	Final Report 13-011 - All other records 13-011A
<b>Class Rolls</b>	Lists of students in each class	3 years	Schools; SIS	83-722A
<b>Clinic Activity Information</b>	Documents the disbursing of medication and clinic visits by students	3 years	Schools; SIS	13-012
<b>Completed and Graded Student Work, Not Returned to Student</b>	Tests and other school assignments not returned to the student	Return until end of school year	Schools	83-714
<b>Contracts, Cooperative Educational Services Agency (CESA) Service</b>	Annual contracts for CESA services	7 years after expiration		13-013

<b>Court-ordered Busing Plans and Maps</b>	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	Transportation	13-014
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<b>Curriculum Course Guides</b>	Handbook documenting the content, objectives, and evaluation criteria for all school courses	Permanent. Retain 1 copy	SIS	83-662
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<b>Declarations of Intent, Home School</b>	Notices by parent or guardian that a child will participate in a home study program	5 years	GADOE	13-015
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<b>Department and Program Operational Records</b>	Documentation of day to day operations of a department or program, including correspondence and reports	5 years	Any Department	13-047A
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<b>Driver Education Vehicle Agreements, Returned Vehicles</b>	Documents the acquisition of vehicles for the driver's ed program	7 years		13-016
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<b>Dropout Reports</b>	Reports generated to document students who cease attending school	5 years	SIS	<b>83-732A</b>
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<u>Record Title</u>	<u>Description</u>	<u>Retention</u>		<u>Retention Number</u>
<b>Due Process Disciplinary Hearings Files (Student)</b>	Evidence, transcripts, and decisions relating to due process hearings	15 years or age 22 whichever is shorter	Student Discipline	83-731B

<b>Emergency Contact Cards</b>	Record of individuals to be notified in event of student accident or illness	Retain until last date of attendance/useful life	Schools; SIS	13-017
<b>Emergency/Fire Drill Reports</b>	Documentation of all fire drills held in each school	3 years	Schools	83-717
<b>Enrollment Records - Student Did Not Attend</b>	Records relating to students accepted for enrollment who did not attend school	1 year	Schools	13-018
<b>Enrollment Reports, Periodic</b>	Reports providing statistics for projected and actual enrollment totals	5 years	Operational Planning; Schools	83-637
<b>Federally-Affected Areas Membership Counts</b>	Reports of numbers of students whose parents reside or are employed on federal property	5 years		13-019
<b>Field Trip Authorizations/Parental Permissions</b>	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>	Schools, SIS	83-748
<b>Georgia High School Association Files</b>	Documents school participation in the state high school association	5 years	Athletics & Safety	83-658

<b>Gifted and Talented Program Operational Records</b>	Documentation of day-to-day operation of programs including applications for admission, teacher assignments, correspondence, reports and student papers	5 years	TAG, Schools	13-020	
<b>Gifted and Talented Program Selection and Placement Requirements Documentation</b>	Core documentation about the admission criteria and program requirements	Permanent - Retain 1 copy	TAG, Schools	13-021	
<b>Grade Distribution and Failure Reports</b>	Statistical analysis of student grades and attendance	3 years	Schools	83-743	
<b>Grade Reports</b>	Reports of individual test scores and average course grade	5 years	Schools; SIS	83-722B	
<b>Graduate, and Class Ranking Lists</b>	Listings of graduates and ranking in class	Permanent	Schools	83-732B	
<b>Honor Rolls</b>	Listing of students placed on various honor rolls for academic achievement	Grade K- 8: 2years Grade 9-12: 5 yrs	Schools	13-022 (2yrs) (5 yrs)	13-022A
<b>Instructional Folders</b>	Instruction Folders that contain a roster, syllabus, maps, charts, dates, grade summaries, copies of tests, and contributing information.	5 years	Schools	83-722D	

<b>Internal Records Request</b>	Records documenting requests from school to school for student records of current students within the FCS system	7 years	Schools, Records Management	13-053
<b>Investigations Files</b>	Records documenting investigations involving teacher, parents, and/or students	7 years	Social Work	13-054
<b>Learning Resources Services (GLRS) Files</b>	Records documenting programs for the handicapped through the Georgia Learning Resources Services	5 years		83-726
<b>Limited English Proficient (LEP) Student Records</b>	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	Schools	13-023
<b>Private School Enrollments</b>	Reports submitted to the state about enrollments in private schools	Permanent	Operational Planning	83-645
<b>Private Tutor Records</b>	Teaching certificates and other required documentation for individuals who "home school" students	5 years after instruction ends		13-024

<b>Race and Ethnicity Forms</b>	Records documenting the race/ethnicity of individual students within the school system.	3 years	SIS	13-055
<b>Reapportionment Plans</b>	Records documenting the re-drawing of district lines based on census statistics	Permanent		13-025
<b>Records Check Sheets for Student Transfer</b>	Lists used to identify/verify the transferred records of promoted students	5 years	Schools; Records Management	13-056
<b>Reports to State Department of Education</b>	Report of statistical information to the state and any reports/records generated as part of state reporting (FTE)	Annual reports: 10 years; Periodic (and related material): 5 years	Schools; Student Information	13-050 (Annual) 13-050A (Periodic)
<b>Requests for Transcripts</b>	Records documenting requests for former students for copies of their records	1 year	Schools; Records Management-(ScribOrder)	13-026
<b>Requests to Use School Bus</b>	Requests by individual schools to use a school system bus and driver for a special trip	3 years	Transportation	83-749
<b>Safe and Drug-Free Schools Records</b>	Records documenting the activities and initiatives sponsored by this federally-funded program	3 years	Safe & Drug Free Schools	13-027
<b>Scholarships and Awards</b>	Documents the selection of outstanding students to receive scholarships	Retain for useful life	STEM	83-659



<b>School Bus Drivers Physical Exams</b>	Certification of bus drivers for satisfactory physical condition	5 years or until replaced with new certificate	Personnel Records	88-013
<b>School Bus Schedules</b>	Information about schedules, timing, and distance for individual buses	1 year or until superseded	Transportation	13-028
<b>School Censuses</b>	Compilation of numbers of school age children	2008 and Prior: Permanent. Post-2008: Retain for useful life	Operational Planning	13-029 (permanent) 13-029 A (useful life)
<b>School Construction Project Files</b>	Records documenting all activities pertaining to planning and construction of educational facilities	Retain for life of facility	Program Management	13-030
<b>School Food Service Equipment and Non-Food Service Assistance Files</b>	Documents relating to the purchase of equipment and reimbursement of costs under the School Food Service Program	3 years after disposition of equipment	School Nutrition <b>LG</b> <b>08-012</b>	83-711
<b>School Food Service Payrolls</b>	Salaries and deductions for food service employees	7 years after employee separation from agency	Personnel Records	13-031
<b>School Food Service Program Administrative Records</b>	Initialization, administration, and operational records of the school food service program	5 years	School Nutrition	83-713

