



## Judicial Council of Georgia Approves Retention Schedules for Administrative Records

*Editor's Note: This Special Edition of the Georgia Courts Journal presents Records Retention Schedules approved for use by administrative groups within the Judicial Branch. The schedules are in no way binding upon local court administrators. They are published here as a reference for those who may wish to implement a records management program for non-judicial documents, etc. which are generated locally.*

At its December 10, 2004 meeting, the Judicial Council approved the Administrative Record Retention schedules found in the following pages. Initially, the schedules were considered by a Task Force appointed by Chief Justice Norman Fletcher in 2003. This Task Force adapted retention schedules promulgated by the Georgia Secretary of State to conform to judicial administrative language. Subsequently, a Judicial Council Records Retention Committee was appointed by Chief Justice Fletcher to "review and recommend record retention schedules of judicial branch agencies." The committee was also directed to "study issues associated with the destruction, disposal, or release of evidence."

The schedules published herein are the committee recommendations as presented to the Judicial Council by Chief Judge Wallace Cato. As already stated the full Council reviewed and adopted the work of this committee.

### **Retention Schedules**

The retention schedules for administrative records are organized into the following categories.

- Accounting - 01**
- Administration - 02**
- Administrative Support - 03**
- Audit - 04**
- Budget - 05**
- Information Technology - 06**
- Payroll - 07**
- Personnel - 08**
- Property - 09**
- Records Management - 10**

### **Records Management**

A successful records management program requires considerable planning, organizing, and incremental implementation. The schedules themselves, with numerical suffixes, are a convenient way to organize a basic filing system. Many records managers have found that this file structure along with an index by calendar year makes routine maintenance easy to manage.

The goal of any records management program is to control a record or series of records from its creation to the end of its useful and legally-required time of retention. Basic managerial principles guiding implementation of a record management program include developing policies, procedures, and controls to structure a program that is consistent and easily understood by all users. This might include cost efficiency measures, obtaining supplies, and investigating a

plan to microfilm or electronically scan records.

Once the records management program has been developed, it is essential that controls are put into place regarding access to the records. Most managers designate a records officer to make sure that records are properly identified before being placed into a file storage system. Employees authorized to "check out" records and a log of their use should be kept. Prior to destruction of a record series or a single record the records officer should log in the name of the record series or single record, the date of destruction, the name of the individual authorized to terminate a record, and the method of destruction.

No single centralized authority can mandate a record management program. Records are, by their very nature, creations of the local users; successful records management programs are carried out locally.

Mr. David Ratley, Director of the AOC, stated, "These record retention schedules will advance judicial administration in Georgia immediately and will serve administrators well into the future."

For more information, contact Mr. Greg Arnold at 404-656-5171 or the State Archives at 678-364-3700.

## ACCOUNTING — 01

### Accounts Payable Files

Records documenting payments made by agency for services rendered or items purchased; 5 years; OCGA § 11-2-725; Temporary – Short Term

### Accounts Receivable Files

Records documenting monies owed to and collected by the agency; 5 years; OCGA § 11-2-725; Temporary – Short Term

### Bank Statements

Periodic computations of deposits and credits to a bank account; 5 years; OCGA § 9-3-25; Temporary – Short Term

### Cancelled Checks

Copies (or originals) of paid warrants; 5 years; OCGA § 9-3-25; Temporary – Short Term

### Cash Balances and Reconciliations

Records documenting cash balances, receipts and disbursements completed during the day; 5 years; OCGA § 9-3-25; Temporary – Short Term

### Collection Records

Records documenting an agency's efforts to collect unpaid accounts; 5 years after account paid in full or deemed uncollectible; OCGA § 9-3-25; Temporary – Short Term

### Contracts and Agreements

Records documenting services and products provided to an agency for a specified cost and period of time; Capital Improvements: 10 years after expiration; Other contracts: 7 years after contract expiration; OCGA §§ 9-3-24, 9-3-26; Temporary – Short Term

### Cost Accounting Reports

Financial reports by cost center for 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; OCGA § 9-3-24; Temporary – Short Term

### Deposit Slips and Reconciliations

Documents recording transactions in a bank account; 6 years; OCGA § 9-3-25; Temporary – Short Term

