



CITY OF ATLANTA APPROVED RETENTION SCHEDULES

**DEPARTMENT OF FINANCE
OFFICE OF RECORDS MANAGEMENT
68 MITCHELL STREET
SUITE 11100
Updated 2019**

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Introduction

This retention schedule includes records series created by the City of Atlanta government. The records fall into two categories: common and specific. *Common Record Categories* include records, such as budget, accounting, payroll, personnel records, which may be created by any department. The retention period provided applies to the record, regardless of which department created it.

Specific Record Categories include records such as court records, police records, planning and zoning records which are created by a specific City department and no other.

General Guidelines

- *These retention periods apply to all record formats.* The retention periods shown in this guideline apply to all records and information created by the “City”, regardless of physical format (paper, film, electronic, etc.)
- *These retention periods are the minimum requirements.* Each retention period in this schedule for the most part is the minimum length of time the record must be retained. The decision to retain specific information longer than the minimum retention period should be made by the City of Atlanta Records Administration Committee.
- *These retention periods are intended to guide City Departments.* Each City Department must develop retention schedules. Records retention periods should be established to serve the needs of the Department, but the retention period can never be less than the minimum retention periods indicated in this schedule.
- *These retention periods apply to records under normal business conditions.* The retention periods in this schedule apply to records created and used under normal business conditions. If a particular series of records is required for litigation, audit, or any other special administrative needs, it must be retained for as long as needed.

What To Do About Records Not Covered By This Schedule

If you have such records:

- Do not dispose of any public record except in accordance with a retention schedule **approved by the Records Administration Committee**.
- At the Departments request, the Records Administration Committee will review the proposed retention schedule and consider adding it to the master document.
- Requests for retention review should be sent to the Department of Finance/ Office of Records Management, 68 Mitchell Street, Suite 1110, Atlanta, Georgia 30303. The request should provide: a title for the record series; a short description of the series; and the recommended minimum retention period.
- Every two years when the State of Georgia reviews and updates their Local Government Schedule, a new edition of this document will be published.

Updated by
Gloria Sloan-Duncan, Records Manager



CITY OF ATLANTA
Department of Finance
Office of Records Management

APPROVED RETENTION SCHEDULES

All approved retention schedules have been listed below by department name.

CITY COUNCIL

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks Files	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	O.C.G.A. 50-18-90
85-RS-33A	Ordinances & Resolutions	Documents relating to recording official action so the Atlanta City Council. Included are approved (adopted) ordinances and resolutions; also included may be reports and appointment communications	Permanent	90-RS-25; 90-RS-26
85-RS-39A	List Of Voters And Ballots Files	Documents relating to recording votes during Municipal elections. Included are unused ballots; voted ballots; executed ballots showing for whom the voter voted; Talley sheets; numerical list of voters showing who cast ballots; voter certificates; change of address cards; oaths of assisted electors; computer programs, tapes and run results; applications for absentee ballots; returned, cancelled and voided absentee ballots; absentee ballot stubs and booklets; also included may be candidate nomination petitions.	3 Years	O.C.G.A. 50-18-90

CITY COUNCIL

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
85-RS-40A	Campaign And Financial Disclosures Act Filings File	Documents relating to recording reports filed by candidates for election to Municipal office disclosing donations over \$100.00 and all campaign expenditures. Included are three forms to be filled out by candidate listing name, address, telephone number, office sought, campaign committee or organization, type of report and verification; also includes detailed list of contributions by name, cash amount, in-kind contributions and expenditures by name of recipient, general purpose and amount.	5 Years	O.C.G.A. 50-18-90
85-RS-41A	Election District Returns File	Documents relating to maintaining statistical reports documenting election totals. Included is form number E-1001 (or equivalent) showing the number of votes cast for each candidate by precinct.	Permanent	90-RS-27; 90-RS-47
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	O.C.G.A. 50-18-90
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90
86-RS-7A	Eligible Voters List (Electors List) File	Documents relating to validating eligibility to vote when citizens appear at polling place. Included are the official list of eligible voters (usually bound volume) prepared and distributed by the Joint Atlanta/Fulton Election Board.	5 Years	O.C.G.A. 50-18-90