<b>School History Records and Objects</b>	Scrapbooks, newspaper articles, photographs, and artifacts that document the development and history of the school system	Permanent	Fulton Ed Foundation; Data Services; Schools	83-660
<b>School Psychologist/ Psychometrist Files</b>	Records, such as student 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>	Psychological Services	83-745
<b>School Social Worker Reports</b>	Statistical reports of caseload to the state	Annual Reports: Permanent	Social Work;	83-721
		Periodic Reports: 3 years		83-721A
<b>School System Rezoning Records</b>	Documents relating to the revision of student attendance zones to maximize the use of school facilities	Approved Plan: Permanent;	Operational Planning	83-649
		All other records: 3 years		83-649A
<b>School System Studies and Reports</b>	Studies of the conditions and funding levels in the school system	Permanent	Superintendent's Office	83-613
<b>Southern Association of Colleges and Schools (SACS) Applications for Accreditation</b>	Applications for and certificates of accreditation by SACS	Accreditation Certificate: Permanent	Superintendent's Office	83-614: Certificate
		Applications: 5 years		83-615: Application

<b>Southern Association of Colleges and Schools (SACS) Self Study Reports</b>	Accreditation review and maintenance records	Final Report: Permanent All other records: Retain until completion of report	Superintendent's Office	Final Report: 83-616  All other records: 83-616A	
<b>Special Education Program Operational Records</b>	Documentation of day-to-day operation of program including referrals for programs, teacher assignments, correspondence, reports, and student papers	5 years	Schools;SEC	13-032	Department/Program Operation Records
<b>Special Education Program Selection and Placement Requirements Documentation</b>	Core documentation of admission criteria and program requirements	Permanent - Retain 1 copy	Hospital Homebound	13-033	
<b>Standardized Test Results</b>	Records documenting the administration and results of state required standardized student testing programs	4 years <i>Board Approved 10/09/1986</i>	Schools; TAG; Assessment & Evaluation	83-747	
<b>Standardized Test Summary Reports</b>	Records documenting state required standardized student test summaries showing overall school or system results	Permanent <i>Board Approved 10/09/1986</i>	Assessment	83-736	

<b>Stipends</b>	Records documenting the expenditure of funds awarded to certified personnel, paraprofessionals, and aides for the successful completion of education opportunities	7 years	Payroll; Personnel Records	13-034
<b>Student Activities History Files</b>	Documentation of student clubs and organizations, events, publications, contests, and competitions	Permanent	Math & Science; Science; Humanities	13-035
<b>Student Applications for Admission, Denials</b>	Records documenting denial of admission into a particular school	2 years		83-626
<b>Student Counseling Test Records</b>	Teacher counseling records for individual students	Retain for useful life	Schools	13-036
<b>Student Discipline and Suspension Records, Resolved</b>	Records of disciplinary action of problem students	7 years or age 22 whichever is shorter. If appealed, retain 7 years following resolution of appeal. <i>Board Approved 12/08/88</i>	Student Discipline; Schools	83-740 If appealed - 83-740A
<b>Student Due Process Disciplinary Hearings Files</b>	Evidence, transcripts, and decisions relating to due process hearings	15 years or until age 22, whichever is shorter	Student Discipline	83-731B

<b>Student Education and Health Records - Migrant Education Agency</b>	Documents relating to the educational progress and health status of migrant students	Retain until records received from local school system		13-037
<b>Student Excuses</b>	Communications from a student's parent or guardian indicating the reason for the student's absence	Retain until end of school year	Schools	13-038
<b>Student Health Management Plans</b>	Information documenting prescribed medicines and medical conditions of individual students	2 years after graduation or date of last attendance	Schools; SIS	13-057
<b>Student Permanent Record File (District Created)</b>	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	Records Management	83-744

Vital Records

<b>Student Records, personal and Non-District Created/ Guidance/Counseling File</b>	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	Schools	83-744A
<b>Student Records, Special Education</b>	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, includes CISS & 504	Retain until student reaches age 27 <i>Board Approved 12/08/88</i>	Schools; SEC	83-735
<b>Student Remediation Files</b>	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	Schools	13-039
<b>Student Requests for Early Release from School</b>	Requests for early release from school for work or travel purposes	Retain until the end of school yr	Schools	83-746
<b>Student Sign-In/Sign-Out Sheets</b>	Records documenting students leaving campus for work, lunch or other purposes	Retain 1 year	Schools	13-040

Vital Record



<b>Student Support Team (SST) Files</b>	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	Schools	13-041
<b>Student Work Program Records</b>	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
<b>Summer School Files, Vocational</b>	Records documenting the operation of summer vocational education programs	5 years		83-654
<b>Teacher Disciplinary Actions, Closed</b>	Records used to investigate complaints against teachers	Founded: 20 years after settlement of case;	Personnel Records;	<b>83-631B</b>
		Unfounded: 1 year after investigation is completed		<b>83-631C</b>
<b>Teacher Lesson Plans</b>	Documentation of teaching plans including subject, class period, activity, and/or project	4 years	Schools	83-722C
<b>Teacher Program of Work Files, Vocational</b>	Documentation of all planning activities and schedules for contract teachers	1 year	Schools	83-656

<b>Teacher, Parent, Student Handbooks</b>	Handbooks explaining school operating procedures	Permanent. Retain 1 copy		83-664
<b>Teacher's Record of Student Attendance</b>	Attendance register documenting daily attendance in each class, excluding PR reports	Pre-1940: Permanent	Schools	83-723
		Post-1940: 2 years		83-723A
<b>Teacher's Student Folders</b>	Teacher's working file on each student	Retain for useful life	Schools	83-724
<b>Textbook Adoption Recommendations</b>	Recommendations for the selection and purchase of textbooks	10 years		13-044
<b>Textbook Requisition Files</b>	Contracts and orders of approved course texts	3 years after new adoption implemented		13-045
<b>Title I Program Records</b>	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
<b>Visiting Teacher Case Files, School Social Worker</b>	Records of guidance provided to problem students by the school social worker	2 years	Social Work	90-016



# Administrative Departments

## General Schedules

### Financial - 08

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>		<u>Retention Number</u>
<u>Accounting Records</u>	Records include: accounts payable files; accounts receivable files; bank statements; cancelled checks, vouchers, and EFTS; cash balances and reconciliations; Bank Loans; Credit card records; Collection Records; cost accounting records; deposit slips and reconciliations; invoices; journal entries (journal vouchers); outstanding obligations; payment schedules; purchase orders; receipts; returned checks; reconciliations; refund/disbursement requests; moving expenses; agency-paid individual memberships and activities in professional organizations; registration fees; and travel authorization and reimbursement records.	<u>5 years</u>	Accounting	05-006

