

# Retention Schedule for the City of Berkeley Lake

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The Records Retention Schedule for the City of Berkeley Lake is based on Local Government Records from the Georgia Archives, (Georgia Records Act (O.C.G.A §50-18-90 et seq), and also contains references to the Code of Federal Regulations (C.F.R). This version includes the revised schedules as filed with the Division of Archives and history. Office of Secretary of State as of November 1, 2002. Approved by the State of Georgia: May 2003.

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## **Records Retention Policy for the City of Berkeley Lake**

By statute, the following requirements for records schedules are established:

· O.G.C.A. § 50-18-99 (d) “. . .each office or officer shall recommend to the governing body a retention schedule. This schedule shall include an inventory of the type of records maintained and the length of time each type of record shall be maintained in the office or in a record-holding area. These retention periods shall be based on the legal, fiscal, administrative, and historical needs of the record. Schedules previously approved by the State Records Committee will remain in effect until changed by the governing body.”

· O.C.G.A. § 50-18-99 (e): “Each governing body shall approve by resolution or ordinance a records management plan...”

- The records management program of the City of Berkeley Lake shall be coordinated by the City Clerk or her designee.
- The retention schedule shall be approved by the Mayor and Council of the City of Berkeley Lake and shall remain in effect until changed by the governing body.
- Documents shall be kept in a waterproof and fireproof container, and locked where possible.
- Records that are older than the recommended retention period should be purged and destroyed by shredding within a year on an annual basis by the Clerk or her designee.
- Records not covered by this schedule should be kept until no longer useful and then destroyed.
- Documents of historical importance, such as photographs, may be given to the City Historian after the recommended retention period.

## General Guidelines

Certain guidelines apply to all records listed in this schedule:

*These retention periods apply to all record formats.* The retention periods shown in this guideline apply to all records and information created by the City of Berkeley Lake, regardless of physical format (paper, film, electronic, etc.)

*These retention periods are the minimum requirements.* Each retention period in this schedule is the minimum length of time the record must be retained. The decision to retain specific information longer than the minimum retention period should be made by City Council, the City Auditor, City attorney or other appropriate persons. Such a decision should be documented in the records management plan and/or local ordinance.

*These retention periods apply to records under normal business conditions.* The retention periods in this schedule apply to records created and used under normal business conditions. If a particular series of records is required for litigation, audit, or other special administrative needs, it must be retained for as long as needed as determined by City Council, the City Auditor, City attorney or other appropriate persons.

### **The Record Categories are:**

Accounting  
Administration  
Administrative Support  
Audits  
Budgeting  
Building  
Elections  
Information Technology  
Legal  
Payroll  
Personnel  
Planning and Zoning  
Property  
Public Works  
Records Management  
Taxation  
Tourism and Recreation

## How to Read the Schedules

The five columns in the schedules are:

### RECORD TITLE

The common name of the records and the information contained therein. Record title is also used to describe the function that created the records.

### DESCRIPTION

A brief summary of the records.

### RETENTION

The period of time the record or information must be kept.

### LEGAL CITATION

The specific Federal and/or State Code which stipulates the retention period. This information may not exist for certain records.

### RETENTION CLASSIFICATION

One of four general classifications used to group records by disposition.

The four classifications are:

- *Transitory*

Information of a temporary nature that does not meet the requirements for longer retention prescribed by O.C.G.A. §50-18-94(1).

- *Temporary short-term*

Information that needs to be retained less than fifteen years.

- *Temporary long-term*

Information that needs to be retained for fifteen years or longer, but which does not need to be retained permanently.

- *Permanent*

Information that for legal, historical, fiscal, or administrative reasons needs to be retained forever.

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

# Schedules for the City of Berkeley Lake

## Accounting

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>
Accounts Payable Files	Records documenting payments made by agency for services rendered or items purchased	5 years	O.C.G.A. 11-2-725; 36-11-1	Temporary - Short Term
Accounts Receivable Files	Records documenting monies owed to and collected by the agency	5 years	O.C.G.A. 11-2-725	Temporary - Short Term
Annual Financial Statements	Annual reports of the accounts, income and liabilities of an agency	Permanent	O.C.G.A. 36-1-6; 36-81-8	Permanent
Bank Loan Records	Include outstanding financial obligations incurred by an agency in the form of bank loans	5 years after settlement of loan		Temporary - Short Term
Bank Statements	Periodic computations of deposits and credits to a bank account	6 years	O.C.G.A. 9-3-25	Temporary - Short Term
Bids and Competitive Selection Records	Records documenting quotes by vendors to supply products or services to an agency	Capital Improvement Projects: 11 years All Other Records: 7 years	O.C.G.A. 9-3-24; 9-3-51; 11-2-725; 36-91-20	Temporary - Short Term
Cancelled Checks	Copies (or originals) of paid warrants	6 years	O.C.G.A. 9-3-25	Temporary - Short Term
Capital Improvement Bonds, Retired	Document the repayment of funds raised through bond issues	5 years	O.C.G.A. 9-3-25; 36-1-8	Temporary - Short Term
Cash Balances and Reconciliations	Records documenting cash balances, receipts and disbursements completed during the day.	5 years	O.C.G.A. 9-3-25	Temporary - Short Term