### Federal and State Grant Project Files, Non-Education Agencies

Records documenting federal and state-funded grant projects 3 years after submission of final financial report; Uniform Requirements for Grants and Cooperative Agreements between State and Local Governments (Common Rule); Temporary – Short Term

### General Ledger and Trial Balances

Record of final entry for all financial transactions; 7 years; OCGA § 9-3-24; Temporary – Short Term

### Invoices

Records requesting payment for goods and services provided to an agency; 5 years; OCGA § 11-2-725; Temporary – Short Term

### Journal Entries (Journal Vouchers)

Adjustments to financial accounts; 5 years; OCGA § 9-3-25; Temporary – Short Term

### Outstanding Obligations

Documents the unpaid accounts of an agency; 5 years; OCGA § 9-3-25; Temporary – Short Term

### Payment Schedules

Schedules of the deferred payment of goods, equipment, and services; 5 years; OCGA § 9-3-25; Temporary – Short Term

### Professional Membership Records

Records documenting agency-paid individual memberships and activities in professional organizations; 5 years; OCGA § 9-3-26; Temporary – Short Term

### Purchase Orders

Approvals for the purchase of supplies and equipment; 5 years; OCGA § 11-2-725; Temporary – Short Term

### Receipts

Documentation of monies collected; 5 years; OCGA §§ 11-2-201, 11-2-725; Temporary – Short Term

### Reconciliations

Periodic reconciliations of accounts within operating and general ledgers; 5 years; OCGA § 9-3-25; Temporary – Short Term

### Refund/Disbursement Requests

Records documenting requests and disbursements made for overpayment of funds; 4 years; OCGA §§ 9-3-25, 11-2-725; Temporary – Short Term

### Returned Checks

Records documenting attempts to collect monies for non-negotiable (usually insufficient funds) checks received for payment to agency accounts; 5 years; OCGA § 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; OCGA § 9-3-24; 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; 3 years; OCGA § 50-6-7; Government Accounting Procedures Manual for the State of Georgia; Temporary – Short Term

### Travel – Registration Fee Payments

Records documenting payment of registration fees which are not considered travel expenses; 4 years; OCGA § 45-7-26; Temporary – Short Term

### Vouchers

Individual transactions for the purchase of supplies and equipment; 5 years; OCGA § 11-2-725; Temporary – Short Term

## ADMINISTRATION — 02

### Administrative Rules Records

Records documenting reviews and changes to administrative rules issued in compliance with OCGA §§ 50-13-1 through 44; 5 years after expiration; OCGA § 9-3-25; Temporary - Short Term

### Agency Director's Files

Records of the agency head, commissioner, or director that provide an overview of agency policy and program activities; Permanent; Permanent; [*Transfer to Archives every 1-4 years.*]

### Correspondence, Fiscal

Records documenting purchases, issuance of fiscal policy, or obligations and revenues; 5 years; OCGA §§ 9-3-25, 11-2-725; Temporary - Short Term

### Correspondence, General

Correspondence related to day-to-day operations of the office; 5 years; OCGA § 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; OCGA § 9-3-32, 38-3-30; Temporary - Short Term; [*Contact Archives staff for mandatory review before disposition to ensure that no permanent materials are destroyed.*]

### Daily Broadcast Logs

Records documenting agency daily broadcast activities via radio or television; 3 years; 47 CFR 1073.1840; Temporary - Short Term

### Daily/Monthly Activity Reports

Record of daily/monthly activities; 5 years; OCGA § 9-3-25; Temporary - Short Term

### Emergency Preparedness Plans

Business recovery plans for man-made and natural disasters; 5 years after superseded or updated; OCGA § 9-3-32; Temporary - Short Term

### Federal and State Grant Reports

Final narrative summary submitted according to grant requirements of the funding agency; Permanent; Uniform Requirements for Grants and Cooperative Agreements between State and Local Governments (Common Rule); Permanent; [*Transfer to Archives every 1-4 years.*]

### Legal Reference Materials

Opinions (both formal and informal), recommendations, and correspondence to the agency from the Attorney General or other legal counsel that is not part of a legal case file; Permanent; Permanent