<b>Accounts Payable Files</b>	Records documenting payments made by agency for services rendered or items purchased	12 years <i>Board Approved 05/16/1979</i>	Accounting	79-155	Vital Record- duplicate and store offsite
<b>Accounts Receivable Files</b>	Records documenting monies owed to and collected by the agency	5 years	Accounting	01-002	Vital Record- duplicate and store offsite
<b>Annual Financial Statements</b>	Annual reports of the accounts, income and liabilities of an agency	Permanent	Accounting	01-003	Vital Record- duplicate and store offsite
<b>Audit Reports</b>	Reports prepared by external auditors examining and verifying the agency's financial activities for a defined period of time	Permanent	Internal Audit	83-697	
<b>Budget Maintenance Records</b>	Records documenting changes made in the agency's initial budget including change requests, request authorizations, funds transfers, and other records	6 years	Admin Depts Schools	05-001	
<b>Budget Reports</b>	Reports documenting the status of an agency's budget	6 years	Budget Dept Admin Depts Schools	05-005	

<b>Budget Request Records</b>	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	Budget Dept Admin Depts	05-002
<b>Budgets, Final</b>	Includes the final approved budget for an agency	Permanent	Budget Dept	05-004
<b>Bank Loan Records</b>	Include outstanding financial obligations incurred by an agency in the form of bank loans	5 years after settlement of loan	Accounting	01-004
<b>Bank Statements</b>	Periodic computations of deposits and credits to a bank account	5 years	Accounting	01-006
<b>Bids and Competitive Selection Records</b>	Records documenting quotes by vendors to supply products or services to an agency	Capital Improvement Projects: 11 years All Other Records: 7 years	Contracting	83-691 - 11years 83-691A - 7yrs
<b>Cancelled Checks, Vouchers, and EFTs</b>	Copies (or originals) of paid warrants	10 years <i>Board Approved 05/16/1979</i>	Accounting Admin Departs Schools	79-157A Cancelled Checks 79-160B Vouchers 79-157C Deposit Slips 79-160D Reconciliation
<b>Capital Improvement Bonds, Retired</b>	Document the repayment of funds raised through bond issues	5 years	Accounting	01-007

Vital Record- duplicate and store offsite

<b>Cash Balances and Reconciliations</b>	Records documenting cash balances, receipts and disbursements completed during the day	5 years	Accounting Admin Depts Schools	01-008	
<b>Collection Records</b>	Records documenting an agency's efforts to collect unpaid accounts. Includes PeopleSoft collection reports	5 years after account paid in full or deemed uncollectible	Accounting	01-031	Vital Record- duplicate and store offsite
<b>Contracts and Agreements</b>	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	Accounting	01-009A 10 yrs 009B 7 years	01- Vital Record- duplicate and store offsite
<b>Contracts, Employee</b>	Service contracts between an individual and government agency	7 years after expiration	<hr/> <b>Personnel Records</b> <hr/>	09-007	Vital Record- duplicate and store offsite
<b>Cooperative Federal Programs Budget Preparation, Project, and Allocation Records</b>	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	Budget Dept	05-003	
<b>Cost Accounting Reports</b>	Financial reports by cost center of all expenditures	3 years	Admin Depts	01-010	
<b>Credit Card Administration Records</b>	Records documenting administration of credit cards issued to individual agency staff or offices	7 years	Admin Depts Contracting Schools	01-011	

<b>Deposit Slips and Reconciliations</b>	Documents recording transaction in a bank account	10 years <i>Board Approved 05/16/1979</i>	Accounting	79-157C Deposit Slips  79-160D Reconciliation
<b>Federal and State Grant Project Files - Non-Education Agencies</b>	Records document federally and state funded projects	3 years after submission of final financial report		01-012
<b>Federal and State Grant Project Files, Education Agencies</b>	Records documenting grants to school systems from federal and state agencies	3 years after submission of final report or denial of application	Budget Dept	01-013
<b>Federal Revenue Sharing Records</b>	Records documenting federal, state, county and municipal revenue-sharing; includes summaries, expenditures, and investments	5 years after submission of final report		01-014
<b>Franchise Records</b>	Records documenting franchises granted to utility companies or other organizations allowing them to provide services to local residents	Permanent		01-033
<b>General Ledger and Trial Balances</b>	Record of final entry for all financial transactions	7 years		01-016
<b>Insurance Claims Documentation</b>	Insurance claims records documenting accidents, property damage or other incidents involving government owned vehicles or contractors	5 years after settlement	Benefits	08-016

<b>Internal Auditing Records</b>	Records documenting the conduct of an internal review of agency financial accounts and processes	7 years	Internal Audit Dept	04-001
<b>Investment Records</b>	Records documenting the savings and investments of funds by an agency	7 years	Accounting	01-017
<b>Invoices</b>	Records requesting payment for goods and services provided to an agency	5 years	Accounting	01-032
<b>Journal Entries (Journal Vouchers)</b>	Adjustments to financial accounts	5 years		01-018
<b>Journals and Registers</b>	Financial logs recording detailed transactions, encumbrances, and obligations of an agency	5 years		01-019

Vital Record- duplicate and store offsite

<b>Local School Financial Records</b>	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	Schools	83-716
<b>Moving Expenses</b>	Records documenting a new employee's moving and travel expenses paid by the agency	5 years	Accounting HR	01-020
<b>Official Bonds and Oaths</b>	Bonds required of local officials and custodians of funds	5 years after expiration of term		09-026
<b>Outstanding Obligations</b>	Documents the unpaid accounts of an agency	5 years	Accounting	01-021
<b>Payment Schedules</b>	Schedules of the deferred payment of goods, equipment and services	5 years	Accounting	01-022

<b>Professional Membership Records</b>	Records documenting agency-paid individual memberships and activities in professional organizations	5 years	Accounting Depts	Admin	01-023
<b>Receipts</b>	Documentation of monies collected	5 years	Accounting Admin Depts		01-024
<b>Reconciliations</b>	Periodic reconciliations of accounts within operating and general ledgers	5 years	Accounting Admin Depts		01-025
<b>Refund/Disbursement Requests</b>	Records documenting requests and disbursements made for overpayment of funds	4 years	Accounting Admin Depts		01-026
<b>Returned Checks</b>	Records documenting attempts to collect monies for non-negotiable (usually insufficient funds) checks received for payment to agency accounts	5 years	Accounting		01-027
<b>Signature Authorizations</b>	Records documenting the certification of employees who are authorized to sign fiscal and contractual documents	7 years after authorization expires	Contracting		01-028
<b>Travel - Registration Fee Payments</b>	Records documenting payment of registration fees which are not considered travel expenses	4 years	Accounting		01-029



<b>Travel Authorization and Reimbursement Records</b>	Records documenting requests for authorization from supervisors to travel on official business and related material, such as reimbursement of expenses and itineraries	3 years	Accounting	01-030
<b>Vouchers</b>	Individual transactions for the purchase of supplies and equipment	5 years	Accounting	