# Accounting

Record Title	Description	Retention	Legal Citation	Retention Classification
Contracts and Agreements	Records documenting services and products provided to an agency for a specified cost and period of time	Capital Improvement Projects: 10 years after expiration. Other Contracts: 7 years after expiration	O.C.G.A. 9-3-24; 9-3-26; 36-91-20	Temporary - Short Term
Cost Accounting Reports	Financial reports by cost center of all expenditures	3 years		Temporary - Short Term
Credit Card Administration Records	Records documenting administration of credit cards issued to individual agency staff or offices	7 years	O.C.G.A. 9-3-24	Temporary - Short Term
Deposit Slips and Reconciliations	Documents recording transaction in a bank account	6 years	O.C.G.A. 9-3-25	Temporary - Short Term
Federal and State Grant Project Files - Non-Education Agencies	Records document federally and state funded projects	3 years after submission of final financial report	Uniform Requirements for Grants and Cooperative Agreements Between State and Local Governments (Common Rule): O.C.G.A. 36-87-1	Temporary - Short Term
Franchise Records	Records documenting franchises granted to utility companies or other organizations allowing them to provide services to local residents	Permanent	O.C.G.A. 36-34-2	Permanent
General Ledger and Trial Balances	Record of final entry for all financial transactions	7 years	O.C.G.A. 9-3-24	Temporary - Short Term

## Accounting

Record Title	Description	Retention	Legal Citation	Retention Classification
Investment Records	Records documenting the savings and investments of funds by an agency	7 years	O.C.G. A. 36-1-8	Temporary - Short Term
Invoices	Records requesting payment for goods and services provided to an agency	5 years	O.C.G.A. 11-2-725	Temporary - Short Term
Journal Entries (Journal Vouchers)	Adjustments to financial accounts	5 years	O.C.G.A. 9-3-25	Temporary - Short Term
Journals and Registers	Financial logs recording detailed transactions, encumbrances, and obligations of an agency	5 years	O.C.G.A. 9-3-25	Temporary - Short Term
Outstanding Obligations	Documents the unpaid accounts of an agency	5 years	O.C.G.A. 9-3-25	Temporary - Short Term
Payment Schedules	Schedules of the deferred payment of goods, equipment and services	5 years	O.C.G.A. 9-3-25	Temporary - Short Term
Professional Membership Records	Records documenting agency-paid individual memberships and activities in professional organizations	5 years	O.C.G.A. 9-3-26	Temporary - Short Term
Receipts	Documentation of monies collected	5 years	O.C.G.A. 11-2-201;	Temporary - Short Term
Reconciliations	Periodic reconciliations of accounts within operating and general ledgers	5 years	O.C.G.A. 9-3-25	Temporary - Short Term
Refund/Disbursement Requests	Records documenting requests and disbursements made for overpayment of funds	4 years	O.C.G.A. 9-3-25; 11-2-725	Temporary - Short Term

## Accounting

Record Title	Description	Retention	Legal Citation	Retention Classification
Returned Checks	Records documenting attempts to collect monies for non-negotiable (usually insufficient funds) checks received for payment to agency accounts	5 years	O.C.G.A. 11-2-725	Temporary - Short Term
Signature Authorizations	Records documenting the certification of employees who are authorized to sign fiscal and contractual documents	7 years after authorization expires	O.C.G.A. 9-3-24	Temporary - Short Term
Travel - Registration Fee Payments	Records documenting payment of registration fees which are not considered travel expenses	5 years		Temporary - Short Term
Travel Authorization and Reimbursement Records	Records documenting requests for authorization from supervisors to travel on official business and related material, such as reimbursement of expenses and itineraries	5 years	O.C.G.A. 50-6-7: Government Accounting Manual for the State of Georgia	Temporary - Short Term

## Administration

Record Title	Description	Retention	Legal Citation	Retention Classification
Annexations	Records documenting the approved additions of property to the city boundaries	Permanent	O.C.G.A. 36-36-3	Permanent
City Charter	Includes the constitution and by-laws of an incorporated city	Permanent	O.C.G.A. 36-30-7.1	Permanent
Correspondence, Fiscal	Records documenting purchases, issuance of fiscal policy, or obligations and revenues	5 years	O.C.G.A. 9-3-25; 11-2-725	Temporary - Short Term
Correspondence, General	Correspondence related to day-to-day operations of the office	5 years	O.C.G.A. 9-3-25	Temporary - Short Term
Crisis or Disaster Records	Records documenting events and damages to agency property due to storms, riots, fires, drought, floods, and other acts affecting the citizens or agency facilities; may include photos, logs, reports, notes, and correspondence	5 years	O.C.G.A. 9-3-32; 38-3-30	Temporary - Short Term
Daily/Monthly Activity Reports	Record of daily/monthly activities	5 years	O.C.G.A. 9-3-25	Temporary - Short Term
Deed Plats	Records documenting individual ownership or property that are filed with the local government	Permanent	O.C.G.A. 44-2-25	Permanent
Deeds, Right-of Way	Records authorizing use of land for road widening or public work	Permanent		Permanent

