



CITY OF FOREST PARK MAYOR & COUNCIL

City Council Work Session

Monday, March 15, 2021 at 6:00 PM

Virtual Meeting Via Zoom and YouTube Livestream

Website: www.forestparkga.gov

YouTube: <https://bit.ly/3c28p0A>

Phone Number: (404) 366.1555

FOREST PARK CITY HALL

745 Forest Parkway

Forest Park, GA 30297

Agenda

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James

The Honorable Dabouze Antoine

The Honorable Hector Gutierrez

The Honorable Latresa Akins-Wells

The Honorable Allan Mears

Shalonda Brown, Interim City Manager

Sharee Steed, City Clerk

Mike Williams, City Attorney

VIRTUAL MEETING NOTICE

DISCLAIMER: Due to COVID-19 Mayor and Council Meeting is only accessible to the public or media through web or teleconference until further notice. Please refer to the zoom information located below.

To join the meeting via Zoom:

<https://us02web.zoom.us/j/83515387991?pwd=OHO5NnhzbCtSeTU4dUpWRzM3UnFIQT09>

Meeting ID: 835 1538 7991

Passcode: 204090

Join Zoom by Phone (One Tap Mobile): Please dial 1 301 715 8592

Meeting ID and Password are above

To watch the meeting via YouTube: <https://bit.ly/3c28p0A>

The Council Meetings will be livestream and available on the City's YouTube page "City of Forest Park GA".

Please Subscribe to our YouTube page for notifications!

CALL TO ORDER/WELCOME:**ROLL CALL - CITY CLERK:****CITY MANAGER'S REPORT:** Shalonda Brown**COVID-19 UPDATE:** Deputy Fire Chief, Clemons and Division Chief, Joel Turner**OLD BUSINESS:**

1. **Discussion of the status of Venue Night Club operating at 4730 Frontage Road - Councilmember Mears**

NEW BUSINESS:

2. **Discussion to Approve an Agreement Between Georgia Power Company and the City of Forest Park to Provide Engineering and Design Services Related to Street Lighting Poles for Main Street Phase 2 - Director of Planning, James Shelby, Interim City Manager, Shalonda Brown**

Background and Summary

Main Street Streetscape Project Phase 2 includes the existing spaces within the public rights-of-way between College Street (the Fountain) and Jonesboro Road. Phase 2 is divided into two parts. Phase 2A will extend from College Street (the Fountain) east to Phillips Drive. Phase 2B will extend from Phillips Drive to Jonesboro Road. Improvements includes new street lighting poles that will be engineered and provided by Georgia Power Company (GPC). GPC is asking to enter into a preliminary engineering and/or design services agreement with the City of Forest Park to create a list of construction drawings and a billable estimate to the City of Forest Park related to new street lighting poles.

3. **Discussion and Approval of Resolution 2021-13 for a Community Garden – Tarick Maxwell, Recreation & Leisure Director and LaShawn Gardiner, Financial Analyst**

Background and Summary:

The Georgia Department of Public Health with support from the Department of Human Services and the United States Department of Agriculture has available funding for eligible communities to develop Community Gardens through its Supplemental Nutrition Assistance Program Education (SNAP-ED) and Obesity Prevention Grant Program. Priority is given to applications that are received from communities that are part of the 5 SNAP-Ed funded public health districts. Clayton County is designated within the 5 SNAP-Ed public health districts. DPH will award at least 30 grants in the amount of \$2,500.00 for each approved garden site for FY21. The Department of Recreation and Leisure Services will spearhead this project if awarded.

4. **Discussion and Review of Ordinance to Provide for the Establishment of a Records Management Program and Records Retention Policy for the City of Forest Park - Sharee Steed, City Clerk**

Background and Summary:

The Records Management Plan and Retention Policy for the City of Forest Park needs to be updated and the Retention Schedule needs to follow the Local Government Record Retention Schedules provided by

the GA Archives. The City Clerk's office is custodian of all City Records and is requesting the adoption of the attached Ordinance to Provide the Establishment of a Records Management Program and Records Retention Policy as well as adopting the GA Archives Records Retention Schedule. This will assist us in the destruction of files that can be destroyed which will free up storage of files in the Archive Room.

5. Discussion of Recruitment Police/Fire Initiatives - Nathaniel Clark, Public Safety Director

Background and Summary:

It should be noted that enhanced recruitment is the foundation of any law enforcement agency/fire department. Agencies cannot hire the best and most qualified applicants if they do not attract them. As such, the Public Safety Department is seeking your approval referencing the discussed initiatives to aid in our efforts to recruit, hire and retain a diverse pool of applicants.

EXECUTIVE SESSION: (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

ADJOURNMENT:

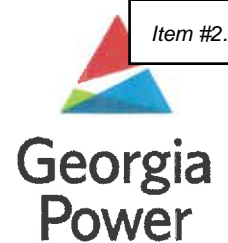
In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 706-864-6133.

File Attachments for Item:

2. Discussion to Approve an Agreement Between Georgia Power Company and the City of Forest Park to Provide Engineering and Design Services Related to Street Lighting Poles for Main Street Phase 2 - Director of Planning, James Shelby, Interim City Manager, Shalonda Brown

Background and Summary

Main Street Streetscape Project Phase 2 includes the existing spaces within the public rights-of-way between College Street (the Fountain) and Jonesboro Road. Phase 2 is divided into two parts. Phase 2A will extend from College Street (the Fountain) east to Phillips Drive. Phase 2B will extend from Phillips Drive to Jonesboro Road. Improvements includes new street lighting poles that will be engineered and provided by Georgia Power Company (GPC). GPC is asking to enter into a preliminary engineering and/or design services agreement with the City of Forest Park to create a list of construction drawings and a billable estimate to the City of Forest Park related to new street lighting poles.



Centralized Engineering Services

Bin 39066
829 Jefferson St
Atlanta, GA 30318
Telephone 404-506-4410

February 8, 2021

City of Forest Park
Attn: Shalonda Brown
745 Forest Parkway
Forest Park, GA 30297

RE: City of Forest Park – Forest Park Streetscape Phase 2
GPC No. L5435
Preliminary Engineering Agreement

Dear Ms. Brown:

Please find enclosed a Preliminary Engineering Agreement with respect to the above-referenced project. As you will note in the agreement, the stipulated sum for the preliminary engineering associated with this project is \$15,000.00.

The Stipulated Sum is valid only for a period of one (1) year following the date set forth on the enclosed agreement. Further, Georgia Power will not commence any work unless, prior to the date that is one (1) year following the date set forth on the enclosed estimate, the City executes and returns the enclosed Preliminary Engineering Agreement, the agreed upon sum, and authorizes commencement of the work.

If you have any questions, please contact Kris Stephens at 706-340-6457.

Sincerely,

Kris Stephens

PRELIMINARY ENGINEERING AGREEMENT

PROJECT NAME: City of Forest Park – Forest Park Streetscape Phase 2

PROJECT NUMBER: LS435

GDOT PROJECT NUMBER: N/A

THIS PRELIMINARY ENGINEERING AGREEMENT (“**Agreement**”) is made and entered into as of the Effective Date, by and between the **City of Forest Park** (“**City**”) and **GEORGIA POWER COMPANY**, a Georgia corporation (“**GPC**”). This Agreement may refer to either City or GPC, or both, as a “**Party**” or the “**Parties**.”

WITNESSETH:

WHEREAS, City desires to undertake and complete the project identified in the heading of this Agreement (the “**Project**”);

WHEREAS, in connection with the Project, City has requested that GPC proceed with certain preliminary engineering and/or design services for the Project in order to facilitate the City’s consideration of the Project (the “**Preliminary Engineering**”);

WHEREAS, GPC has agreed to proceed with the Preliminary Engineering on the terms set forth below; and

NOW, THEREFORE, in consideration of the promises and the mutual covenants of the Parties hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

1. **Scope of Work**. GPC, with its regular construction or maintenance crews and personnel, at its standard schedule of wages and working hours (as may be applicable from time to time during the term of this Agreement), and working in accordance with the terms of its agreements with such employees, will perform the Preliminary Engineering in accordance with the scope of work (defined below)(the “**Work**”). The “**Work**” shall consist of creating a set of construction drawings and a billable estimate to be provided to the City of Forest Park. GPC shall make all technical decisions concerning the Work and may elect to contract any portion of the Work.
2. **Project Construction**. Nothing in this Agreement shall be deemed to constitute GPC’s approval of or consent to the construction of the Project. If City elects to proceed with the Project after the Work is performed, City must enter into a separate agreement with GPC for any adjustments to GPC’s facilities made necessary by the Project.
3. **Reimbursement of GPC Expenses**. City shall pay GPC a stipulated sum for the Work prior to and after the signing of this Agreement (collectively, the “**Reimbursable Expenses**”). GPC’s stipulated sum for the Reimbursable Expenses for the Project is \$15,000.
4. **Payment Terms**. The City will make payment to GPC the **Reimbursable Expenses** prior to the Company commencing any portion of the work contemplated hereunder. The Payment Amount are valid only for a period of one (1) year following the date set forth on the Cover Letter. City’s obligation to pay to GPC the Reimbursable Expenses shall survive termination of this Agreement for any reason.
5. **Appropriations**. City represents to GPC that: (i) City has obtained appropriations sufficient to reimburse GPC for the Reimbursable Expenses encompassed by the initial Estimate; (ii) City shall use its best efforts to obtain appropriations necessary to cover Reimbursable Expenses encompassed by subsequent Estimates approved by City; and (iii) City shall promptly notify GPC in the event City is unable to obtain such additional appropriations.
6. **Termination**. City may terminate this Agreement for any reason by delivery of notice to GPC. Such termination shall become effective upon the expiration of fifteen (15) calendar days following delivery of notice to GPC or such later date designated by the notice. GPC may terminate this Agreement upon City’s breach of any of the terms of, or its obligations under, this Agreement, upon delivery of notice to City. City understands that in the

event of termination, it may be impossible or impractical to immediately stop the Work, and that it may be necessary for GPC to continue to perform the Work until it has reached a point where it may reasonably and/or safely stop the Work. City agrees that its obligation to pay to GPC the Reimbursable Expenses shall include all costs and expenses incurred by GPC to stop the Work.

7. **Notices.** All notices required or permitted by this Agreement shall be in writing and shall be deemed delivered (i) on the expiration of three (3) days following mailing by first class U.S. mail, (ii) on the next business day following mailing by a nationally recognized overnight carrier, or (iii) on the date of transmission, as evidenced by written confirmation of successful transmission, if by facsimile or other electronic transmission sent on a business day (or if not sent on a business day, then on the next business day after the date sent), to the Parties at the addresses set forth below, or such other addresses as either Party designates by delivery of prior notice to the other Party:

If to City: City of Forest Park
Attn: Shalonda Brown
745 Forest Parkway
Forest Park, GA 30297
Email: ssteed@forestparkga.gov

If to GPC: Georgia Power Company
Attn: William J. Howard, Jr.
Bin 39066
829 Jefferson St
Atlanta, GA 30318
Email: wjhowar@southernco.com

8. **City as Party.** City acknowledges that this Agreement is “proprietary” in nature under applicable Georgia law, as permitted by O.C.G.A. § 36-60-13(j), and not “governmental” or “legislative,” as prohibited by O.C.G.A. § 36-30-3(a). City further represents and warrants that this Agreement will comply with all applicable laws concerning City actions and approvals and execution of binding agreements. City covenants to undertake all actions necessary to bind City.
9. **Miscellaneous Provisions.** This Agreement contains the Parties’ entire agreement relating to the Work, may not be waived or modified except in a writing signed by both Parties, and supersedes all prior or contemporaneous written or oral agreements regarding the Work. If either Party fails to enforce its’ rights under this Agreement or fails to insist upon the performance of the other Party’s obligations hereunder, such failure shall not be construed as a permanent waiver of any rights or obligations in this Agreement. The obligations and covenants of this Agreement will accrue to the benefit of, and be binding upon, the successors and assigns of the Parties. This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia. The Parties agree that this Agreement shall be deemed to have been executed in Georgia.

[SIGNATURES BEGIN ON FOLLOWING PAGE.]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed in two (2) counterparts, each of which shall be deemed an original, by their authorized representative(s) signing below. The "Effective Date" is the date on which this Agreement is signed by City, as indicated below.

CITY:

Signed, sealed and delivered this ____ day of _____, 2020, in the presence of:

WITNESS

NOTARY PUBLIC

(SEAL)

City of Forest Park

By: _____ (SEAL)

Name: _____,

MAYOR

(OFFICIAL CITY SEAL)

(OFFICIAL SEAL OF THE CITY)

I attest that the seal imprinted above is the Official Seal of the City.

ATTEST: _____

Name: _____

Title: _____

(Official Custodian of the Seal)

APPROVED AS TO FORM:

By: _____ (SEAL)

Name: _____,

CITY ATTORNEY

GPC:

GEORGIA POWER COMPANY

By: _____

Name: William J. Howard, Jr.

Title: Centralized Engineering Services Manager

ATTEST: _____

Name: _____

Title: _____

Signed, sealed and delivered this ____ day of _____, 2020, in the presence of:

WITNESS

NOTARY PUBLIC

(SEAL)

(SEAL)

File Attachments for Item:**3. Discussion and Approval of Resolution 2021-13 for a Community Garden –**

Tarick Maxwell, Recreation & Leisure Director and LaShawn Gardiner, Financial Analyst

Background and Summary:

The Georgia Department of Public Health with support from the Department of Human Services and the United States Department of Agriculture has available funding for eligible communities to develop Community Gardens through its Supplemental Nutrition Assistance Program Education (SNAP-ED) and Obesity Prevention Grant Program. Priority is given to applications that are received from communities that are part of the 5 SNAP-Ed funded public health districts. Clayton County is designated within the 5 SNAP-Ed public health districts. DPH will award at least 30 grants in the amount of \$2,500.00 for each approved garden site for FY21. The Department of Recreation and Leisure Services will spearhead this project if awarded.

**STATE OF GEORGIA
COUNTY OF CLAYTON**

RESOLUTION NO. 2021-13

A RESOLUTION BY MAYOR AND COUNCIL OF FOREST PARK, GEORGIA TO AUTHORIZE THE DEPARTMENT OF RECREATION AND LEISURE TO APPLY FOR THE FY21 GEORGIA DEPARTMENT OF PUBLIC HEALTH COMMUNITY GARDEN MINI-GRANT IN THE AMOUNT OF \$2,500 FOR EACH APPROVED GARDEN SITE AND FOR OTHER PURPOSES

WHEREAS, the Georgia Department of Public Health with support from the Department of Human Services and the United States Department of Agriculture has available funding for eligible communities to develop Community Gardens through its Supplemental Nutrition Assistance Program Education (SNAP-ED) and Obesity Prevention Grant Program; and

WHEREAS, the goal of the SNAP-ED program is that persons eligible for SNAP will make healthy choices within a limited budget and choose physically active lifestyles consistent with the dietary guidelines for Americans and the USDA food guideline; and

WHEREAS, DPH's SNAP-ED targets adults ages 18-64 who are below 185% of the Federal Poverty Level and have a higher risk of developing chronic diseases; and

WHEREAS, the mini-grant will be used to implement the community gardening intervention in census tracts where the target audience resides in or at locations the target audience frequently visits to increase accessibility of fresh fruits and vegetables through the development and expansion of community gardens; and

WHEREAS, DPH will award at least 30 such grants in the amount of \$2,500 for each approved garden site, to local community organizations within the 5 SNAP-ED funded public health districts in FY21, which include (1) Clayton, (2) East Metro, (3) North Central-Macon, (4) Southwest (Albany), and (5) West Central (Columbus); and

WHEREAS, priority will be given to applications containing proposed garden locations in the 5 public health districts of which Clayton County is listed as a priority county; and

WHEREAS, community and urban gardens have taken root in small communities and urban cities across the United States of America propelled by issues such as food deserts, sustainability, food insecurity, community health and local food movements (*see Exhibit "A"*); and

WHEREAS, food movements in communities seek to develop and promote political change in food policy; and

WHEREAS, organized community garden efforts have a relationship with the economy, and provide access to nutritious foods produced with less carbon effects, contribute to food security for community residents, support the local economy and provide educational opportunities for urban residents; and

WHEREAS, scholarly research indicate that community gardens are more essential in diverse, low-income neighborhoods, where low-income individuals live in areas that have limited access to healthy food; and

WHEREAS, over 10% of Americans are food insecure and do not have a reliable food source and most food consumed is inadequate and less nutritious; and

WHEREAS, community gardens in recent years have been associated with improving psychological well-being, social connectivity, improved attitudes, and reduced obesity in both adults and children; and

WHEREAS, community gardens provide a place for community engagement, community gathering places, and access to public health education; and

WHEREAS, gardens provide improved multicultural relationships, environmental awareness, and other social benefits that empower participants, and provide access to locally grown food; and

WHEREAS, community gardens can have a positive financial impact on participating gardeners, enabling them to grow their own fresh produce that is less than the retail cost, and in some communities, community/urban gardeners establish markets and sell their produce at local farmers markets or restaurants or share the harvest with local families; and

WHEREAS, such gardens assist in building trust among gardeners and members of diverse racial groups; and

WHEREAS, community and urban gardens assist in beautifying the landscape and enhancing vacant lots.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1: The Mayor and Council of Forest Park, Georgia hereby authorizes the Department of Recreation and Leisure via the City Manager to apply for the FY21 Georgia Department of Public Health Community Garden Mini-Grant.

Section 2: The Forest Park City Council supports community gardening in Forest Park and authorizes the Department of Recreation and Leisure via the City Manager to do the following:

- a. Work with each Councilmember to identify and map a potential site in his/her Ward. If a garden in each Ward is not feasible, identify city owned property that could be used for a central city garden.
- b. Solicit members from each City Ward that are interested in volunteering to assist in planting and maintaining the garden and publicize the gardening project.
- c. Develop a community gardening plan to include drawing/layout of plant beds, water locations, fencing existing trees and roadways, building materials, and rules for the community garden (i.e. time of use, any fees if necessary that the grant does not pay for, etc.)
- d. Identify partners that will assist in building plant beds, providing knowledge on soil types best suited for optimal growth, donating in-kind services, and to provide educational sessions on what fruits and vegetables thrive in our region each growing season.
- e. Identify a partner(s) knowledgeable in water and irrigation process to maintain soil moisture and pH levels.
- f. Identify a POC (point of contact) to support the community members in establishing/sustaining the garden.
- g. Work with City Departments regarding matters such as zoning, right-of-way, or other concerns that may become relevant during this process.
- h. Establish meetings with interested Ward community members once identified to explain the intent and rules of the gardening project.