## Administration - 01

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Retention Number</u>
<b>Accident Reports</b>	Reports of accidents involving government-owned vehicles	7 years	83-750
<b>Ad Hoc Narrative Reports</b>	Ad Hoc Narrative Reports that describe agency functions and activities	10 years	02-029A
<b>Annual/Periodic Reports</b>	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
<b>Audio and Video Recordings of Official Meetings</b>	Audio and video of Council Meetings used for the preparation of written minutes.	90 days after minutes are prepared and verified.	83-643B
<b>Certificate of Proof of Insurance</b>	Certificate of Liability Insurance for Contractors	7 years after contract expires	08-016A
<b>City Charter</b>	Includes the constitution and by-laws of an incorporated city	Permanent	

<b>Code Violations</b>	Any violations of the Code of Ordinances pertaining to property	3 years	02-030
<b>Correspondence, Administrative</b>	This series includes communications that document formal decisions regarding significant matters.	Permanent	02-002
<b>Correspondence, Fiscal</b>	Records documenting purchases, issuance of fiscal policy, or obligations and revenues	5 years	02-003
<b>Correspondence, General</b>	Correspondence related to day-to-day operations of the office	5 years	02-004
<b>Correspondence, Transitory</b>	This series includes records and communications received or sent that do not document decisions regarding significant matters.	Retain for useful life	02-004T
<b>Crisis or Disaster Records</b>	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	02-005

<b>Daily Broadcast Logs</b>	Records documenting agency daily broadcast activities via radio or television	3 years	02-006	2 yrs
<b>Daily/Monthly Activity Reports</b>	Record of daily/monthly activities	5 years	02-007	2yrs
<b>DCA Mandated Surveys</b>	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	
<b>e-Certified Mail and Return Receipts</b>	Technology implemented to replace the "Green Card" certified mail receipts	1 year, retain with corresponding documentation	03-014A	
<b>Deeds and Condo Plats</b>	Records documenting individual ownership or property that are filed with the local government	Permanent	02-008	
<b>Deeds, Right-of-Way</b>	Records authorizing use of land for road widening or public works	Permanent	02-009	
<b>Deeds, Security</b>	Deeds to properties on which an agency holds the second mortgage	5 years after final payment	02-010	

<b>Easements</b>	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	
<b>Emergency Preparedness Plans, Superseded</b>	Business recovery plans for manmade and natural disasters	5 years		83-629	Vital Record- duplicate and store offsite
<b>Emergency Relief Records</b>	Records documenting eligibility for financial assistance following a natural or other type of disaster	Permanent		02-012	
<b>Emergency Relief Grant Records</b>	Records documenting eligibility for financial assistance following a natural or other type of disaster.			02-012A	
<b>Federal and State Grant Final Reports</b>	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	
<b>Historic Preservation Files</b>	Records documenting preservation of local landmarks and buildings	Permanent		02-014	

<b>Maps and Plats (Copies)</b>	Copies of maps and plats used for reference purposes	useful life	02-015
<b>Maps, Plats, and Drawings</b>	Records documenting the location of roads, subdivisions, water and sewage lines	Permanent	02-016
<b>Meeting Notices</b>	Official notification of the time and place of regular and special meetings	5 years	02-017
<b>Agendas, Minutes and Packets (Board Docs)</b>	Official record of agency meetings and the decisions made. <i>NOTE: Vital Record Board Approved: 10/09/86</i>	Minutes and approved attachments - Permanent: All other records - 5 years	83-643 (permanent) 83-643A (5 years)
<b>Milestone Event Record</b>	Speeches and records documenting events marking a milestone in the local government.	Permanent	01-041
<b>Open Records Act Requests and Correspondence</b>	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
<b>Petitions</b>	Signatures of local residents requesting action by an agency on a specific issue	5 years and resolution of issue	02-019
<b>Photographs</b>	Aerial and other photographs of county property and functions	Permanent	02-020

Vital Record- duplicate and store offsite

<b>Policies and Procedures</b>	Standard operating practice for business processes	Permanent. Retain 1 copy	02-021
<b>Printing Service Files</b>	Includes printing requests, cost estimates, mock-ups, proofs, and printing plates	1 year after superseded	02-022
<b>Project or Grant Applications</b>	Applications for awards, grants a, projects, etc	2 years, if not awarded: Otherwise,7 years after completion of award	01-034A if not awarded 01-034B after completion of award
<b>Publications</b>	Newsletters, handbooks, pamphlets, and brochures published by the agency	Permanent. Retain 1 copy	83-663
<b>Reports, Periodic</b>	Quarterly and other narrative reports (not annual) that describe agency functions and activities	3 years	02-025
<b>Reports, Annual</b>	Yearly summaries of activities	Permanent	02-024
<b>Resolutions and Ordinances</b>	Local laws and actions adopted by the board of county commissioners	Permanent	02-026
<b>Right-of-Way Agreements</b>	Agreements with property owners specifying the terms of access to property for public works purposes	Permanent	02-027

<b>Speeches</b>	Records relating to public speaking engagements of local officials	Permanent	83-725
<b>Visitors Logs and Sign-In Sheets</b>	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
<b>Website Information</b>	The website reflects Records stored elsewhere as the copy of record	Retain until superseded	01-044

## Administrative Support - 02

<b><u>Record Title</u></b>	<b><u>Description</u></b>	<b><u>Retention</u></b>	<b><u>Retention Number</u></b>
<b>Blank Forms and Duplicates</b>	Extra copies of blank forms and duplicates of reports or other materials that are no longer needed	Retain for useful life	03-013
<b>Calendars</b>	Desk calendars and other scheduling media; does not include court calendars	Retain for useful life	03-001
<b>Certified Mail Logs</b>	Receipt books containing record of certified mail sent out	Retain for useful life	03-014
<b>Data Input Forms</b>	Any type of forms used to collect information for input into electronic format	Destroy upon verification/audit of data entry	03-002

<b>Email Messages</b>	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	03-003
<b>Indexes</b>	Provide a ready reference or pointer into larger sets of records	Retain until destruction of indexed set of records	03-007
<b>Mailing Lists</b>	Various standard lists of names and addresses	Retain for useful life	03-008
<b>News Clippings and Scrapbooks</b>	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
<b>Reference Files</b>	Copies of records, publications, and other materials used to answer routine inquiries and questions	Retain for useful life	03-010
<b>Telephone and Fax Machine Contact Logs</b>	Lists of telephone and fax machine contacts and related data	Retain for useful life	03-011