# Administration

Record Title	Description	Retention	Legal Citation	Retention Classification
Deeds, Security	Deeds to properties on which an agency holds the second mortgage	5 years after final payment	O.C.G.A. 44-2-25; 44-14-60	Temporary - Long Term
Easements	Records documenting the granting of access by a property owner to a local government to run wiring, water or sewage pipes, and other public works (or other reasons)	Permanent		Permanent
Emergency Preparedness Plans, Superseded	Business recovery plans for man-made and natural disasters	5 years	O.C.G.A. 9-3-32	Temporary - Short Term
Emergency Relief Records	Records documenting eligibility for financial assistance following a natural or other type of disaster	Permanent		Permanent
Federal and State Grant Final Reports	Final narrative summary submitted according to requirements of the funding agency	Permanent	Uniform Requirements for Grants and Cooperative Agreements Between State and Local Governments (Common Rule)	Permanent
Maps and Plats, Copies	Copies of maps and plats used for reference purposes	Retain for useful life		Transitory
Maps, Plats, and Drawings	Records documenting the location of roads, subdivisions, water and sewage lines	Permanent	O.C.G.A. 36-7-9; 44-2-26	Permanent
Meeting Notices	Official notification of the time and place of regular and special meetings	5 years	O.C.G.A. 50-14-1	Temporary - Short Term

## Administration

Record Title	Description	Retention	Legal Citation	Retention Classification
Minutes and Agendas	Official record of agency meetings and the decisions made	Permanent	O.C.G.A. 36-1-25	Permanent
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.)	7 years	O.C.G.A. 9-3-24	Temporary - Short Term
Petitions	Signatures of local residents requesting action by an agency on a specific issue	5 years after resolution of issue		Temporary - Short Term
Photographs	Aerial and other photographs of city property and functions	Permanent		Permanent
Policies and Procedures	Standard operating practice for business processes	Permanent. Retain 1 copy		Permanent
Printing Service Files	Includes printing requests, cost estimates, mock-ups, proofs, and printing plates	1 year after superseded		Temporary - Short Term
Publications	Newsletters, handbooks, pamphlets, and brochures published by the agency	Permanent. Retain 1 copy		Permanent
Reports, Annual	Yearly summaries of activities	Permanent		Permanent
Reports, Periodic	Quarterly and other narrative reports (not annual) that describe agency functions and activities	3 years		Temporary - Short Term
Resolutions and Ordinances	Local laws and actions adopted by City council.	Permanent		Permanent

## Administration

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

## Administrative Support

Record Title	Description	Retention	Legal Citation	Retention Classification
Blank Forms and Duplicates	Extra copies of blank forms and duplicates of reports or other materials that are no longer needed	Retain for useful life		Transitory
Calendars	Desk calendars and other scheduling media	Retain until no longer useful		Transitory
Data Input Forms	Any type of forms used to collect information for input into electronic form	Destroy upon verification/audit of data entry		Temporary - Short Term
Email Messages	Text documents which are created, stored, and delivered in an electronic format; email is a communication tool, equivalent to paper, microfilm, etc. in status; retention of email is decided by the CONTENT not format of the record	Transitory Administrative Support; or Policy and Program	O.C.G.A. 45-6-1; 50-18-70(a)	
Emails, Administrative Support	Messages of a facilitative nature created or received in the course of administering programs; examples - correspondence, daily/weekly activity reports, appointments	Identify functional content (financial, administrative, etc.) and consult relevant common schedules		Temporary - Short Term
Emails, Policy and Program	Messages documenting the formulation and adoption of policies and procedures and the management of agency programs or functions; examples - case file management, constituent correspondence, periodic reports, budget documents	Identify functional content (financial, administrative, etc.) and consult relevant common schedules		Temporary - Long Term

## Administrative Support

Record Title	Description	Retention	Legal Citation	Retention Classification
Emails, Transitory	Messages of short-term interest with no documentary or evidential value; examples - routine requests for publications; transmittal letters; agency event notices (holidays, parties, charitable campaigns)	Retain for useful life		Transitory
Indexes	Provide a ready reference or pointer into larger sets of records	Retain until destruction of indexed set of records		Temporary - Short Term
Mailing Lists	Various standard lists of names and addresses	Retain for useful life		Transitory
News clippings and Scrapbooks	Copies of news articles and photos maintained by the agency as a historical records of activities	Newspaper Clippings: Retain for useful life Scrapbooks: Permanent		Permanent
Reference Files	Copies of records, publications, and other materials used to answer routine inquiries and questions	Retain for useful life		Transitory
Telephone and Fax Machine Contact Logs	Lists of telephone and fax machine contacts and related data	Retain for useful life		Transitory
Telephone Return Message Records	"While You Were Out" message slips and related data	Retain for useful life		Transitory

