



# Retention Schedules

For State Government Paper &  
Electronic Records

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THE GEORGIA ARCHIVES

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Morrow, Georgia  
The Georgia Archives  
Records and Information Management Services  
Revised: October 2010  
RIMS8: Retention Schedules for State Government Records



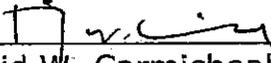
## STATE GOVERNMENT RETENTION SCHEDULE REVIEW

To: All State Government Entities in the State of Georgia

RE: State Government Retention Schedule Review

We have reviewed the revised schedules for the retention and/or disposition of the following records of all state government entities as presented in this updated version of the Retention Schedules for State Government Records. These are based upon the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). This version includes revised schedules as filed with the Division of Archives and History, Office of Secretary of State as of July 30, 2010.

These schedules are approved as revised.

  
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David W. Carmicheal  
Director, Division of Archives and History

10/14/2010  
\_\_\_\_\_  
Date



### GEORGIA DIVISION OF ARCHIVES AND HISTORY

BRIAN KEMP, SECRETARY OF STATE  
DAVID W. CARMICHEAL, DIRECTOR

## Using This Retention Schedule

This retention schedule lists records series by record category and title. The record categories used in this schedule are:

### Common

- Accounting
- Administration
- Administrative Support
- Audits
- Budgeting
- Information Technology
- Legal
- Payroll
- Personnel
- Property
- Records Management
- Library, Archives and Museums
- Security and Safety

The record categories include records, such as budgeting and accounting records, which are created by **all** state agencies. The records listed are not necessarily found in the physical custody of the originating or responsible office, department or official. Law, usage, or space requirements may dictate their storage elsewhere. For example, records stored by an agency in the State Records Center are in the physical custody of the Georgia Archives, but are legally the records of the originating agency.

**All retention schedules stated in this schedule are the *legally* required retention periods** for which the records shall be maintained under normal business conditions. By statute,

“Approved retention schedules, once approved, shall be authoritative, shall be directive, and shall have the force and effect of law” (O.C.G.A. § 50-18-92(a)).

Litigation, audit, or special department requirements may require the maintenance of the records for a longer period of time. Agency specific schedules for the same record are superseded by the schedules in this publication unless noted on the agency specific schedule.

Each schedule has an individual number to be used for reference and identification on transmittals and disposal forms. This number consists of a category number hyphenated with a record number. For example, Deduction Authorizations are record number 002 in the Payroll Category 07. The schedule number for Deduction Authorizations is 07-002.

## What To Do About Records Not Covered by This Schedule

A state agency may have unique or specialized records not addressed by this Schedule. These records must be included in the agency’s retention schedules. By statute, the following requirements for state agency records management are established:

- O.C.G.A. § 50-18-94 (3): “Establish and maintain an active and continuing program for the economical and efficient management of records and assist the department [Archives] in the conduct of records management surveys;”
- O.C.G.A. § 50-18-94 (4): “Implement records management procedures and regulations issued by the department;”
- O.C.G.A. § 50-18-94 (5): “Submit to the department, in accordance with the rules and regulations of the department, a recommended retention schedule for each record series in its custody, *except that schedules for common-type files may be established by the department*. No records will be scheduled for permanent retention in an office. No records will be scheduled for retention any longer than is absolutely necessary in the performance of required functions. Records requiring retention for several years will be transferred to the records center for low-cost storage at the earliest possible date following creation;”
- O.C.G.A. § 50-18-94 (7): “Designate an agency records management officer who shall operate a records management program.” This designee will serve as the primary point of contact for the Archives.

## Procedure

1. A government entity shall not dispose of (i.e., destroy or give away) any public record except in accordance with a retention schedule **approved by the State Records Committee and the Georgia Archives**.
2. At the agency’s request, the Georgia Archives will assist state agencies in implementing an enterprise-wide records management program including the review of retention schedules.
3. Requests for retention review should be sent to the Records and Information Management Services (RIMS) office of the Georgia Archives, 5800 Jonesboro Road, Morrow, Georgia 30260. The request should provide a title for the records series; a short description of the series; and the recommended minimum retention. RIMS will respond promptly to all such requests for review.
4. Every two years, the Retention Schedule will be reviewed and updated, adding new recommendations and revising others. The new edition will be distributed to all state agencies.

## What To Do About Records Denoted as Permanent by This Schedule

**In accordance with O.C.G.A. § 45-13-46, the director of the Division of Archives and History hereby certifies that any record identified as “Permanent” in this schedule is necessary to document the history, organization, functions, policies, decisions, or procedures of the agency or office. Such records must be placed for permanent preservation in the state archives when no longer in current use by the agency or office.**

A state agency will have certain records in its custody that are denoted as permanent by this schedule. These records should be periodically transferred to the Georgia Archives for preservation as part of the state’s historical record. This retention schedule **does not** authorize the transfer of permanent records to any repository other than the Georgia Archives. **Agencies wishing to transfer records to any other repository must first secure the permission of the Georgia Archives.** By statute, the following

responsibilities of the Georgia Archives are established:

- O.C.G.A. § 45-13-41 (1): “Ensure the retention and preservation of the records of any state or local agency with historical and research value by providing for the application of modern and efficient methods to the creation, utilization, maintenance, retention, preservation, and disposal of records;”
- O.C.G.A. § 45-13-41 (2): “Provide an archival and records' depository in which to assemble and maintain the official archives and other inactive records of the state not in current and common use;”

In addition, the following requirement of state officials are established by statute:

- O.C.G.A. § 45-13-46: “Any state, county, or other official is authorized, in his or her discretion, to turn over for permanent preservation in the Division of Archives and History any official books, records, documents, original papers, manuscript files, newspaper files, portraits, and printed volumes not in current use in his or her office. Any record created or received by a state agency, constitutional officer, or Speaker of the House of Representatives in the performance of a public duty or paid for by public funds and *certified by the director of the Division of Archives and History as necessary to document the history, organization, functions, policies, decisions, and procedures of the agency or office shall be placed for permanent preservation in the Division of Archives and History when no longer in current use by the agency or officer.* The Secretary of State shall provide for the preservation of said materials; and, when so surrendered, copies thereof shall be made and certified by the director upon the application of any person interested, which certification shall have the same force and effect as if made by the officers originally in custody of them and for which the same fees shall be charged.”