Section 3: This resolution shall be in full force and effect immediately upon and after its final passage.

SO RESOLVED, this _____ day of _____, 2021.

CITY OF FOREST PARK

Angelyne Butler, Mayor

Kimberly James, Mayor Pro Tem (Ward 1)

Antoine Dabouze, (Ward 2)

Hector Gutierrez, (Ward 3)

Latresa Akins-Wells, (Ward 4)

Alan Mears, (Ward 5)

ATTEST:

CITY CLERK

(THE SEAL OF THE CITY OF FOREST PARK,
GEORGIA)

Approved as to form:

CITY ATTORNEY

Exhibit “A”

Community Gardens in Metro Atlanta

Place	Brief Synopsis or Address location
City of Love Joy	Love City Garden sits on 14 acres of city owned land. A store was built to generate income to sustain the garden.
Park Pride (City of Atlanta)	This nonprofit organization began the first community garden in an Atlanta City Park in 2007. Approximately 22 such gardens now exist in parks throughout the City.
Metro Atlanta Urban Farm	Located in College Park, GA, grows and harvests naturally, certified fresh produce. Volunteerism helps to maintain the garden and educational programs are also held.
City of Union City	Ronald Bridges Park. Community driven project assisted through funding from the ARC CDAP program. Community engagement and charettes were held to decide best site selections.
Poncey-Highland Community Garden	Located on Freedom Parkway in the City of Atlanta
Gilliam’s Community Garden	1286 Oakland Terrace, Atlanta, GA
Peachtree Hills Community Garden	308 Peachtree Hills Ave., NE, Atlanta, GA
Five Points Farm	1 Forsyth St. SW, Atlanta, GA
Grant Park Community Garden-Boulevard	Atlanta, GA
Georgia Tech Community Garden	759 Ferst Dr. NW, Atlanta, GA
West End Community Garden & Nursery	352 University SW, Atlanta, GA
Hapeville Community Garden	Hapeville, GA
Edgewood Community Learning Garden	1503 Hardee St. NE, Atlanta, GA
Ashview Community Garden	1199 Fenwood St. SW, Atlanta, GA

Cities Across America

Place	Brief Synopsis or Address location
Detroit, MI	Urban/Community Gardens sprang up on vacant, neighborhood lots to provide fresh food to neighborhood residents and provide a viable use of the land to otherwise eyesores.
Chicago, IL	Over 600 gardens throughout the city. Created as a result of the same situation in Detroit.
New York, New York	Westside Community Garden (Manhattan) created on a trash-strewn vacant lot. Contains various flowering plants. People visit to sit and relax, sip coffee, and walk. Various festivals are also held at the park.
Los Angeles. CA	LA Community Garden Council partners with 42 community gardens in LA County and offer advice and workshops to more than 125 community gardens throughout LA County. People can rent plots to grow produce, attend educational workshops on gardening, or volunteer at the urban farms and grow and harvest vegetables for local markets.

File Attachments for Item:**4. Discussion and Review of Ordinance to Provide for the Establishment of a Records Management Program and Records Retention Policy for the City of Forest Park** - Sharee Steed, City Clerk**Background and Summary:**

The Records Management Plan and Retention Policy for the City of Forest Park needs to be updated and the Retention Schedule needs to follow the Local Government Record Retention Schedules provided by the GA Archives. The City Clerk's office is custodian of all City Records and is requesting the adoption of the attached Ordinance to Provide the Establishment of a Records Management Program and Records Retention Policy as well as adopting the GA Archives Records Retention Schedule. This will assist us in the destruction of files that can be destroyed which will free up storage of files in the Archive Room.

STATE OF GEORGIA

CITY OF FOREST PARK

ORDINANCE NO.

AN ORDINANCE TO REVISED THE RECORDS RETENTION ORDINANCE OF THE CITY; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the governing authority of the City of Forest Park is the Mayor and Council thereof;

WHEREAS, the City Council finds it necessary and desirable to revise and update the records retention ordinance of the City of Forest Park;

NOW THEREFORE, THE COUNCIL OF THE CITY OF FOREST PARK HEREBY ORDAINS:

Section 1. Section 2-3-28 of the Forest Park Municipal Code is hereby amended by deleting said section in its entirety and replacing it the following in lieu thereof:

“Sec. 2-3-28. - Retention of public records; destruction of obsolete records.

(a) Pursuant to the Georgia Records Act, O.C.G.A. §50-18-90 et seq, the City of Forest Park adopts the Records Management Plan and Records Retention Schedule for Local Government Records as published by the Georgia Secretary of State Department’s Archives and History, and any such amendments or updates as may be made to such Retention Schedule for Local Government Records.

(b) All City of Forest Park Records shall be maintained in accordance with the approved retention schedules, in the most updated version of the Retention Schedule for Local Government Records.

(c) The City Clerk shall serve as the Records Management Officer and will be the coordinator of the records management plan and is authorized to act for and on behalf of the City in directing and coordinating all record management matters, including storage, archiving, and destruction of records, under the Georgia Records Act. In discharging the records management and records destruction duties, the Records Management Officer shall, whether personally or by delegation, maintain all records in accordance with Georgia Secretary of State Retention Schedule for Local Government Records adopted by the Mayor and Council, and shall destroy, allow, or direct any employee to destroy any record except as provided for on the aforesaid Retention Schedule.

(d) *No record shall be destroyed except as provided in the approved retention schedule; provided, however, a written record may be destroyed if it is otherwise preserved by means of microfiche, scanning, or other reliable photographic or digital means as permitted by law.*

(e) *Whenever any records are destroyed, a certificate of destruction shall be prepared which shall show the type of records destroyed, the approved retention schedule number, the dates covered, and the volume destroyed. These memoranda of destruction shall be kept by the City Clerk in a central location and may be viewed by any member of the public as provided by law.*

(f) *Changes to the retention schedules shall be adopted by ordinance of the Mayor and Council.”*

Section 2. The preamble of this Ordinance shall be considered to be and is hereby incorporated by reference as if fully set out herein.

Section 3. (a) It is hereby declared to be the intention of the Mayor and Council that all sections, paragraphs, sentences, clauses, and phrases of this Ordinance are or were, upon their enactment, believed by the Mayor and Council to be fully valid, enforceable, and constitutional.

(b) It is hereby declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, each and every section, paragraph, sentence, clause, or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause, or phrase of this Ordinance. It is hereby further declared to be the intention of the Mayor and Council that, to the greatest extent allowed by law, no section, paragraph, sentence, clause, or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause, or phrase of this Ordinance.

(c) In the event that any phrase, clause, sentence, paragraph or section of this Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the Mayor and Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinance and that, to the greatest extent allowed by law, all remaining phrases, clauses, sentences, paragraphs and sections of the Ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

Section 4. All ordinances and parts of ordinances in conflict herewith are hereby expressly repealed.

Section 5. Penalties in effect for violations of the City of Forest Park at the time of the effective date of this Ordinance shall be and are hereby made applicable to this Ordinance and shall remain in full force and effect.

Section 6. The effective date of this Ordinance shall be its date of adoption.

SO ORDAINED this _____ day of _____, 2021.

Mayor Angelyne Butler

Council Member Kimberly James, Ward 1

Council Member Dabouze Antoine, Ward 2

Council Member Hector Gutierrez, Ward 3

Council Member Latresa Wells, Ward 4

Council Member Allan Mears, Ward 5

ATTEST:

City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney

RECORD RETENTION POLICY

In concurrence with the State Law, the City of Forest Park shall comply with the Georgia Records Act, as presented in O.C.G.A §50-90-18 et seq. for public entities.

A. PURPOSE – STATEMENT OF POLICY

The City of Forest Park recognizes that its citizens have a right to expect, and the City has an obligation to maintain an efficient and cost-effective Records Management Program and it further recognizes the importance of City records in the lives of its citizens. The City of Forest Park has a responsibility to its citizens to manage, protect, preserve, and make available City records. The decision to adopt Forest Park's Records Management Program is a commitment to improving the City's overall record keeping system.

It is the policy of the City of Forest Park to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, retention, and disposition of all records of the City of Forest Park. This policy will be implemented through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Georgia Open Records Act and accepted records management practice.

All City records must be created, maintained, and disposed of in accordance with this chapter and all requirements, policies and procedures established pursuant to this chapter, and in no other manner.

B. DEFINITIONS

1. **Approved Records Retention and Disposition Schedule** – a records retention and disposition schedule that has been approved by the City Manager, the Records Management Officer and the Georgia Secretary of State Records Management Office and adopted by the City Council of Ordinance through this policy. Website for Georgia Archives to view the Retention and Disposition Schedule – www.georgiaarchives.org
2. **City Record** – every document, paper, letter, record, book, map, drawing, photograph, tape (sound or video recording), and all copies, duplicates, photographs, including microfilm, or other reproductions thereof, or any other documentary materials, regardless of physical form or characteristics, including information contained in electronic data processing equipment and on floppy disks, optical disks, and compact disks, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under State law, that is created or received by the City of Forest Park or any its officers or

employees pursuant to law or in the transaction of public business. A City record does not include library material acquired solely for reference, exhibit, or display or stocks of publications, advertisements, or other unsolicited written materials received by the City or any of its officers or employees. The provisions of the State of Georgia Open Records Act or any successor provisions thereof shall govern regarding the status of the records described herein as public records or as exempt from the public records laws.

3. **Department** – any department, division, commission, authority, committee, task force, or similar entity of the City.
4. **Director/Division Head** – the person who oversees a department of the City that creates or receives City records.
5. **Essential Record** – any City record necessary to resume or continue operations of the City in an emergency or disaster; recreate the legal and financial status of the City; or to protect and fulfill obligations to the citizens of the City.
6. **Form** – a document on which captions are pre-printed for entering variable data and which is used to transmit information from one point to another. Forms are generally used to cause some action, establish a memory and/or give a report. This includes stationery, envelopes, memo pads, checks, etc.
7. **Open Records Law** – O.C.G.A. §50-14-1 through §50-18-76, also known as the Georgia Open Records Act and the Sunshine Law.
8. **Permanent Record** – any City record for which the retention period on Records Retention and Disposition Schedule is given as permanent.
9. **Records Center** – the facility used to provide centralized and secure storage for non-current and permanent City records.
10. **Records Disposition** – the removal or destruction of a City record from a department or from a non-current records storage center and for a City record that has passed its minimum legal retention period and no longer has value to the City, or a permanent City record, transfer of the record to Records Center for archival accession.
11. **Records Inventory** – the process of locating, identifying, and describing in detail the records of a department.
12. **Records Liaison** – a person designated by each Director/Division Head to implement the Records Management Program in their department.

13. **Records Management** – the creation and implementation of systematic controls for City records from the point where they are created or received through final disposition or archival retention, including distribution, use, maintenance, storage, retrieval, protection, preservation, and disposal, for the purpose of achieving adequate and proper documentation of the policies and transactions of City government and reducing costs and improving the efficiency of record keeping. The term includes: development of Records Retention and Disposition Schedules; management of filing and information retrieval systems; protection of essential and permanent records; economical and space-effective storage of non-current records; control over the creation and distribution of forms, reports, and correspondence; management of manual, micrographic, electronic, and other records storage systems; and identification of functional record keeping requirements that ensure City records are created to adequately document the City’s business transactions.
14. **Records Management Officer** – the person appointed by the City Manager, *primarily the City Clerk*, to administer the City’s Records Management Program.
15. **Records Management Program** – the requirements, policies, and procedures developed by this document.
16. **Records Retention and Disposition Schedule** – a document prepared by or under the authority of the Records Management Officer and describes recurring records or records series on a continuing basis, indicating for each record series the length of time it is to be maintained in a department or in Records Center; when and if the record or records series may be destroyed or otherwise disposed of; and other records disposition information that the Records Management Program may require.
17. **Retention Period** – the minimum time that must pass after the creation, recording, or receipt of a City record, or after the fulfillment of certain actions associated with a City record before the record is eligible for disposition.

C. OWNERSHIP AND CUSTODY OF CITY RECORDS

Every City record is the property of the City of Forest Park. No City officer or employee has any personal or property right to a City record even though they may have developed or compiled the record. The unauthorized alteration, destruction, deletion, removal of use of a City record is prohibited. A City record exempted from public disclosure under State or Federal law is not made subject to disclosure by its designation as City property under this section.

A City record may not be sold, loaned, given away, destroyed, or otherwise alienated from the City’s custody unless in accordance with this chapter. This subsection does not apply to a City record that is temporarily transferred to a contractor for purposes of microfilming, duplication,

and conversion to electronic media, restoration, or a similar records management and preservation procedure if the transfer is authorized by the Records Management Officer.

Except when a City record is transferred into the archival custody of a records center, legal custody of a City record created or received by a department during business remains with the Director/Division Head. The legal custodian, as guardian of record, does not relinquish responsibility for the care, preservation, of legal disposition of the record even though physical custody of the record for maintenance and preservation purposes may be held by another department or agency. The physical custodian of the record is also responsible for complying with all Records Management Program requirements, policies, and procedures. An original City record may not leave the custody of the department concerned when it is being used by a member of the public.

D. PASSWORD PROTECTED ELECTRONIC RECORDS PROHIBITED

Because all City records including all electronic records, are public records, electronic records may not be password protected unless it is a record specifically exempt from the Open Records Law. Only confidential documents as specified in the Open Records Law may be password protected if the creator of the document provides his/her supervisor with the password. Written confirmation from the supervisor shall be forwarded to the Records Management Officer confirming the record is confidential. Such confirmation shall note the specific law that exempts the record from being an Open Record.

E. RECORDS INVOLVED IN PUBLIC INFORMATION REQUESTS, REQUEST BY MEDIA, AND RECORDS PENDING LITIGATION OR PENDING AUDITS

The destruction of a City record involved in a pending request under the Public Information Act, pending litigation, or a pending audit is prohibited, even if the destruction of the record is authorized by an approved Records Retention and Disposition Schedule. Retrieval and release of all records to the public or media shall be in accordance with rules and regulations of the Open Records Act and City of Forest Park Open Records Policy. *All retrieval and release of records for litigation or media purposes shall ALSO be in accordance with the advice and consent of the City of Forest Park Legal Department and City Clerk's office.*

F. RECORDS MANAGEMENT OFFICER – DUTIES AND RESPONSIBILITIES

In addition to other duties assigned by this chapter and State Law, the Records Management Officer shall:

1. Administer the City's Records Management Program and provide advice and assistance to Directors/Division Heads in its implementation.
2. Prepare the requirements, policies, and procedures for the City's Records Management Program.

3. Review and approved the Records Retention and Disposition Schedules for all departments.
4. In cooperation with Directors/Division Heads, identify essential records and establish a records disaster and recovery plan of each department to ensure maximum availability of the records to re-establish operations quickly and with minimum disruption and expense.
5. Monitor retention/disposition schedules and administrative rules issued by the Georgia Secretary of State to determine if the Records Management Program and the City's Records Retention and Disposition Schedule are in compliance with State regulations.
6. Disseminate information concerning State Laws and administrative rules relating to City records to the Directors/Divisions Heads.
7. Instruct or train the Records Liaison Officers and other personnel in the Records Management Program.
8. Direct Records Liaison Officers and other personnel in the conduct of records inventories (of file types, not individual files) in preparation for the development of Records Retention and Disposition Schedules.
9. Ensure that the creation, maintenance, preservation, microfilming, electronic storage, destruction, and other disposition of City records are carried out in accordance with the requirements, policies, and procedures of the Records Management Program, this chapter, and State Law.
10. Bring to the attention of the City Manager any non-compliance by Director/Division Head or other personnel with the requirements, policies, and procedures of the Records Management Program, this chapter, and State Law.
11. Develop procedures to ensure the permanent preservation of the historically valuable records of the City.
12. Conduct periodic reviews of departmental record keeping practices and Records Retention and Disposition Schedules to ensure that the schedules are kept current.
13. Provide uniform standards and efficient controls over the identification, appraisal, maintenance, protection, preservation, transfer, retention, and disposition of City Records.
14. Review City-wide and departmental policies to ensure compliance with the Records Management Program, this chapter, and State Law.

15. In cooperation with Directors/Division Heads, incorporate records management policies, objectives, responsibilities, and authorities in pertinent departmental directives.
16. Review user requirements, cost feasibility studies, systems requirements, systems specifications, and other systems design documents to ensure that record keeping requirements and public access requirements are incorporated into electronic record keeping systems as the design phase.
17. Establish procedures for the use of approved general retention and disposition schedules by City departments.
18. Serve as the City's liaison to the Georgia Secretary of State for Records Management Program requirements.

G. DIRECTORS/DIVISION HEADS – DUTIES AND RESPONSIBILITIES

Every Director and Division Head shall:

1. Cooperate with the Records Management Officer in carrying out the policies, procedures, and requirements of the Records Management Program, this chapter, and State Law.
2. Maintain City records in their custody and carry out the preservation, microfilming, electronic storage, destruction, and other disposition of those records only in accordance with the Records Management Program, this chapter, and State Law.
3. Review and approve Records Retention and Disposition Schedules and requests to dispose of City records that are prepared and submitted by or under the direction of the Records Management Officer.
4. Notify the Records Management Officer within 24 hours of the discovery of any loss, theft, or damage to a City record.
5. Ensure the ability to access records regardless of form or medium.
6. Notify the Records Management Officer of proposed electronic record keeping systems to ensure compliance with electronic record keeping requirements established by the Records Management Program, this chapter, and State Law.
7. Under the direction of the Manager of Information Systems, ensure electronic records in the director's custody are migrated forward as technology changes, for as long as the records are determined to have value, and to ensure that requests for funding for new systems or systems enhancements address requirements for backup, recopying, disaster

recovery, security, public access, audit trails, and other record keeping requirements in accordance with the Records Management Program, this chapter, and State Laws.

8. Appoint a department Records Liaison Officer in accordance with this program.
9. Incorporate the Records Management Program requirements in pertinent departmental policies and procedures.
10. In cooperation with the Records Management Officer, identify essential records of the department and establish a Records Disaster Recovery Plan to ensure maximum availability of the records to reestablish operations quickly and with minimum disruption and expense.