## Audits

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>
Audit Reports	Reports prepared by external auditors examining and verifying the agency's financial activities for a defined period of time	Permanent	O.C.G.A. 36-11-2; 36-81-7	Permanent
Internal Auditing Records	Records documenting the conduct of an internal review of agency financial accounts and processes	7 years	O.C.G.A. 36-11-2; 36-81-7	Temporary - Short Term

## Budgeting

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>
Budget Maintenance Records	Records documenting changes made in the agency's initial budget including change requests, request authorizations, funds transfers, and other records	6 years	O.C.G.A. 45-8-9; 45-12-83; 45-12-87	Temporary - Short Term
Budget Request Records	Records documenting the preparation of a budget request package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance	5 years after the end of the fiscal year	O.C.G.A. 36-81-5	Temporary - Short Term
Final Budgets	Includes the final approved budget for an agency	Permanent	O.C.G.A. 36-81-5	Permanent

# Building

Record Title	Description	Retention	Legal Citation	Retention Classification
Blueprints and Specifications, As-Built	Plans and specifications submitted by contractors when applying for building permits	Retain for life of structure	O.C.G.A. 36-13-2	Temporary - Long Term
Blueprints and Specifications, Interim and Never Constructed	Plans and specifications submitted by contractors when applying for building permits; these buildings were never constructed or plans were altered prior to construction	7 years	O.C.G.A. 9-3-24	Temporary - Short Term
Building Codes	Published code books containing building standards	Permanent	O.C.G.A. 8-2-28; 36-13-1	Permanent
Certificates of Occupancy	Records documenting compliance with minimum standards required by the safety fire laws	Permanent		Permanent
Sewage Disposal System Inspection Reports	Records documenting the inspection of building sewage systems for compliance with building codes	Permanent		Permanent
Street Address Lists	Listings of streets and house numbers	Retain for useful life		Transitory

## Elections

Record Title	Description	Retention	Legal Citation	Retention Classification
Absentee Ballot Records - Registrar	Absentee ballot applications	2 years	O.C.G.A. 21-2-381(a), (b); 21-2-384(d); 21-2-386(a), (d); 21-2-387;	Temporary - Short Term
Absentee Voter Lists - Registrar	List of certified absentee voters	2 years	O.C.G.A. 21-2-386(a)	Temporary - Short Term
Appointment and Resignation Records	Records relating to the appointment and resignation of election officials	2 years	O.C.G.A. 21-2-90 thru 95; 21-2-70(6, 14); 21-2-70.1; 21-2-212;	Temporary - Short Term
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	2 years	O.C.G.A. 21-2-90; 21-2-93; 21-2-94; 21-2-95; 21-2-359(b); 21-2-405	Temporary - Short Term
Appointment, Commissioning and Resignation Papers of Registrars and Deputy Registrars	Certificates, appointments, notifications, resignations, oaths of office	2 years	O.C.G.A. 21-2-212	Temporary - Short Term
Ballot Samples and Labels	Samples or facsimiles of ballots and ballot labels	2 years	O.C.G.A. 21-2-292;	Temporary - Short Term
Budget Estimates - Registrar	Records and working papers related to the cost estimates for holding an election	4 years	O.C.G.A. 21-2-212(f)	Temporary - Short Term
Budget Estimates - Superintendent	All records relating to election budgetary needs	4 years	O.C.G.A. 21-2-70(12);	Temporary - Short Term
Calls for Elections	Records relating to the calling of bond elections, special elections, nonpartisan primaries, and recall elections by a governing authority	2 years	O.C.G.A. 21-2-540; 21-2-541; 21-2-541.2;	Temporary - Short Term

# Elections

Record Title	Description	Retention	Legal Citation	Retention Classification
Calls for Special Elections	Records related to the announcement of a special election	2 years	O.C.G.A. 21-2-504	Temporary - Short Term
Campaign Disclosure Violation/Complaint Records - Superintendent	Complaints received and reports to State Ethics Commission	5 years	O.C.G.A. 21-5-36	Temporary - Short Term
Campaign Financial Disclosure Reports - City Offices/Referendums - Superintendents Copy	Disclosure reports for city offices and city referendums	Permanent	O.C.G.A. 21-5-34	Permanent
Campaign Financial Disclosure Reports - Municipal Authority	Financial disclosure reports filed by municipal office candidates	Permanent	O.C.G.A. 21-5-34	Permanent
Candidate Filing Papers	All records relating to the qualifying of candidates	2 years	O.C.G.A. 21-2-132; 21-2-134; 21-2-153; 21-2-154;	Temporary - Short Term
Certificates of Elections	Certifications of elected candidates	Permanent	O.C.G.A. 21-2-502	Permanent
Certification of Electors - City Clerk	Municipal electors lists	Permanent	O.C.G.A. 21-2-224(e,f)	Permanent
Certification of Recall Petitions - Municipal Authority	Certificates from the election superintendent regarding a recall petition	2 years	O.C.G.A. 21-4-13(a)	Temporary - Short Term
Certified Electors List - City Clerk	List of eligible voters	2 years	O.C.G.A. 21-2-224(e,f)	Temporary - Short Term