## Who Owns Title to the Records?

The Georgia Archives operates two facilities—the State Archives and the State Records Center.

Records denoted by this schedule as permanent are to be transferred to the State Archives facility for preservation as part of the state’s historical record. Records denoted as temporary by this schedule may be stored at the State Records Center until eligible for destruction.

The State Records Center offers agencies a cost-effective, secure, off-site storage facility that frees valuable office space from use as filing storage. By statute, the following requirements for transfer of title are established:

- O.C.G.A. § 50-18-98 (a): “Title to any record transferred to the Georgia Archives as authorized by this article shall be vested in the department [Archives]. The department [Archives] shall not destroy any record transferred to it by an agency without consulting with the proper official of the transferring agency prior to submitting a retention schedule requesting such destruction to the State Records Committee. Access to records of constitutional officers shall be at the discretion of the constitutional officer who created, received, or maintained the records, but no limitation on access to such records shall extend more than 25 years after creation of the records.”
- O.C.G.A. § 50-18-98 (b): “Title to any record transferred to the records center shall remain in the

agency transferring such record to the records center.”

After records designated for permanent retention have become inactive, they should be transferred to the State Archives. No active records may be transferred to the Archives. Once records have been transferred to the State Archives, they become the property of the Georgia Archives as the legal custodian of the state’s historical record. These records may be viewed by the public and by the agency during the operating hours of the Archives, **but may not be removed**. Should an agency require copies of its records, the Archives will be happy to provide them.

## Protecting Vital Records

Georgia Code [O.C.G.A. 50-18-91 (10)] defines "Vital records" as “any record vital to the resumption or continuation of operations, or both; to the re-creation of the legal and financial status of government in the state; or to the protection and fulfillment of obligations to citizens of the state.” Records series identified as “Vital” in this schedule contain information that needs to be duplicated and stored offsite in case of an emergency or disaster. The information in question would be the most recent version of the record and would be necessary for the agency to continue its statutory function after a disaster. Examples of this are: the current list of unpaid taxes, current security passwords and protocols, current contracts and leases, recent deposit records, etc.

## How to Read the Schedules

The seven columns in the schedules are:

RECORD TITLE	The common name of the records and the information contained therein. Record title is also used to describe the function that created the records.	
DESCRIPTION	A brief summary of the records.	
RETENTION	The period of time the record or information must be kept. Retention periods are stated from the creation of the record (i.e. Retain for 5 years) or triggered by an event (i.e. Retain 5 years after settlement of case).	
LEGAL CITATION	The specific Federal and/or State Code which stipulates the retention period. This information may not exist for certain records.	
RETENTION CLASSIFICATION	One of four general classifications used to group records by disposition. The four classifications are:	
	TRANSITORY	Information of a temporary nature that does not meet the requirements for longer retention prescribed by O.C.G.A. § 50-18-94(1).
	TEMPORARY-SHORT TERM	Information that needs to be retained less than fifteen years.
	TEMPORARY-LONG TERM	Information that needs to be retained for fifteen years or longer, but which does not need to be retained permanently.
	PERMANENT	Information that for legal, historical, fiscal, or administrative reasons needs to be retained forever.

These classifications can also serve as a guideline when selecting appropriate record formats (paper, film, electronic).

**SPECIAL INSTRUCTIONS** Procedural instructions provided by the Georgia Archives to assist agencies in implementing permanent retention classifications. These instructions may also be connected to some temporary records that might contain historical information as well as to vital records needed in the event of a disaster.

**NUMBER** Individual number used to identify the records. This number should be grouped with the category number (the number following the header at the top of the page) to form a schedule number. For example, Deduction Authorizations are record number 002 in the Payroll Category (number 07). Therefore, the schedule number for Deduction Authorizations is 07-002.

## **Contact Information**

If you have questions about this schedule or about records management issues, please contact us.

Records and Information Management Services

The Georgia Archives

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Morrow, GA 30260-1101

Tel: 404-756-4860

Fax: 678-364-3860

Email: [rims@sos.state.ga.us](mailto:rims@sos.state.ga.us)

Web: [www.GeorgiaArchives.org](http://www.GeorgiaArchives.org)



# Common Schedules

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**THE GEORGIA ARCHIVES**  
**Records and Information Management Services**

**Schedule for State Government Common Records**

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**01 - Accounting**

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>	<b>Special Instructions</b>	<b>Number</b>
Accounts Payable Files	Records documenting payments made by agency for services rendered or items purchased	5 years	O.C.G.A. 11-2-725	Temporary - Short Term	Vital Record - duplicate and store offsite	01-001
Accounts Receivable Files	Records documenting monies owed to and collected by the agency	5 years	O.C.G.A. 11-2-725	Temporary - Short Term	Vital Record - duplicate and store offsite	01-002
Bank Statements	Periodic computations of deposits and credits to a bank account	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	Vital Record - duplicate and store offsite	01-003

# 01 - Accounting

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>	<b>Special Instructions</b>	<b>Number</b>
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. 9-3-51; 9-3-24;11-2-725	Temporary - Short Term		01-004
Cancelled Checks, Vouchers, and EFTs	Copies (or originals) of paid warrants	5 years	O.C.G.A. 9-3-25	Temporary - Short Term		01-005
Cash Balances and Reconciliations	Records documenting cash balances, receipts and disbursements completed during the day	5 years	O.C.G.A. 9-3-25	Temporary - Short Term		01-006
Collection Records	Records documenting an agency's efforts to collect unpaid accounts; includes PeopleSoft collection reports	5 years after account paid in full or deemed uncollectible	O.C.G.A. 9-3-25	Temporary - Short Term	Vital Record - duplicate and store offsite	01-007

