

Georgia Archives

University System of Georgia

Local Government Record Retention Schedules

February 06, 2018

ADMINISTRATION (01)			
Records	Description	Retention	Number
Accident Reports	Reports of accidents involving government owned vehicles. <i>Updated: October 20, 2016</i>	7 years	LG-01-001
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.	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
Emergency Relief Records	Records documenting eligibility for financial assistance following a natural or other type of disaster. <i>Updated: October 20, 2016</i>	Permanent	LG-01-021
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. <i>Updated: October 20, 2016</i>	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:</i> October 20, 2016	(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
Blueprints and Specifications As-Built	Plans and specifications submitted by contractors when applying for building permits. <i>Updated:</i> October 20, 2016	(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:</i> October 20, 2016	1 year	LG-03-002
Building Codes	Published code books containing building standards and local changes. <i>Updated:</i> October 20, 2016	Permanent	LG-03-003
Certificates of Occupancy	Records documenting compliance with minimum standards required by the safety fire laws. <i>Updated:</i> October 20, 2016	Life of building	LG-03-004
Demolition Records	Records relating to the demolition and clearance of buildings deemed unfit for habitation. <i>Updated:</i> October 20, 2016	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 <i>Updated: October 20, 2016</i>	Retain for useful life.	LG-03-008
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
COURTS - MUNICIPAL (05)			
Records	Description	Retention	Number
Arrest Warrants, Executed	Summons for an individual who has not appeared in court for sentencing. <i>Updated: April 05, 2017</i>	3 years after court appearance	LG-05-001

Arrest Warrants, Open	<p>Summons for an individual who has not appeared in court for sentencing.</p> <p><i>Updated: October 20, 2016</i></p>	(LG-05-002A) 50 years for murder; (LG-05-002B) 15 years for all others	LG-05-002A and LG-05-002B
Cash Bond List	<p>List of offenses under the court's jurisdiction and bond amount set for each offense.</p> <p><i>Updated: October 20, 2016</i></p>	3 years after superseded	LG-05-003
Citation Intake List	<p>List of citations received from public safety officers by the court.</p> <p><i>Updated: October 20, 2016</i></p>	Until no longer useful	LG-05-004
Court Calendar	<p>Documents relating to list of matters to be heard, dates, and styles of cases (99-0012).</p> <p><i>Updated: October 20, 2016</i></p>	1 year	LG-05-005
Court Docket	<p>Books which generally contain essential information in summary form about each traffic case adjudicated.</p> <p><i>Updated: October 20, 2016</i></p>	10 years from last entry	LG-05-006
DDS Electronic Transfer	<p>List of convictions and failures to appear transferred to DDS.</p> <p><i>Updated: October 20, 2016</i></p>	6 years	LG-05-007
Deeds and Condo Plats	<p>Records documenting individual ownership or property that are filed with the local government.</p> <p><i>Updated: October 20, 2016</i></p>	Permanent	LG-05-024
Deeds, Right-of Way	<p>Records authorizing use of land for road widening or public works.</p> <p><i>Updated: October 20, 2016</i></p>	Permanent	LG-05-025

Deeds, Security	Deeds to properties on which an agency holds the second mortgage. <i>Updated: October 20, 2016</i>	5 years after final payment	LG-05-026
Dismissed Misdemeanor and Misdemeanor Traffic Case Files	Documents relating to the investigation and prosecution of misdemeanor and traffic offenses under Ga. Law and alleged violations of city ordinances which are brought against an individual. <i>Updated: October 20, 2016</i>	3 years after closure	LG-05-008
DUI Case Files	Documents that support, refer, or reflect to the adjudication of a DUI case. <i>Updated: October 20, 2016</i>	20 years	LG-05-009
DUI Notices/Photos	Notice of conviction of 2nd and subsequent DUI sent to local newspaper. <i>Updated: October 20, 2016</i>	Until no longer useful.	LG-05-010
GCIC/NCIC Printouts	Driver and Criminal Histories printed for use by prosecutor and judge. <i>Updated: October 20, 2016</i>	Until no longer useful	LG-05-011
Grand Jury Presentment	Grand Jury reports <i>Updated: October 20, 2016</i>	20 years	LG-05-019
Jail List	List received showing defendants incarcerated from public safety or jail. <i>Updated: October 20, 2016</i>	Until no longer useful	LG-05-012
Legal Order Designation	Declaring the local paper as the Official Organ. <i>Updated: October 20, 2016</i>	2 years after superseded	LG-05-020