# Elections

Record Title	Description	Retention	Legal Citation	Retention Classification
Challenge Qualifications of Electors	Records relating to the challenge the qualifications of electors	2 years	O.C.G.A. 21-2-228; 21-2-229; 21-2-230;	Temporary - Short Term
Challenges to Qualifications of Candidates	Complaints, petitions, correspondence relating to qualification challenges	2 years	O.C.G.A. 21-2-6	Temporary - Short Term
Change of Polling Place	Records relating to the changing of a polling place	2 years	O.C.G.A. 21-2-265	Temporary - Short Term
Collection of Qualifying Fees	Receipts, correspondence and transmittals regarding the collection of qualifying fees	2 years	O.C.G.A. 21-2-131	Temporary - Short Term
Computing and Canvassing the Vote Records	All records related to the process of computing, tallying and canvassing the vote	2 years	O.C.G.A. 21-2-472; 21-2-492;	Temporary - Short Term
Contested Election/Primary Records	Records related to the resolving of a contested election or primary	2 years after resolution of dispute	O.C.G.A. 21-2-525; 21-2-526;	Temporary - Short Term
Correspondence - Superintendent	All correspondence related to the general administration of the office	2 years		Temporary - Short Term
Declaration of Intent to Accept Contributions - Superintendent	Declarations by candidates or their campaigns to accept contributions	5 years	O.C.G.A. 21-5-30(g)	Temporary - Short Term
Election Offenses	Superintendent's records relating to the investigation and/or prosecution of election offenses	2 years after close of case	O.C.G.A. 21-4-5; 21-4-6; 21-4-9; 21-4-11; 21-4-13	Temporary - Short Term

# Elections

Record Title	Description	Retention	Legal Citation	Retention Classification
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	2 years	O.C.G.A. 21-2-110(b)	Temporary - Short Term
Electors List - Municipal Authority	Elector lists delivered from the county board of registrars	2 years	O.C.G.A. 21-2-227	Temporary - Short Term
Electors List Purchase Records - Registrar	Statements verifying that purchased copies of the electors list will not be used for commercial purposes	2 years	O.C.G.A. 21-2-225 ( c )	Temporary - Short Term
Electors Lists	List of all qualified electors for a given primary or election. This is the registrar's retained copy.	5 years	O.C.G.A. 21-2-233; 21-2-227;	Temporary - Short Term
Electors Lists Receipts - Registrar	Receipts for the delivery of electors lists	2 years	O.C.G.A. 21-2-401(b)	Temporary - Short Term
Electors Lists, Marked - Registrar	Marked copy of voter list	5 years	O.C.G.A. 21-2-411	Temporary - Short Term
General and Consolidated Returns	Records related to consolidating voting results	2 years	O.C.G.A. 21-2-436(a); 21-2-455; 21-2-496;	Temporary - Short Term
Lists of Persons Assisting Electors	Records documenting statutory compliance with providing assistance to electors	2 years	O.C.G.A. 21-2-409(a,b)	Temporary - Short Term
Lists of Persons Assisting Voters	Names of individuals who assisted voters	2 years	O.C.G.A. 21-2-409	Temporary - Short Term
Nomination Petitions and Examination Files	Records relating to the examination of petitions	2 years after election or litigation; whichever is later	O.C.G.A. 21-2-171	Temporary - Short Term

## Elections

Record Title	Description	Retention	Legal Citation	Retention Classification
Notice of No Election	Notification of no election	2 years	O.C.G.A. 21-2-291; 21-2-545;	Temporary - Short Term
Notices of Qualifying Fees	Records relating to the establishment of qualifying fees for city primaries and elections	2 years	O.C.G.A. 21-2-131; 21-2-132 (c )	Temporary - Short Term
Oaths of Assisted Electors - Registrar	Duplicate copy of oath administered to electors requiring voting assistance	2 years	O.C.G.A. 21-2-409( c )	Temporary - Short Term
Oaths of Electors Needing Assistance	Records documenting assistance provided to qualified electors	2 years	O.C.G.A. 21-2-4099a)	Temporary - Short Term
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	2 years	O.C.G.A. 21-2-285	Temporary - Short Term
Poll Operation and Procedure Records	Records relating to the preparing, opening, operating and closing of a polling location during election day	2 years	O.C.G.A. 21-2-293; 21-2-294; 21-2-327; 21-2-328; 21-2-329; 21-2-21-2-359; 21-2-401; 21-2-450;	Temporary - Short Term
Polling Place Change Notices	Notices of polling place change	2 years	O.C.G.A. 21-2-265(a)	Temporary - Short Term
Precinct Boundary Changes	All records relating to the change of precinct boundaries	Permanent	O.C.G.A. 21-2-261; CFR 28	Permanent