H. RECORDS LIAISON OFFICERS – DUTIES AND RESPONSIBILITIES

Each Director/Division Head shall designate in writing to the Records Management Officer a member of their staff to serve as the Records Liaison Officer for the implementation of the Records Management Program for each department/division. If the Records Management Officer determines that more than one Records Liaison Officer is need for the department/division, the Director/Division Head shall designate more Records Liaison Officers as specified by Records Management Officer.

A person designated as a Records Liaison Officer shall be thoroughly familiar with department policies and activities and have full knowledge of and access to all City records created and maintained by the Department/Division and by all officers and employees of the Department/Division. If a person designated as a Records Liaison Officer resigns, retires, or is removed by action of the Director/Division Head, the Director/Division Head shall promptly designate another person to fill the vacancy and, also serve in the position until it has been filled.

In addition to other duties assigned in this chapter or by State Law, a Records Liaison Officer shall:

1. In cooperation with the Records Management Officer, coordinate and implement the requirements, policies, and procedures of the Records Management Program in the department.
2. Disseminate information to department staff concerning the Records Management Program.
3. In cooperation with the Records Management Officer, coordinate the records inventory of the department (inventory of file types, not individual files).

4. Verify the accuracy, content, and completeness of the records inventory prior to submission to the Records Management Officer.
5. Review departmental record keeping practices for compliance with the Records Management Program and, in consultation with the Records Management Officer, identify practices that require improvement for the purposes of increasing efficiency or implementing corrective action for program compliance.
6. Report any non-compliance with the Records Management Program to the Director/Division Head in writing and correct and re-submit to the Records Management Officer any records inventory that is incomplete or inaccurate.
7. Periodically inventory records in department or division and give report to the Record Management Officer.

I. RECORDS RETENTION AND DISPOSITION SCHEDULES

The Records Management Officer, in cooperation with Directors/Division Heads and Records Liaison Officers, shall prepare Records Retention and Disposition Schedules on a department-by-department basis that describe and establish the retention periods of all City records created or received by each department. The schedule should list the periods of time that the records are to remain in the original department, the records center, as well as the ultimate disposition. (Microfilm, scan, or transfer to archives, or destroy).

Any Records Retention and Disposition Schedule, amendment to a schedule, or request for destruction of a record that contains general terms such as “miscellaneous” and “various” to describe any record identified in such a document may not be submitted to the Records Management Officer for consideration.

Each Records Retention and Disposition Schedule must be monitored and amended as needed by the Records Management Officer on a regular basis to ensure that the schedule is in compliance with Records Retention and Disposition Schedules issued by the State and City of Forest Park Records Management Program that the schedule continues to reflect the record keeping procedures and needs of the department and the Records Management Program of the City.

Records may not be destroyed prior to the time periods stated, however, they may be retained for longer periods for sufficient reason.

The Georgia Department of Archives and History publishes a Retention Schedule for Local Government Records. The City shall comply with the retention schedule timelines as outlined within this schedule. A copy of the entire retention schedule is included within this policy for reference purposes.

J. IMPLEMENTATION

The Director/Division Heads and Records Liaison Officer of a department for which a Records Retention and Disposition Schedule has been approved shall implement the schedule in accordance with the requirements, policies, and procedures of the Records Management Program, this chapter, and State Law.

A City record whose retention period has expired on an approved Records Retention and Disposition Schedule must be destroyed unless an Open Records Request is pending on the record; the subject matter of the record is pertinent to pending litigation or a pending audit, the Director/Division Head request to the Records Management Officer in writing that the record be retained for an additional period, which request must clearly state the reason for the continued retention; or the Records Management Officer sends written notification to a Director/Division Head that the records must be held pending review for historical appraisal.

K. DESTRUCTION OF RECORDS

The Records Management Officer shall approve City records proposed for destruction on a regularly scheduled basis, according to the maximum retention and records disposition guidelines provided in the manual. No original record shall be destroyed without the review and concurrence of the Records Management Officer and the appropriate Director/Division Head. The Records Management Officer is directed to supervise the destruction or records approved for final disposition on a regularly scheduled basis. Any City record, the subject matter of which is in litigation, shall not be destroyed until such litigation is final.

Destruction of Original Records that have been Duplicated – Original paper records that have been duplicated on microfilm, microfiche, data processing, or work processing equipment may be destroyed prior to the retention period specified in the records schedule without further approval provided the following three conditions are met:

1. The duplicate copy of the information contained in the original records is maintained for the specified time.
2. The original paper record has not been scheduled for permanent preservation.
3. The Records Management Officer has agreed to the destruction of the original paper record and the destruction is recorded.

Unscheduled Records – A City record that is obsolete or that has not been identified on an approved Records Retention and Disposition Schedule may be destroyed if its destruction has been approved in the City of Forest Park Records Management Program in the same manner required in this chapter, and the Records Retention officer has approved a request for destruction authorization.

L. RECORDS CENTERS

The Records Centers serve as centralized records storage facilities for all departments for the storage of non-current City records and is under the direct control and supervision of the Records Management Officer. The Records Management Officer shall establish policies and procedures regulating the operation and use by City departments. The City Hall Records

regulating the operations and use by the departments. The City Hall Records Center (Archive Room) shall serve as the repository for current permanent City records that are transferred to the Records Management Officer by all departments. Additional off-site locations are designated by the City Manager for storage of records of less importance.

Fireproof storage systems shall be utilized and serve as repository for current records of the City Treasurer's Office and permanent and historical records of the City Clerk only.

M. MICROFILMING/DIGITAL STORAGE OF CITY RECORDS

City records may be microfilmed, scanned, or digitally stored in accordance with the Records Management Program. Every Director/Division Head shall coordinate the microfilming, scanning, or digital storage of a City record with the Records Management Officer. The Records Management Officer shall periodically review each department's electronic storage programs as to cost-effectiveness, administrative efficiency, and compliance with the Record Management Program.

N. ELECTRONIC RECORDS – STORAGE and DESTRUCTION

The creation, maintenance, preservation, electronic document imaging, and storage of the electronic records of the City must comply with the Records Management Program, this chapter, and State Law. All operational procedures of document imaging and electronic systems are under the supervision of the Manager of the Information Systems.

Destruction of Data Processing Records – Computer printouts and other data processing input/output may be destroyed without specific authorization and recording provided the following conditions apply.

1. The information is retained on magnetic media (e.g., magnetic tape, diskettes, etc.), and the media is scheduled in a Records Retention and Disposition Schedule.
2. The output copy is not specifically listed and scheduled in this Records Retention and Disposition Schedule.

O. ELECTRONIC MAIL

The City of Forest Park provides E-mail services to help its employees conduct business effectively. E-mail is a public record and should be used for City Business. It is intended to expedite communications, reduce paperwork, and automate routine office tasks; thereby increasing productivity and reducing costs. The same discretion should be used in maintaining and storing E-mail messages as you would maintain any other city produced record. The policies for E-mail are further explained in other publications of the City of Forest Park.

P. GENERAL GUIDELINES and PROCEDURES for STORAGE IN RECORD CENTERS

- A. **The Department's Records Liaison** – appointed by and under the direction of the Director/Division Head, will be responsible for the coordination of the Department/Division's records storage in conjunction with the guidelines and procedures outlined in the Records Management Policy. The Records Management Officer (City Clerk) will witness receipt and approve all record storage deposits into the Records Center (Archive Room).
- B. **The Records Liaison** – for each department will be responsible for inventory and coordination of filing and records management in their department's storage and filing facility in conjunction with the rules and regulations of this policy and State of Georgia records retention requirements.
- C. **Type of Storage Box** – All records must be stored in one cubic foot size boxes (10"x 12" x 15 ¼"). Any larger boxes are hard to handle and dangerous! Large boxes will not be accepted in the Records Centers.
- D. **Packing of Box** – Records must be categorized by date and item description. Disposition of records will be by year and type of record. Please store records in similar categories and dates (years). Leave room equivalent to "**one hand's width**" (about ½ inch) in each box when packing. **Do not over pack the box.**
- E. **Paperwork Submittal** – An entry form must be completed with record descriptions and signed by Department/Division Head and Record Liaison.
- F. **Receipt of Records** – All boxes of records for deposit in the records center (Archive Room) must be inventoried, reviewed for retention schedule assignments, and logged in through the City Clerk's Office by appointment.
- G. **Entry into Record Center** – All employees must sign in and receive a key prior to entering the records center. The key and sign in sheet are available in the City Clerk's Office. The Records Center should be locked at all times.
- H. **Record Disposition** – A Disposition notice in compliance to the retention schedule will be sent to the Department/Division Heads and Records Liaisons prior to any destruction of records.
- I. **Disposition** – Records must be approved by the Department/Division Head and Records Management Officer (City Clerk) and in compliance with State Records Retention Regulations.
- J. **Any Permanent Records** – Converted to computer-based scanning programs must also be saved in microfilm format or as paper.

- K. **Surplus/Used Items** – Surplus and Used office items **are not allowed** in the Records Center for storage.
- L. **Finance Department Record Center** – This center is for the *City Treasurer's Office and City Clerk's use only*. The City Treasurer's Office Records Liaison is appointed and under the direction of the City Treasurer, will be responsible for the coordination of the City Treasurer's Office Record Center.
- M. **Permanent Records (e.g., deeds and minutes)** – Permanent Records located in the Records Center must be always stored in a locked file cabinet. Access to these records require the signing out of a key and supervision of the Records Management Officer (City Clerk).
- N. **The Doors of All Record Centers** – *Must be always closed*. All entries into the Records Centers, other than authorized employees, must have permission and/or supervision from the City Clerk before entering.

Local Government Record Retention Schedules

February 24, 2021

ADMINISTRATION (01)

Records	Description	Retention	Number
Ad Hoc Narrative Reports	Ad Hoc Narrative Reports that describe agency functions and activities. <i>Updated: October 20, 2016</i>	10 years	LG-01-005
Annexation Files	Records documenting the addition and/or incorporation of land into an existing city or county area. <i>Updated: October 20, 2016</i>	Permanent	LG-01-003
Annual Reports	Annual reports that describe agency functions and activities. <i>Updated: October 20, 2016</i>	Permanent	LG-01-004
Audio and Video Recording of Official Meetings	Audio and video of Council Meetings used for the preparation of written minutes. <i>Updated: October 20, 2016</i>	90 days after minutes are prepared and verified.	LG-01-006
Certificate of Proof of Insurance	Certificate of Liability Insurance for contractors <i>Updated: October 20, 2016</i>	7 years after contract expires	LG-01-007
City Charter	Includes the constitution and by-laws of an incorporated city. <i>Updated: October 20, 2016</i>	Permanent	LG-01-008

Code Violations	Any violations of the Code of Ordinances pertaining to property. <i>Updated: October 20, 2016</i>	3 years	LG-01-009
Community Service Forms	Records documenting the terms of community service work or documenting the work provided. <i>Updated: October 20, 2016</i>	3 years after completion of service or project	LG-01-010
Correspondence, Administrative	This series includes communications that document formal decisions regarding significant matters. <i>Updated: October 20, 2016</i>	Permanent	LG-01-011
Correspondence, General	This series includes correspondence that documents formal decisions regarding routine matters. If correspondence is related to records like contracts, bid selections, and the like where the retention is longer than five years but it would not be appropriate to keep permanent then the correspondence should be filed with the corresponding record. <i>Updated: October 20, 2016</i>	5 years	LG-01-012
Correspondence, Transitory	This series includes records and communications received or sent that do not document decisions regarding significant matters. <i>Updated: October 20, 2016</i>	Retain for useful life.	LG-01-013

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. <i>Updated: October 20, 2016</i>	5 years	LG-01-014
Daily Broadcast Logs	Records documenting agency daily broadcast activities via radio or television. <i>Updated: October 20, 2016</i>	2 years	LG-01-015
Daily/Monthly Activity Reports	Record of daily/monthly activities. <i>Updated: October 20, 2016</i>	2 years	LG-01-016
DCA Mandated Surveys	Surveys required by the Department of Community Affairs; includes, but is not limited to, Solid Waste Management Survey and Full Cost Report, Report of Local Government Finances, Independent Authority Bonded Indebtedness Form, Wage and Salary Survey, and Government Management Indicators Survey. <i>Updated: October 20, 2016</i>	5 years	LG-01-017
e-Certified Mail and Return Receipts	Technology implemented to replace the "Green Card" certified mail receipts. <i>Updated: October 20, 2016</i>	1 year, retain with corresponding documentation.	LG-01-018
Easements	Records documenting the granting of access by a property owner to a local government to run wiring, water or sewage pipes, and other public works (or other reasons). <i>Updated: October 20, 2016</i>	Permanent	LG-01-019

Emergency Preparedness Plans	Business recovery plans for man-made and natural disasters. <i>Updated: October 20, 2016</i>	5 years after superseded	LG-01-020
Emergency Relief Grant Records	Records documenting eligibility for financial assistance following a natural or other type of disaster. <i>Updated: October 20, 2016</i>	(LG-01-022A) Records documenting federal grant: 5 years after final close out; (LG-01-022B) Other records: 3 years.	LG-01-022A and LG-01-022B
Federal and State Grant Final Reports	Final narrative summary submitted according to requirements of the funding agency. <i>Updated: October 20, 2016</i>	5 years after final closeout	LG-01-023
Historic Preservation Files	Records documenting preservation of local landmarks and buildings. <i>Updated: October 20, 2016</i>	Permanent	LG-01-024
Maps, Plats, and Drawings	Records documenting the location of roads, subdivisions, water, and sewage lines. <i>Updated: October 20, 2016</i>	Permanent	LG-01-025
Meeting Agendas, Minutes, and Packets	Records documenting proposed and executed proceedings of agency meetings. <i>Updated: October 20, 2016</i>	Minutes and approved attachments: Permanent; All other records: 5 years	LG-01-002-A and LG-01-002-B
Meeting Notices	Official notification of the time and place of regular and special meetings. <i>Updated: October 20, 2016</i>	5 years	LG-01-026
Milestone Event Record	Speeches and records documenting events marking a milestone in the local government.	Permanent	LG-01-041

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.). <i>Updated: October 20, 2016</i>	3 years	LG-01-027
Petitions	Signatures of local residents requesting action by an agency on a specific issue. <i>Updated: October 20, 2016</i>	5 years	LG-01-028
Photographs or Videos - Other	With no historical significance <i>Updated: October 20, 2016</i>	Retain for useful life.	LG-01-031
Photographs or Videos for Maintenance or Project Records	Pictures collected by public works, parks, and community development departments during the course of performing and/or documenting routine work and maintenance. <i>Updated: October 20, 2016</i>	5 years	LG-01-030
Photographs or Videos of Historical Significance Photographs or Videos of Historical Significance	Aerial and other photographs of county property and functions. <i>Updated: October 20, 2016</i>	Permanent	LG-01-029
Policies and Procedures	Standard operating practice for business processes <i>Updated: October 20, 2016</i>	Permanent. Retain 1 copy	LG-01-032
Printing Service Files	Includes printing requests, cost estimates, mock-ups, proofs, and printing plates. <i>Updated: October 20, 2016</i>	Retain for useful life.	LG-01-033
Project or Grant Applications	Applications for awards, grants, projects, et cetera. <i>Updated: October 20, 2016</i>	(LG-01-034A) 2 years, if not awarded. (LG-01-034A) Otherwise, 7 years after completion or award.	LG-01-034A and LG-01-034B

Publications	Newsletters, handbooks, pamphlets, and brochures published by the agency. <i>Updated: October 20, 2016</i>	Permanent. Retain 1 copy	LG-01-035
Relocation Assistance Files	Records documenting financial assistance to individuals searching for new homes under the Community Development Program. <i>Updated: October 20, 2016</i>	5 years	LG-01-036
Reports, Periodic	Quarterly and other narrative reports (not annual) that describe agency functions and activities. <i>Updated: October 20, 2016</i>	3 years	LG-01-037
Resolutions and Ordinances	Local laws and actions adopted by the board of county commissioners. <i>Updated: October 20, 2016</i>	Permanent	LG-01-038
Right-of-Way Agreements	Agreements with property owners specifying the terms of access to property for public works purposes. <i>Updated: October 20, 2016</i>	Permanent	LG-01-039
Special Event Records	Speeches and records that reflect special events held or approved by the local government. E.g. parades, art show, auto show, craft show, holiday events. <i>Updated: October 20, 2016</i>	5 years after the event	LG-01-040
Surveillance Video (Static)	Building or departmental video that monitors activities or traffic of a department or building. <i>Updated: October 20, 2016</i>	180 days	LG-01-042

Visitors Logs and Sign-In Sheets	Consists of sign-in forms or sheets generally located at an agency's reception desk to document visitors to the facility. <i>Updated: October 20, 2016</i>	2 years	LG-01-043
Website Information	The website reflects Records stored elsewhere as the copy of record. <i>Updated: October 20, 2016</i>	Retain until superseded.	LG-01-044
ADMINISTRATIVE SUPPORT (02)			
Records	Description	Retention	Number
Calendars, Mailing Lists, Reference Files	Desk calendars and other scheduling media not including Court Calendars, also ancillary lists and notes for reference. <i>Updated: October 20, 2016</i>	Retain for useful life.	LG-02-001
Certified Mail, Telephone, and Fax Machine Logs	Receipt books containing record of certified mail sent out, logs of telephone calls and messages, and fax transmissions. <i>Updated: October 20, 2016</i>	Retain for useful life.	LG-02-002
Indexes	Provide a ready reference or pointer into larger sets of records. <i>Updated: October 20, 2016</i>	Retain until destruction of indexed set of records.	LG-02-003
Newsclippings and Scrapbooks	Copies of news articles and photos maintained by the agency as a historical records of activities. <i>Updated: October 20, 2016</i>	(LG-02-004A) Scrapbooks: Permanent; (LG-02-004B) Newspaper Clippings Retain for useful life.	LG-02-004A and LG-02-004B

BUILDING (03)