CITY COUNCIL

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-8	As Built Engineering Drawings/ Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	O.C.G.A. 50-18-90
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102; 83-397
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	O.C.G.A. 50-18-90
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	O.C.G.A. 50-18-90
09-RS-22	Visitors Logs and/or Sign-In Sheets	Documents relating to Sign-in forms or sheets to document visitor at various City-own offices and/or building.	2 Years	O.C.G.A. 50-18-90
09-RS-23	Daily and/or Monthly Activity Reports	Documents relating to a summary of daily and/or monthly office activities.	2 Years	O.C.G.A. 50-18-90
10-RS-01	Project Files & Correspondences	Documents relating to projects that City Agencies are involved or initiated for new business development, financial transactions, or bond issuance process.	10 Years	O.C.G.A. 50-18-90

CITY COUNCIL

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
10-RS-26	State & Federal Grant-In-Aid File (Grant Correspondences)	Documents relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	O.C.G.A. 50-18-90
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	O.C.G.A. 50-18-90

EXECUTIVE OFFICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks File	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	O.C.G.A. 50-18-90
85-RS-36	"As-Built" Construction Drawings File	Documents relating to recording renovations, improvements, additions, and construction of City owned buildings. Included are "as-built" construction drawings.	Permanent	O.C.G.A. 50-18-90
85-RS-38	Child Day Care Service Center Files (Day Care)	Documents administering sub-contracted child care services provided for low-income families with the City of Atlanta.	5 Years	O.C.G.A. 50-18-90
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	

EXECUTIVE OFFICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	
86-RS-8	As Built Engineering Drawings/ Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	
86-RS-9	City Cable 5 Video Documentation File	Includes videotapes of public meetings, mayor's press conferences, and related departmental government activities.	Permanent	
87-RS-33	Atlanta Rat Attack Program Project Files	Documents relating to administering the Atlanta rat Attack project designed to provide technical and public health services in the area of environmental health and to coordinate all rodent control related services. Included are, Project Proposal, Project Contract/Amendments, rodent Complaint (Site Visit Report), Notice, Contract Programmatic report, Overview Memorandum, Rat Complaint (call-in report), Statistical Report.	5 Years	O.C.G.A. 50-18-90
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;

EXECUTIVE OFFICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-8	As Built Engineering Drawings/ Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	O.C.G.A. 50-18-90
86-RS-9	City Cable 5 Video Documentation File	Includes videotapes of public meetings, mayor's press conferences, and related departmental government activities.	Permanent	O.C.G.A. 50-18-90
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	O.C.G.A. 50-18-90
04-RS-68	Project EBO Monitoring Files	Files monitoring City projects. Included are various records enabling office to effectively monitor City contracts including certified payroll, equal business opportunity monthly figures, etc.	5 Years	O.C.G.A. 9-3-25
04-RS-69	EBO Certification Files (Equal Business Opportunity)	Equal Business Opportunity Program. Included are EBO certification applications, certification letters, and supporting documentation.	5 Years	O.C.G.A. 9-3-25
04-RS-76	EEO Certification Files	Included are Contract Employment Reports, certification letters and non-compliance letters.	5 Years	O.C.G.A. 9-3-25
06-RS-05B	Open Records Act Request And Correspondence Files	Inquiries from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	O.C.G.A. 50-18-90

EXECUTIVE OFFICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
09-RS-10	Summer Food Service Program/ Director & Audit Files	Documents relating to the implementation of the Summer Food Service Program. Including Director's Annual files documenting the current year activities.	Permanent	O.C.G.A. 50-18-90
09-RS-11	Summer Food Service Program/ Files	Documents relating to the implementation of the Summer Food Service Program. Including annual files documenting the current year activities which include Food Delivery receipts; Monitor Site Review; Monitor Site Information Files; and Summer extra help timesheets and personnel files.	7 Years	O.C.G.A. 50-18-90
09-RS-22	Visitors Logs and/or Sign-Sheets	Included are Showing the name of the person, the date, time in/out and the reason for the visit.	2 Years	O.C.G.A. 50-18-90
09-RS-23	Daily and/or Monthly Activity Reports	Included are Showing statistics of job productivity and/or highlights of office events.	2 Years	O.C.G.A. 50-18-90
10-RS-01	Project Files & Correspondences	Documents relating to various projects that City Agencies are involved or initiated for new business development, financial transactions, or bond issuance process.	10 Years	O.C.G.A. 50-18-90
10-RS-26	State & Federal Grant-In-Aid Files (Grant Correspondences)	Documents relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	O.C.G.A. 50-18-90
11-RS-01	Special Events Permit Files	Documents relating to approval and/or denial of Outdoor Festival Permit Application.	7 Years	
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33