Misdemeanor Case Files, Traffic Court	<p>Court adjudication of misdemeanor traffic citations issued by authorized public safety officers and documents specific to the case.</p> <p><i>Updated: October 20, 2016</i></p>	6 years after closure	LG-05-013
Misdemeanor Court Records - Case Files	<p>Documents supporting the adjudication of a case.</p> <p><i>Updated: October 20, 2016</i></p>	20 years after closure	LG-05-014
Misdemeanor Traffic Offenses Transferred to Another Jurisdiction	<p>Citations, accusations, and summons transferred to higher court for jury trial or another court of jurisdiction.</p> <p><i>Updated: October 20, 2016</i></p>	6 years after closure	LG-05-015
Order of Cremation	<p>Order authorizing a cremation of corpse.</p> <p><i>Updated: October 20, 2016</i></p>	Keep until no longer needed.	LG-05-021
Prisoner Mail Logs	<p>Record of all mail received by an inmate.</p> <p><i>Updated: October 20, 2016</i></p>	1 year	LG-05-016
Probation Records	<p>Official records pursuant to an individual's probationary status, including probation officer, probationary conditions, and length of term.</p> <p><i>Updated: October 20, 2016</i></p>	3 years after completion of probation	LG-05-017
Telephone Taps	<p>Court order for Telephone Taps</p> <p><i>Updated: October 20, 2016</i></p>	10 years	LG-05-018
Terms of Court	<p>Quarterly Report of opening and closing the court Terms</p> <p><i>Updated: October 20, 2016</i></p>	Keep until superseded.	LG-05-022

Writ of Habeas Corpus	The writ of habeas corpus is an extraordinary remedy because it gives a court the power to release a prisoner after the prisoner has been processed through the criminal justice system, with all its procedural safeguards and appeals.	20 years	LG-05-023
	<i>Updated: October 20, 2016</i>		

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 Records for Home-Schooled Students	Records documenting required hours of study for home schooled students	Retain until student reaches age 18	94
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 originally in response to a court order	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 Documentation	Core documentation about the admission criteria and program requirements	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 <i>Updated: October 20, 2016</i>	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	Dislosure 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
Certificates of Elections	Certifications of elected candidates <i>Updated: October 20, 2016</i>	Permanent	LG-07-015
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. <i>Updated: October 20, 2016</i>	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 <i>Updated: October 20, 2016</i>	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
Notice of No Election	Notification of no election <i>Updated: October 20, 2016</i>	2 years	LG-07-042
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 Correspondence	Records relating to the registration of voters. <i>Updated: October 20, 2016</i>	2 years	LG-07-066
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
Accounting Records	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. <i>Updated: October 20, 2016</i>	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	<p>Records documenting the preparation of a budget request package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance.</p> <p><i>Updated: October 20, 2016</i></p>	5 years after the end of the fiscal year	LG-08-007
Capital Improvement Bonds, Retired	<p>Document the repayment of funds raised through bond issues.</p> <p><i>Updated: October 20, 2016</i></p>	5 years	LG-08-004
Contracts and Agreements	<p>Records documenting services and products provided to an agency for a specified cost and period of time.</p> <p><i>Updated: October 20, 2016</i></p>	(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)

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	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) Health Records	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:</i> October 20, 2016	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:</i> October 20, 2016	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. <i>Updated: October 20, 2016</i>	Life of equipment	LG-10-004
System Architecture Documents and Wiring Schemas	Records documenting the location of wiring and the design of the overall agency network environment. <i>Updated: October 20, 2016</i>	3 years after obsolete or replaced	LG-10-006

LEGAL (11)

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

LIBRARY (12)

Records	Description	Retention	Number
Accession Records	Master record of all acquisitions <i>Updated: October 20, 2016</i>	Permanent	LG-12-001