# Elections

Record Title	Description	Retention	Legal Citation	Retention Classification
Precinct Boundary Files	All records relating to the change in precinct boundaries including but not limited to maps, plats, notifications, reports, correspondence and minutes	Permanent	O.C.G.A. 21-2-261;21-2-262	Permanent
Publication of Qualifying Fees for City Office - City Officials	All records related to the fixing and publishing of qualifying fees for each city office	2 years		Temporary - Short Term
Qualification Fees	Records relating to the fixing and publication of qualification fees	2 years	O.C.G.A. 21-2-131	Temporary - Short Term
Recount Records	All records related to recounting or re-canvassing the votes cast in an election	2 years	O.C.G.A. 21-2-495	Temporary - Short Term
Registration Cancellations	Records relating to the removal of names from electors list	2 years	O.C.G.A. 21-2-218; 21-2-231; 21-2-232;	Temporary - Short Term
Removals of Registrars for Cause	Complaints, notices, court orders and related documents	2 years	O.C.G.A. 21-2-212	Temporary - Short Term
Vote Count Discrepancies	Records relating to the reporting and resolving of count discrepancies	4 years	O.C.G.A. 21-2-493	Temporary - Short Term
Voter Registration Cards	Registration cards as required by law	Permanent for active status; 2 years after deletion for inactive status	O.C.G.A. 21-2-236	Permanent
Voter Registration Correspondence	Records relating to the registration of voters	2 years		Temporary - Short Term

## Elections

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>
Voter Registration Maintenance Files	Records relating to registered voters not required by law	2 years	O.C.G.A. 21-2-236	Temporary - Short Term
Voters Certificates - Registrar	Certificates of persons who voted	2 years	O.C.G.A. 21-2-411	Temporary - Short Term
Write-in Candidate Notifications	Records relating to qualifying as a write-in candidate for municipal office	2 years	O.C.G.A. 21-2-133;	Temporary - Short Term

## Information Technology

Record Title	Description	Retention	Legal Citation	Retention Classification
Computer Inventory Records	Records documenting the assignment of a specific computer to an individual as well as an inventory of the software licensed for that computer; also may include IP address or mailbox assigned to the individual	4 years after computer removed from service or staff leaves agency	O.C.G.A. 16-9-93; 45-11-1; 50-5-51; 50-5-80; 50-5-146	Temporary - Short Term
Computer System Documentation	Hardware and software manuals and program coding	5 years and migration of all permanent records to new system		Temporary - Short Term
Equipment and Network Usage Documentation	Policies and procedures for appropriate use of agency equipment and software	4 years after superseded	O.C.G.A. 16-9-93g(4)	Temporary - Short Term
Equipment Records	Include purchase orders, warranties, operation manuals and service contracts for all computer hardware and software	4 years after disposition of equipment	O.C.G.A 9-3-32; 16-9-93; 50-5-51; 50-5-80	Temporary - Short Term
Network and PC Password and Security Identifications	Records document the issuance or selection of a network password and the administration of security on an agency's network	4 years	O.C.G.A. 16-9-93g(4)	Temporary - Short Term
System Architecture Documents and Wiring Schemas	Records documenting the location of wiring and the design of the overall agency network environment	3 years after obsolete or replaced	O.C.G.A. 9-3-33	Temporary - Short Term

# Legal

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>
Attorney Case Files	Documents the work of the agency legal counsel in advising and representing a local government	6 years after settlement of case in consultation with the City attorney		Temporary - Short Term
Attorney's Opinions	Interpretations of the law and an agency's compliance with the law	Permanent		Permanent

# Payroll

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>
Annual Payroll Earnings Reports	Summary of employees' payroll earnings for a fiscal year, including deductions	50 years after the tax year in which the records were created		Temporary - Long Term
Deduction Authorizations	Records documenting an individual employee's authorization to withhold taxes and other deductions from the employee's pay	5 years after deductions are changed	O.C.G.A. 48-7-111; 26 CFR 31.6001-1	Temporary - Short Term
Deduction Records	Records documenting taxes, retirement contributions, and all other deductions for insurance, bank accounts, or cafeteria plans that are withheld from the pay of individual employees	5 years after end of fiscal year	O.C.G.A. 48-7-111; 26 CFR 31.6001-1	Temporary - Short Term
Periodic Tax Reports	Records documenting taxable and non-taxable income of an agency	5 years	O.C.G.A. 48-7-111	Temporary - Short Term
Salary and Wage Records	Pre-payroll reports, monthly payroll check registers, monthly fund distribution reports, and payroll action forms	5 years after the end of the fiscal year	O.C.G.A. 9-3-25; 26 CFR 31.6001-1	Temporary - Short Term
Unclaimed Pay Checks	Checks that remain unclaimed by employees	1 year	O.C.G.A. 44-12-206	Temporary - Short Term
Withholding Allowance Certificates	Federal and state forms completed by an individual to establish the amount of taxes withheld from wages	5 years after superseded	O.C.G.A. 48-7-111; 26 CFR 31.6001-1	Temporary - Short Term
Withholding Allowance Certificates (W-4 Forms)	Federal forms completed by an individual employee to establish the amount of taxes withheld from wages	7 years after superseded	O.C.G.A. 48-7-111; 26 CFR 31.6001-1	Temporary - Short Term