## Information Technology - 06



<b><u>Record Title</u></b>	<b><u>Description</u></b>	<b><u>Retention</u></b>	<b><u>Retention Number</u></b>
<b>Computer Inventory Records</b>	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	06-001
<b>Computer System Documentation</b>	Hardware and software manuals and program coding	5 years and migration of all permanent records to new system	06-002
<b>Equipment and Network Usage Documentation</b>	Policies and procedures for appropriate use of agency equipment and software	4 years after superseded	06-003
<b>Equipment Records</b>	Include purchase orders, warranties, operation manuals and service contracts for all computer hardware and software	4 years after disposition of equipment	06-004
<b>Network and PC Password and Security Identifications</b>	Records document the issuance or selection of a network password and the administration of security and monitoring of the agency's network	4 years	06-005

<b>Project Management Files</b>	This record series contains Information Technology Software/Hardware Projects which may include the following: project plans, requirement documents, test cases, testing results, document closings, project acceptance documents, game rules, etc.	5 years after project completed.	06-007
<b>System Architecture Documents and Wiring Schemas</b>	Records documenting the location of wiring and the design of the overall agency network environment	3 years after obsolete or replaced	06-006

## Legal - 11

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Retention Number</u>
<b>Attorney Case Files</b>	Documents the work of the agency legal counsel in advising and representing a local government	6 years after settlement of case	07-001
<b>Attorney's Opinions</b>	Interpretations of the law and an agency's compliance with the law	Permanent	83-647
<b>Uniform Reciprocal Enforcement of Support Act (URES A) Case Files, District Attorneys</b>	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

<b>Subpoenas</b>	Orders requesting educational records	2 years Retain order and copy of records provided	07-005
<b>Civil Case Files</b>	Documents relating to trying of civil cases in Magistrate Courts. Included are all pleadings, exhibits, transcripts, judgements and related papers appropriate for inclusion in case files as required by statute or by the Uniform Rules for Magistrate Courts. Includes affidavits for summons of dispossessory applications for sommons of foreclosure of personal property, and abandonment of automobiles or vessels.	10 years	13-011c

## Payroll - 14

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Retention Number</u>
<b>Annual Payroll Earnings Reports</b>	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

<b>Contractor Payroll Records</b>	Records submitted by contractors tht reflect the time and/or work their employees did for the Local Government	5 years after project completion		08-010
<b>Deduction Authorizations</b>	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		08-001
<b>Deduction Records</b>	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 <a href="#">2/10/1994</a>		83-699
<b>Direct Deposit Records</b>	Including blank checks used to establish direct deposit of employee's paycheck	1 year		08-007
<b>Employee Retirement Contribution Reports</b>	Documents relating to participation in an agency supported retirement program	6 years	Retirement Services	09-014

<b>Family Medical Leave Act (FMLA) Compliance Records</b>	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	Benefits	08-009
<b>Garnishments</b>	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	Payroll	08-002
<b>HIPPA/HITECH Records</b>	Compliance policies and procedures	6 years	Benefits	08-004
<b>Periodic Tax Reports</b>	Records documenting taxable and non-taxable income of an agency	5 years	Payroll	08-003
<b>Salary and Wage Records</b>	Pre-payroll reports, monthly payroll check registers, monthly fund distribution reports, and payroll action forms	50 years <i>Board Approved 05/16/1979</i>	Payroll	79-158A
<b>Substitute Employee Payroll</b>	Documents related to the recording and accumulated days worked by individual substitute employees	50 years <i>Board Approved 05/16/1979</i>	Payroll	79-163
<b>Unclaimed Paychecks</b>	Checks that remain unclaimed by employees	1 year	Payroll	08-004

<b>Unemployment Compensation Records</b>	Documentation relating to employee claims for unemployment compensation	5 years after the end of the fiscal year in which the transaction occurred	Payroll	09-031
<b>Wage and Rate Tables</b>	Records Utilized to calculate straight time and overtime work schedules	2 years	Payroll	08-008A
<b>Wage and Tax Statements</b>	An information return used to report wages paid to employees and the taxes withheld from them	4 years	Payroll	08-008
<b>Withholding Allowance Certificates (W-4 Forms)</b>	Federal and state forms completed by an individual to establish the amount of taxes withheld from wages	5 years	Payroll	08-005

## Personnel - 16

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Retention Number</u>
<b>Accident Reports, Employee</b>	Reports of employee accidents and injuries; may include worker's compensation claims	5 years	09-001
<b>Accumulated Leave Rollover Report</b>	Documents related to accumulated leave for each individual employee. Documents contain the total of each leave for a yearly period.	Permanent	79-162

<b>Affirmative Action Audits and Annual Reports</b>	Document agency response to federal program reviews, state compliance audits, annual reporting requirements, and internal audits	3 years		09-002
<b>Affirmative Action Policy Plans</b>	Records documenting an agency's compliance with the requirements of the Equal Employment Opportunity Commission	Permanent		83-618
<b>Applications for Employment, Not Hired</b>	Records documenting applications for job openings including interview notes and materials, transcripts, background surveys, correspondence, etc.	2 years		83-636
<b>Applications for Employment, Unsolicited or Incomplete</b>	Records documenting applications for job openings	3 months		09-003
<b>Background Checks of Personnel</b>	Copies of fingerprint cards and criminal background checks of new employees <b>or potential employees</b>	7 years	Personnel	09-004
<b>Cafeteria Plan (Flexible Benefits) Records</b>	Records documenting salary reduction-type plans authorized by the Internal Revenue Service	6 years after termination of participation		09-005

<b>Continuation of Insurance Benefits (COBRA) Records</b>	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.	6 years	Benefits	09-006
<b>Contracts, Employee</b>	Service contracts between an individual and government agency	7 years after expiration	Personnel	09-008
<b>Contracts, Teacher</b>	School contracts for teaching services	7 years after expiration	<b>Personnel</b>	09-008
<b>Converted Personal Leave Request</b>	Records documenting converted personal leave requests	1 year after leave used	Leave Administration	09-034
<b>Drug Testing Records</b>	Records documenting the random drug testing of employees to include pre-employment, and reasonable suspicion	Positives & Refusals: 5 years. Negatives & Cancelled: 2 years	Personnel	Positives & Refusals 09-009  Negatives & Cancelled 09-009A
<b>Employee Assistance Program Case Files</b>	Records documenting the referral and treatment of employees in an agency-sponsored assistance program	5 years after employee completes program		09-010
<b>Employee Evaluations</b>	Records documenting the employee's performance	Permanent <i>Board Approved 02/10/1994</i>		83-634A
<b>Employee Grievance Action Case Files, Resolved</b>	Resolution of employee complaints against supervisor or other employee	2 years		83-631



<b>Employee Handbooks</b>	Guidelines created to explain the internal operations and procedures of the agency to a new employee	Permanent	09-011
<b>Employee Identification Card Records</b>	Records documenting the issuance of employee identification cards	5 years after card has been recalled	09-010
<b>Employee Medical Files, Toxic/Hazardous Substance Exposure</b>	Documentation of employee exposure to hazardous materials	30 years after separation	09-012
<b>Employee Parking Records</b>	Records documenting employee parking permit applications, cards, and permits	5 years after expiration of permit	09-013
<b>Employee Personnel Files - Permanent Staff</b>	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
<b>Employee Personnel Files - Temporary Staff</b>	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
<b>Employee Retirement Contribution Reports</b>	Documents relating to participation in an agency-supported retirement program	6 years	19-014