Records	Description	Retention	Number
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Blueprints and Specifications As-Built	Plans and specifications submitted by contractors when applying for building permits. <i>Updated: October 20, 2016</i>	(LG-03-001A) Exterior Drawings: Life of the Structure; (LG-03-001B) Interior Drawings:10 years.	LG-03-001A and LG-03-001B
Blueprints and Specifications, Interim and Never Constructed	Plans and specifications submitted by contractors when applying for building permits; these buildings were never constructed or plans were altered prior to construction. <i>Updated: October 20, 2016</i>	1 year	LG-03-002
Building Codes	Published code books containing building standards and local changes. <i>Updated: October 20, 2016</i>	Permanent	LG-03-003
Certificates of Occupancy	Records documenting compliance with minimum standards required by the safety fire laws. <i>Updated: October 20, 2016</i>	Life of building	LG-03-004
Demolition Records	Records relating to the demolition and clearance of buildings deemed unfit for habitation. <i>Updated: October 20, 2016</i>	5 years	LG-03-005
Rehabilitation Applications	Applications from owners of substandard property for financial assistance to improve property. <i>Updated: October 20, 2016</i>	5 years after completion	LG-03-006
Sewage Disposal System Inspection Reports	Records documenting the inspection of building sewage systems for compliance with building codes. <i>Updated: October 20, 2016</i>	2 years	LG-03-007

Street Address Lists Listings of streets and house numbers Retain for useful life. LG-03-008
Updated: October 20, 2016

CEMETERY (04)

Records	Description	Retention	Number
Internment Records and Lot Owner Card Files	Provide a cross-reference for other cemetery records by listing name of deceased, location, costs, and date of burial, owner name, date of purchase, and deed number. <i>Updated: October 20, 2016</i>	Permanent	LG-04-001
Registers	Lists of cemetery plots indicating location, purchaser, and deed numbers. <i>Updated: October 20, 2016</i>	Permanent	LG-04-002

EDUCATION (06)

Records	Description	Retention	Number
Accident Reports, Student or Visitor	Reports and investigations of injuries occurring on the school campus	5 years	96
Adult and Community Education Program Course Offerings	Lists of courses offered for each term	Permanent. Retain 1 copy.	223
After-School Program Daily Records	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	
Annual Reports, Driver Education	Annual reports to the state on the number of students and teachers participating in driver's ed programs	3 years	103

*Attendance -
Home-School*

Records documenting

*Retain until
18 yrs of age*

AYP, School Choice and Permissive Transfers, Denied	Records documenting requests to transfer schools within a school district through permissive transfers or school choice transfer programs	3 years	
Behavior Policy/Code of Conduct Records	Copies of written school policy of student behavior, signed annually for each student by parent or guardian	1 year or until superseded	81
Certificate of Noncompliance-Loss of Drivers License	Information provided by the local school system to the Department of Drivers' Services as notification that the individual is not qualified to hold a driver's license based on dropping out of school or lack of attendance	3 years	
Certificates of Eligibility - Migrant Education Agency	documents relate to the eligibility of migrant families to participant in the migrant education program	6 years	147
Civil Rights Reports	Statistical reports analyzing racial and gender breakdowns of student bodies	Final Report: Permanent; All other records: 6 years	82
Class Rolls	Lists of students in each class	3 years	143
Clinic Activity Information	Documents the disbursing of mediation and clinic visits by students	3 years	237
Completed and Graded Student Work, Not Returned to Student	Tests and other school assignments not returned to the student	Return until end of school year	140
Contracts, Teacher	Documents school contracts for teaching services	7 years after expiration	98
Court-ordered Busing Plans and Maps	Overall plans designating which neighborhoods are served by each school in the system and indicating bus routes, that were created	Permanent	91

Curriculum Course Guides	Handbook documenting the content, objectives, and evaluation criteria for all school courses	Permanent. Retain 1 copy	120
Declarations of Intent, Home School	Notices by parent or guardian that a child will participate in a home study program	5 years	
Department and Program Operational Records	Documentation of day-to-day operations of a department or program, including correspondence and reports	5 years	
Driver Education Vehicle Agreements, Returned Vehicles	Documents the acquisition of vehicles for the driver's ed program	7 years	105
Dropout Reports	Reports generated to document students who cease attending school	5 years	209
Emergency Contact Cards	Record of individuals to be notified in event of student accident or illness	Retain for useful life.	215
Emergency/Fire Drill Reports	Documentation of all fire drills held in each school	3 years	141
Enrollment Records - Student did not Attend	Records relating to students accepted for enrollment who did not attend school	1 year	163
Federally-Affected Areas Membership Counts	Reports of numbers of students whose parents reside or are employed on federal property	5 years	151
Field Trip Authorizations/Parental Permissions	Authorization of parent for student to participate in an off-campus school activity	Retain until end of school year	173
Georgia High School Association Files	Documents school participation in the state high school association	5 years	115
Gifted and Talented Program Selection and Placement Requirements	Core documentation about the admission criteria and	Permanent. Retain 1 copy	

Grade Distribution and Failure Reports	Statistical analysis of student grades and attendance	3 years	164
Grade Reports	Reports by student of individual test scores and average course grade	1 year after date distributed	142
Graduate and Class Ranking Lists	Listings of graduates and ranking in class	Permanent	155
Honor Rolls	Listing of students placed on various honor rolls for academic achievement	Grades K-8: 2 years. Grades 9-12: 5 years.	240
Investigation Files	Records documenting investigations involving teachers, parents, and/or students	7 years	
Learning Resources Services (GLRS) Files	Records documenting programs for the handicapped through the Georgia Learning Resources Services	5 years	
Limited English Proficient (LEP) Student Records	Records documenting efforts to increase the English language proficiency of students. Program is also known as English for Speakers of Other Languages (ESOL)	5 years	
Private School Enrollments	Reports submitted to the state about enrollments in private schools	Permanent	85
Private Tutor Records	Teaching certificates and other required documentation for individuals who "home school" students	5 years after instruction ends	254
Race and Ethnicity Forms	Records documenting the race/ethnicity of individual students within the school system	3 years	
Reports to State Department of Education	Report of statistical information to the state	Annual reports: 10 years; Periodic reports: 5 years	

Requests for Transcripts	Records documenting requests from former students for copies of their records	1 year	167
Requests to Use School Bus	Requests by individual schools to use a school system bus and driver for a special trip	3 years	174
Safe and Drug-Free Schools Records	Records documenting the activities and initiatives sponsored by this federally-funded program	3 years	214
Scholarships and Awards	Documents the selection of outstanding students to receive scholarships	Retain for useful life.	118
School Bus Drivers Physical Exams	Certification of bus drivers for satisfactory physical condition	2 years or until replaced with new certificate	175
School Bus Schedules	Information about schedules, timing, and distance for individual buses	1 year or until superseded	211
School Censuses	Compilation of numbers of school aged children	2008 and Prior: Permanent; Post-2008: Retain for useful life.	
School Construction Project Files	Records documenting all activities pertaining to planning and construction of educational facilities	Retain for life of facility	256
School History Records and Objects	Scrapbooks, newspaper articles, photographs, and artifacts that document the development of the school system	Permanent	117
School Psychologist/Psychometrist Files	Records, such as evaluations, created by the school system psychologist or psychometrist	5 years	165
School Social Worker Reports	Statistical reports of caseload to the state	Annual: 15 years; Periodic: 3 years	144

School System Rezoning Records	Documents relating to the revision of student attendance zones to maximize the use of school facilities	Approved Plan: Permanent All other records: 3 years	90
School System Studies and Reports	Studies of the conditions and funding levels in the school system	Refer to retention for periodic reports in the Administrative Category.	77
Southern Association of Colleges and Schools (SACS) Applications for Accreditation	Applications for and certificates of accreditation by SACS	Accreditation Certificate: Permanent. Applications: 5 years	80
Southern Association of Colleges and Schools (SACS) Self Study Reports	Accreditation review and maintenance records	Final Report: Permanent; All other records: Retain until completion of report	79
Special Education Program Selection and Placement Requirements Documentation	Core documentation of admission criteria and program requirements	Permanent. Retain 1 copy.	218
Standardized Test Results	Records documenting the administration and results of state required standardized student testing programs.	4 years	160
Standardized Test Summary Reports	Records documenting state required standardized student test summaries showing overall school or system results.	10 years.	
Stipends	Records documenting the expenditure of funds awarded to certified personnel, paraprofessionals, and aides for the successful completion of education opportunities	7 years	606
Student Activities History Files	Documentation of student clubs and organizations, events, publications, contests, and competitions.	Refer to retention for Scrapbooks in the Administrative Support Category	
Student Counseling Test Records	Teacher counseling records for individual students	Retain for useful life	159

Student Discipline and Suspension Records, Resolved	Records of disciplinary action of problem students	7 years or until age 22, whichever is shorter.	162
Student Due Process Disciplinary Hearings Files	Documentation of evidence, transcripts, and decisions based on due process hearings	15 years or until age 22, whichever is shorter	
Student Education and Health Records - Migrant Education Agency	Documents relating to the educational progress and health status of migrant students	Retain until records received from local school system	148
Student Excuses	Communications from a student's parent or guardian indicating the reason for the student's absence	Retain until end of school year	213
Student Health Management Plans	Information documenting prescribed medicines and medical conditions of individual students	2 years after graduation or date of last attendance	
Student Records, District Created	Official record of the individual student for his/her period of enrollment at a school; includes attendance reports, transcripts, standardized test scores (CRCT, GHST, etc.)	Permanent	161
Student Records, Personal and Non-District Created	Records only required or presented to the school district while the student is enrolled and those not created by the school district; including birth certification, immunizations, medical, legal, and optional testing (ACT, SAT, etc.) records	Give to student/parent at graduation or at time of withdrawal or retain after 1 year of leaving school district	
Student Records, Special Education	Individual student records for the special ed program	Retain until age 22 and notification of parents.	157
Student Remediation Files	Records documenting assistance, instruction, and remediation provided to students who fail to pass the high school graduation exam	4 years after graduation or last attempt to complete	166

Student Requests for Early Release from School	Requests for early release from school for work or travel purposes	Retain until end of school year	168
Student Sign-Out Sheets	Record documenting students leaving campus for work, lunch or other purposes	Retain until end of school year	604
Student Support Team (SST) Files	Records supporting the identification and recommended modifications in student behavior	2 years after student leaves the school district	238
Summer School Files, Vocational	Records documenting the operation of summer vocational education programs	5 years	97
Teacher Disciplinary Actions, Closed	Records used to investigate complaints against teachers	Founded: 20 years after settlement of case; Unfounded: 1 year after investigation completed	
Teacher Lesson Plans	Documentation of teaching plans including subject, class period, activity, and/or project	2 years	216
Teacher Program of Work Files	Documentation of all planning activities and schedules for contract teachers	1 year	99
Teacher, Parent, Student Handbooks	Handbooks explaining school operating procedures	Permanent. Retain 1 copy	121
Teacher's Record of Student Attendance	Attendance register documenting daily attendance in each class	Pre-1940: Permanent Post-1940: 2 years	146
Teacher's Student Folders	Teacher's working file on each student	Retain for useful life	145
Textbook Adoption Recommendations	Recommendations for the selection and purchase of textbooks	10 years	122
Textbook Requisition Files	Contracts and orders of approved course texts	1 year after new adoption implemented	123

Title I Program Records	Records documenting application, receipt, and expenditure of Title I education funds for such programs as Even Start, Migratory Children, and Comprehensive School Reform	3 years after the financial report for the grant year	
Visiting Teacher Case Files, School Social Worker	Records of guidance provided to problem students by the school social worker	2 years	158
ELECTIONS (07)			
Records	Description	Retention	Number
Absentee Ballot Records - Registrar	Absentee ballot applications <i>Updated: October 20, 2016</i>	2 years	LG-07-001
Absentee Voter Lists - Registrar	List of certified absentee voters <i>Updated: October 20, 2016</i>	2 years	LG-07-002
Appointment and Resignation Records	Records relating to the appointment and resignation of election officials. <i>Updated: October 20, 2016</i>	2 years	LG-07-003
Appointment Files - Precinct Managers, Clerks, and Voting Equipment Custodians	Oaths, lists, orders and correspondence relating to the appointment of Precinct Managers, Clerks, and Voting Equipment Custodians. <i>Updated: October 20, 2016</i>	2 years	LG-07-004
Appointment, Commissioning, and Resignation Papers of Registrars and Deputy Registrars	Certificates, appointments, notifications, resignations, oaths of office <i>Updated: October 20, 2016</i>	2 years	LG-07-005
Ballot Samples and Labels	Samples or facsimiles of ballots and ballot labels	2 years	LG-07-006

Budget Estimates - Registrar	Records and working papers related to the cost estimates for holding an election. <i>Updated: October 20, 2016</i>	4 years	LG-07-007
Budget Estimates - Superintendent	All records relating to election budgetary needs. <i>Updated: October 20, 2016</i>	4 years	LG-07-008
Calls for Elections	Records relating to the calling of bond elections, special elections, nonpartisan primaries, and recall elections by a governing authority. <i>Updated: October 20, 2016</i>	2 years	LG-07-009
Calls for Special Primaries and Elections	Records related to the announcement of a special primary or election. <i>Updated: October 20, 2016</i>	2 years	LG-07-010
Campaign Disclosure Violation/Complaint Records - Superintendent	Complaints received and reports to State Ethics Commission <i>Updated: October 20, 2016</i>	5 years	LG-07-011
Campaign Financial Disclosure Reports - County Offices/Referendums - Superintendents Copy	Disclosure reports for county offices and county referendums <i>Updated: October 20, 2016</i>	5 years	LG-07-012
Campaign Financial Disclosure Reports - Municipal Authority	Financial disclosure reports filed by municipal office candidates. <i>Updated: October 20, 2016</i>	5 years	LG-07-013
Candidate Filing Papers	All records relating to the qualifying of candidates. <i>Updated: October 20, 2016</i>	2 years	LG-07-014
<i>Certificates of Elections</i>	<i>Certifications of elected candidates</i>	<i>Permanent</i>	<i>LG-07-015</i>

Certification of Recall Petitions - Municipal Authority	Certificates from the election superintendent regarding a recall petition. <i>Updated: October 20, 2016</i>	2 years	LG-07-016
Certified Electors List - City Clerk	List of eligible voters <i>Updated: October 20, 2016</i>	2 years	LG-07-017
Challenge to Qualifications of Electors	Records relating to the challenge to the qualifications of electors. <i>Updated: October 20, 2016</i>	2 years after removal or rejection from list	LG-07-018
Challenges to Qualifications of Candidates	Complaints, petitions, correspondence relating to qualification challenges <i>Updated: October 20, 2016</i>	2 years	LG-07-019
Change of Polling Place	Records relating to the changing of a polling place. <i>Updated: October 20, 2016</i>	2 years	LG-07-020
Collection of Qualifying Fees	Receipts, correspondence, and transmittals regarding the collection of qualifying fees. <i>Updated: October 20, 2016</i>	2 years	LG-07-021
Computing and Canvassing the Vote Records	All records related to the process of computing, tallying, and canvassing the vote. <i>Updated: October 20, 2016</i>	2 years	LG-07-022
Contested Election/Primary Records	Records related to the resolving of a contested election or primary. <i>Updated: October 20, 2016</i>	2 years after resolution of dispute	LG-07-023
Correspondence - Superintendent	All correspondence related to the general administration of the office.	2 years	LG-07-024

Court Orders for Opening Voting Machines	Records relating to the examination procedures for voting machines. <i>Updated: October 20, 2016</i>	2 years	LG-07-025
Declaration of Intent to Accept Contributions - Superintendent	Declarations by candidates or their campaigns to accept contributions. <i>Updated: October 20, 2016</i>	5 years	LG-07-026
Election Offenses	Superintendent's records relating to the investigation and/or prosecution of election offenses. <i>Updated: October 20, 2016</i>	2 years after close of case	LG-07-027
Election Returns (copies), Ballots, and Other Election Materials	Copies of election returns filed with election superintendent, used and voided ballots, tally sheets, oaths, and numbered lists of voters. <i>Updated: October 20, 2016</i>	2 years	LG-07-028
Electors List - Municipal Authority	Elector lists delivered from the county board of registrars. <i>Updated: October 20, 2016</i>	2 years	LG-07-029
Electors List Purchase Records - Registrar	Statements verifying that purchased copies of the electors list will not be used for commercial purposes. <i>Updated: October 20, 2016</i>	2 years	LG-07-030
Electors Lists	List of all qualified electors for a given primary or election. This is the registrar's retained copy. <i>Updated: October 20, 2016</i>	5 years	LG-07-031
Electors Lists Receipts - Registrar	Receipts for the delivery of electors lists	2 years	LG-07-032

Electors Lists, Marked - Registrar	Marked copy of voter list <i>Updated: October 20, 2016</i>	5 years	LG-07-033
Electors' Change of Residence Cards	Records relating to the change of address for electors. <i>Updated: October 20, 2016</i>	Retain last change of address	LG-07-034
General and Consolidated Returns	Records related to consolidating voting results. <i>Updated: October 20, 2016</i>	2 years	LG-07-035
List of Convicted Felons - Clerk of Superior Court	List of individuals who have been disenfranchised for a felony conviction. <i>Updated: October 20, 2016</i>	2 years	LG-07-036
List of Disqualified Voters	List of voters who have been disqualified for mental incompetency. <i>Updated: October 20, 2016</i>	2 years	LG-07-037
Lists of Deceased Individuals	Monthly list prepared by Vital Statistics and sent to the Voter Registrar. <i>Updated: October 20, 2016</i>	2 years	LG-07-038
Lists of Persons Assisting Electors	Records documenting statutory compliance with providing assistance to electors. <i>Updated: October 20, 2016</i>	2 years	LG-07-039
Lists of Persons Assisting Voters	Names of individuals who assisted voters. <i>Updated: October 20, 2016</i>	2 years	LG-07-040
Nomination Petitions and Examination Files	Records relating to the examination of petitions. <i>Updated: October 20, 2016</i>	2 years after election or litigation; whichever is later.	LG-07-041

Notices of Qualifying Fees	Records relating to the establishment of qualifying fees for county primaries and elections. <i>Updated: October 20, 2016</i>	2 years	LG-07-043
Oaths of Assisted Electors - Registrar	Duplicate copy of oath administered to electors requiring voting assistance. <i>Updated: October 20, 2016</i>	2 years	LG-07-044
Oaths of Electors Needing Assistance	Records documenting assistance provided to qualified electors. <i>Updated: October 20, 2016</i>	2 years	LG-07-045
Official List of Qualified Candidates, Constitutional Amendments, and Questions	Lists the names of all qualified political candidates, constitutional amendments, and other questions certified to be on the election ballot. <i>Updated: October 20, 2016</i>	2 years	LG-07-046
Poll Operation and Procedure Records	Records relating to the preparing, opening, operating, and closing of a polling location during election day, <i>Updated: October 20, 2016</i>	2 years	LG-07-047
Polling Place Change Notices	Notices of polling place change <i>Updated: October 20, 2016</i>	2 years	LG-07-048
Precinct Boundary Changes	All records relating to the change of precinct boundaries. <i>Updated: October 20, 2016</i>	Permanent	LG-07-049