Circulation and Retrieval Records	Records documenting daily, monthly, and annual reference activity. <i>Updated: October 20, 2016</i>	3 years	LG-12-002
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
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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. <i>Updated: October 20, 2016</i>	4 years after the end of the fiscal year	LG-14-003
Direct Deposit Records	Including blank checks used to establish direct deposit of employee's paycheck. <i>Updated: October 20, 2016</i>	1 year	LG-14-004
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
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. <i>Updated: October 20, 2016</i>	3 years	LG-14-007
Garnishments	Records documenting the withholding of funds from an employee's wages at the request of the courts or a state agency. <i>Updated: October 20, 2016</i>	4 years after release from garnishment	LG-14-008

HIPAA/HITECH Records	<p>These records include the policies and procedures implemented by agencies to comply with HIPAA/HITECH regulations.</p> <p><i>Updated: October 20, 2016</i></p>	6 years after superseded	LG-14-009
Periodic Tax Reports	<p>Records documenting taxable and non-taxable income of an agency.</p> <p><i>Updated: October 20, 2016</i></p>	4 years	LG-14-010
Salary and Wage Records	<p>Pre-payroll reports, monthly payroll check registers, monthly fund distribution reports, and payroll action forms</p> <p><i>Updated: October 20, 2016</i></p>	4 years after the end of the fiscal year	LG-14-011
Unclaimed Pay Checks	<p>Checks that remain unclaimed by employees.</p> <p><i>Updated: October 20, 2016</i></p>	1 year	LG-14-012
Wage and Rate Tables	<p>Records utilized to calculate straight time and overtime work schedules.</p> <p><i>Updated: October 20, 2016</i></p>	2 years	LG-14-013
Wage and Tax Statements	<p>An information return used to report wages paid to employees and the taxes withheld from them. Includes W-2s.</p> <p><i>Updated: October 20, 2016</i></p>	4 years	LG-14-014
Withholding Allowance Certificates (W-4 Forms)	<p>Federal forms completed by an individual employee to establish the amount of taxes withheld from wages.</p> <p><i>Updated: October 20, 2016</i></p>	4 years	LG-14-015
Work-Time Schedules	<p>Records documenting employee's daily and weekly work schedules.</p> <p><i>Updated: October 20, 2016</i></p>	4 years and settlement of all claims due	LG-14-016

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

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. <i>Updated: October 20, 2016</i>	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. <i>Updated: October 20, 2016</i>	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	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. <i>Updated: October 20, 2016</i>	(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
Job Recruitment Materials	Records documenting efforts to advertise positions and attract qualified personnel for employment opportunities. <i>Updated: October 20, 2016</i>	2 years	LG-16-029
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. <i>Updated: October 20, 2016</i>	1 year after leave used	LG-16-030
Leave Records	Records documenting hours worked, sick leave donations, leave earned, and leave taken; does not include final leave status. <i>Updated: October 20, 2016</i>	3 years	LG-16-031
Leave Status, Final	Records documenting cumulative leave held by an individual employee. <i>Updated: October 20, 2016</i>	50 years	LG-16-032
Official Bonds and Oaths	Bonds required of local officials and custodians of funds. <i>Updated: October 20, 2016</i>	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. <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. <i>Updated: October 20, 2016</i>	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. <i>Updated: October 20, 2016</i>	11 years after completion of project	LG-18-005
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
Equipment and Vehicle Purchases	Records documenting the purchase of agency-owned vehicles. <i>Updated: October 20, 2016</i>	5 years after disposition of equipment	LG-18-006

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. <i>Updated: October 20, 2016</i>	(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
Facility/Building Security Records	Records documenting security measures and procedures. <i>Updated: October 20, 2016</i>	5 years	LG-18-009
Federal Property Records	Records documenting the loan or lease of federal government equipment. <i>Updated: October 20, 2016</i>	7 years after expiration of contract or disposal of equipment	LG-18-010
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: October 20, 2016</i>	(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: October 20, 2016</i>	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: October 20, 2016</i>	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: April 05, 2017</i>	3 years	LG-19-001