### Maps, Apportionment

Maps describing and documenting judicial districts and circuit boundaries; Permanent; Permanent; [*Transfer to Archives every 11-14 years.*]

### Minutes and Agenda

Official record of agency meetings and the decisions made; Permanent; Permanent; [*Transfer to Archives every 1-4 years.*]

### Periodic Reports

Annual and other periodic narrative reports that describe agency functions and activities; Permanent. Retain 1 copy; Permanent; [*Transfer to Archives.*]

### Policies and Procedures

Standard operating practice for business processes; Permanent; Permanent

### Printing Service Files

Include 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 an agency; Permanent. Retain 1 copy; Permanent; [*Transfer to Archives.*]

### Visual Materials (Videos and Films)

Films, videos, DVDs, and other visual representations of agency public service announcements, events, and productions; Permanent; Permanent; [*Transfer to Archives.*]

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## ADMINISTRATIVE SUPPORT — 03

### 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 form 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 the communication tool, equivalent to paper, microfilm, etc. in status; retention of email is decided by the CONTENT not format of the record; Transitory; Administrative Support; or Policy and Program; OCGA §§ 45-6-1, 50-18-70(a)

## ADMINISTRATIVE SUPPORT — 03 continued

### **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; [*Contact Archives staff for assistance in establishing a routine transfer process for permanent email.*]

### **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; [*Indexes of permanent records must accompany the records to the Archives.*]

### **Mailing Lists**

Various standard lists of names and addresses; Retain for useful life; Transitory

### **Newspaper Clippings and Scrapbooks**

Copies of news articles and photos maintained by the agency as a historical record of activities

Newspaper Clippings: Retain for useful life. Scrapbooks: See Archival Instructions; Transitory; [*Scrapbooks: Contact Archives staff before disposition to ensure that no permanent materials are destroyed.*]

### **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, fax contact logs, and related data; Retain for useful life; Transitory

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## AUDIT — 04

### **Annual Financial Statements (Department of Audits)**

Provides an annual statement of net assets and activities; often called a comprehensive annual final statement or report (CAFR); Permanent; OCGA § 50-6-24; OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations; Government Accounting and Standards Board No. 34; Permanent [*Transfer to Archives annually.*]

### **Audit Reports (Agency Copies)**

Reports prepared by the Department of Audits examining and verifying the agency’s financial activities for a defined period of time; 5 years or two successive audits, whichever is longer; OCGA § 50-6-24; OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations; Temporary - Short Term

### **Internal Auditing Records**

Records documenting the conduct of an internal review of agency financial accounts and processes; 5 years or two successive audits, whichever is longer; OCGA § 50-6-24; OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations; Temporary - Short Term

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## BUDGET — 05

### **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; OCGA §§ 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 to allotments, and reporting program performance; 6 years; OCGA §§ 45-8-9, 45-12-78; Temporary - Short Term

## INFORMATION TECHNOLOGY — 06

### 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; OCGA §§ 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; OCGA § 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; OCGA §§ 9-3-32, 16-9-93, 50-5-51, 50-5-80; Temporary - Short Term

### Network and PC Password and Security Identifications

Records documenting the issuance or selection of a network password and the administration of security on an agency's network; 4 years; OCGA § 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; OCGA § 9-3-33; Temporary - Short Term

### Accession Records

Master record of all acquisitions; Permanent; Permanent

### Circulation and Retrieval Records

Records documenting daily, monthly, and annual reference activity; 3 years; Temporary - Short Term

### Membership Registrations

Records used to grant borrowing, viewing, or access privileges to viewers; 2 years after expiration; Temporary - Short Term

## PAYROLL — 07

### Annual Payroll Earnings Reports

Summary of employees' payroll earnings for fiscal year, including deductions; 50 years after tax year in which the records were created; Temporary - Long Term

### 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; OCGA § 48-7-111; 26 CFR 31.6001-1; Temporary - Short Term

### Deduction Records

Records documenting 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; OCGA § 48-7-111; 26 CFR 31.6001-1; Temporary - Short Term