<b>Employee Retirement Plans</b>	Copies of pension plans, both current and past, summarizing benefits and eligibility criteria	Permanent. Retain 1 copy	Retirement Services	09-015
<b>Employee Retirement Records, Inactive</b>	Records including declaration of beneficiary, requests for retirement, insurance authorizations, correspondence, election of options forms, and other related materials	7 years after benefits cease to be paid	Benefits	09-016
<b>Employee Salary Schedules</b>	Records documenting pay scales and salary levels for all employees	Permanent	Personnel	83-635
<b>Employment Eligibility Verification Records</b>	I-9 forms	3 years after date of hire or 1 year after separation, whichever is longer	Personnel	09-017
<b>Equal Employment Opportunity Commission (EEOC) Charges/Complaints</b>	Records documenting charges of discrimination filed against an agency	2 years or until final disposition of the charge or action		09-035
<b>Equal Employment Opportunity Commission (EEOC) Reports</b>	Reports classifying employees by race and gender that document compliance with EEOC rules	3 years		83-638
<b>Family Medical Leave Case Files</b>	Records documenting extended absence from work by an employee under provisions of the Family Medical Leave Act	3 years after separation	Benefits	09-018

<b>Georgia Commission on Equal Opportunity (GCEO) Complaints</b>	Records documenting charges of discrimination filed against an agency	2 years or until disposition of charge or action		09-036
<b>Group Health Insurance Policies, Expired</b>	Group insurance policies held by a local government as part of the employee benefits program	10 years after expired	Benefits	09-019
<b>Intern/Volunteer Program Records</b>	This series documents the activities and administration of an agency's intern/volunteer program: insurance requirement information; and inactive volunteer files containing application and conditions of volunteer service forms.	Individual Intern/Volunteer files: 3 years after separation All other records: 3 years		08-011 Individual Intern files 08-011A All other records
<b>Insurance Claims, Closed</b>	Records documenting the administration of a government operated insurance program	5 years	Benefits	09-020
<b>Job Recruitment Materials</b>	Records documenting efforts to advertise positions and attract qualified personnel	2 years	Talent	09-021
<b>Leave Donation Records</b>	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	Benefits	09-024

<b>Leave Records</b>	Records documenting hours worked, leave earned, and leave taken; does not include final leave status	50 years <i>Board Approved 05/16/1979</i>	Payroll	79-161
<b>Leave Status, Final</b>	Records documenting cumulative leave held by an individual employee	Place in personnel file after separation	Payroll	09-037
<b>Position Classification Materials</b>	Records documenting job requirements, description, and salary range	4 years after position is reclassified	Talent	83-644
<b>Pre-employment Assessments, Not Hired</b>	Exams taken by those applying for positions with a local government	3 years	Personnel	09-027
<b>Retirement Incentive Program Records</b>	Records documenting employees who elect for early retirement under government-offered incentive programs	6 years	Retirement Services	09-028
<b>Retirement System Transaction Reports</b>	Status of individual pension accounts including interest, contributions, and withdrawals	10 years after fiscal year in which the record was created	Retirement Services	09-029
<b>Short/Long Term Disability Leave Files, Non-FMLA</b>	Records documenting extended absence from work by an employee; non-FMLA	3 year	Benefits	09-038
<b>Training Records</b>	Records documenting attendance and course content for continuing education training	7 years		09-030

<b>Training Records - Breath-Alcohol Testing</b>	Records related to the training of individuals for breath-alcohol testing.	2 years after individual ceases to perform the testing function	Personnel	09-039
<b>Workers' Compensation Claims, Closed</b>	Records documenting employee accidents, injuries, and medical claims	5 years and settlement of all claims due	Risk Management	09-032
<b>Worker's Permits</b>	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		09-033
<b>Work-Time Schedules</b>	Records documenting employees daily and weekly work schedules	4 years and settlement of all claims	Payroll	09-040

## Property - 18

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Retention Number</u>	
<b>Acquisition Records</b>	Records documenting the purchase of property (real and personal) by an agency; does not include deeds or titles	5 years	10-001	
<b>Architectural Project Monitoring Files</b>	Monitoring of the construction of local government facilities	7 years after project completion	10-002	
<b>Blueprints and Specifications, As-Built</b>	Plans and specifications of government-owned facilities	Permanent	10-033	retain for life of structure

<b>Building/Grounds Maintenance Remodeling and Repair Records</b>	Documents the condition, upkeep and routine maintenance on agency facilities and grounds	7 years	10-003
<b>Capital Construction Project Records</b>	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
<b>Depreciation Schedules</b>	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
<b>Equipment and Vehicle Purchases</b>	Records documenting the purchase of agency-owned vehicles	5 years after disposition of equipment	10-032
<b>Equipment Maintenance Records, Capital Equipment and Technology</b>	Includes purchase orders, warranties, operating manuals, service contracts and service logs for maintenance of agency-owned equipment and vehicles	5 years	10-006

<b>Facility Inspection Files and Reports</b>	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		10-007
<b>Facility/Building Security Records</b>	Records documenting security measures and procedures	5 years		10-008
<b>Federal Property Records</b>	Records documenting the loan or lease of federal government equipment	7 years after expiration of contract or disposal of equipment		10-009
<b>Fuel and Oil Usage Reports</b>	Periodic reports of the consumption of diesel, gas, and oil in government-owned vehicles	3 years		83-753
<b>Fuel Tax Reports</b>	Periodic reports of taxable and non-taxable diesel fuel usage by government-owned vehicles	3 years		10-010
<b>Government Equipment Lease Records</b>	Records documenting the lease of government equipment (federal or state) by local governments	7 years after expiration of lease		10-011
<b>Insurance Fund Claims</b>	Records documenting requests for payment of insurance claims	5 years after claim is paid or denied	Benefits	10-012

<b>Insurance Policies</b>	Records documenting insurance purchase for agency facilities or of membership in risk management cooperatives	7 years after expiration of policy or membership	Benefits	10-013
<b>Inventories</b>	Listings of agency-owned property and equipment	Retain until superseded		10-014
<b>Leasing and Rental Records</b>	Records documenting the leasing or renting of land, buildings, or facilities	7 years after expiration (or termination) of contract		10-015
<b>Maintenance Schedules</b>	Schedules for maintenance of agency-owned equipment and vehicles	5 years		10-016
<b>Maintenance Work Orders</b>	Records documenting routine maintenance on facilities and property	5 years		10-017
<b>Motor Pool Vehicle Records</b>	Records documenting reservation and use of motor pool vehicles by agency personnel and gasoline usage by motor pool vehicles	5 years		10-018
<b>Property Disposition Requests (Surplus Property Records)</b>	Documents a request for change in status of government-owned property	5 years		10-019
<b>Property and Equipment Inventories</b>	Listing of agency-owned property and equipment	5 yrs		10-019A