# 01 - Accounting

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Contracts and Agreements	Records documenting services and products provided to an agency for a specified cost and period of time	Capital Improvements: 10 years after expiration; Other contracts: 7 years after contract expiration	O.C.G.A. 9-3-24; 9-3-26; 11-2-725	Temporary - Short Term	Vital Record - duplicate and store offsite	01-008
Cost Accounting Reports	Financial reports by cost center for all expenditures	3 years		Temporary - Short Term		01-009
Credit Card Administration Records	Records documenting administration of credit cards issued to individual agency staff or offices	7 years	O.C.G.A. 9-3-24	Temporary - Short Term		01-010
Deposit Slips and Reconciliations	Documents relating to recording transactions in a bank account	5 years	O.C.G.A. 9-3-25	Temporary - Short Term		01-011

# 01 - Accounting

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>	<b>Special Instructions</b>	<b>Number</b>
Federal and State Grant Project Files, Non-Education Agencies	Records documenting federal and state-funded grant projects	3 years after submission of final financial report	Uniform Requirements for Grants and Cooperative Agreements between State and Local Governments (Common Rule)	Temporary - Short Term		01-012
Federal and State Grant Project Files, Education Agencies	Records documenting grants to school systems and education agencies from federal and state agencies	5 years after submission of final report or denial of application	US DOE guidelines	Temporary - Short Term		01-013
Federal Revenue Sharing Records	Records documenting federal, state, county, and municipal revenue-sharing; includes summaries, expenditures, and investments	5 years after submission of final report		Temporary - Short Term		01-014
General Ledger and Trial Balances	Record of final entry for all financial transactions	7 years		Temporary - Short Term	Vital Record - duplicate and store offsite	01-015

# 01 - Accounting

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>	<b>Special Instructions</b>	<b>Number</b>
Invoices	Records requesting payment for goods and services provided to an agency	5 years	O.C.G.A. 11-2-725	Temporary - Short Term		01-016
Journal Entries (Journal Vouchers)	Adjustments to financial accounts	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	Vital Record - duplicate and store offsite	01-017
Moving Expenses	Records documenting a new employee's moving and travel expenses paid by the agency	5 years	O.C.G.A. 9-3-26	Temporary - Short Term		01-018
Outstanding Obligations	Records documenting the unpaid accounts of an agency	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	Vital Record - duplicate and store offsite	01-019
Payment Schedules	Schedules of the deferred payment of goods, equipment, and services	5 years	O.C.G.A. 9-3-25	Temporary - Short Term	Vital Record - duplicate and store offsite	01-020
Professional Membership Records	Records documenting agency-paid individual memberships and activities in professional organizations	5 years	O.C.G.A. 9-3-26	Temporary - Short Term		01-021

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01 - Accounting

Page 11

# 01 - Accounting

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>	<b>Special Instructions</b>	<b>Number</b>
Purchase Orders	Approvals for the purchase of supplies and equipment	5 years	O.C.G.A. 11-2-725	Temporary - Short Term		01-022
Receipts	Documentation of monies collected	5 years	O.C.G.A. 11-2-725	Temporary - Short Term	Vital Record - duplicate and store offsite	01-023
Reconciliations	Periodic reconciliations of accounts within operating and general ledgers	5 years	O.C.G.A. 9-3-25	Temporary - Short Term		01-024
Refund/Disbursement Requests	Records documenting requests and disbursements made for overpayment of funds	5 years	O.C.G.A. 9-3-25; 11-2-725	Temporary - Short Term	Vital Record - duplicate and store offsite	01-025
Returned Checks	Records documenting attempts to collect monies for non-negotiable (usually insufficient funds) checks received for payment to agency accounts	5 years	O.C.G.A. 11-2-725	Temporary - Short Term		01-026

# 01 - Accounting

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Signature Authorizations	Records documenting the certification of employees who are authorized to sign fiscal and contractual documents	7 years after authorization expires	O.C.G.A. 9-3-24	Temporary - Short Term	Vital Record - duplicate and store offsite	01-027
Travel - Registration Fee Payments	Records documenting payment of registration fees which are not considered travel expenses	4 years		Temporary - Short Term		01-028
Travel Authorization and Reimbursement Records	Records documenting requests for authorization from supervisors to travel on official business and related material, such as reimbursement of expenses and itineraries	3 years		Temporary - Short Term		01-029
Official Bonds and Oaths	Bonds required of state officials and custodians of funds	5 years after expiration of term		Temporary - Short Term	Vital Record - duplicate and store offsite	01-031
Contracts, Employee	Service contracts between an individual and government agency	7 years after expiration	O.C.G.A. 9-3-24	Temporary - Short Term	Vital Record - duplicate and store offsite	01-032

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## 02 - Administration

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Administrative Rules Records	Records documenting reviews and changes to administrative rules issued in compliance with O.C.G.A. 50-13-1 through 44	5 years after expiration		Temporary - Short Term		02-001
Agency Director's Files	Records of the agency head, commissioner, or director that provide an overview of agency policy and program activities	Permanent		Permanent	Transfer to Archives every 1-4 years	02-002
Correspondence, Fiscal	Records documenting purchases, issuance of fiscal policy, or obligations and revenues	5 years	O.C.G.A. 9-3-25; 11-2-725	Temporary - Short Term		02-003
Correspondence, General	Correspondence related to day-to-day operations of the office	5 years		Temporary - Short Term		02-004

## 02 - Administration

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Crisis or Disaster Records	Records documenting events and damages to agency property due to storms, riots, fires, drought, floods, and other acts affecting the citizens or agency facilities; may include photos, logs, reports, notes and correspondence	5 years	O.C.G.A. 9-3-32	Temporary - Short Term	Contact Archives staff for mandatory review before disposition to ensure that no permanent materials are destroyed	02-005
Daily Broadcast Logs	Records documenting agency daily broadcast activities via radio or television	3 years	47 CFR 73.1840	Temporary - Short Term		02-006
Daily/Monthly Activity Reports	Record of daily/monthly activities	2 years		Temporary - Short Term		02-007
Federal and State Grant Reports	Final narrative summary submitted according to grant requirements of the funding agency	Permanent	Uniform Requirements for Grants and Cooperative Agreements between State and Local Governments (Common Rule)	Permanent	Transfer to Archives every 1-4 years	02-010