Precinct Boundary Files	All records relating to the change in precinct boundaries including but not limited to maps, plats, notifications, reports, correspondence, and minutes. <i>Updated: October 20, 2016</i>	Permanent	LG-07-050
Publication of Qualifying Fees for County Office - County Officials	All records related to the fixing and publishing of qualifying fees for each county office. <i>Updated: October 20, 2016</i>	2 years	LG-07-051
Qualification Fees	Records relating to the fixing and publication of qualification fees. <i>Updated: October 20, 2016</i>	2 years	LG-07-052
Racial Breakdown of Electors	Registrar's retained copy of certified report submitted to the Secretary of State. <i>Updated: October 20, 2016</i>	Permanent	LG-07-053
Recall of Elected Officials	Records relating to the recall process of elected officials. <i>Updated: October 20, 2016</i>	2 years	LG-07-054
Recall of Probate Judge Records	Records related to the recall process of a Probate Judge. <i>Updated: October 20, 2016</i>	2 years	LG-07-055
Recount Records	All records related to recounting or re-canvassing the votes cast in an election. <i>Updated: October 20, 2016</i>	2 years	LG-07-056
Registration Cancellations	Records relating to the removal of names from electors list. <i>Updated: October 20, 2016</i>	2 years	LG-07-057

Registration Renewal Cards	Cards returned by electors requesting to remain registered. <i>Updated: October 20, 2016</i>	2 years	LG-07-058
Removals of Registrars for Cause	Complaints, notices, court orders, and related documents <i>Updated: October 20, 2016</i>	2 years	LG-07-059
Requests for Reimbursement of Precinct Boundary Change Cost	Requests to the Secretary of State for reimbursement boundary changes <i>Updated: October 20, 2016</i>	2 years	LG-07-060
Requests for Reimbursement of Precinct Boundary Change Cost - Municipal Authority	Requests to the Secretary of State for reimbursement boundary changes <i>Updated: October 20, 2016</i>	2 years after reimbursement	LG-07-061
Rules and Regulations - County Political Bodies	Rules and regulations governing the conduct of conventions for political parties operating in the county. <i>Updated: October 20, 2016</i>	Permanent	LG-07-062
Special Registration Drive Notices	Notices of voter registration locations and hours <i>Updated: October 20, 2016</i>	2 years	LG-07-063
Vote Count Discrepancies	Records relating to the reporting and resolving of count discrepancies. <i>Updated: October 20, 2016</i>	4 years	LG-07-064
Voter Registration Cards	Registration cards as required by law <i>Updated: October 20, 2016</i>	(LG-07-065A) Permanent for active status; (LG-07-065B) 2 years after deletion for inactive status	LG-07-065A and LG-07-065B
Voter Registration <i>Correspondence</i>	Records relating to the registration of voters.	2 years	LG-07- <i>066</i>

Voter Registration Maintenance Files	Records relating to registered voters not required by law. <i>Updated: October 20, 2016</i>	2 years	LG-07-067
Voters Certificates - Registrar	Certificates of persons who voted <i>Updated: October 20, 2016</i>	2 years	LG-07-068
Voting Machine Custodian/Vote Recorders Oaths	Oaths of voting machine custodians and records of the vote filed with the city/county clerk. <i>Updated: October 20, 2016</i>	2 years	LG-07-069
Voting Machine Petitions	Referendum records on the use of voting machines by municipal governments. <i>Updated: October 20, 2016</i>	2 years	LG-07-070
Voting Machine/Vote Recorder Certificates	Certificates assuring that vote recorders and machines are in proper order. <i>Updated: October 20, 2016</i>	2 years	LG-07-071
Write-in Candidate Notifications	Records relating to qualifying as a write-in candidate for municipal office. <i>Updated: October 20, 2016</i>	2 years	LG-07-072

FINANCIAL (08)

Records	Description	Retention	Number
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Accounting Records	<p>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.</p> <p><i>Updated: October 20, 2016</i></p>	5 years	LG-08-001
Audit Reports/Annual Financial Statements	<p>Reports prepared by external auditors examining and verifying the agency's financial activities for a defined period of time.</p> <p><i>Updated: October 20, 2016</i></p>	Permanent	LG-08-002
Bids and Competitive Selection Records	<p>Records documenting quotes by vendors to supply products or services to an agency.</p> <p><i>Updated: October 20, 2016</i></p>	(LG-08-005A) Capital Improvement Projects: 11 years; (LG-08-005B) All Other Records: 7 years	LG-08-005A and LG-08-005B
Budget Maintenance Records and Reports	<p>Records documenting changes made in the agency's initial budget including change requests, request authorizations, funds transfers, and other records.</p> <p><i>Updated: October 20, 2016</i></p>	6 years	LG-08-006

Budget Request Records	Records documenting the preparation of a budget request package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance. <i>Updated: October 20, 2016</i>	5 years after the end of the fiscal year	LG-08-007
Capital Improvement Bonds, Retired	Document the repayment of funds raised through bond issues. <i>Updated: October 20, 2016</i>	5 years	LG-08-004
Contracts and Agreements	Records documenting services and products provided to an agency for a specified cost and period of time. <i>Updated: October 20, 2016</i>	(LG-08-010A) Capital Improvement Projects: 10 years after expiration; (LG-08-010B) Other Contracts: 7 years after expiration	LG-08-010A and LG-08-010B
Cooperative Federal Programs Budget Preparation, Project, and Allocation Records	Records used to develop, estimate, propose, and plan preliminary budget requests for cooperative state/federal programs and reflects the process by which annual budget allotments are distributed. <i>Updated: October 20, 2016</i>	5 years after the end of the fiscal year	LG-08-008
Depreciation Schedules	Records documenting useful life and depreciation of agency-owned equipment and property, usually for insurance purposes. <i>Updated: October 20, 2016</i>	4 years	LG-08-011
Federal and State Grant Project Files - Education Agencies and Non Education Agencies	Records documenting grants from federal and state agencies. <i>Updated: October 20, 2016</i>	3 years after submission of final report or denial of application	LG-08-012

Federal Revenue Sharing Records	Records documenting federal, state, county, and municipal revenue-sharing; includes summaries, expenditures, and investments. <i>Updated: October 20, 2016</i>	5 years after submission of final report	LG-08-013
Final Budgets	Includes the final approved budget for an agency. <i>Updated: October 20, 2016</i>	Permanent	LG-08-009
Franchise Records	Records documenting franchises granted to utility companies or other organizations allowing them to provide services to local residents. <i>Updated: October 20, 2016</i>	7 years after superseded	LG-08-014
General Ledger and Trial Balances	Record of final entry for all financial transactions <i>Updated: October 20, 2016</i>	7 years	LG-08-015
Insurance Claims Documentation	Insurance claims records documenting accidents, property damage, or other incidents involving government owned vehicles or contractors. <i>Updated: October 20, 2016</i>	5 years after settlement	LG-08-016
Internal Auditing Records	Records documenting the conduct of an internal review of agency financial accounts and processes. <i>Updated: October 20, 2016</i>	5 years or two successive audits, whichever is longer	LG-08-003
Signature Authorizations	Records documenting the certification of employees who are authorized to sign fiscal and contractual documents. <i>Updated: October 20, 2016</i>	7 years after authorization expires	LG-08-017

Health Services (09)

Item #4.

Records	Description	Retention	Number
Adult Client Health Records	Records pertaining to clients older than 18 years of age (0427-016)	10 years from date of last service	
Certificates of Need	Records documenting the issuance of certificates of need for local government-operated health care facilities. Note: Where financial expenditures and contracts are associated with the CON - use the retention schedule for Contracts and Agreements.	3 years	
Child Client Health Records	Records pertaining to clients younger than 18 years of age (0427-017)	10 years after the client reaches age of majority (18 in Georgia) or 28 years from date of last service	
Children's High-Risk Screening and Case Management Records (Babies Can't Wait, Children First)	All documents relating to health services provided to Babies Can't Wait and Children First clients (0427-019)	5 years from date of last service; for Children First: 5 years from program exit or 5th birthday	
Children's Medical Services Health Records	All health records pertaining to clients seen by Children's Medical Services (0427-018)	6 years after client reaches age of majority (21 years per Medicaid)	
Immunization Consent Records	Includes only consent forms for immunization (0427-022)	5 years from date of last service	
Immunization Records (Post-1996)	Includes, but is not limited to recording of date of immunizations and associated clinical information in electronic system (GRITS) (0427-021)	6 years after client's death	
Immunization Records (Pre-1996)	Paper immunization records (0427-021)	Retain until child reaches age 28; includes any paper record not entered into electronic database	
Pregnancy-Related Services/Perinatal Case Management (PRS/PCM)	All documents relating to health services provided to PRS/PCM clients (0427-003)	6 years from date of last service	

Rodent/Nuisance Control Notices	Legal notification of violation of sanitation regulations that resulted in rodent infestation in a community or neighborhood	2 years	562
Sanitation Surveys	Surveys and inspections of communities and neighborhoods for potential sanitation problems	1 year	563
Scoliosis School Screening Records	All health records pertaining to scoliosis screenings (0427-026)	6 years from date of original screening	
Single-Encounter Health Records	Health records pertaining to one-time service encounters; includes newborn metabolic screening forms, individual consent service slips, sports physical forms, forms for walk-in PPDs, and hearing, vision, dental, or nutrition screening forms (0427-025)	5 years from date of last service	
Syphilis Records	All documents relating to health services provided to clients diagnosed with syphilis (0427-013)	20 years from date of last service	
Tuberculosis Records (Cases/Treatment)	All documents relating to health services provided to tuberculosis patients; "cases" includes those clients with active TB infection and/or with latent TB infection (LTBI) and an abnormal chest X-ray (0427-020)	21 years from date of last service	
Tuberculosis Records (Negative X-rays)	(0427-020)	10 years from end of calendar year in which X-ray was taken	
Tuberculosis Records (Positive X-rays)	(0427-020)	10 years from end of calendar year in which X-ray was taken	

Tuberculosis Records (Prophylaxis/Prevention)	All documents relating to health services provided to tuberculosis clients; "prophylaxis" includes those clients with LTBI and a normal chest X-ray (0427-020)	21 years from date of last service	
Women, Infants, and Children (WIC) Health Records	WIC-associated health records; applies only to WIC health records kept separately from child health records (if WIC records are kept as part of child health records, follow schedule 0427-017) (0427-023)	Retain for 3 years past the end of calendar year in which date of last service occurred	
Zoning Responses	Response from the county health department on the review of land development, and zoning variance requests	5 years	561

INFORMATION TECHNOLOGY (10)

Records	Description	Retention	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. <i>Updated: October 20, 2016</i>	4 years after computer removed from service or staff leaves agency	LG-10-001
Computer System Documentation	Hardware and software manuals and program coding <i>Updated: October 20, 2016</i>	5 years and migration of all permanent records to new system	LG-10-002
Equipment and Network Usage Documentation	Policies and procedures for appropriate use of agency equipment and software <i>Updated: October 20, 2016</i>	4 years after superseded	LG-10-003

Equipment Records	Includes purchase orders, warranties, operation manuals, and service contracts for all computer hardware and software.	Life of equipment	LG-10-004
	<i>Updated: October 20, 2016</i>		
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	LG-10-006
	<i>Updated: October 20, 2016</i>		

LEGAL (11)

Records	Description	Retention	Number
Attorney Case Files	Documents the work of the agency legal counsel in advising and representing a local government. Public Defender Case Files, see the Judicial Branch Schedules.	6 years after settlement of case	LG-11-001
	<i>Updated: November 14, 2018</i>		
Attorney's Opinions	Interpretations of the law and an agency's compliance with the law by the Local Governments legal Counsel.	Permanent	LG-11-002
	<i>Updated: October 20, 2016</i>		

LIBRARY (12)

Records	Description	Retention	Number
Accession Records	Master record of all acquisitions	Permanent	LG-12-001
	<i>Updated: October 20, 2016</i>		
Circulation and Retrieval Records	Records documenting daily, monthly, and annual reference activity.	3 years	LG-12-002
	<i>Updated: October 20, 2016</i>		

Inventories	Listing of holdings <i>Updated: October 20, 2016</i>	Retain until superseded.	LG-12-003
Membership Registrations	Records used to grant borrower or user privileges to patrons. <i>Updated: October 20, 2016</i>	2 years after expiration	LG-12-004

MEDICAL EXAMINER (13)

Records	Description	Retention	Number
Autopsy Protocols	Methods and practices for performing an autopsy <i>Updated: October 20, 2016</i>	Permanent	LG-13-001
Autopsy Reports	Report of the examination of an individual to determine cause of death. <i>Updated: October 20, 2016</i>	Permanent	LG-13-002
Inquests	Records of court proceedings to determine cause of death and any needed criminal investigation. <i>Updated: October 20, 2016</i>	Permanent	LG-13-003
Medical Examiners Case Files	Records documenting the investigation of deaths. <i>Updated: October 20, 2016</i>	Permanent	LG-13-004

PAYROLL (14)

Records	Description	Retention	Number
Annual Payroll Earnings Reports	Summary of employees' payroll earnings for a fiscal year, including deductions. <i>Updated: October 20, 2016</i>	50 years after the tax year in which the records were created.	LG-14-001
Contractor Payroll Records	Records submitted by contractors that reflect the time and/or work their employees did for the Local Government	5 years after project completion	LG-14-002

Deduction Authorizations	Records documenting an individual employee's authorization to withhold taxes, to allow direct deposits, and other deductions from the employee's pay.	4 years after the end of the fiscal year	LG-14-003
	<i>Updated: October 20, 2016</i>		
Direct Deposit Records	Including blank checks used to establish direct deposit of employee's paycheck.	1 year	LG-14-004
	<i>Updated: October 20, 2016</i>		
Employee Retirement Contribution Reports	Documents relating to participation in an agency-supported retirement program.	6 years	LG-14-005
	<i>Updated: October 20, 2016</i>		
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	LG-14-007
	<i>Updated: October 20, 2016</i>		
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	LG-14-008
	<i>Updated: October 20, 2016</i>		
HIPAA/HITECH Records	These records include the policies and procedures implemented by agencies to comply with HIPAA/HITECH regulations.	6 years after superseded	LG-14-009
	<i>Updated: October 20, 2016</i>		

Periodic Tax Reports	Records documenting taxable and non-taxable income of an agency. <i>Updated: October 20, 2016</i>	4 years	LG-14-010
Salary and Wage Records	Pre-payroll reports, monthly payroll check registers, monthly fund distribution reports, and payroll action forms <i>Updated: October 20, 2016</i>	4 years after the end of the fiscal year	LG-14-011
Unclaimed Pay Checks	Checks that remain unclaimed by employees. <i>Updated: October 20, 2016</i>	1 year	LG-14-012
Wage and Rate Tables	Records utilized to calculate straight time and overtime work schedules. <i>Updated: October 20, 2016</i>	2 years	LG-14-013
Wage and Tax Statements	An information return used to report wages paid to employees and the taxes withheld from them. Includes W-2s. <i>Updated: October 20, 2016</i>	4 years	LG-14-014
Withholding Allowance Certificates (W-4 Forms)	Federal forms completed by an individual employee to establish the amount of taxes withheld from wages. <i>Updated: October 20, 2016</i>	4 years	LG-14-015
Work-Time Schedules	Records documenting employee's daily and weekly work schedules. <i>Updated: October 20, 2016</i>	4 years and settlement of all claims due	LG-14-016

PERMITS (15)

Records	Description	Retention	Number
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Administrative Permits	Permits issued for activities, minor actions, or temporary situations that have little risk for long term impact. Ex: yard sale, dumpster, special events, tents, road closures, temporary sign permits, etc. <i>Updated: October 20, 2016</i>	1 year after expiration of permit	LG-15-001
Alcoholic/Malt Beverage Licenses	Applications to sell beer and wine in the county or city. <i>Updated: October 20, 2016</i>	7 years after expiration	LG-15-002
Ambulance Service Applications and Permits, Expired	Records designating a vehicle as an emergency vehicle and providing for emergency lighting on the vehicle. <i>Updated: October 20, 2016</i>	3 years	LG-15-003
Appeals - Alcohol	Documents reflecting formal requests for reconsideration of a denial, revocation, or suspension of an alcohol license. <i>Updated: October 20, 2016</i>	7 years	LG-15-005
ATF License Application for Collector of Curios and Relics	ATF form F7CR <i>Updated: October 20, 2016</i>	1 year	LG-15-004
Beer License Application Files, Fingerprint Cards	Fingerprints and identification records for individuals applying for a beer license. <i>Updated: October 20, 2016</i>	5 years	LG-15-014
Bicycle Registrations	Records relating to a voluntary program for registering bicycles. <i>Updated: October 20, 2016</i>	2 years	LG-15-006

Building Permit Applications and Permits	Applications from property owners to erect a new structure or make modifications to an existing structure; includes permits allowing construction.	10 years	LG-15-007
	<i>Updated: October 20, 2016</i>		
Business License Citation Records	Records documenting citations issued by license inspectors for non-compliance with business license agreements.	2 years	LG-15-008
	<i>Updated: October 20, 2016</i>		
Business Licenses	Records documenting the issuance of business privilege licenses and license renewal notices.	2 years	LG-15-009
	<i>Updated: October 20, 2016</i>		
Contractors Licenses, Inactive	Applications for licensing as a general contractor; includes copies of licenses.	5 years	LG-15-010
	<i>Updated: October 20, 2016</i>		
Electrical, Gas, and Plumbing Permits	Permits to install or upgrade plumbing fixtures, gas connections, or electrical equipment.	5 years	LG-15-011
	<i>Updated: October 20, 2016</i>		
EPD Affidavits	Affidavit ensuring appropriate measures taken to abate an asbestos or lead during the demolition of structures.	10 years	LG-15-012
	<i>Updated: October 20, 2016</i>		
Excavation Permits	Permits to local contractors to excavate in proximity of utility lines.	5 years	LG-15-013
	<i>Updated: October 20, 2016</i>		