# Permits

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>
Building Permit Applications and Permits	Applications from property owners to erect a new structure or make modifications to an existing structure; includes permits allowing construction	Permanent	O.C.G.A. 8-2-27; 36-13-6	Permanent
Record of Permits Issued	Listing of permits issued	Permanent		Permanent
Sign Permits	Applications and permits for temporary signage	3 years		Temporary - Short Term

## Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification
Accident Reports	Reports of employee accidents and injuries; may include worker's compensation claims	5 years	O.C.G.A. 9-3-33; 36-11-1	Temporary - Short Term
Applications for Employment, Not Hired	Records documenting applications for job openings	2 years	29 CFR 1602.31	Temporary - Short Term
Applications for Employment, Unsolicited or Incomplete	Records documenting applications for job openings	3 months		Temporary - Short Term
Background Surveys of Personnel	Copies of fingerprint cards and criminal backgrounds checks of new or potential employees	7 years	O.C.G.A. 45-20-13	Temporary - Short Term
Employee Grievance Action Case Files, Resolved	Resolution of employee complaints against supervisor or other employee	2 years	29 CFR 1602.31	Temporary - Short Term
Employee Personnel Files - Permanent Staff	Records documenting an employee's work history with the agency, generally maintained as a case file; includes records of continuing education, performance evaluations, disciplinary actions, and background checks	7 years after separation	O.C.G.A. 45-20-13; 47-2-2; 47-2-70(c); 47-2-92; 47-2-94; 47-2-25	Temporary - Long Term
Employee Personnel Files - Temporary Staff	Records documenting the work of temporary staff that accrue no retirement benefits as part of their employment	6 years	O.C.G.A. 36-1-11; 47-2-99	Temporary - Short Term
Employee Salary Schedules	Records document pay scales and salary levels for all employee	Permanent		Permanent

## Personnel

Record Title	Description	Retention	Legal Citation	Retention Classification
Job Recruitment Materials	Records documenting efforts to advertise positions and attract qualified personnel	2 years	29 CFR 1602.31	Temporary - Short Term
Official Bonds and Oaths	Bonds required of local officials and custodians of funds	5 years after expiration of term	O.C.G.A. 20-2-104; 36-6-2; 36-6-3; 36-6-4; 45-8-9	Temporary - Short Term
Training Records	Records documenting attendance and course content for required continuing education training	5 years		Temporary - Short Term
Work Schedules	Records documenting employee's daily and weekly work schedules	5 years		Temporary - Short Term
Workers' Compensation Claims, Closed	Records documents employee accidents, injuries, and medical claims	5 years	O.C.G.A. 9-3-31	Temporary - Short Term

## Planning and Zoning

Record Title	Description	Retention	Legal Citation	Retention Classification
Planning Studies and Reports	Studies and reports completed by outside consultants and/or city planners	Permanent		Permanent
Zoning Board Appeals	Appeals of decisions of the Planning and Zoning Department	Permanent		Permanent
Zoning Change Requests	Requests from property owners for changes in the zoning of their property	5 years	O.C.G.A. 36-66-4	Temporary - Short Term
Zoning Litigation Files	Records documenting the review, evaluation, and decision in rezoning court suits	20 years		Temporary - Long Term
Zoning Ordinances	Records establishing property usage for commercial, residential, or agricultural purposes	Permanent	O.C.G.A. 36-66-1; 36-66-5	Permanent
Zoning Variance Applications	Applications for an exception to a zoning regulations	Permanent	O.C.G.A. 36-66-4	Permanent

## Property

Record Title	Description	Retention	Legal Citation	Retention Classification
Acquisition Records	Records documenting the purchase of property (real and personal) by an agency; does not include deeds or titles	5 years		Temporary - Short Term
Architectural Project Monitoring Files	Monitoring of the construction of local government facilities	7 years after project completion	O.C.G.A. 9-3-24	Temporary - Short Term
Building/Grounds Maintenance Remodeling and Repair Records	Documents the condition, upkeep and routine maintenance on agency facilities and grounds	7 years	O.C.G.A. 9-3-24	Temporary - Short Term
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	O.C.G.A. 51-1-11	Temporary - Long Term
Depreciation Schedules	Records documenting useful life and depreciation of agency-owned equipment and property, usually for insurance purposes	3 years after disposition of equipment or property		Temporary - Short Term
Facility Inspection Files and Reports	Records documenting inspection of facilities to comply with standards, rules, and codes affecting health and safety of the occupants; includes security and safety inspections	Building Age 0-8 years: 11 years Building Age 9-up year: 3 years	O.C.G.A. 9-3-33; 9-3-51	Temporary - Short Term
Facility/Building Security Records	Records documenting security measures and procedures	5 years	O.C.G.A. 9-3-30	Temporary - Short Term