### Employee Salary Schedules

Records documenting pay scales and salary levels for all employees; Permanent; Permanent; [*Transfer to Archives every 1-4 years.*]

### Garnishments

Records documenting the withholding of funds from an employee's wages at the request of the courts or a state agency; 3 years after release from garnishment; 26 CFR 31.6001-1; 29 CFR 516.5; Temporary - Short Term

### Periodic Tax Reports

Records documenting taxable and non-taxable income of an agency; 5 years; OCGA § 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; OCGA §§ 9-3-22, 9-3-25, 26 CFR 31.6001-1; Temporary - Short Term

### Unclaimed Pay Checks

Checks that remain unclaimed by employees; 1 year; OCGA 44-12-206; Temporary - Short Term

### Withholding Allowance Certificates (W-2 and W-4 forms)

Federal forms completed by an individual to establish the amount of taxes withheld from wages; 5 years after superseded; OCGA § 48-7-111; 26 CFR 31.6001-1; Temporary - Short Term

## PERSONNEL — 08

### Applications for Employment, Unsolicited or Incomplete

Records documenting applications for job openings; 3 months; Temporary - Short Term

### Continuation of Insurance Benefits (COBRA) Records

Records documenting individual election to continue insurance benefits beyond employment with an agency; 3 years; Consolidated Omnibus Reconciliation Act of 1986; Temporary - Short Term

## PERSONNEL — 08 continued

### **Employee Assistance Program Case Files**

Records documenting the referral and treatment of employees in an agency- sponsored assistance program; 6 years after employee completes program; OCGA § 45-20-13; Temporary - Short Term

### **Employee Grievance Action Case Files, Resolved**

Resolution of employee complaints against supervisor or other employees; 2 years after all parties have left employment at the agency; 29 CFR 1602.31; Temporary - Short Term

### **Employee Handbooks**

Guidelines created to explain the internal operations and procedures of the agency to a new employee; Permanent; Permanent; [*Transfer to Archives every 1-4 years.*]

### **Employee Medical Files, Toxic/Hazardous Substance Exposure**

Documentation of employee exposure to hazardous materials; 30 years after separation; 29 CFR 1910.1020(d); Temporary - Long Term

### **Employee Parking Records**

Records documenting employee parking permit applications, cards, and permits; 5 years after expiration of permit; OCGA § 9-3-30; Temporary - Short Term

### **Employee Personnel Files - Permanent (Full-time) Staff**

Documents 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; OCGA §§ 45-20-13, 47-2-2, 47-2-70(c), 47-2-92, 47-2-94, 47-2-125; 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; OCGA § 47-2-99; Temporary - Short Term

**Employee Retirement Contribution Reports** Documents relating to participation in an agency supported retirement program; 6 years; OCGA §§ 47-2-26, 48-7-111; Temporary - Short Term

### **Employee Retirement Plans (Employee Retirement System)**

Copies of pension plans, both current and past, summarizing benefits and eligibility criteria; Permanent. Retain 1 copy; Permanent; [*Transfer to Archives every 1-4 years.*]

### **Employee Retirement Plans, Copies of**

Copies of pension plans, both current and past, summarizing benefits and eligibility criteria; Retain for useful life; Transitory

### **Employment Eligibility Verification Records I-9 forms.**

3 years after date of hire or 1 year after separation, whichever is longer; 8 CFR 247a.2; Temporary - Short Term

### **Equal Employment Opportunity Commission (EEOC) Reports**

Reports classifying employees by race and gender that document compliance with EEOC rules; 3 years; 29 CFR 1620.32; Temporary - Short Term

### **Family Medical Leave Case Files**

Records documenting extended absence from work by an employee under provisions of the Family Medical Leave Act. 3 years after separation; 29 CFR 825.16, 29 CFR 516.1, 29 CFR 516.5, 29 CFR 516.6; Temporary - Short Term

### **Final Leave Status**

Records documenting cumulative leave held by an individual employee; Place in personnel file after separation; OCGA § 47-2-91; Temporary - Long Term

### **Group Insurance Policies, Expired**

Group insurance policies- such as life, health, or workers' comp - held by an agency as part of the employee benefits program; 10 years; Temporary - Long Term