House Moving Applications	Records documenting the review and approval of permits to relocate houses. <i>Updated: October 20, 2016</i>	2 years	LG-15-015
Mobile Home Permits, Expired	Records used to register mobile homes for tax purposes and to permit electrical and sewage hook-ups. <i>Updated: October 20, 2016</i>	5 years	LG-15-017
Occupation Tax/Business License Master Lists	Listings of all businesses operating within a jurisdiction <i>Updated: October 20, 2016</i>	Retain until superseded	LG-15-016
Record of Permits Issued	Listing of permits issued <i>Updated: October 20, 2016</i>	2 years after permit expires.	LG-15-018
Sign Permits	Applications and permits for permanent signage <i>Updated: October 20, 2016</i>	3 years	LG-15-019
Trade Certifications	Records granting licenses to building tradesmen wanting to work in an area. <i>Updated: October 20, 2016</i>	5 years	LG-15-020
Vehicles for Hire Permits	Records authorizing the issuance of operating permits to taxi cab companies and drivers. <i>Updated: October 20, 2016</i>	5 years	LG-15-021

PERSONNEL (16)

Records	Description	Retention	Number
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Affirmative Action Audits and Annual Reports	Document agency response to federal program reviews, state compliance audits, annual reporting requirements, and internal audits. <i>Updated: October 20, 2016</i>	3 years	LG-16-001
Affirmative Action Policy	Record documenting an agency's compliance with the requirements of the Equal Employment Opportunity Commission. <i>Updated: October 20, 2016</i>	Permanent	LG-16-002
Applications for Employment, Not Hired	Records documenting applications for job openings. <i>Updated: October 20, 2016</i>	2 years	LG-16-003
Applications for Employment, Unsolicited or Incomplete	Records documenting applications for job openings that are incomplete or unsolicited. <i>Updated: October 20, 2016</i>	3 months	LG-16-004
Background Checks of Personnel	Financial and criminal backgrounds checks of new or potential employees <i>Updated: October 20, 2016</i>	5 years	LG-16-005
Cafeteria Plan (Flexible Benefits) Records	Records documenting salary reduction-type plans authorized by the Internal Revenue Service. <i>Updated: October 20, 2016</i>	6 years after termination of participation	LG-16-006
Continuation of Insurance Benefits (COBRA) Records	Records documenting individual election to continue insurance benefits beyond employment with an agency. <i>Updated: October 20, 2016</i>	6 years	LG-16-007

Contracts, Employee	Service contracts between an individual and government agency or teaching services. <i>Updated: October 20, 2016</i>	7 years after expiration	LG-16-008
Converted Personal Leave Request	Records documenting converted personal leave requests. <i>Updated: October 20, 2016</i>	1 year after leave used	LG-16-009
Drug Testing Records	Records documenting the random drug testing of employees to include pre-employment and reasonable suspicion. <i>Updated: October 20, 2016</i>	(LG-16-010A) Postives and Refusals: 5 years; (LG-16-010B) Negatives and Cancelled Drug Tests and documents relating to the administration of alcohol and controlled substance testing programs: 2 years	LG-16-010A and LG-16-010B
Drug Testing Records - Equipment Calibration	Records documenting calibration of drug testing equipment. <i>Updated: October 20, 2016</i>	5 years	LG-16-011
Employee Assistance Program Case Files	Records documenting the referral and treatment of employees in an agency sponsored assistance program. <i>Updated: October 20, 2016</i>	5 years after employee completes program	LG-16-012
Employee Eligibility Verification Records	I-9 forms <i>Updated: October 20, 2016</i>	3 years after date of hire or 1 year after separation, whichever is longer	LG-16-021
Employee Grievance Action Case Files, Resolved	Resolution of employee complaints against supervisor or other employee. <i>Updated: October 20, 2016</i>	2 years after the complaint is filed or the case is resolved.	LG-16-013
Employee Handbooks	Guidelines created to explain the internal operations and procedures of the agency to a new employee.	60 years	LG-16-014

Employee Identification Card Records	Records documenting the issuance of employee identification cards. <i>Updated: October 20, 2016</i>	5 years after card has been recalled	LG-16-015
Employee Medical Files, Toxic/Hazardous Substance Exposure	Documentation of employee exposure to hazardous materials. <i>Updated: October 20, 2016</i>	30 years after separation	LG-16-016
Employee Parking Records	Records documenting employee parking permit applications, cards, and permits. <i>Updated: October 20, 2016</i>	5 years after permit expires or is superseded or separation of employee from the agency, whichever is longer.	LG-16-017
Employee Personnel Files (Full Time, Part Time, Temporary)	Records documenting an employee's work history with the agency, generally maintained as a case file; includes records of continuing education, performance evaluations, disciplinary actions, and background checks. <i>Updated: October 20, 2016</i>	7 years after separation	LG-16-018
Employee Retirement Contribution Reports	Documents relating to participation in an agency-supported retirement program. <i>Updated: October 20, 2016</i>	6 years	LG-14-005
Employee Retirement Plans	Copies of pension plans, both current and past, summarizing benefits and eligibility criteria. <i>Updated: October 20, 2016</i>	60 years	LG-16-019
Employee Retirement Records	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	LG-16-020

Equal Employment Opportunity Commission (EEOC) Complaints	Records documenting charges of discrimination filed against an agency. <i>Updated: October 20, 2016</i>	2 years or until final disposition of the charge or action	LG-16-022
Equal Employment Opportunity Commission (EEOC) Reports	Reports classifying employees by race and gender that document compliance with EEOC rules. <i>Updated: October 20, 2016</i>	3 years	LG-16-023
Family Medical Leave Case Files	Records documenting extended absence from work by an employee under provisions of the Family Medical Leave Act. <i>Updated: October 20, 2016</i>	3 years after separation	LG-16-024
Georgia Commission on Equal Opportunity (GCEO) Complaints	Records documenting charges of discrimination filed against an agency. <i>Updated: October 20, 2016</i>	2 years or until final disposition of the charge or action	LG-16-025
Group Health Insurance Policies	Group insurance policies held by a local government as part of the employee benefits program. <i>Updated: October 20, 2016</i>	10 years after expired	LG-16-026
Hazardous Materials Exposure Records	Records monitoring the exposure to hazardous materials by employees. <i>Updated: October 20, 2016</i>	30 years after separation	LG-16-027
Insurance Claims	Records documenting the administration of a government operated insurance program. <i>Updated: October 20, 2016</i>	5 years	LG-16-028

Intern/Volunteer Program Records	<p>This series documents the activities and administration of an agency's intern/volunteer program. Records may include: volunteer hour statistics; volunteer program publicity records; insurance requirement information; and inactive volunteer files containing applications and conditions of volunteer service forms.</p>	(LG-16-045A) Individual Intern/Volunteer Files: 3 years after separation; (LG-16-045B) All Other Records: 3 years	LG-16-045A and LG-16-045B
<i>Updated: October 20, 2016</i>			
Job Recruitment Materials	<p>Records documenting efforts to advertise positions and attract qualified personnel for employment opportunities.</p>	2 years	LG-16-029
<i>Updated: October 20, 2016</i>			
Leave Donation Records	<p>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.</p>	1 year after leave used	LG-16-030
<i>Updated: October 20, 2016</i>			
Leave Records	<p>Records documenting hours worked, sick leave donations, leave earned, and leave taken; does not include final leave status.</p>	3 years	LG-16-031
<i>Updated: October 20, 2016</i>			
Leave Status, Final	<p>Records documenting cumulative leave held by an individual employee.</p>	50 years	LG-16-032
<i>Updated: October 20, 2016</i>			
Official Bonds and Oaths	<p>Bonds required of local officials and custodians of funds.</p>	5 years after expiration of term	LG-16-033

Position Classification Materials	Records documenting job requirements, description, and salary range. <i>Updated: October 20, 2016</i>	4 years after position is reclassified	LG-16-034
Pre-employment Assessments	Exams taken by those applying for positions with a local government. <i>Updated: October 20, 2016</i>	2 years	LG-16-035
Retirement Incentive Program Records	Records documenting employees who elect for early retirement under government-offered incentive programs. <i>Updated: October 20, 2016</i>	6 years	LG-16-036
Retirement System Transaction Reports	Status of individual pension accounts including interest, contributions, and withdrawals <i>Updated: October 20, 2016</i>	10 years after fiscal year in which the record was created	LG-16-037
SAVE and E-Verify Affidavits	Affidavits testifying to an individual's right to receive public benefits. Note: Retention applies only to those affidavits not maintained as part of another record, such as a contract or bid response. <i>Updated: October 20, 2016</i>	3 years	LG-16-038
SAVE and E-Verify Reports	Reports documenting the collection of SAVE and E-verify forms. <i>Updated: October 20, 2016</i>	10 years	LG-16-039
Short/Long Term Disability Leave Files, Non-FMLA	Records documenting extended absence from work by an employee; non-FMLA. <i>Updated: October 20, 2016</i>	3 years	LG-16-040

Student Workers Permits	Permits to allow persons under 18 years old to obtain summer employment. <i>Updated: October 20, 2016</i>	Return to issuing officer (school board) after termination or failure to appear for 30 days.	LG-16-044
Training Records	Records documenting attendance and course content for required continuing education training, excluding law enforcement. <i>Updated: October 20, 2016</i>	5 years	LG-16-041
Training Records - Breath-Alcohol Testing	Records relating to the training of individuals for breath-alcohol testing. <i>Updated: October 20, 2016</i>	2 years after individual ceases to perform the testing function	LG-16-042
Unemployment Compensation Records	Documentation related to employee claims for unemployment compensation. <i>Updated: October 20, 2016</i>	5 years after the end of the fiscal year in which the transaction occurred	LG-16-043
Work-Time Schedules	Records documenting employee's daily and weekly work schedules. <i>Updated: October 20, 2016</i>	4 years and settlement of all claims due	LG-14-016
Workers' Compensation Claims or Employee Accident Claims, Accident Reports	Records documents employee accidents, injuries, and medical claims; settlement of all claims. <i>Updated: October 20, 2016</i>	4 years	LG-16-046

PLANNING AND ZONING (17)

Records	Description	Retention	Number
Planning Studies and Reports	Studies and reports completed by outside consultants and/or city planners.	10 years after superseded	LG-17-001

Prisoner Subsidy Programs, Public Works Projects	Financial records documenting the employment of prisoners on public works projects. <i>Updated: October 20, 2016</i>	3 years	LG-17-002
Residential Blueprints	Residential construction plans and specifications submitted by developers and builders as part of the permit process. <i>Updated: October 20, 2016</i>	10 years	LG-17-003
Tall Structure	Records documenting the construction of cell towers. <i>Updated: October 20, 2016</i>	20 years after dismantled	LG-17-004
Vacant Property Registration	Records documenting properties that have not been lawfully inhabited and show no evidence of habitation, as to comply with state/local government vacant property statutes. <i>Updated: October 20, 2016</i>	2 years after superseded	LG-17-005
Zoning Board Appeals	Appeals of decisions of the Planning and Zoning Department <i>Updated: October 20, 2016</i>	5 years	LG-17-006
Zoning Change Requests	Requests from property owners for changes in the zoning of their property. <i>Updated: October 20, 2016</i>	5 years	LG-17-007
Zoning Litigation Files	Records documenting the review, evaluation, and decision in rezoning court suits. <i>Updated: October 20, 2016</i>	6 years after litigation is complete	LG-17-008

Zoning Ordinances	Records establishing property usage for commercial, residential, or agricultural purposes. <i>Updated: October 20, 2016</i>	Permanent	LG-17-009
Zoning Responses	Response from the county health department on the review of land development and zoning variance requests. <i>Updated: October 20, 2016</i>	5 years	LG-17-011
Zoning Variance Applications	Applications for an exception to a zoning regulations <i>Updated: October 20, 2016</i>	Permanent	LG-17-010

PROPERTY (18)

Records	Description	Retention	Number
Acquisition Records	Records documenting the purchase of real property by an agency; does not include deeds or titles. <i>Updated: October 20, 2016</i>	5 years after project completion	LG-18-001
Architectural Project Monitoring Files	Monitoring of the construction of local government facilities. <i>Updated: October 20, 2016</i>	7 years after project completion	LG-18-002
Blueprints and Specifications, As-Built	Plans and specifications of government-owned facilities <i>Updated: October 20, 2016</i>	Retain for life of building.	LG-18-003

Capital Construction Project Records	Provides a record of the planning, administration, and implementation of capital construction projects; includes project descriptions and requirements, bid records, plan reviews, project schedules, contract changes, consultant contracts, and budgets.	11 years after completion of project	LG-18-005
	<i>Updated: October 20, 2016</i>		
Depreciation Schedules	Records documenting useful life and depreciation of agency-owned equipment and property, usually for insurance purposes.	4 years	LG-08-011
	<i>Updated: October 20, 2016</i>		
Equipment and Vehicle Purchases	Records documenting the purchase of agency-owned vehicles.	5 years after disposition of equipment	LG-18-006
	<i>Updated: October 20, 2016</i>		
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.	(LG-18-0088A) Building Age 0-8 years: 11 years; (LG-18-008B) Building Age 9-up year: 3 years	LG-18-008A and LG-18-008B
	<i>Updated: October 20, 2016</i>		
Facility/Building Security Records	Records documenting security measures and procedures.	5 years	LG-18-009
	<i>Updated: October 20, 2016</i>		
Federal Property Records	Records documenting the loan or lease of federal government equipment.	7 years after expiration of contract or disposal of equipment	LG-18-010
	<i>Updated: October 20, 2016</i>		

Fuel and Oil Usage Reports	Periodic reports of the consumption of diesel, gas, and oil in government-owned vehicles. <i>Updated: October 20, 2016</i>	3 years	LG-18-011
Fuel Tax Reports	Periodic reports of taxable and nontaxable diesel fuel usage by government-owned vehicles. <i>Updated: October 20, 2016</i>	3 years	LG-18-012
Government Equipment Lease Records	Records documenting the lease of government equipment (federal or state) by local governments. <i>Updated: October 20, 2016</i>	7 years after expiration of lease	LG-18-013
Insurance Fund Claims	Records documenting requests for payment of insurance claims. <i>Updated: October 20, 2016</i>	5 years after claim is paid or denied	LG-18-014
Insurance Policies	Records documenting insurance purchase for agency facilities or of membership in risk management cooperatives. <i>Updated: October 20, 2016</i>	7 years after expiration of policy or membership	LG-18-015
Leasing and Rental Records	Records documenting the leasing or renting of land, buildings, or facilities. <i>Updated: October 20, 2016</i>	7 years after expiration (or termination) of contract	LG-18-016
Maintenance Records, Capital Equipment and Technology	Includes purchase orders, warranties, operating manuals, service contracts, and service logs for maintenance of agency-owned equipment and vehicles. <i>Updated: October 20, 2016</i>	5 years after disposition of equipment	LG-18-007

Maintenance Records, Remodeling and Repair	Documents the condition, upkeep, and routine maintenance on agency facilities and grounds. <i>Updated: October 20, 2016</i>	6 years	LG-18-004
Maintenance Schedules	Schedules for maintenance of agency-owned equipment and vehicles <i>Updated: October 20, 2016</i>	5 years	LG-18-017
Maintenance Work Orders	Records documenting routine maintenance on facilities and property. <i>Updated: October 20, 2016</i>	5 years	LG-18-018
Motor Pool Vehicle Records	Records documenting reservation and use of motor pool vehicles by agency personnel and gasoline usage by motor pool vehicles. <i>Updated: October 20, 2016</i>	5 years	LG-18-019
Property and Equipment Inventories	Listing of agency-owned property and equipment <i>Updated: October 20, 2016</i>	5 years	LG-18-021
Property Disposition Requests (Surplus Property Records)	Documents requests for change in status of government-owned property. <i>Updated: October 20, 2016</i>	5 years	LG-18-020
Real Property Ownership Records	Deeds and supporting documentation for land owned by an agency <i>Updated: October 20, 2016</i>	11 years after the year in which the property was sold or transferred	LG-18-022
Receipts of Responsibility	Records documenting property temporarily in use or possession of an employee. <i>Updated: October 20, 2016</i>	Retain until return of item to property manager or 5 years, whichever is longer.	LG-18-023

Restricted Area/Access Authorization Identification Records	Documents the issuance of security/access badges to staff. <i>Updated: October 20, 2016</i>	5 years after employee separation from service	LG-18-024
Space Planning/Design Management Project Files	Evaluation and design of office space for local government agencies <i>Updated: October 20, 2016</i>	3 years after project completion	LG-18-025
Utility Systems Operating and Maintenance Records	Records include equipment operations logs, mechanical reading charts, equipment maintenance histories. <i>Updated: October 20, 2016</i>	5 years after equipment is no longer in service	LG-18-026
Vehicle Accident Reports	Record documenting damage to agency-owned vehicles. <i>Updated: October 20, 2016</i>	5 years	LG-18-027
Vehicle and Equipment Cost Reports	Reports generated to assess and monitor the costs of agency-owned vehicles and heavy equipment. <i>Updated: October 20, 2016</i>	3 years	LG-18-028
Vehicle and Equipment Maintenance Files	Records documenting routine maintenance on vehicle and equipment (does not include school bus maintenance). <i>Updated: October 20, 2016</i>	5 years after the vehicle is sold or replaced	LG-18-029
Vehicle Parts Lists	Lists of replacement parts for agency-owned vehicles <i>Updated: October 20, 2016</i>	3 years	LG-18-030
Vehicle Permits/Security Identification Records	Records documenting the issuance of vehicle decals providing access to security areas. <i>Updated: October 20, 2016</i>	2 years after expiration	LG-18-031

Vehicle Title Records	Documents agency ownership of cars, vans, trucks, trailers, tractors, etc. <i>Updated:</i> October 20, 2016	(LG-18-032A) Applications: Retain until receipt of title; (LG-18-032B) Title: Retain for duration of ownership.	LG-18-032A and LG-18-032B
Vehicle Usage Reports	Reports used to track fuel usage and mileage. <i>Updated:</i> October 20, 2016	3 years	LG-18-033
Vehicle Use Authorizations and Requests	Records documenting permission for employees to use their private vehicles for official business and receive reimbursement for mileage. <i>Updated:</i> October 20, 2016	5 years	LG-18-034

PUBLIC SAFETY (19)