## 02 - Administration

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Maps and Plats, Copies	Copies of maps and plats used for reference purposes	Retain for useful life		Transitory		02-011
Maps, Apportionment (General Assembly)	Maps describing and documenting congressional and other voting districts within the state of Georgia; apportionment maps are redrawn after each decennial census	Permanent		Permanent	Transfer to Archives every 11-14 years	02-012
Maps, Highway (Department of Transportation)	Road and highway maps maintained and distributed by the Department of Transportation	Permanent		Permanent	Transfer to Archives when superseded	02-013
Minutes and Agenda	Official record of agency meetings and the decisions made	Permanent		Permanent	Vital Record - duplicate and store offsite; Transfer to Archives every 1-4 years	02-014
Periodic Reports	Annual and other periodic narrative reports that describe agency functions and activities	Permanent. Retain 1 copy. Destroy all others when no longer useful.		Permanent	Transfer to Archives	02-015

## 02 - Administration

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Photographs	Aerial and other photographs of agency property and functions	Permanent		Permanent	Transfer to Archives every 1-4 years	02-016
Policies and Procedures	Standard operating practice for business processes	3 years after superseded		Temporary - Short Term	Vital Record - duplicate and store offsite	02-017
Printing Service Files	Records relating to printing requests, cost estimates, mock-ups, proofs, and printing plates	1 year after superseded		Temporary - Short Term		02-018
Publications	Newsletters, handbooks, pamphlets, and brochures published by an agency	Permanent. Retain 1 copy		Permanent	Transfer to Archives	02-019
Speeches	Records relating to public speaking engagements of agency officials	Permanent		Permanent	Transfer to Archives every 1-4 years	02-020

## 02 - Administration

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>	<b>Special Instructions</b>	<b>Number</b>
Visual Materials (Videos and Films)	Films, videos, DVDs, and other visual representations of agency public service announcements, events, and productions	Permanent		Permanent	Transfer to Archives	02-021
Legal Reference Materials	MOVED TO LEGAL - 12					02-022

# 03 - Administrative Support

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Email Messages	Text documents which are created, stored, and delivered in an electronic format; email is the 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				
Calendars	Desk calendars and other scheduling media	Retain until no longer useful		Transitory		03-001
Data Input Forms	Any type of form used to collect information for input into electronic form	Destroy upon verification/audit of data entry		Temporary - Short Term		03-002
Emails, Administrative Support	Messages of a facilitative nature created or received in the course of administering programs; examples - correspondence, daily/weekly activity reports, appointments	Identify functional content (financial, administrative, etc.) and consult relevant common schedules		Temporary - Short Term		03-003

# 03 - Administrative Support

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Emails, Policy and Program	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			Contact Archives staff for assistance in establishing a routine transfer process for permanent email	03-004
Emails, Transitory	Messages of short-term interest with no documentary or evidential value; examples - routine requests for publications; transmittal letters; agency event notices (holidays, parties, charitable campaigns)	Retain for useful life		Transitory		03-005
Telephone Return Message Records	"While You Were Out" message slips, fax contact logs, and related data	Retain for useful life		Transitory		03-006

## 03 - Administrative Support

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Indexes	Records which provide a ready reference or pointer into larger sets of records	Retain until destruction of indexed set of records		Temporary - Short Term	Vital Record - duplicate and store offsite; Indexes of permanent records must accompany the records to the Archives	03-007
Mailing Lists	Various standard lists of names and addresses	Retain for useful life		Transitory		03-008
Newspaper 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: See Archival Instructions		Transitory	Scrapbooks: Contact Archives staff before disposition to ensure that no permanent materials are destroyed	03-009
Reference Files	Copies of records, publications, and other materials used to answer routine inquiries and questions	Retain for useful life		Transitory		03-010
Telephone and Fax Machine Contact Logs	Lists of telephone and fax machine contacts and related data	Retain for useful life		Transitory		03-011

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03 - Administrative Support

Page 21

## 03 - Administrative Support

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>	<b>Special Instructions</b>	<b>Number</b>
Blank Forms and Duplicates	Extra copies of blank forms and duplicates of reports or other materials that are no longer needed	Retain for useful life		Transitory		03-012

# 04 - Audit

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Annual Financial Statements (Department of Audits)	Records which provide an annual statement of net assets and activities; often called a comprehensive annual financial statement or report (CAFR)	Permanent	O.C.G.A. 50-6-24; OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations; Government Accounting and Standards Board No. 34	Permanent	Vital Record - duplicate and store offsite; Transfer to Archives annually	04-001
Audit Reports (Agency Copies)	Reports prepared by the Department of Audits examining and verifying the agency's financial activities for a defined period of time; does not include the record copy maintained by the Department of Audits	5 years or two successive audits, whichever is longer	O.C.G.A. 50-6-24; OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations	Temporary - Short Term	Vital Record - duplicate and store offsite	04-002
Audit Reports (Department of Audits)	Reports prepared by the Department of Audits examining and verifying the agency's financial activities for a defined period of time	Permanent	O.C.G.A. 50-6-24; OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations	Permanent	Transfer to Archives every 1-4 years	04-003

# 04 - Audit

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>	<b>Special Instructions</b>	<b>Number</b>
Internal Auditing Records	Records documenting the conduct of an internal review of agency financial accounts and processes	5 years or two successive audits, whichever is longer	O.C.G.A. 50-6-24; OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations	Temporary - Short Term		04-004

# 05 - Budgeting

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>	<b>Special Instructions</b>	<b>Number</b>
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	O.C.G.A. 45-8-9	Temporary - Short Term		05-001
Budget Request Records	Records documenting the preparation of a budget request package and reporting of the status of funds, requesting amendments to allotments, and reporting program performance.	6 years	O.C.G.A.45-8-9	Temporary - Short Term		05-002
Continuation Budget Reports (Governor's Office)	Detailed analysis by Office of Planning and Budget of the funds necessary to provide services in the current fiscal year for each state agency and program included; all state departments are included no less than once every five years	Permanent		Permanent	Transfer to Archives every 1-4 years	05-003