# Property

Record Title	Description	Retention	Legal Citation	Retention Classification
Insurance Policies	Records documenting insurance purchase for agency facilities or of membership in risk management cooperatives	7 years after expiration of policy or membership	O.C.G.A. 9-3-24	Temporary - Long Term
Inventories	Listings of agency-owned property and equipment	Retain until superseded		Transitory
Leasing and Rental Records	Records documenting the leasing or renting of land, buildings, or facilities	7 years after expiration (or termination) of contract	O.C.G.A. 9-3-24	Temporary - Long Term
Maintenance Work Orders	Records documenting routine maintenance on facilities and property	5 years	O.C.G.A. 9-3-26	Temporary - Short Term
Property Disposition Requests (Surplus Property Records)	Document a requests for change in status of government-owned property	5 years	O.C.G.A. 9-3-26	Temporary - Short Term
Real Property Ownership Records	Deeds and supporting documentation for land owned by an agency	11 years after the year in which the property was sold or transferred	O.C.G.A. 9-3-51	Temporary - Long Term
Receipts of Responsibility	Records documenting property temporarily in use or possession of an employee	Retain until return of item to property manager	O.C.G.A.9-3-31; 9-3-32; 50-5-80	Temporary - Short Term
Space Planning/Design Management Project Files	Evaluation and design of office space for local government agencies	3 years after project completion		Temporary - Short Term
Utility Systems Operating and Maintenance Records	Records include equipment operations logs, mechanical reading charts, equipment maintenance histories	5 years after equipment is no longer in service	O.C.G.A. 9-3-26	Temporary - Short Term

## Public Works

Record Title	Description	Retention	Legal Citation	Retention Classification
Road Maintenance Records	Records documenting requests for paving and road improvements; includes memos, petitions, and surveys	5 years	O.C.G.A. 36-39-3	Temporary - Short Term
Road Maintenance Work Reports	Reports documenting work performed by road maintenance crews	3 years		Temporary - Short Term
Road Repair Costs	Records used to estimate job costs and prepare a budget	3 years		Temporary - Short Term
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	20 years		Temporary - Long Term
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		Temporary - Short Term
Street Maintenance Work Orders	Records documenting maintenance to streets and roads	3 years		Temporary - Short Term
Street Resurfacing Reports	Lists of streets and locations that have been resurfaced; includes type of resurfacing, materials, and costs	10 years	O.C.G.A. 36-39-6; 36-39-7; 36-39-8	Temporary - Short Term
Subdivision Plats and Inspections	Records showing the layout and roads within a subdivision	Plats: Permanent Other records: 5 Years		Permanent

## Records Management

Record Title	Description	Retention	Legal Citation	Retention Classification
Condition Reports of Duplicating Masters	Records documenting the inspection of microfilm duplicating masters for signs of physical deterioration	Retain for useful life		Transitory
Inventories	Current listings of records created and maintained by an agency	5 years	O.C.G.A. 9-3-32; 16-8-4; 50-5-80; 50-5-146	Temporary - Short Term
Records Schedules, Record Copy	Records retention schedule approved by resolution/ordinance; may be filed with other resolutions/ordinances	Permanent	O.C.G.A. 50-18-99;	Permanent
Records Schedules, Reference Copies	Copies of approved agency records retention schedules	5 years after superseded	O.C.G.A. 50-18-99;	Temporary - Short Term

# Taxation

<b>Retention Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Classification</b>
Adjustments or Relief Orders	Record of adjustment of tax as listed in tax digest	7 years		Temporary - Short Term
Assessment Appeals Case Files, Closed	Appeals by taxpayers for reconsideration of the assessed value of their property	7 years		Temporary - Short Term
Assessment Notices	Legal notices to taxpayers that their property will be reassessed for its tax value	3 years		Temporary - Short Term
Building Inspection Sheets	Building permits maintained to aid in assessing property values for taxes	5 years		Temporary - Short Term
Delinquent Tax Notices or Levy Notices	Record notifying taxpayer of delinquent payment of tax	7 years	O.C.G.A. 48-3-21	Temporary - Short Term
Delinquent Tax Reports	Records of taxes paid and amounts still owed	15 years		Temporary - Long Term
Fi. Fa. (Fieri Facias) Records	Preliminary action against taxpayers for delinquent taxes	7 years whether entered on GED or not		Temporary - Short Term
Insurance Premium Tax Records	Records on taxes collected from insurance companies	5 years		Temporary - Short Term
Intangible Recording Tax Collection	Record of intangible taxes due and paid	3 years		Temporary - Short Term
Listing of Real Property	Annual listing of real property in the city	Retain for useful life		Transitory
Tax Digests	List of taxpayers and assessed value of real and personal property	14 years		Temporary - Short Term

## Tourism and Recreation

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>
Park Work Orders	Documents the repair and maintenance of park grounds, buildings, and facilities	3 years	O.C.G.A. 9-3-33; 36-11-1	Temporary - Short Term
Playground Inspection Reports	Documents the routine inspection of playground shelters and fitness tracks	3 years	O.C.G.A. 9-3-33; 36-11-1	Temporary - Short Term