Records	Description	Retention	Number
911 Emergency Call Recordings	Digital or analog recordings of emergency calls handled by the 911 center <i>Updated:</i> April 05, 2017	3 years	LG-19-001
Accident Reports, Hazardous Material	Reports on accidents involving the spillage or combustion of hazardous materials <i>Updated:</i> April 05, 2017	50 years	LG-19-002
Accident Reports, Private Property	Reports of accidents on private property <i>Updated:</i> October 17, 2017	1 year	LG-19-004
Accident Reports, Traffic	Reports of traffic and other accidents on public property <i>Updated:</i> October 17, 2017	5 years	LG-19-003
Ambulance Trip Reports	Record of patient vital statistics from the point at which the ambulance picks the individual up to the	5 years	LG-19-005

Animal Control Case History Records	Case history records (cards) maintained on all animal received at an animal shelter <i>Updated: April 05, 2017</i>	1 year	LG-19-006
Animal Control/Shelter Operation Records	Records documenting animal shelter operations not covered elsewhere in the schedule <i>Updated: April 05, 2017</i>	1 year	LG-19-008
Animal Intake Reports and Logs	Records documenting animal intake <i>Updated: April 05, 2017</i>	2 years	LG-19-007
Animal Sterilization Citations and Records	Records documenting animal sterilization <i>Updated: April 05, 2017</i>	1 year	LG-19-009
Applications for Tax Paid Transfer and Registration of Firearm	Document the sale/transfer of weapons requiring registration with the U.S. Department of Treasury in accordance with the National Firearms and Weapons Act <i>Updated: April 05, 2017</i>	1 year	LG-19-010
Arrest and Booking Summary Statistics	Summary of daily, monthly, and yearly totals of arrests <i>Updated: April 05, 2017</i>	5 years	LG-19-011
Arrest Warrants	Summons for an individual who has or has not appeared in court for sentencing <i>Updated: April 05, 2017</i>	(LG-19-013A) Executed: 3 years after court Appearance; (LG-19-013B) Open: 50 years for capital offenses, (LG-19-013C) 15 years for all other offenses	LG-19-013A, B, and C
Arrest Warrants, Recalled	Those summons later recalled by the issuing court <i>Updated: April 05, 2017</i>	2 years	LG-19-012

ATF License Application for Collector of Curios and Relics	Document the purchase of guns and other weapons as collectors items <i>Updated: April 05, 2017</i>	1 year	LG-19-014
Automatic Alarms Test and Maintenance Records	Test and maintenance work performed on automatic fire alarm systems	5 years	LG-19-015
Breath Test Reports	Reports maintained on individuals given breath tests to determine alcohol level <i>Updated: April 05, 2017</i>	(LG-19-016A) Negative Results: 4 years; (LG-19-016B) Positive Results: 5 years	LG-19-016A and LG-19-016B
Cash Bond Docket	Record of bonds made on individuals charged with criminal offenses <i>Updated: April 05, 2017</i>	5 years	LG-19-017
Cash Bond Receipts	Records documenting the receipt and disbursement of cash bonds posted for criminal offenses <i>Updated: April 05, 2017</i>	10 years after year in which the record was created	LG-19-018
Cash Bonds, Forfeited	Records documenting the remittance of forfeited cash bond to the county treasurer <i>Updated: April 05, 2017</i>	3 years	LG-19-019
Certification/On-Site Assessment Files, State Law Enforcement Certification Program	Certification standards, standards status reports, written directives, photographs, and other documents related to proof of compliance with the Georgia Law Enforcement Certification Program <i>Updated: April 05, 2017</i>	2 years after confirmation of certification/recertification	LG-19-020
Civil Arrest Order Log Books	Documents actions taken on orders for incarceration in civil cases <i>Updated: April 05, 2017</i>	3 years	LG-19-021

Condemned Vehicles Account Records	Records documenting the sale and release of impounded vehicles after condemnation <i>Updated: April 05, 2017</i>	3 years after condemnation of vehicle	LG-19-022
Coroner, Inquest Files - Sheriff	Records documenting hearings conducted to determine if sufficient evidence exists for criminal prosecution <i>Updated: April 05, 2017</i>	50 years	LG-19-023
Crime Incident Statistical Reports	Record summarizing crime statistics in an area <i>Updated: April 05, 2017</i>	(LG-19-024A) Annual report: Permanent; (LG-19-024B) Other periodic reports: 5 years	LG-19-024A AND LG-19-024B
Criminal Investigation Case Files (Capital Felonies)	Investigation of suspected criminal activity in order to arrest and convict the perpetrators; includes incident reports and supplements, documentary evidence, criminal history sheets, affidavits or other written statements, copies of subpoenas, State Crime Laboratory reports, and any other documents relevant to the investigation <i>Updated: April 05, 2017</i>	50 years after adjudicated	LG-19-025
Criminal Investigation Case Files, Felony	Investigations of felony crimes other than capital offenses <i>Updated: April 05, 2017</i>	7 years after adjudicated	LG-19-026
Criminal Investigation Case Files, Misdemeanors	See Criminal Investigation Case Files (Capital Felonies) <i>Updated: April 05, 2017</i>	5 years after adjudicated	LG-19-027
Criminal Trespass Notifications	Records advising subjects they are prohibited from entering a given property	Retain for useful life	LG-19-028

Dead Animal Pick-up Records	Records documenting the disposition of animal carcasses <i>Updated: April 05, 2017</i>	2 years	LG-19-029
Dog Maintenance Records - K-9 Units	Records documenting the physical health and training proficiency of members of K-9 units <i>Updated: April 05, 2017</i>	4 years after dog leaves the unit	LG-19-030
Emergency Dispatch Logs	Record of emergency calls received over radio and logged at time of dispatch <i>Updated: April 05, 2017</i>	3 years	LG-19-031
Emergency Management/Operations Reports	Record documenting the type of emergency operation and the assistance provided <i>Updated: April 05, 2017</i>	5 years	LG-19-032
Evidence and Property Logs and Forms	Documents evidence, property stored for safekeeping, and found property acquired and maintained by the police department <i>Updated: April 05, 2017</i>	(LG-19-033A) Evidence log: 3 years after disposition of property; (LG-19-033B) Logs of property not part of court proceeding: 1 year after disposition	LG-19-033A and LG-19-033B
Extradition Files	Records documenting the transfer of a criminal to a different jurisdiction for trial <i>Updated: April 05, 2017</i>	5 years after closed	LG-19-034
False Alarm Reports	Reports of public safety officer response to a false alarm (or prank call) <i>Updated: April 05, 2017</i>	3 years	LG-19-035
Fi. Fa. (Fieri Facias) Records, Sheriffs	Documents relating to serving of Fi.Fa. papers by sheriffs <i>Updated: April 05, 2017</i>	7 years whether entered on GED or not	LG-19-036

Field Training Files	Non-Post Training Files (Post training files are at Post.) <i>Updated: October 17, 2017</i>	5 years	LG-19-089
Fingerprint Cards	Paper copies of fingerprints taken by law enforcement. <i>Updated: October 17, 2017</i>	Keep until entered into the Fingerprint database or part of an investigation file.	LG-19-090
Fingerprint Reports to FBI	Copies of reports submitted to Federal Bureau of Investigation <i>Updated: April 05, 2017</i>	Retain for useful life	LG-19-037
Fire Hydrant Inspection Reports	Records documenting the installation and maintenance of fire hydrants <i>Updated: April 05, 2017</i>	5 years	LG-19-038
Fire Incident Reports	Record of fires and related damage <i>Updated: April 05, 2017</i>	20 years	LG-19-039
Fire Log Books	Record of fire including date, name of caller, stations responding, damage to structure, equipment used, and time required <i>Updated: April 05, 2017</i>	20 years	LG-19-040
Fire Plans and Inspection Reports	Inspections of structures used in fire safety planning <i>Updated: April 05, 2017</i>	5 years	LG-19-043
Fire Prevention Plans	Review of structure, along with flammable material contained within, alarm systems, placement of extinguishers, and emergency numbers <i>Updated: April 05, 2017</i>	5 years after superseded	LG-19-041

Fire Safety Inspection Reports	Reports documenting compliance with and violations of fire regulations <i>Updated: April 05, 2017</i>	5 years	LG-19-042
Fireworks Display Registrations	Registrations of the location of fireworks displays with the fire department <i>Updated: April 05, 2017</i>	3 years	LG-19-044
Fugitive/Wanted Persons Files	Records created or accumulated in the course of apprehending wanted individuals <i>Updated: April 05, 2017</i>	5 years after suspect is apprehended	LG-19-045
Grand Jury Lists - Sheriff	Documents the selection of jurors for a particular term <i>Updated: April 05, 2017</i>	2 years	LG-19-046
Holding Cell Videos	Pictorial recordings (either analog or digital) of jail holding or booking areas <i>Updated: April 05, 2017</i>	180 days	LG-19-047
Impounded Vehicle Reports	Records documenting the towing of vehicles <i>Updated: April 05, 2017</i>	3 years	LG-19-048
Impounded Vehicles - Wrecker Service Reports	Reports identifying the vehicles to be towed and the wrecker service performing the task <i>Updated: April 05, 2017</i>	3 years	LG-19-049
Incarceration Lists	Daily list of inmates in jail <i>Updated: April 05, 2017</i>	1 year	LG-19-050
Incident Reports (Capital)	Reports of incidents of suspected criminal/capital activity investigated by public safety officers	50 years	LG-19-053

Incident Reports (Criminal)	Reports of incidents of suspected criminal non-capital activity investigated by public safety officers <i>Updated: October 17, 2017</i>	5 years	LG-19-052
Incident Reports (Non-Criminal.)	Reports of incidents of suspected non-criminal activity investigated by public safety officers <i>Updated: October 17, 2017</i>	1 year	LG-19-051
Inmate Case Files	Records of inmates documenting their case history at the correctional institution <i>Updated: April 05, 2017</i>	10 years after release	LG-19-054
Inmate Disciplinary Reports	Reports of disciplinary problems with inmates <i>Updated: April 05, 2017</i>	10 years after release	LG-19-055
Inmate Fund Account Records	Records of personal monies deposited with the prison by an inmate upon entering incarceration or on behalf of an inmate while incarcerated <i>Updated: April 05, 2017</i>	3 years after release of inmate	LG-19-056
Inmate Medical Records	Records documenting medical care provided to prison inmates <i>Updated: April 05, 2017</i>	10 years after release	LG-19-057
Inmate Personal Property Accounting	Records documenting personal property of inmates being stored during their incarceration <i>Updated: April 05, 2017</i>	4 years after release	LG-19-058
Investigation Logs	Chronological listing of investigations <i>Updated: April 05, 2017</i>	3 years after release of inmate	LG-19-059

Jail Booking Records	Medical and personal information, fingerprints, and associated data gathered during the process of entering an individual in jail (booking them). <i>Updated: April 05, 2017</i>	10 years after release	LG-19-060
Jail Registers	Registers of inmates <i>Updated: April 05, 2017</i>	10 years after last entry	LG-19-061
Juror Summons	Summons of jurors to serve on grand jury and trial juries <i>Updated: April 05, 2017</i>	3 years	LG-19-062
Juvenile Complaint	State form recording any criminal accusations made against a juvenile <i>Updated: April 05, 2017</i>	5 years or adjudication of case	LG-19-063
LED Sheets	GCIC form the Police Department uses to enter stolen properties and vehicles etc. into GCIC <i>Updated: October 17, 2017</i>	30 days	LG-19-088
LEDS Warrant Worksheets	Worksheets used to post data to GCIC/NCIC information system <i>Updated: April 05, 2017</i>	Retain for useful life	LG-19-064
Medicaid/Medicare Insurance Claims	Invoices sent to Medicaid/Medicare for reimbursement <i>Updated: April 05, 2017</i>	5 years after settlement	LG-19-065
Misdemeanor Case Files, Traffic Court	Court adjudication of misdemeanor traffic citations issued by authorized public safety officers <i>Updated: April 05, 2017</i>	6 years	LG-19-066

Misdemeanor Investigation Case Files	Investigation of misdemeanor crimes <i>Updated: April 05, 2017</i>	2 years after close of investigation	LG-19-067
Pawn Tickets	Record of goods sold or pledged in exchange for the loan of money <i>Updated: April 05, 2017</i>	4 years after the year in which the record was created	LG-19-069
Prisoner Hold Records	Records documenting individuals currently in custody who are wanted by other law enforcement offices <i>Updated: April 05, 2017</i>	2 years after prisoner released to requesting agency	LG-19-070
Prisoner Mail Logs	Record of all mail received by an inmate <i>Updated: April 05, 2017</i>	1 year	LG-19-071
Prisoner Transfer Files/Extradition Files	Records documenting the movement of prisoners from facility to facility or transfer to another facility <i>Updated: April 05, 2017</i>	5 years	LG-19-072
Proof of Rabies Vaccination	Records documenting rabies vaccination <i>Updated: April 05, 2017</i>	3 years from date of issuance	LG-19-073
Radio Dispatch Logs	Records of the first official report of a fire or incident from incoming radio calls <i>Updated: April 05, 2017</i>	3 years	LG-19-074
Record of Animal Bites	Record documenting type of animal, owner, past history of attacks, individual bitten, date, physician treatment, and observation for rabies <i>Updated: April 05, 2017</i>	3 years	LG-19-075

Remittance Reports	Records documenting the remittance of a prescribed portion of court fines and costs to such funds as the Peace Officers Annuity and Benefit Fund and the Sheriff's Retirement Fund, Crime Victims Fund, and the Peace Officer/Prosecutor Training Fund <i>Updated: April 05, 2017</i>	5 years	LG-19-076
Report of Multiple Sale or Other Disposition of Pistols and Revolvers	ATF form F3310.4 <i>Updated: April 05, 2017</i>	1 year	LG-19-077
Sale and Claim Execution Dockets - Sheriff	Record of items sold at public auction by the Sheriff <i>Updated: April 05, 2017</i>	7 years	LG-19-078
Security and Surveillance (Static) Video	Security Video: building or departmental video that monitors activities or traffic of a department or building. Surveillance (Static) Video: digital or analog video recordings and images from agency security systems. This series also includes digital or audio voice recordings of radio or telephone communications. <i>Updated: October 17, 2017</i>	(LG-19-079A) Known Incident/Accident: Retain until settlement of claims; (LG-19-079B) No known incident/accident: 30 days.	LG-19-079A and LG-19-079B
Sex Offender Registration Records	Information gathered to enter sex offender on registry <i>Updated: April 05, 2017</i>	7 years after registrant moves or is otherwise removed from jurisdiction	LG-19-080
Subpoena Logs, Officer	Documents summons of a public safety officer to appear during a court trial <i>Updated: April 05, 2017</i>	3 year after disposition of case	LG-19-081

Temporary Protective Orders	Records documenting the issuance of temporary protective orders by the court <i>Updated: April 05, 2017</i>	3 years after expiration	LG-19-082
Traffic Citation Log	Listing of parking tickets and other traffic citations issued along with court dates and associated fines <i>Updated: April 05, 2017</i>	5 years	LG-19-083
Traffic Citations - Warnings	Warnings to drivers of the occurrence of equipment malfunctions such as a burned out light <i>Updated: April 05, 2017</i>	2 years	LG-19-084
Training Lesson Plans	Documentation of teaching plans including subject, activity, and/or project <i>Updated: October 17, 2017</i>	2 years	LG-19-091
Trust Account Files - Sheriff	Administration and accounting records of trust accounts for minors established by court order <i>Updated: April 05, 2017</i>	10 years after closed	LG-19-085
Uniform Traffic Citations, Summonses, Accusations, and Warnings	Documents relating to traffic violations <i>Updated: April 05, 2017</i>	2 years	LG-19-086
Video Footage from Body Cams/Dash Cams /Drone Cams	Video recordings from law enforcement body-worn devices and devices located on or inside of law enforcement vehicles. <i>Updated: October 17, 2017</i>	(LG-19-068A) 180 days except (LG-19-068B) if recording is part of a criminal investigation, shows a vehicle accident, shows the detainment or arrest of an individual, or shows a law enforcement officer's use of force, and then it shall be retained for 30 months.	LG-19-068A and LG-19-068B

Writ Dockets - Sheriff	Record of the receipt and action taken on civil processes (other than execution writs) issued by the court to the Sheriff's department	5 years	LG-19-087
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Updated: April 05, 2017

PUBLIC WORKS (20)

Records	Description	Retention	Number
Actions Taken to Correct System Violations	Records documenting the certifications from suppliers that they have complied with regulations to notify the public when water systems fail to meet with applicable contaminant levels, when a variance or exception has been issued to them, or when the supplier has failed to perform required monitoring.	3 years	LG-20-001
	<i>Updated: October 20, 2016</i>		
Business Continuity Plans	Business recovery plans for man-made and natural disasters	5 years until superseded or updated	LG-20-002
	<i>Updated: October 20, 2016</i>		
Cathode Protection Records	Records created and used to maintain gas mains; documents installation of nodes, test stations, rectifiers, and ground beds.	Retain for useful life.	LG-20-003
	<i>Updated: October 20, 2016</i>		
Chemical Analyses, Water, Sanitary Sewer, Storm Sewer	Documentation by municipal government including sampling data, location, methodologies, analyses, reports, surveys, results, evaluations, schedules, and corrections related to the analysis of bacterial/chemical content	10 years	LG-20-008

Consumption and Revenue Reports, Gas	Reports documenting the number of gas customers. <i>Updated: October 20, 2016</i>	5 years	LG-20-004
Copper and Lead Results	Records that reflect compliance efforts, laboratory results, laboratory certification, inactive lead and copper amounts, surface water sanitary surveys, interim enhanced surface water treatment reports, and all other reports and correspondence. Excludes monthly operating reports under 1979-069. <i>Updated: October 20, 2016</i>	12 years	LG-20-009
County Road Dockets	Records showing road maintenance work; includes Commissioner of Roads Overseer Ledgers. <i>Updated: October 20, 2016</i>	Permanent	LG-20-005
Discharge Monitoring Records	Reports summarizing treatment of wastewater in government sewer systems. <i>Updated: October 20, 2016</i>	5 years	LG-20-006
Drainage and Flood Problem Records	Documents monitoring and resolution of drainage and flood problems. <i>Updated: October 20, 2016</i>	10 years	LG-20-007
Filter Plant Files	Records monitoring the operation of water filtration plants. <i>Updated: October 20, 2016</i>	3 years	LG-20-010
Gas Consumption Reports	Periodic reports on the consumption of natural gas by area. <i>Updated: October 20, 2016</i>	3 years	LG-20-011