Accident Reports, Hazardous Material	<p>Reports on accidents involving the spillage or combustion of hazardous materials</p> <p><i>Updated: April 05, 2017</i></p>	50 years	LG-19-002
Accident Reports, Private Property	<p>Reports of accidents on private property</p> <p><i>Updated: October 17, 2017</i></p>	1 year	LG-19-004
Accident Reports, Traffic	<p>Reports of traffic and other accidents on public property</p> <p><i>Updated: October 17, 2017</i></p>	5 years	LG-19-003
AFT License Application for Collector of Curios and Relics	<p>Document the purchase of guns and other weapons as collectors items</p> <p><i>Updated: April 05, 2017</i></p>	1 year	LG-19-014
Ambulance Trip Reports	<p>Record of patient vital statistics form the point at which the ambulance picks the individual up to the hospital</p> <p><i>Updated: April 05, 2017</i></p>	5 years	LG-19-005
Animal Control Case History Records	<p>Case history records (cards) maintained on all animal received at an animal shelter</p> <p><i>Updated: April 05, 2017</i></p>	1 year	LG-19-006
Animal Control/Shelter Operation Records	<p>Records documenting animal shelter operations not covered elsewhere in the schedule</p> <p><i>Updated: April 05, 2017</i></p>	1 year	LG-19-008
Animal Intake Reports and Logs	<p>Records documenting animal intake</p> <p><i>Updated: April 05, 2017</i></p>	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
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 <i>Updated: April 05, 2017</i>	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 <i>Updated: October 17, 2017</i>	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 recording from law enforcement drones or body-worn 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 <i>Updated: April 05, 2017</i>	5 years	LG-19-087

PUBLIC WORKS (20)

Records	Description	Retention	Number
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Actions Taken to Correct System Violations	<p>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.</p> <p><i>Updated:</i> October 20, 2016</p>	3 years	LG-20-001
Business Continuity Plans	<p>Business recovery plans for man-made and natural disasters</p> <p><i>Updated:</i> October 20, 2016</p>	5 years until superseded or updated	LG-20-002
Cathode Protection Records	<p>Records created and used to maintain gas mains; documents installation of nodes, test stations, rectifiers, and ground beds.</p> <p><i>Updated:</i> October 20, 2016</p>	Retain for useful life.	LG-20-003
Chemical Analyses, Water, Sanitary Sewer, Storm Sewer	<p>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.</p> <p><i>Updated:</i> October 20, 2016</p>	10 years	LG-20-008
Consumption and Revenue Reports, Gas	<p>Reports documenting the number of gas customers.</p> <p><i>Updated:</i> October 20, 2016</p>	5 years	LG-20-004
Copper and Lead Results	<p>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.</p> <p><i>Updated:</i> October 20, 2016</p>	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. <i>Updated: October 20, 2016</i>	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. <i>Updated: October 20, 2016</i>	15 years	LG-020-036
Street Design Improvement Records	Records documenting road accidents that are used to assess the cause and to make design improvements to reduce accidents. <i>Updated: October 20, 2016</i>	5 years	LG-20-034
Street Resurfacing Reports	Lists of streets and locations that have been resurfaced; includes type of resurfacing, materials, and costs. <i>Updated: October 20, 2016</i>	10 years	LG-20-035

Subdivision Plats and Inspections	Records showing the layout and roads within a subdivision. <i>Updated:</i> October 20, 2016	(LG-20-037A) Plats: Permanent; (LG-20-037B) Other records: 5 years	LG-20-037A and LG-20-037B
Temporary Construction Easements	Documents granting temporary permission to access private property for project or maintenance purposes. <i>Updated:</i> October 20, 2016	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:</i> October 17, 2017	10 years	LG-20-038
Traffic Signs and Lights Inventories	Listing of all traffic signs and lights <i>Updated:</i> October 20, 2016	Retain until superseded.	LG-20-039
Turbidity Analyses	Any analyses, tests, or accompanying documentation used to measure turbidity of a water sample. <i>Updated:</i> October 20, 2016	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:</i> October 20, 2016	5 years	LG-20-042
Wastewater Treatment Plant Compliance Reports	Reports documenting compliance with federal and state wastewater disposal regulations. <i>Updated:</i> October 20, 2016	5 years	LG-20-043

RECORDS MANAGEMENT (21)

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

Records	Description	Retention	Number
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, personal, intangible and other taxes into county treasury	7 years after end of Term of Office	398
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) Records, Taxation	Preliminary action against taxpayers for delinquent taxes	7 years whether entered on GED or not	200
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 reasons	15 years	207
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
TRANSPORTATION (24)			
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 purposes. <i>Updated: October 20, 2016</i>	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

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