### **Job Recruitment Materials**

Records documenting efforts to advertise positions and attract qualified personnel; 2 years; 29 CFR 1620.32, 29 CFR 516.6; Temporary - Short Term

### **Leave Donation Records**

Records documenting the donation of leave by employees to assist an individual who must be absent from work for an extended period of time due to illness; 1 year after leave used; Temporary - Short Term

### **Leave Records**

Records documenting hours worked, sick leave donations, leave earned, and leave taken; does not include final leave status; 5 years; Temporary - Short Term

### **Official Bonds and Oaths**

Bonds required of state officials and custodians of funds; 5 years after expiration of term; OCGA §§ 20-2-104, 36-6-2, 36-6-3, 36-6-4; Temporary - Short Term

### **Position Classification Materials**

Records documenting job requirements, description, and salary range; 4 years after position is reclassified; 29 CFR 1620.32, 29 CFR 516.5, 29 CFR 516.6; Temporary - Short Term

### **Pre-employment Assessments, Not Hired**

Exams taken by those applying for positions with a state agency; 3 years; 29 CFR 1620.32, 29 CFR 516.5; Temporary - Short Term

### **Retirement Incentive Program Records**

Records documenting employees who elect for early retirement under government offered incentive programs; 6 years after final payment; Temporary - Short Term

### **Worker's Permits**

Permits to allow persons under 18 years old to obtain summer employment; 2 years; 20 CFR 655, subpart J, appendix A; Temporary - Short Term

## PROPERTY — 09

### Blueprints and Specifications, As-Builts

Plans and specifications maintained by an agency for its own facility. Used by facilities management to facilitate repairs and upgrades to the building; Permanent; Historical value, OCGA § 9-3-51; Permanent [*Transfer to Archives every 1-4 years.*]

### 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; OCGA § 51-1-11; Temporary - Long Term

### Depreciation Schedules

Records documenting useful life and depreciation of agency-owned equipment and property, usually for insurance purposes; 4 years; OCGA §§ 9-3-31, 9-3-32; Temporary - Short Term

### Equipment Maintenance Records

Includes purchase orders, warranties, operating manuals, service contracts and service logs for maintenance of agency-owned equipment and vehicles; 5 years; OCGA § 9-3-31, 9-3-32, 9-3-33; 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 safety inspections; Building Age 0-8 years: 11 years; Building Age 9-up years: 3 years; OCGA §§ 9-3-33, 9-3-51; Temporary - Long Term

### Facility/Building Security Records

Records documenting security measures and procedures; includes security inspections; 5 years; OCGA § 9-3-30; Temporary - Short Term

### Fuel and Oil Usage Reports

Periodic reports of the consumption of diesel, gas, and oil in government-owned vehicles; 3 years after disposition of equipment or cars; Temporary - Short Term

### Fuel Tax Reports

Periodic reports of taxable and non-taxable diesel fuel usage by government-owned vehicles; 3 years; Temporary - Short Term

### Insurance Fund Claims

Records documenting requests for payment of insurance claims from the Georgia Department of Administrative Services Risk Management Division; 5 years after claim is paid or denied; OCGA §§ 9-3-31, 9-3-32, 9-3-33; Temporary - Short Term

### Insurance Policies

Records documenting insurance purchase for agency facilities or of membership in risk management cooperatives. 7 years after expiration of policy or membership; OCGA § 9-3-24; Temporary - Long Term

### Inventories

Listings of agency-owned property and equipment; 5 years after disposition of equipment; OCGA §§ 9-3-30, 9-3-31, 9-3-32, 9-3-33, 16-8-4, 50-5-51, 50-5-80, 50-5-146; Temporary - Short Term

### Leasing and Rental Records

Records documenting the leasing or renting of land, buildings, or facilities; 7 years after expiration (or termination) of contract; OCGA §§ 9-3-24, 50-5-65, 5-5-80, 50-5-146; Temporary - Short Term

### Property Disposition Requests (Surplus Property Records)

Requests for change in status of state-owned property. 5 years; OCGA § 9-3-26; Temporary - Short Term

### Receipts of Responsibility

Records documenting property temporarily in use or possession of an employee; Retain until return of item to property manager; OCGA §§ 9-3-31, 9-3-32, 50-5-80; Transitory