# 05 - Budgeting

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Cooperative Federal Programs Budget Preparation, Project, and Allocation Records	Records used to develop, estimate, propose, and plan the 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	O.C.G.A. 9-3-25; OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments	Temporary - Short Term		05-004
Budget Reports	Reports documenting the status of an agency's budget.	6 years	O.C.G.A. 45-8-9	Temporary - Short Term		05-005
Executive Budgets	Governor's proposed budget for each state agency as submitted to the General Assembly.	Permanent		Permanent	Transfer to Archives annually (3 copies)	05-006

# 06 - Information Technology

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
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		Temporary - Short Term	Vital Record - duplicate and store offsite	06-001
Computer System Documentation	Hardware and software manuals and program coding	5 years and migration of all permanent records to new system		Temporary - Short Term	Vital Record - duplicate and store offsite	06-002
Equipment and Network Usage Documentation	Policies and procedures for appropriate use of agency equipment and software	4 years after superseded	O.C.G.A. 16-9-93g(4)	Temporary - Short Term		06-003
Equipment Records	Records relating to 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; 16-9-93	Temporary - Short Term		06-004

# 06 - Information Technology

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>	<b>Special Instructions</b>	<b>Number</b>
Network and PC Password and Security Identifications	Records documenting the issuance or selection of a network password and the administration of security and monitoring of the agency's network	4 years	O.C.G.A. 16-9-93g(4)	Temporary - Short Term	Vital Record - duplicate and store offsite	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	O.C.G.A. 9-3-33	Temporary - Short Term		06-006

# 07 - Payroll

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Annual Payroll Earnings Reports	Summary of employees' payroll earnings for fiscal year, including deductions	50 years after tax year in which the records were created		Temporary - Long Term	Vital Record - duplicate and store offsite	07-001
Deduction Records	Records documenting individual employee's authorization to withhold taxes and other deductions from employees pay	4 years after end of fiscal year	O.C.G.A. 48-7-111; 26 CFR 31.6001-1	Temporary - Short Term	Vital Record - duplicate and store offsite	07-003
Employee Salary Schedules (Georgia Merit System)	Records documenting pay scales and salary levels for all employees	Permanent		Permanent	Transfer to Archives every 1-4 years	07-004
Garnishments	Records documenting the withholding of funds from an employee's wages at the request of the courts or a state agency	4 years after release from garnishment	26 CFR 31.6001-1; 29 CFR 516.5	Temporary - Short Term	Vital Record - duplicate and store offsite	07-005
Periodic Tax Reports	Records documenting taxable and non-taxable income of an agency	4 years	O.C.G.A. 48-7-111	Temporary - Short Term		07-006

Approved: October 2010

07 - Payroll

Page 29

# 07 - Payroll

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Salary and Wage Records	Pre-payroll reports, monthly payroll check registers, monthly fund distribution reports and payroll action forms	4 years after the end of the fiscal year	O.C.G.A. 9-3-25; 26 CFR 31.6001-1	Temporary - Short Term		07-007
Unclaimed Pay Checks	Checks that remain unclaimed by employees	1 year	O.C.G.A. 44-12-206	Temporary - Short Term		07-008
Withholding Allowance Certificates (G-4 and W-4 forms)	Federal forms completed by an individual to establish the amount of taxes withheld from wages	4 years after superseded	O.C.G.A. 48-7-111; 26 CFR 31.6001-1	Temporary - Short Term		07-009
Employee Retirement Contribution Reports	Documents relating to participation in an agency supported retirement program	6 years	O.C.G.A. 47-2-26; 48-7-111	Temporary - Short Term		07-010
Unemployment Compensation Records	Documents relating to employee claims for unemployment compensation	5 years after end of the fiscal year in which the transaction occurred		Temporary - Short Term		07-011

# 07 - Payroll

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Wage and Tax Statements	Information returns 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	Temporary - Short Term		07-013
Wage and Rate Tables	Records utilized to calculate straight time and overtime work schedules.	2 years	29 CFR 516.6; 29 CFR 1620.32	Temporary - Short Term		07-014
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	Temporary - Short Term		07-015
HIPAA/HITECH Records	Compliance policies and procedures.	6 years	45 CFR 164.316(b); 45 CFR 164.530(j)	Temporary - Short Term		07-016
Work/Time Schedules	Records documenting employee's daily and weekly work schedules	4 years and settlement of all claims due	29 CFR 516.6; 29 CFR 1620.32	Temporary - Short Term	also in Personnel category	08-041

Approved: October 2010

07 - Payroll

Page 31

# 08 - Personnel

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>	<b>Special Instructions</b>	<b>Number</b>
Accident Reports	Reports of employee accidents and injuries; may include worker's compensation claims	2 years	O.C.G.A. 9-3-33	Temporary - Short Term		08-001
Affirmative Action Audits and Annual Reports	Records documenting agency response to federal program reviews, state compliance audits, annual reporting requirements, and internal audits	3 years		Temporary - Short Term		08-002
Affirmative Action Plans	Records documenting an agency's compliance with the requirements of the Equal Employment Opportunity Commission	Permanent		Permanent	Transfer to Archives 1-4 years after superseded	08-003
Applications for Employment, Not Hired	Records documenting applications for job openings including interview notes and materials, transcripts, background surveys, correspondence, etc.	3 years	29 CFR 1602.31	Temporary - Short Term		08-004

# 08 - Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Applications for Employment, Unsolicited or Incomplete	Records documenting applications for job openings	Retain for useful life		Transitory		08-005
Background Surveys	Copies of fingerprint cards and criminal background checks of new employees	7 years		Temporary - Short Term		08-006
Cafeteria Plan (Flexible Benefits) Records	Records documenting salary reduction-type plans authorized by the Internal Revenue Service	6 years after termination of participation		Temporary - Short Term		08-007
Comprehensive Employment and Training Act (CETA) Files - SCHEDULE OBSOLETE						08-008