EXECUTIVE OFFICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	O.C.G.A. 50-18-90

DEPT OF ATLANTA INFORMATION MANAGEMENT

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks Files	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	O.C.G.A. 50-18-90
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	O.C.G.A. 50-18-90
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25

DEPT OF ATLANTA INFORMATION MANAGEMENT

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;
86-RS-8	As Built Engineering Drawings/ Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	O.C.G.A. 50-18-90
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102; 83-397
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	O.C.G.A. 50-18-90
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	06-RS-05
09-RS-22	Visitors Logs and/or Sign-In Sheets	Documents relating to Sign-in forms or sheets to document visitor at various City-own offices and/or building.	2 Years	O.C.G.A. 50-18-90
09-RS-23	Daily and/or Monthly Activity Reports	Documents relating to a summary of daily and/or monthly office activities.	2 Years	O.C.G.A. 50-18-90

DEPT OF ATLANTA INFORMATION MANAGEMENT

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
10-RS-01	Project Files & Correspondences	Documents relating to projects that City Agencies are involved or initiated for new business development, financial transactions, or bond issuance process.	10 Years	O.C.G.A. 50-18-90
10-RS-26	State & Federal Grant-In-Aid File (Grant Correspondences)	Documents relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	O.C.G.A. 50-18-90
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	O.C.G.A. 50-18-90

DEPARTMENT OF LAW

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks Files	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	O.C.G.A. 50-18-90
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	O.C.G.A. 50-18-90
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25

DEPARTMENT OF LAW

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90
86-RS-8	As Built Engineering Drawings/ Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	O.C.G.A. 50-18-90
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102; 83-397
88-RS-2A	Litigation Case Files	Documents relating to litigation of court cases in which the City of Atlanta is a party. Included are, Complaints, Answers, Interrogatories, Motions, Briefs, Depositions, Statements, Correspondence and related documents.	6 Years	O.C.G.A. 50-18-90
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	92-RS-6
04-RS-43	Real Estate Purchase Acquisition Files	Documents recording acquisition of land by the City of Atlanta for various projects such as parks, street widening, etc. Included are, Closing Statements, Warranty Deeds, Quitclaim Deeds, Letters, Options, Ordinances, Indentures, and Miscellaneous Land/Acquisition Forms.	20 Years	O.C.G.A. 9-3-23;9-3-24;9-3-25;9-3-31;9-3-32
04-RS-44	Special Investigative Case Files	Documents processing and recording internal investigations in all City Departments such as theft of property; breach of contract; damage to property; fraud, conspiracy regarding contractor/employees. Included are, Investigative Summary Reports, Letters, Court Documents, Statements, Exhibits and miscellaneous Reports.	20 Years	O.C.G.A. 9-3-23;9-3-24;9-3-25;9-3-31;9-3-32

DEPARTMENT OF LAW

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
06-RS-04	Commercial Transactions Attorney Case Files	Documents relating to commercial transactions. Included are transactions with airlines, vendors, and contractors doing business with the Airport. Transactions involving economic development, public infrastructure and general municipal legal matters. Transactions involving financial and procurement matters, commercial transactions, and real estate transactions.	20 Years	O.C.G.A. 50-18-90
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	O.C.G.A. 50-18-90
08-RS-08	Attorney Opinions	Documents relating to interpretations of the law and the City of Atlanta's compliance with the law	Permanent	O.C.G.A. 50-18-90
09-RS-22	Visitors Logs and/or Sign-In Sheets	Documents relating to Sign-in forms or sheets to document visitor at various City-own offices and/or building.	2 Years	O.C.G.A. 50-18-90
09-RS-23	Daily and/or Monthly Activity Reports	Documents relating to a summary of daily and/or monthly office activities.	2 Years	O.C.G.A. 50-18-90
10-RS-01	Project Files & Correspondences	Documents relating to projects that City Agencies are involved or initiated for new business development, financial transactions, or bond issuance process.	10 Years	
10-RS-26	State & Federal Grant-In-Aid File (Grant Correspondences)	Documents relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	