### Restricted Area/Access Authorization Identification Records

Documents the issuance of security/access badges to staff. 5 years after employee separation from service; OCGA § 16-9-93g(4); Temporary - Short Term

### Space Planning/Design Management Project Files

Evaluation and design of space for government agencies. 3 years after project completion; Temporary - Short Term

### Vehicle Accident Reports

Records documenting damage to agency-owned vehicles. 5 years; OCGA §§ 9-3-31, 9-3-32, 9-3-33; Temporary - Short Term

### Vehicle and Equipment Maintenance Files

Records documenting service history, mileage, damage repair, routine preventative maintenance and disposition of agency vehicles; 5 years after disposition of vehicle; OCGA § 9-3-33; Temporary - Short Term

### Vehicle and Equipment Purchases

Records documenting the purchase of equipment and vehicles; 5 years after disposition of equipment; OCGA §§ 9-3-31, 11-2-725; Temporary - Short Term

### Vehicle Permits/Security Identification Records

Records documenting the issuance of vehicle decals providing access to secure areas; 2 years after expiration; Temporary - Short Term

### Vehicle Title Records

Documents agency ownership of cars, vans, trucks, trailers, boards, tractors, etc; Applications: Retain until receipt of title; Title: Retain for duration of ownership. OCGA § 9-3-31; Temporary - Short Term

### Vehicle Use Authorizations and Requests

Records documenting permission for employees to use their private automobiles for official business. 5 years after superseded or obsolete; OCGA §§ 9-3-31, 9-3-32; Temporary - Short Term

## RECORDS MANAGEMENT — 10

### **Destruction Records**

Records documenting the destruction of agency records.  
7 years; OCGA § 9-3-24; Temporary - Short Term

### **Inventories**

Current listings of records created and maintained by an agency.  
5 years after disposition of records; OCGA §§ 9-3-32, 16-8-4,  
50-5-80, 50-5-146; Temporary - Short Term

### **Microfilm Production Records**

Records documenting the preparation and filming of records such  
as production reports, activity reports, film logs, retake orders, title  
targets, and list of records to be filmed; 7 years; OCGA § 9-3-32;  
Temporary - Short Term

### **Microfilm Quality Inspection Reports (Quality Control Reports)**

Reports documenting the quality of individual rolls of film.  
Retain for life of film; Temporary - Long Term

### **Microfilm Transmittals and Evaluation Reports**

Records documenting the transfer of film to a security storage  
facility and the condition of the film upon acceptance into the  
facility (evaluation report is completed by storage facility).  
Retain for life of film; Temporary - Long Term

### **Microfilm Vault Monitoring Reports**

Records documenting temperature and humidity conditions within  
a storage facility; 5 years; OCGA § 9-3-32; Temporary - Short  
Term

### **Records Transmittal Records**

Records documenting the transfer of agency records into the cus-  
tody of a records center facility; 5 years after disposition of trans-  
ferred records; OCGA §§ 9-3-32, 16-8-4, 50-5-80, 50-5-146;  
Temporary - Short Term

### **Reference Requests**

Reference pull sheets documenting the retrieval of records from a  
records center facility; 7 years; OCGA § 9-3-24; Temporary -  
Short Term

### **Records Schedules, Reference Copies**

Copies of approved agency records retention schedules.  
5 years after superseded; OCGA §§ 50-18-99, 50-18-102;  
Temporary - Short Term

### **Records Schedules, Record Copy (Judicial Council/AOC)**

Records retention schedules approved by the Judicial Council and  
maintained by the AOC or other governing authority; Permanent;  
OCGA §§ 50-18-99, 50-18-102; Permanent [*Transfer to Archives  
when superseded.*]

*Phillippa Maister*  
*Ashley G. Stollar*  
*Billie Bolton*  
COURTS JOURNAL STAFF  
*Director*  
DAVID L. RATLEY  
*Chief Justice*  
NORMAN S. FLETCHER

*Georgia Courts Journal*  
Administrative Office of the Courts  
244 Washington Street, S.W., Suite 300  
Atlanta, GA 30334-5900



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