# 08 - Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Continuation of Insurance Benefits (COBRA) Records	Copies of notices required by COBRA; documentation that notices wre received; documentaiton of any circumstance in which COBRA continuation is not offered due to gross misconduct.	6 years	29 USC 1027 (ERISA requirments0; 42 USC 300bb-1 to 08 and 29 USC 1161 et seq	Temporary - Short Term	Vital Record - duplicate and store offsite	08-009
Contracts, Employee	MOVED TO ACCOUNTING - 01					08-010
Drug Testing Records	Records documenting the random drug testing of employees to include pre-employment and reasonable suspicion	Positives & refusals: 5 years. Negatives & Cancelled: 2 years	O.C.G.A. 45-20-13	Temporary - Short Term		08-012
Employee Assistance Program Case Files	Records documenting the referral and treatment of employees in an agency-sponsored assistance program	6 years after employee completes program		Temporary - Short Term		08-013

# 08 - Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Employee Grievance Action Case Files, Resolved	Resolution of employee complaints against supervisor or other employees	2 years	29 CFR 1602.31	Temporary - Short Term		08-014
Employee Handbooks	Guidelines created to explain the internal operations and procedures of the agency to a new employee	Permanent		Permanent	Transfer to Archives every 1-4 years	08-015
Employee Medical Files, Toxic/Hazardous Substance Exposure	Documentation of employee exposure to hazardous materials	30 years after separation	29 CFR 1910.1020(d)	Temporary - Long Term	Vital Record - duplicate and store offsite	08-016
Employee Parking Records	Records documenting employee parking permit applications, cards, and permits	5 years after expiration of permit		Temporary - Short Term		08-017

# 08 - Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Employee Personnel Files - Permanent (Full-time) 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	7 years after separation	O.C.G.A. 45-20-13; 47-2-94	Temporary - Long Term	Vital Record - duplicate and store offsite	08-018
Employee Personnel Files - Temporary Staff	Records documenting the work of temporary staff that accrue no retirement benefits as part of their employment	7 years	O.C.G.A. 47-2-94	Temporary - Short Term		08-019
Employee Retirement Plans (Employee Retirement System)	Copies of pension plans, both current and past, summarizing benefits and eligibility criteria	Permanent. Retain 1 copy		Permanent	Transfer to Archives every 1-4 years	08-021
Employee Retirement Plans, Copies of	Copies of pension plans, both current and past, summarizing benefits and eligibility criteria	Retain for useful life		Transitory		08-022

# 08 - Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Employment Eligibility Verification Records	I-9 forms	3 years after date of hire or 1 year after separation, whichever is longer		Temporary - Short Term		08-023
Equal Employment Opportunity Commission (EEOC) Reports	Reports classifying employees by race and gender that document compliance with EEOC rules	3 years	29 CFR 1620.32	Temporary - Short Term		08-024
Family Medical Leave Case Files	Records documenting extended absence from work by an employee under provisions of the Family Medical Leave Act	3 years		Temporary - Short Term		08-025
Final Leave Status	Records documenting cumulative leave held by an individual employee	Place in personnel file after separation	O.C.G.A. 47-2-91	Temporary - Long Term	Vital Record - duplicate and store offsite	08-026

# 08 - Personnel

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>	<b>Special Instructions</b>	<b>Number</b>
Group Insurance Policies, Expired	Group insurance policies- such as life, health, or workers' comp - held by an agency as part of the employee benefits program	10 years		Temporary - Short Term		08-027
Insurance Claims, Closed	Records documenting the administration of a government-operated insurance program	5 years after claim paid or denied	O.C.G.A. 9-3-31; 9-3-32; 9-3-33	Temporary - Short Term		08-028
Job Recruitment Materials	Records documenting efforts to advertise positions and attract qualified personnel	2 years	29 CFR 1620.32	Temporary - Short Term		08-029
Leave Records	Records documenting hours worked, leave earned, and leave taken; does not include final leave status	3 years		Temporary - Short Term		08-032
Personnel Listing for State Government, Annual (Department of Audits)	Listing of name, position classification, and salary for each employee of state government	Permanent		Permanent	Transfer to Archives annually	08-034

## 08 - Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Position Classification Materials	Records documenting job requirements, description, and salary range	4 years after position is re-classified		Temporary - Short Term		08-035
Pre-employment Assessments, Not Hired	Exams taken by those applying for positions with a state agency	2 years		Temporary - Short Term		08-036
Retirement Incentive Program Records	Records documenting employees who elect for early retirement under government-offered incentive programs	6 years		Temporary - Short Term	Vital Record - duplicate and store offsite	08-037
Retirement System Transaction Reports	Status of individual pension accounts including interest, contributions, and withdrawals	10 years after fiscal year in which the record was created		Temporary - Long Term	Vital Record - duplicate and store offsite	08-038
Training Records	Records documenting attendance and course content for continuing education training	7 years		Temporary - Short Term		08-039

## 08 - Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Work/Time Schedules	Records documenting employee's daily and weekly work schedules	4 years and settlement of all claims due	29 CFR 516.6; 29 CFR 1620.32	Temporary - Short Term		08-041
Workers' Compensation Claims, Closed	Records documenting employee accidents, injuries, and medical claims	5 years and settlement of all claims due	O.C.G.A. 9-3-31	Temporary - Long Term	Vital Record - duplicate and store offsite	08-042
Workers Permits	Permits to allow persons under 18 years old to obtain summer employment	Return to issuing officer (school board) after termination or failure to appear for 30 days	O.C.G.A. 39-2-13	Temporary - Short Term		08-043
Leave Donation Records	Records documenting the donation of leave by employees to assist an individual who must be absent from work for an extended period of time due to illness	1 year after leave used		Temporary - Short Term		08-044

# 08 - Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Converted Personal Leave Requests	Records documenting converted personal leave requests	1 year after leave is used		Temporary - Short Term		08-045
Equal Employment Opportunity Commission (EEOC) Charges	Records documenting charges of discrimination filed against an agency	2 years or until final disposition of the charge or action	29 CFR 1602.31	Temporary - Short Term	Vital Record - duplicate and store offsite	08-046
Georgia Commission on Equal Opportunity (GCEO) Complaints	Records documenting charges of discrimination filed against an agency	2 years and disposition of charge or action	29 CFR 1602.31	Temporary - Short Term	Vital Record - duplicate and store offsite	08-047
SAVE Affidavits	Affidavits testifying to an individual's right to receive public benefits.	3 years		Temporary - Short Term		08-048
Drug Testing Records - Collection	Records related to the collection process including collection logbooks; documents relating to the random sampling process, and reasonable suspicion testing.	2 years	49 CFR 382.401	Temporary - Short Term		08-049