Vital Record- duplicate and store offsite



<b>Real Property Ownership Records</b>	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
<b>Receipts of Responsibility</b>	Records documenting property temporarily in use or possession of an employee	Retain until return of item to property manager	10-021
<b>Restricted Area/Access Authorization Identification Records</b>	Documents the issuance of security/access badges to staff	5 years after employee separation from service	10-022
<b>Space Planning/Design Management Project Files</b>	Evaluation and design of office space for local government agencies	3 years after project completion	10-023
<b>Utility Systems Operating and Maintenance Records</b>	Records include equipment operations logs, mechanical reading charts, equipment maintenance histories	5 years after equipment is no longer in service	10-024
<b>Vehicle Accident Reports</b>	Records documenting damage to agency-owned vehicles	5 years	83-750A
<b>Vehicle and Equipment Cost Reports</b>	Reports generated to assess and monitor the costs of agency owned vehicles and heavy equipment	3 years	10-025
<b>Vehicle and Equipment Maintenance Files</b>	Records documenting routine maintenance on vehicle and equipment	5 years after the vehicle is sold or replaced	10-026

<b>Vehicle Parts Lists</b>	Lists of replacement parts for agency-owned vehicles	3 years	10-027
<b>Vehicle Permits/Security Identification Records</b>	Records documenting the issuance of vehicle decals providing access to security areas	2 years after expiration	10-028
<b>Vehicle Title Records</b>	Documents agency ownership of cars, vans, trucks, trailers, tractors, etc.	Applications: Retain until receipt of title Title: Retain for duration of ownership	10-029
<b>Vehicle Usage Reports</b>	Reports used to track fuel usage and mileage	3 years	10-030
<b>Vehicle Use Authorizations and Requests - <i>Open Records Act and Correspondence</i></b>	Records documenting permission for employees to use their private automobiles for official business and receive reimbursement for mileage	5 years	10-031

## Records Management - 21

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Retention Number</u>
<b>Annual Master Negative Inspection Reports</b>	Reports documenting the statistical sample of film inspected each year for signs of physical deterioration	Permanent	11-001

<b>Condition Reports of Duplicating Masters</b>	Records documenting the inspection of microfilm duplicating masters for signs of physical deterioration	Retain for useful life	11-002
<b>Destruction Records</b>	Records documenting the destruction of agency records	7 years	11-003
<b>Inventories, Agency</b>	Current listings of records created and maintained by an agency	Retain until superseded	11-004
<b>Microfilm/Scanning Processing Records</b>	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
<b>Microfilm Production Records</b>	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
<b>Microfilm Quality Inspection Reports (Quality Control Reports)</b>	Reports documenting the quality of individual rolls of film	Retain for life of microfilm	11-007

<b>Microfilm Transmittals and Evaluation Reports</b>	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
<b>Microfilm Vault Monitoring Records</b>	Records documenting temperature and humidity conditions within a storage facility	5 years	11-009
<b>Records Schedules, Record Copy</b>	Records retention schedule approved by resolution/ordinance; may be filed with other resolutions/ordinances	Permanent	11-010
<b>Records Schedules, Reference Copies</b>	Copies of approved agency records retention schedules	5 years after superseded	11-011
<b>Records Transmittal Records</b>	Records documenting the transfer of agency records into the custody of a records center facility	5 years after disposition of transferred records	11-012
<b>Reference Requests</b>	Reference pull sheets documenting the retrieval of records from a records storage facility	5 years	11-013

## Administrative Departments Specific Schedules

## Building - 03

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Retention Number</u>	
<b>Blueprints and Specifications, As-Built</b>	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	10 years NOTE: Vital Record Board Approved: 10/09/1986
<b>Blueprints and Specifications, Interim and Never Constructed</b>	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	1 year
<b>Building Codes</b>	Published code books containing building standards	Permanent	12-002	
<b>Certificates of Occupancy</b>	Records documenting compliance with minimum standards required by the safety fire laws	10 years	12-003	
<b>Demolition Records</b>	Records relating to the demolition and clearance of buildings deemed unfit for habitation	5 years	12-004	

## Health Services - 09

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Retention Number</u>	
<b>Adult Client Health Records</b>	Records pertaining to clients older than 18 years of age (0427-016)	10 years from date of last service	19-001	
<b>Child Client Health Records</b>	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	
<b>Children's Medical Services Health Records</b>	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	
<b>Immunization Consent Records</b>	Includes only consent forms for immunization (0427-022)	5 years from date of service	19-005	
<b>Immunization Records (Post-1996)</b>	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	6 years after client's death

**Scoliosis School  
Screening Records**

All health records pertaining  
to scoliosis screenings  
(0427-026)

6 years from the  
original screening

19-007

**Library, Archives, Museums - 12**

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

**Permits - 15**

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Retention Number</u>
<b>ATF License Application for Collector of Curios and Relics</b>	ATF form F7CR	1 year	21-003

<b>Bicycle Registrations, Expired</b>	Records relating to a voluntary program for registering bicycles	2 years	21-004
<b>Building Permit Applications and Permits</b>	Applications from property owners to erect a new structure or make modifications to an existing structure; includes permits allowing construction	Permanent	21-005
<b>Business License Citation Records</b>	Records documenting citations issued by license inspectors for non-compliance with business license requirements	2 years	21-009
<b>Business Licenses</b>	Records documenting the issuance of business privilege licenses and license renewal notices	2 years	21-020
<b>Contractors Licenses, Inactive</b>	Applications for licensing as a general contractor; includes copies of licenses	5 years	21-006
<b>Electrical, Gas, and Plumbing Permits</b>	Permits to install or upgrade plumbing fixtures, gas connections, or electrical equipment	5 years	21-007
<b>Excavation Permits, Expired</b>	Permits to local contractors to excavate in proximity of utility lines	5 years	21-008
<b>Record of Permits Issued</b>	Listing of permits issued	Permanent	21-013



<b>Sign Permits</b>	Applications and permits for temporary signage	3 years	21-014
<b>Sign Permits for Permanent Signs</b>	Permits for permanent signs such as subdivision signs	3 years after removal of sign or permit superseded	21-021
<b>Tent Permits</b>	Applications for permit to erect a tent for public use	3 years	21-022

## Planning and Zoning - 17

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Retention Number</u>
<b>Planning Studies and Reports</b>	Studies and reports completed by outside consultants and/or city planners	Permanent	22-001
<b>Residential Blueprints</b>	Residential construction plans and specifications submitted by developers and builders as part of the permit process	7 years	22-008
<b>Zoning Board Appeals</b>	Appeals of decisions of the Planning and Zoning Department	5 years	22-003
<b>Zoning Change Requests</b>	Requests from property owners for changes in the zoning of their property	5 years	22-004