DEPARTMENT OF LAW

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	
16-RS-04	Systematic Alien Verification for Entitlements Affidavit (SAVE)	Document relating to SAVE Affidavit Program is administered by the U.S. Citizenship & Immigration Services. The affidavits testify to an individual to receive public benefits. State & local government agencies are required to have the form completed.	3 Years	

DEPARTMENT OF CORRECTIONS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks File	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90;
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25

DEPARTMENT OF CORRECTIONS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;
86-RS-8	As Built Engineering Drawings /Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5Years	
04-RS-01	Inmate Property Ledger	Documents recording personal belongings deposited by inmates upon being arrested at the Atlanta city Detention Center; assigning property tracking numbers and vault drawer locations to Inmate Property Envelopes.	4 Years	O.C.G.A. SECT 9-3-31; 9-3-32
04-RS-02	Pretrial Inmate Property Envelope Files – (Claimed)	Documents relating to claiming personal belongings deposited by inmates being released from the Atlanta City Detention Center.	4 Years	O.C.G.A. SECT 9-3-31; 9-3-32
04-RS-03	Pretrial Inmate Property Envelope Files (Unclaimed Inmate Property)	Documents relating to transferring personal belongings deposited by inmates who have been released from Atlanta city Detention Center. (All personal property is released to the Police Department Property Management Division to be auctioned.)	4 Years	O.C.G.A. SECT 9-3-31; 9-3-32

DEPARTMENT OF CORRECTIONS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
04-RS-04	Pretrial Admission Arrest Record (ARCARD)	Documents relating to processing the arrest of Pretrial detainees who have made bond pending disposition of criminal charges.	10 Years	O.C.G.A. SECT 9-3-31; 9-3-32
04-RS-05	Alphabetic J-Log Listing	Annual listing of inmates incarcerated at the Atlanta City Detention Center. Included are Name Of Arrestee, Arrest Number, and Race/Sex & Date Of Birth.	20 Years	
04-RS-06	Traffic Court Bond Ledger	Files Documenting names of individuals who were released through traffic bond for traffic violations. (Bond Number Inmate Name & Date Executed)	5 Years	O.C.G.A. 9-3-25
04-RS-07	Municipal Court Bond Ledger	Documenting names of individuals who were released through Municipal Bond for misdemeanor offenses. (Bond Number Inmate Name & Date Executed)	5 Years	O.C.G.A. 9-3-25
04-RS-08	Bind Over Ledger (DeKalb County)	Documents relating to transporting of detainees whose charges have been transferred to a different jurisdiction.	4 Years	O.C.G.A. SECT 9-3-31; 9-3-32
04-RS-09	Housing Floor Ledger/Pass-on Ledger	Ledger documenting daily activities in a particular jail pod that might have taken place during an officer's tour of duty.	4 Years	O.C.G.A. SECT 9-3-31; 9-3-32
04-RS-10	Inmate Request Form	Documents relating to request for various services by inmates with specific needs while incarcerated at Pretrial Detention.	5 Years	O.C.G.A. 9-3-33; SECT 9-3-71
04-RS-11	Supervisor/Pass-On Housing Ledger	Documents relating to detailed, information describing individual or groups of inmates, rounds, inmate movement, status changes, emergency situations, unusual incidents, and services offered to Inmates passed on to other supervisors prior to or after a shift change. Large Bound Ledger.	4 Years	O.C.G.A. 9-3-31; 9-3-32
04-RS-12	Incident Report	Documents reporting general work-related incidents or incidents of suspected criminal activity Investigated by Corrections personnel.	5 Years	O.C.G.A. 9-3-31; 9-3-32