## 08 - Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Training Records - Breath-Alcohol Testing	Records relating to the training of individuals for breath-alcohol testing.	2 years after individual ceases to perform the testing function.	49 CFR 382.401	Temporary - Short Term		08-050
Drug Testing Records - Equipment Calibration	Equipment calibration documentation and other records related to the administration of alcohol and controlled substances testing programs.	5 years	49 CFR 382.401	Temporary - Short Term		08-051
Hazardous Materials Exposure Records	Records monitoring the exposure to hazardous materials by employees.	30 years	29 CFR 1910.1020(d)	Temporary - Long Term		08-052

# 09 - Property

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>	<b>Special Instructions</b>	<b>Number</b>
Blueprints and Specifications, As-Built	Plans and specifications maintained by an agency for its own facility; used by facilities management to facilitate repairs and upgrades to the building	Permanent	O.C.G.A. 9-3-51	Permanent	Vital Record - duplicate and store offsite; Transfer to Archives every 1-4 years	09-001
Blueprints and Specifications, Interim and Never Built	Plans and specifications submitted by architects and contractors; these are review documents only and do not constitute the final plans or specs for a facility.	7 years	O.C.G.A. 9-3-24	Temporary - Short Term		09-002
Building/Grounds Maintenance, Remodeling and Repair Records	Records documenting the condition, upkeep, and routine maintenance on agency facilities and grounds	7 years	O.C.G.A. 9-3-24	Temporary - Short Term	Vital Record - duplicate and store offsite	09-003

# 09 - Property

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Capital Construction Project Records	Records relating to 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	O.C.G.A. 51-1-11	Temporary - Long Term		09-004
Depreciation Schedules	Records documenting useful life and depreciation of agency-owned equipment and property, usually for insurance purposes	4 years	O.C.G.A. 9-3-31; 9-3-32	Temporary - Short Term	Vital Record - duplicate and store offsite	09-005
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; 9-3-33	Temporary - Short Term	Vital Record - duplicate and store offsite	09-006

# 09 - Property

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Facility Inspection Files and Reports	Records documenting inspection of facilities to comply with standards, rules, and codes affecting health and safety of the occupants; includes security and safety inspections	Building Age 0-8 years: 11 years. Building Age 9-up years: 3 years.	O.C.G.A. 9-3-33; 9-3-51	Temporary - Long Term	Vital Record - duplicate and store offsite	09-007
Federal Property Records	Records documenting the loan or lease of government equipment (federal) by state agencies	7 years after expiration of contract or disposal of equipment	O.C.G.A. 9-3-24	Temporary - Short Term		09-009
Fuel and Oil Usage Reports	Periodic reports of the consumption of diesel, gas, and oil in government-owned vehicles	3 years		Temporary - Short Term		09-010
Fuel Tax Reports	Periodic reports of taxable and non-taxable diesel fuel usage by government-owned vehicles	3 years		Temporary - Short Term		09-011

# 09 - Property

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>	<b>Special Instructions</b>	<b>Number</b>
Insurance Fund Claims	Records documenting requests for payment of insurance claims from the Georgia Department of Administrative Services Risk Management Division	5 years after claim is paid or denied	O.C.G.A. 9-3-31; 9-3-32; 9-3-33	Temporary - Short Term	Vital Record - duplicate and store offsite	09-012
Insurance Policies	Records documenting insurance purchase for agency facilities or of membership in risk management cooperatives	7 years after expiration of policy or membership	O.C.G.A. 9-3-24	Temporary - Long Term	Vital Record - duplicate and store offsite	09-013
Inventories	Listings of agency-owned property and equipment	5 years after disposition of equipment	O.C.G.A. 9-3-30; 9-3-31; 9-3-32; 9-3-33	Temporary - Short Term	Vital Record - duplicate and store offsite	09-014
Leasing and Rental Records	Records documenting the leasing or renting of land, buildings, or facilities	7 years after expiration (or termination) of contract	O.C.G.A. 9-3-24	Temporary - Short Term	Vital Record - duplicate and store offsite	09-015
Maintenance Work Orders	Records documenting routine maintenance on facilities and property	5 years	O.C.G.A. 9-3-26	Temporary - Short Term		09-016

Approved: October 2010

# 09 - Property

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Property Disposition Requests (Surplus Property Records)	Records documenting requests for change in status of state-owned property	5 years	O.C.G.A. 9-3-26	Temporary - Short Term		09-017
Real Property Ownership Records	Deeds and supporting documentation for land owned by an agency	11 years after the year in which the property was sold or transferred	O.C.G.A. 9-3-51	Temporary - Long Term	Vital Record - duplicate and store offsite	09-018
Real Property Purchase Records	Records documenting the purchase of property by an agency; does not include deeds or titles	11 years after property is sold	O.C.G.A. 9-3-51	Temporary - Long Term	Vital Record - duplicate and store offsite	09-019
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	Transitory	Vital Record - duplicate and store offsite	09-020
Restricted Area/Access Authorization Identification Records	Records documenting the issuance of security/access badges to staff	5 years after employee separation from service	O.C.G.A. 16-9-93g(4)	Temporary - Short Term	Vital Record - duplicate and store offsite	09-021

# 09 - Property

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Space Planning/Design Management Project Files	Evaluation and design of space for government agencies	3 years after project completion		Temporary - Short Term		09-022
Utility Systems Operating and Maintenance Records	Records include equipment operations logs, mechanical reading charts, and equipment maintenance histories	5 years after equipment is no longer in service	O.C.G.A. 9-3-26	Temporary - Short Term	Vital Record - duplicate and store offsite	09-023
Vehicle Accident Reports	Records documenting damage to agency-owned vehicles	5 years	O.C.G.A. 9-3-31; 9-3-32; 9-3-33	Temporary - Short Term		09-024
Vehicle and Equipment Maintenance Files	Records documenting service history, mileage, damage repair, routine preventative maintenance and disposition of agency vehicles	3 years after disposition of vehicle	O.C.G.A. 9-3-33	Temporary - Short Term	Vital Record - duplicate and store offsite	09-025
Vehicle and Equipment Purchases	Records documenting the purchase of equipment and vehicles	5 years after disposition of equipment	O.C.G.A. 9-3-31; 11-2-725	Temporary - Short Term		09-026