Gas Regulator Station/Vault Inspection Reports	Reports documenting the inspection of regulator stations in government-owned gas lines. <i>Updated: October 20, 2016</i>	3 years after replacement or deactivation of station	LG-20-012
Gas System Reports, Federal	Reports filed with the U.S. Department of Transportation documenting the number of miles of gas main and giving a description of the system. <i>Updated: October 20, 2016</i>	10 years	LG-20-013
Gas Tap Records	Work orders to initiate gas service for new customers. <i>Updated: October 20, 2016</i>	3 years	LG-20-014
Gas Valve Inspection Records	Includes inspection reports documenting the safety of large gas valves used in industrial areas. <i>Updated: October 20, 2016</i>	Retain as long as gas valve in service.	LG-20-015
Landfill Reports	Records created in the operation of the landfill; used for management reporting purposes. <i>Updated: October 20, 2016</i>	3 years	LG-20-016
Maintenance Records	Records documenting maintenance work performed on service meters, utilities lines, mains, traffic signal, signs, and equipment, roads paving, work orders <i>Updated: October 20, 2016</i>	5 years	LG-20-017
Meter Books and Summary Reports	Record of meter readings and reports by customer account. <i>Updated: October 20, 2016</i>	5 years	LG-20-018

Microbiological Analyses	Includes microbial data and results, invalidation of TCR samples, and repeat sampling waivers. <i>Updated: October 20, 2016</i>	5 years	LG-20-019
New Meter Installations	Document the installation of new water meters. <i>Updated: October 20, 2016</i>	5 years	LG-20-020
Odorant Usage Reports	Reports required by the Department of Transportation documenting the level of odorant added to gas lines. <i>Updated: October 20, 2016</i>	5 years	LG-20-021
Overdue Water Billing Accounts	Reports used to track past-due payments and new charge totals. <i>Updated: October 20, 2016</i>	5 years	LG-20-022
Requests for Meter Re-Read	Record of new meter readings to support billings and adjustments. <i>Updated: October 20, 2016</i>	3 years	LG-20-023
Requests for Meter Turn-on and Shut-off	Records requesting water service connection or disconnection. <i>Updated: October 20, 2016</i>	3 years	LG-20-024
Road Maintenance Records	Records documenting requests for paving and road improvements; includes memos, petitions, and surveys. <i>Updated: October 20, 2016</i>	5 years	LG-20-025
Road Repair Costs	Records used to estimate job costs and prepare a budget. <i>Updated: October 20, 2016</i>	3 years	LG-20-026

Security/Fire System Install and Maintenance Records	Records documenting agency security and fire alarm systems. <i>Updated: October 20, 2016</i>	3 years after replacement of system	LG-20-027
Service Interruption Logs	Reports documenting the interruption of sewer and water services, including time and location of incident. <i>Updated: October 20, 2016</i>	5 years	LG-20-028
Sewage Treatment Plant Monitoring Reports	Records used to monitor and report on the operation of sewage treatment plants; includes lab reports and amounts of waste processed. <i>Updated: October 20, 2016</i>	5 years	LG-20-029
Sewer and Water Improvement Projects	Records documenting improvement projects for water and sewer services; includes contracts, petitions, surveys, resolutions, bid specifications, inspections reports, costs estimates, and cost assessments. <i>Updated: October 20, 2016</i>	20 years	LG-20-030
Sewer and Water Permits	Records of permits to install sanitary sewers, sewer connections, water meters, and connections to water mains. <i>Updated: October 20, 2016</i>	3 years	LG-20-031
Solid Waste Weight Tickets	Tickets printed each time a garbage truck crosses the scales at the entrance to a county/city landfill. <i>Updated: October 20, 2016</i>	3 years	LG-20-033
Solid Waste, Sanitary Surveys	Written reports, summaries, or communications relating to sanitary surveys.	10 years	LG-020-032

Storm Water and Soil Erosion Reports	Documents related to direct discharge, land application system (LAS), MS4, buffer variance & pretreatment compliance and enforcement files. May include inspection reports, compliance status letters, compliance general correspondence, investigation reports, spill reports, pretreatment general correspondence, over views, complaint documentation, buffer variances, storm water pollution prevention plans, letter of violation (NOVs, NDL, DNC, etc.) corrective action and standard operating procedure general correspondence, recession letters, penalty rationales, public participation documentation, progress reports, corrective action plans and standard operating procedures.	15 years	LG-020-036
	<i>Updated: October 20, 2016</i>		
Street Design Improvement Records	Records documenting road accidents that are used to assess the cause and to make design improvements to reduce accidents.	5 years	LG-20-034
	<i>Updated: October 20, 2016</i>		
Street Resurfacing Reports	Lists of streets and locations that have been resurfaced; includes type of resurfacing, materials, and costs.	10 years	LG-20-035
	<i>Updated: October 20, 2016</i>		
Subdivision Plats and Inspections	Records showing the layout and roads within a subdivision.	(LG-20-037A) Plats: Permanent; (LG-20-037B) Other records: 5 years	LG-20-037A and LG-20-037B
	<i>Updated: October 20, 2016</i>		

Temporary Construction Easements	Documents granting temporary permission to access private property for project or maintenance purposes. <i>Updated: October 20, 2016</i>	5 years after project completion	LG-020-040
Traffic Signals Intersection Files	Includes studies related to traffic planning such as drawings of signal controllers and intersections, and traffic signal permits. <i>Updated: October 17, 2017</i>	10 years	LG-20-038
Traffic Signs and Lights Inventories	Listing of all traffic signs and lights <i>Updated: October 20, 2016</i>	Retain until superseded.	LG-20-039
Turbidity Analyses	Any analyses, tests, or accompanying documentation used to measure turbidity of a water sample. <i>Updated: October 20, 2016</i>	5 years	LG-20-041
Utility Line Relocation Billings	Bills to request reimbursement from the state for relocation of utility lines impacted by state highway road construction. <i>Updated: October 20, 2016</i>	5 years	LG-20-042
Wastewater Treatment Plant Compliance Reports	Reports documenting compliance with federal and state wastewater disposal regulations. <i>Updated: October 20, 2016</i>	5 years	LG-20-043

RECORDS MANAGEMENT (21)

Records	Description	Retention	Number
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Annual Master Negative Inspection Reports	Reports documenting the statistical sample of film inspected each year for signs of physical deterioration. <i>Updated: October 20, 2016</i>	Permanent	LG-21-001
Condition Reports of Duplicating Masters	Records documenting the inspection of microfilm duplicating masters for signs of physical deterioration. <i>Updated: October 20, 2016</i>	Retain for useful life.	LG-21-002
Destruction Records	Records documenting the destruction of agency records. <i>Updated: October 20, 2016</i>	7 years	LG-21-003
Inventories, Agency	Current listings of records created and maintained by an agency. <i>Updated: October 20, 2016</i>	Retain until superseded.	LG-21-004
Microfilm/Scanning Processing Records	Records documenting the proper processing of silver gelatin and diazo films to show compliance with standards; does not include quality inspection reports. <i>Updated: October 20, 2016</i>	7 years	LG-21-005
Microfilm/Scanning Production Records	Records documenting the preparation and filming of records such as production reports, activity reports, film logs, retake orders, title targets, and lists of records to be filmed. <i>Updated: October 20, 2016</i>	5 years	LG-21-006
Microfilm/Scanning Quality Inspection Reports (Quality Control Reports)	Reports documenting the quality of individual rolls of film. <i>Updated: October 20, 2016</i>	Retain for life of microfilm.	LG-21-007

Microfilm/Scanning Transmittals and Evaluation Reports	Records documenting the transfer of film to a security storage facility and the condition of the film upon acceptance in the facility (evaluation report is completed by storage facility). <i>Updated: October 20, 2016</i>	Retain for life of microfilm.	LG-21-008
Microfilm/Scanning Vault Monitoring Records	Records documenting temperature and humidity conditions within a storage facility. <i>Updated: October 20, 2016</i>	5 years	LG-21-009
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.). <i>Updated: October 20, 2016</i>	3 years	LG-01-027
Records Retention Schedules	Records retention schedules approved by resolution/ordinance; may be filed with other resolutions/ordinances. <i>Updated: October 20, 2016</i>	Permanent	LG-21-010
Records Transmittal Records	Records documenting the transfer of agency records into the custody of a records center facility. <i>Updated: October 20, 2016</i>	5 years after disposition of transferred records	LG-21-011
Reference Requests	Reference pull sheets documenting the retrieval of records from a records storage facility. <i>Updated: October 20, 2016</i>	5 years	LG-21-012

TAXATION (22)

Adjustments or Relief Orders	Record of adjustment of tax as listed in tax digest	7 years	393
Affidavits of Missing Tag or Missing Renewal Decal	Inventory report form MVA-41	3 years	394
Alcoholic and Malt Beverage Tax Reports	Reports of alcohol sold and amount of tax(as) paid; Alcoholic Beverage By the Drink Reports <i>Updated: October 17, 2017</i>	2 years or until audited	LG-22-001
Applications for Exemption, Expired	Requests for exemption from property taxes based on status as a religious organization, non-profit, or government institution	1 year	177
Assessment Appeals Case Files, Closed	Appeals by taxpayers for reconsideration of the assessed value of their property	3 years	178
Assessment Notices	Legal notices to taxpayers that their property will be reassessed for its tax value	3 years	179
Bankruptcies	Records relating to claims against bankrupt property owners for taxes due to local government	Dismissed cases: 3 years; Discharged cases: 5 years	396
Board of Equalization Appeals	Records documenting appeals by citizens to the Board of Tax Equalization <i>Updated: October 17, 2017</i>	3 years	LG-20-002
Boat Registrations	Reference listing of boats and owners form the state	3 years	180
Building Inspection Sheets	Building permits maintained to aid in assessing property values for taxes	5 years	
Cash Book or Transaction Journal	Tax commissioner's general book of accounts	7 years after audit	397

Cash Receipts or Disbursement Journals
Settlement Book

Record indicating receipt of Real
Rent, personal, intangible
& other taxes into county
treasury

7 years After end
of Term -> Office

Cash Register Journal Tapes	Documents relating to collecting and accounting for tax and license fee monies	Retain until audited	399
Commercial Banks Tax Workpapers	Assessments of taxes to be paid by banking institutions in lieu of state income taxes	5 years	181
County Tax Collections	Records of total taxes collected by county	5 years	197
County Tax Levy	Annual resolution fixing tax rates	Permanent	182
Daily Distribution Reports	Reports generated to complete PL-65	2 years or until state and county audit, whichever is later	408
Daily/Monthly Tax Distribution Worksheets	Worksheets recording each day's tax collections by category	5 years	400
Delinquent Tax Notices or Levy Notices	Record notifying taxpayer of delinquent payment of tax	7 years	401
Delinquent Tax Reports	Records of taxes paid and amounts still owed	15 years	199
Distribution Worksheets/Reports	Worksheets recording distribution by category (personal, real, etc.) and Levying Authority (district or entity)	7 years after audit	
Excise Tax	Rental Motor Vehicle, Hotel Motel tax collected by municipal government. <i>Updated: October 17, 2017</i>	5 years	LG-22-003
Exemption Worksheets	Working papers relating to tax reductions for each property owner	1 year after recorded on Home Exemption Application	183
Federal Aviation Administration Aircraft Listings	Listing of aircraft registrations	3 years	184
Fi. Fa. (Fieri Facias) <i>Records, Taxation</i>	Preliminary action against taxpayers for delinquent taxes <i>taxes</i>	7 years whether entered on GED or not	200 <i>200</i>

Financing Statements (Chattel Mortgages)	Financial instruments providing security for debts	1 year after expiration of mortgage	185
Gas Tax Reports	Report of county gas tax collection	7 years	
Homestead Exemptions	Requests for exemption from property taxes in compliance with the Homestead Exemption Act	3 years after expired	186
Insolvent List	List of taxes uncollectible	7 years	
Insurance Premium Tax Records	Records on taxes collected from insurance companies	5 years	202
Intangible Recording Tax Collection	Record of intangible tax due and paid	3 years	402
Issuing Officer's Reports	MVA-13 form.	5 years	403
Listing of Real Property	Annual listing of real property in the county	Retain for useful life	187
Mobile Home Exemptions, Expired	Applications for tax reductions on mobile homes	2 years	188
Mobile Home Tax Decals	PT-40 Application forms	5 years	405
Monthly Reports of Hotel- Motel Taxes	Reports of taxes owed and collected from hotel operations	5 years	201
Motor Vehicle Journal Entries	Record accounting for daily tax fee collections and disbursements	7 years	404
Motor Vehicle Tags/Decals	MV-1 through MV-3 forms. Registration for passenger cars, motorcycles, buses, trucks, and trailers	3 years	406
Not on Digest Records	Adjustments and relief orders explaining why a tax record was not recorded in the tax digest	14 years	203
Paid Tax Bill Receipts	Receipts for full payment of property taxes	3 years	204

Paid Tax Reports	Report showing bill number, taxpayer's name, amount of tax, date paid, and allocation of monies collected	3 years	407
Personal Property Appraisals	Tax appraiser's worksheets to establish property values for tax purposes	2 years after superseded	189
Personal Property Record Cards	Current assessed values for personal property	7 years after property is sold	190
Personal Property Returns	Record of value for personally owned property such as boats, equipment, and businesses	7 years	191
Real Property Record Cards	Tax history of each parcel of land in the county	Permanent	192
Reports of Title Certificates, Tag Reports, and Temporary Permits	MVA-12 form. Record informing the Department of Revenue of vehicle transfers of ownership	5 years	409
Sales Ratio Studies	Analysis of the sale of property as compared to the tax value of property	10 years	193
School Tax-Homestead Exemptions, Expired	Applications for homestead exemption from property owners aged 62 or more	2 years	205
Tax Assessment Errors and Adjustments	Record of additions to or removals from the tax digest because of errors	7 years	194
Tax Digests	List of taxpayers and assessed value of real and personal property	14 years	195
Tax Error and Release Orders	Requests for credit allowance pertaining to liabilities shown on the tax digest	15 years	206
Tax Execution Dockets/Delinquent Lists	Record of land and lot sales for delinquent taxes	7 years	411
Tax Sale Advertisements	Newspaper advertisements for sale of property for tax <i>Revised</i>	<i>15</i> years	<i>207</i>

Tax Sales File	Record of property sold for delinquent taxes including advertisements	Permanent	
Transaction Edit Journals or Cash Books	Ledgers and journals showing details of daily tax receipts for either or both real estate or personal property taxes	5 years	410
Unpaid Taxes Reports	Reports listing delinquent taxpayers	30 days or until updated	412

TOURISM AND RECREATION (23)

Records	Description	Retention	Number
Convention Planning Records	Records documenting a local government's efforts to increase convention and tourism in an area. <i>Updated: October 20, 2016</i>	5 years	LG-23-001
Participant Registration and Eligibility Records	Records used to register individuals for sports or other parks and recreation activities. <i>Updated: October 20, 2016</i>	2 years	LG-23-002
Playground Inspection Reports	Documents the routine inspection of playground shelters and fitness tracks. <i>Updated: October 20, 2016</i>	3 years	LG-23-003
Recreation Program Records	Activity schedules, rules and regulations, rosters, and status sheets for recreational programs <i>Updated: October 20, 2016</i>	3 years	LG-23-004
Reservations	Records documenting activities scheduled for tourist and convention facilities. <i>Updated: October 20, 2016</i>	2 years	LG-23-005

Records	Description	Retention	Number
Acquisition/Relocation Assistance Parcel Files (Residential and Business)	Records documenting the purchase of property within designated noise impact areas surrounding an airport. <i>Updated: October 20, 2016</i>	7 years after year in which parcel is purchased	LG-24-001
Airfield Safety Inspection Records	Routine inspections of runway and taxiway conditions for hazards and security. <i>Updated: October 20, 2016</i>	1 year	LG-24-002
Airport Aid Program Grants - Affirmative Action Plans	Records required under the Airport Aid Program. <i>Updated: October 20, 2016</i>	3 years or the period of financial assistance, whichever is longer	LG-24-003
Airport Aid Program Grants - Reports Not Transmitted to FAA	Records required under the Airport Aid Program. <i>Updated: October 20, 2016</i>	3 years or the period of financial assistance whichever is longer	LG-24-004
Bus Route Records	Records establishing the route of public transit buses to provide service to residents. <i>Updated: October 20, 2016</i>	10 years	LG-24-005
Limo Concourse Pick-up Authorizations	Permission for limo-drivers to pick-up passengers on the concourse. <i>Updated: October 20, 2016</i>	6 months	LG-24-006
Notices to Airmen	Records documenting notification of pilots of maintenance and repair work to be performed on runways and taxiways. <i>Updated: October 20, 2016</i>	2 years	LG-24-007
Operations Reports	Record of individual bus operations maintained for management and statistical	3 years	LG-24-008

Radio Beacon Maintenance Logs	Maintenance logs <i>Updated: October 20, 2016</i>	Permanent	LG-24-009
Radio Beacon Operator's Records	Operator records <i>Updated: October 20, 2016</i>	Permanent	LG-24-010
Radio Beacons Readings and Adjustments	Readings and adjustments <i>Updated: October 20, 2016</i>	Permanent	LG-24-011
Revenue and Passenger Reports	Reports documenting ridership and revenue statistics for the transit system. <i>Updated: October 20, 2016</i>	5 years	LG-24-012
Right-of-Flight Easement/Acoustical Treatment Parcel Files	Documents the purchase of avigation easements from residents living in close proximity to an airport. <i>Updated: October 20, 2016</i>	7 years after end of year in which parcel purchased	LG-24-013
Tire Mileage Reports	Reports documenting tire mileage of each transit vehicle. <i>Updated: October 20, 2016</i>	3 years	LG-24-014
Transit Operations Reports	Periodic reports on performance of the transit system <i>Updated: October 20, 2016</i>	3 years	LG-24-015
Vehicles for Hire Violation/Hearing Case Files	Records documenting the adjudication of charges brought against taxi companies and drivers for violations of taxi cab regulations. <i>Updated: October 20, 2016</i>	5 years	LG-24-016

File Attachments for Item:

5. Discussion of Recruitment Police/Fire Initiatives - Nathaniel Clark, Public Safety Director

Background and Summary:

It should be noted that enhanced recruitment is the foundation of any law enforcement agency/fire department. Agencies cannot hire the best and most qualified applicants if they do not attract them. As such, the Public Safety Department is seeking your approval referencing the discussed initiatives to aid in our efforts to recruit, hire and retain a diverse pool of applicants.