<b>Zoning Litigation Files</b>	Records documenting the review, evaluation, and decision in rezoning court suits	20 years	22-005
<b>Zoning Ordinances</b>	Records establishing property usage for commercial, residential, or agricultural purposes	Permanent	22-006
<b>Zoning Variance Applications</b>	Applications for an exception to a zoning regulation	Permanent	22-007

## Public Safety - 19

<b><u>Record Title</u></b>	<b><u>Description</u></b>	<b><u>Retention</u></b>	<b><u>Retention Number</u></b>
<b>911 Emergency Call Recordings</b>	Digital or analog recordings of emergency calls handled by the 911 center	3 years	15-001
<b>Accident Reports</b>	Reports of traffic and other accidents	2 years	15-002
<b>Accident Reports, Hazardous Material</b>	Reports on accidents involving the spillage or combustion of hazardous materials	Permanent	15-003
<b>Ambulance Trip Reports</b>	Record of patient vital statistics during travel to hospital	5 years	15-004

<b>Applications for Tax Paid Transfer and Registration of Firearm</b>	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
<b>Arrest and Booking Summary Statistics</b>	Summary of daily, monthly, and yearly totals of arrests	5 years	15-007
<b>Arrest Warrants, Executed</b>	Summons for an individual who has not appeared in court for sentencing	3 years after court appearance	15-008
<b>Arrest Warrants, Open</b>	Summons for an individual who has not appeared in court for sentencing	Murder warrants: 50 years; all others: 15 years	15-009
<b>Arrest Warrants, Recalled</b>	Those summons later recalled by the issuing court	2 years	15-010
<b>Automatic Alarms Test and Maintenance Records</b>	Test and maintenance work performed on automatic fire alarm systems	5 years	15-011
<b>Breath Test Reports, Negative Results</b>	Reports maintained on individuals given breath tests to determine alcohol level	4 years	15-012
<b>Breath Test Reports, Positive Results</b>	Reports maintained on individuals given breath tests to determine alcohol level	5 years	15-013

<b>Condemned Vehicles Account Records</b>	Records documenting the sale and release of impounded vehicles after condemnation	3 years after condemnation of vehicle	15-020
<b>Crime Incident Statistical Reports</b>	Records summarizing crime statistics in an area	Annual report: Permanent Other periodic reports: 5 years	15-022
<b>Criminal Trespass Notifications</b>	Records advising subjects they are prohibited from entering a given property	Retain for useful life	15-085
<b>Emergency Dispatch Logs</b>	Record of emergency calls received over radio and logged at time of dispatch	3 years	15-025
<b>Emergency Management Operations Reports</b>	Records documenting the type of emergency operation and the assistance provided	3 years	15-026
<b>False Alarm Reports</b>	Reports of public safety officer response to a false alarm (or prank call)	3 years	15-028
<b>Fingerprint Reports from FBI</b>	Copies of reports submitted to Federal Bureau of Investigation	Retain for useful life	15-086
<b>Fire Incident Reports</b>	Record of fires and related damage	50 years	15-033
<b>Fire Log Books</b>	Record of fire including date, name of caller, stations responding, damage to structure, equipment used and time required	7 years	15-034

<b>Fire Prevention Plans</b>	Review of structure, along with flammable material contained within, alarm systems, placement of extinguishers and emergency numbers	5 years after superseded	15-035
<b>Fire Safety Inspection Reports</b>	Reports documenting compliance with and violations of fire regulations	5 years	15-036
<b>Fire/Arson Investigation Files</b>	Investigations of the cause and origin of fires in order to determine criminal intent	50 years	15-037
<b>Impounded Vehicle Reports</b>	Records documenting the towing of vehicles	3 years	15-041
<b>Impounded Vehicles - Wrecker Service Reports</b>	Reports identifying the vehicles to be towed and the wrecker service performing the task	3 years	15-042
<b>Incident Reports (duplicated in investigative case file)</b>	Reports of incidents of suspected criminal activity investigated by public safety officers	Retain for useful life	15-044
<b>Incident Reports (not duplicated in case file)</b>	Reports of incidents of suspected criminal activity investigated by public safety officers	5 years	15-087
<b>Incident Reports (not reported to GCIC)</b>	Reports of incidents of suspected criminal activity investigated by public safety officers	2 years	15-088

<b>Incident Reports (reported to GCIC)</b>	Reports of incidents of suspected criminal activity investigated by public safety officers	Maintain as long as report remains in GCIC	15-089
<b>Investigation Logs</b>	Chronological listing of investigations	2 years	15-050
<b>Observation Tapes</b>	Surveillance camera video tapes of inside and outside buildings.	6 years	15-082
<b>Pre-Fire Plans and Inspection Reports</b>	Inspections of structures used in fire safety planning	5 years	15-060
<b>Radio Control Logs</b>	Record of the first official report of a fire or incident from incoming radio calls	4 years	15-065
<b>Radio Dispatch Logs</b>	Recorded information received through incoming radio calls	3 years	15-066
<b>Radio Dispatch Reports</b>	Reports of all alarms called into a fire station	3 years	15-067
<b>Street Number Location Records</b>	Easy reference source to locate an address	Retain for useful life	15-073
<b>Subpoena Logs, Officer</b>	Documents summons of a public safety officer to appear during a court trial	3 years after disposition of case	15-074
<b>Surveillance Video (Static)</b>	Building or department video that monitors activities or traffic of a department or building	180 days	15-075

<b>Traffic Citation Log</b>	Listing of parking tickets and other traffic citations issued along with court dates and associated fines	5 years	15-076
<b>Video Tapes, Mobile</b>	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 - 23

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Retention Number</u>
<b>Participant Registration and Eligibility Records</b>	Records used to register individuals for sports or other parks and recreation activities	2 years	25-003
<b>Playground Inspection Reports</b>	Documents the routine inspection of playground shelters and fitness tracks	3 years	25-004
<b>Recreation Program Records</b>	Activity schedules, rules and regulations, rosters and status sheets for recreational programs	3 years	25-005

## Transportation - 24

<u>Record Title</u>	<u>Description</u>	<u>Retention</u>	<u>Retention Number</u>
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<b>Bus Route Records</b>	Records establishing the route of public transit buses to provide service to residents	10 years	16-004
<b>Charter Bus Service Records</b>	Records documenting the hiring of a bus company to provide services	3 years	16-005
<b>Operations Reports</b>	Record of individual bus operations maintained for management and statistical purposes	3 years	16-008
<b>Tire Mileage Reports</b>	Reports documenting tire mileage of each transit vehicle	3 years	16-014
<b>Transit Operations Reports</b>	Periodic reports on performance of the transit system	3 years	16-015
<b>Bus Evacuation Verification Form</b>	Record of annual bus evacuation drills	3 years	16-016

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