Approved: October 2010

09 - Property

Page 48

# 09 - Property

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Vehicle Permits/Security Identification Records	Records documenting the issuance of vehicle decals providing access to secure areas	2 years after expiration		Temporary - Short Term		09-027
Vehicle Title Records	Records documenting agency ownership of cars, vans, trucks, trailers, boards, tractors, etc.	Applications: Retain until receipt of title. Title: Retain for duration of ownership.	O.C.G.A. 9-3-31	Temporary - Short Term	Vital Record - duplicate and store offsite	09-028
Vehicle Use Authorizations and Requests	Records documenting permission for employees to use their private automobiles for official business	5 years after superseded or obsolete	O.C.G.A. 9-3-31; 9-3-32	Temporary - Short Term		09-029

# 10 - Records Management

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Annual Master Negative Inspection Reports	Reports documenting the statistical sample of film inspected each year for signs of physical deterioration	Retain until destruction of film		Temporary - Long Term		10-001
Condition Reports of Duplicating Masters	Records documenting the inspection of microfilm duplicating masters for signs of physical deterioration	Retain for useful life		Transitory		10-002
Destruction Records	Records documenting the destruction of agency records	7 years	O.C.G.A. 9-3-24	Temporary - Short Term	Vital Record - duplicate and store offsite	10-003
Inventories	Current listings of records created and maintained by an agency	5 years after disposition of records	O.C.G.A. 9-3-32	Temporary - Short Term	Vital Record - duplicate and store offsite	10-004
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	O.C.G.A. 9-3-24	Temporary - Short Term		10-005

# 10 - Records Management

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
Microfilm Production Records	Records documenting the preparation and filming of records such as production reports, activity reports, film logs, retake orders, title targets, and list of records to be filmed	7 years	O.C.G.A. 9-3-32	Temporary - Short Term		10-006
Microfilm Quality Inspection Reports (Quality Control Reports)	Reports documenting the quality of individual rolls of film	Retain for life of film		Temporary - Long Term		10-007
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 film		Temporary - Long Term	Vital Record - duplicate and store offsite	10-008
Microfilm Vault Monitoring Reports	Records documenting temperature and humidity conditions within a storage facility	5 years	O.C.G.A. 9-3-32	Temporary - Short Term	Vital Record - duplicate and store offsite	10-009

# 10 - Records Management

Record Title	Description	Retention	Legal Citation	Retention Classification	Special Instructions	Number
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	O.C.G.A. 9-3-24	Temporary - Short Term		10-010
Records Schedules, Record Copy (Secretary of State's Office)	Records retention schedules approved by the State Records Committee and maintained by the Office of Secretary of State	Permanent		Permanent	Transfer to Archives when superseded	10-011
Records Schedules, Reference Copies	Copies of approved agency records retention schedules	5 years after superseded		Temporary - Short Term		10-012
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. 9-3-32; 16-8-4	Temporary - Short Term	Vital Record - duplicate and store offsite	10-013
Reference Requests	Reference pull sheets documenting the retrieval of records from a records center facility	7 years	O.C.G.A. 9-3-24	Temporary - Short Term		10-014

# 11 - Library, Archives, Museums

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>	<b>Special Instructions</b>	<b>Number</b>
Accession Records	Master record of all acquisitions	Permanent		Permanent	Vital Record - duplicate and store offsite	11-001
Circulation and Retrieval Records	Records documenting daily, monthly, and annual reference activity	3 years		Temporary - Short Term		11-002
Membership Registrations	Records used to grant borrower or viewing privileges to patrons	2 years after expiration of membership		Temporary - Short Term		11-003

# 12 - Legal

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>	<b>Special Instructions</b>	<b>Number</b>
Attorney Case Files	Documents the work of the agency legal counsel in advising and representing the agency	6 years after settlement of case		Temporary - Short Term		12-001
Attorney General's Opinions	Interpretations of the law and an agency's compliance with the law	Attorney General's Record: Permanent; Agency Copy: 10 years		Permanent		12-002
Legal Reference Materials	Opinions (both formal and informal), recommendations, and correspondence to the agency from the Attorney General or other legal counsel that is not part of a legal case file	10 years		Temporary - Short Term		12-003

# 13 - Security and Safety

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>	<b>Special Instructions</b>	<b>Number</b>
Security/Fire System Install and Maintenance Records	Records documenting agency security and fire alarm systems	3 years after replacement of system		Temporary - Short Term		13-001
Security Videos	Digital or analog video recordings and images from agency security systems	5 years	O.C.G.A. 9-3-30	Temporary - Short Term		13-002
Facility/Building Security Records	Records documenting security measures and procedures	5 years	O.C.G.A. 9-3-30	Temporary - Short Term	Vital Record - duplicate and store offsite	13-003
Voice Recordings	Digital or analog voice recordings of radio and telephone communications	5 years		Temporary - Short Term		13-004
Business Continuity Plans	Business recovery plans for man-made and natural disasters	5 years after superseded or updated	O.C.G.A. 9-3-32	Temporary - Short Term	Vital Record - duplicate and store offsite	13-005

# 13 - Security and Safety

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>	<b>Special Instructions</b>	<b>Number</b>
Emergency Relief Records	Records documenting eligibility for financial assistance following a natural or other type of disaster	Permanent		Permanent	Vital Record - duplicate and store offsite; Transfer to Archives every 1-4 years	13-006
Incident Reports (not reported to police)	Internal documentation of agency security incidents	5 years		Temporary - Short Term		13-007
Incident Reports (reported to GCIC)	Reports of incidents of suspected criminal activity	Maintain as long as report remains in GCIC		Temporary - Short Term		13-008





# Mission

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The mission of the Georgia Archives is to identify, select, preserve and make accessible records that constitute Georgia's recorded history; to increase the efficiency of the State Government through effective records management; and to improve the quality of records and archives management statewide.

## Contact Information

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THE GEORGIA ARCHIVES