DEPARTMENT OF CORRECTIONS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
04-RS-13	OPAI Monthly Performance Report	File documenting positive and/or negative incidents of employee performance, behavioral, attitude and absenteeism problems on a daily or monthly basis, as well as any corrective action taken for negative documentation and affected development areas. Included are OPAI Form # qpais96002.	5 Years	O.C.G.A. 9-3-25
04-RS-14	General Correspondence	Correspondence relating to day-to-day operations of the office. Included are office memorandums and letters of a general nature and those from other agencies.	5 Years	O.C.G.A. 9-3-25
04-RS-15	Inmate Accounts Lobby & Check Receipts	Documents relating to Intake of funds for inmates entering and being released from the Atlanta City Detention Center. Intake Receipts, PAK Order Receipts, Release receipts and Authorization to Transfer Funds form or Current Equivalent.	4 Years	O.C.G.A. 9-3-25
04-RS-16	GCIC Prisoner Hold Record	Documents relating to Holds placed on detainees wanted by other agencies. Included are, detainee name, date of birth, race/sex, contact name and phone number of confirming agency.	3 Years	TITLE 42
04-RS-17	Incoming Inmate Log Sheets	Documents relating to daily list of inmates in jail. Included are, detainee name, race/sex, first charge, arresting agency, and shift detainees entered facility.	2 Years	
04-RS-18	Classification Sentenced Inmate Arrest Card	Documents relating to inmates who have been sentenced in court and will serve time in the Atlanta city Detention Center. Included are, Sentenced Inmate Jacket.	10 Years	
04-RS-19	Bond Collateral Processing Time Sheet	Documents processing bonds & collaterals of detainee at the Atlanta City Detention Center. Included are detainee name, bond method, employee initials, time of inquiry, location of detainee, reason for delay, and time released.	5 Years	O.C.G.A. 9-3-25
04-RS-20	Hair Care / Haircut Request Waiver	Documents relating to detainees waiving rights to litigation to obtain barber services.	5 Years	O.C.G.A. 9-3-25

DEPARTMENT OF CORRECTIONS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
04-RS-21	Request For Recreation	Documents relating to detainees requesting time for recreation. Included are, form showing detainee's name, cell location and signature.	5 Years	O.C.G.A. 9-3-25
04-RS-22	Request For law Library	Documents relating to detainees visiting Law Library facilities. Form showing detainee's name, cell location and signature.	5 Years	O.C.G.A. 9-3-25
04-RS-23	Request For Church Services	Documents relating to detainees requesting worship services. Name of organization, date of service, floor and pod locations.	5 Years	O.C.G.A. 9-3-25
04-RS-24	Inmate Eating & Drinking Utensils	List of detainees with cell locations and eating utensils received.	5 Years	O.C.G.A. 9-3-25
04-RS-25	Inmate Handbook Issuance & Orientation	Documents relating to issuance of Inmate Handbook, Rules Rights and Regulations. Form showing detainee's name and signature, as well as, supervisors' names and signatures, shift & date.	5 Years	O.C.G.A. 9-3-25
04-RS-26	Inmate Commissary Form	List of snacks, hygiene, clothing and other products for purchase at the Atlanta City Detention Center. Types of items, prices, inmate signature, date, or current equivalent.	5 Years	O.C.G.A. 9-3-32
04-RS-27	Inmate Grievance Form	Documents relating to inmates requesting special attention are brought to concerns issues or procedures relevant to their well being during the incarceration period.	5 Years	O.C.G.A. 9-3-33; TITLE 42
04-RS-28	Cashier's Daily Cash Report	Documents tallying the daily intake of currency collected for Municipal Court & Traffic court Bonds, Collaterals & Jail Fines. Cash Register Tape, Receipts for revenue, Cashier's Currency Talley form or Current Equivalent.	10 Years	O.C.G.A. 9-3-32; 9-3-27
04-RS-29	Cashier's Daily Deposit Ledger	Daily, monthly & yearly receipt totals of bond revenues transferred to City of Atlanta Finance Department. Large bound ledger emphasizing date monies are transferred to Finance Department.	4 Years	O.C.G.A. 9-3-31

DEPARTMENT OF CORRECTIONS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
04-RS-30	Cashier's Receipt File (Pink Copy)	Files documenting the receipt of money for the purpose of bonding inmates from the Atlanta City Detention Center.	4 Years	O.C.G.A. 9-3-31
04-RS-31	Inmate Accounts Transaction & Deposit Receipts	Voided Checks for inmate funds unclaimed by inmate upon release from the Atlanta City Detention Center.	4 Years	O.C.G.A. 9-3-32
04-RS-32	Bind Over Ledger (Fulton County)	Documents relating to transporting of detainees whose charges have been transferred to a different jurisdiction.	4 Years	O.C.G.A. 9-3-31
04-RS-33	Employee Work Roster	Daily Work Assignments of correction Personnel at the Atlanta city Detention Center. Includes Housing Unit Roster.	4 Years	O.C.G.A. 9-3-31
04-RS-34A	Medical Request Form	Documents relating to providing medical services to detainees needing health services. Forma showing inmate names, medical complaints, medication administered and cell location.	10 Years	O.C.G.A. 9-3-33; 9-3-71
04-RS-35A	Inmate Medical Records	Documents relating to providing medical services to incoming detainees referred to the Medical Unit by the Atlanta city Detention Center.	10 Years	O.C.G.A. SECT. 9-3-33; SECT. 9-3-71
04-RS-36	Inmate Receiving Screening Form	Documents relating to assessment of detainees entering City of Atlanta Detention Center to determine if immediate medical attention is needed.	7 Years	O.C.G.A. SECT. 9-3-33; SECT. 9-3-71
04-RS-37	Pretrial Detention Housing Floor Sheet	Documents relating to housing cell locations of detainees being held at the Atlanta City Detention Center.	3 Years	O.C.G.A. 9-3-33

DEPARTMENT OF CORRECTIONS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
04-RS-38	Inmate Mail Logs	Names of inmates receiving mail both privileged and non-privileged.	2 Years	O.C.G.A. 9-3-31; O.C.G.A. 9-3-32
04-RS-39	Atlanta Department of Corrections Daily Shift Records	Documents assigning Corrections personnel to various work posts; tallying the total number of inmates being detained, and daily operations at the Atlanta city Detention Center.	5 Years	O.C.G.A. 9-3-25
04-RS-58	Computerized Criminal History (CCH) Update Notification	Documents relating to hits received through CJIS terminal as a result of book-in of Atlanta Police Department felony arrestees taken to Fulton County Jail for processing and detention. Included are, information detailing current criminal & probation history of individuals arrested by the Atlanta Police Department.	Obsolete	O.C.G.A. 9-3-31; O.C.G.A. 9-3-32
04-RS-63	Visitor Register	File documenting who visited what inmate while in custody at the Atlanta City Detention Center. Included are bound ledger showing visitor's name, address, phone number, current date and detainee's name.	5 Years	O.C.G.A. SECT. 9-3-31; 9-3-32
04-RS-67	Inmate razor Issuance Form	Documents relating to issuance and collection of shaving razors. Detainee name, cell number, initials indicating razors passed out and collected.	5 Years	O.C.G.A. SECT 9-3-25
04-RS-72	Open Records Act Requests & Correspondence	Documents relating to inquiries from members of the public requesting access to information under the Georgia Open Records Act. Included are, request for verification of Custody form, actual correspondence requesting records and the records copies resulting from the request.	7 Years	O.C.G.A. SECT 9-3-24; 50-18-80
05-RS-01	Other Agency Ledger	Documents relating to transport of inmates bound over to other county detention facilities. Included are, bound ledger containing transport date, race/sex, name of inmate, name of receiving agency & signature of office who picked up detainee.	5 Years	O.C.G.A. 9-3-31;9-3-32
05-RS-02	Intake Ledger	Detailed information documenting daily activities of officer's duties & observation of incoming and outgoing inmates.	5 Years	O.C.G.A. 9-3-31;9-3-32

DEPARTMENT OF CORRECTIONS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
05-RS-03	Transfer Release Ledger	Documents relating to escorting inmates through the agency for purpose of release, court, to be housed and generally properly securing the Agency. Bound ledger showing date, the watch & time escorts and security checks occurred.	5 Years	O.C.G.A. 9-3-31;9-3-32
05-RS-04	Daily Count Records	Documents relating to summary of daily totals of arrests. Included are, Atlanta city Detention Center Daily Count Sheet contains location, watch & total counts of pretrial, sentenced, federal & INS detainees both mail & female.	6 Years	O.C.G.A. SECT 9-3-31; 9-3-32
05-RS-12	GBI-DOFS Log Sheet (Intoxilyzer Breath Tests – Positive)	Documents relating to individuals given breath tests to determine alcohol levels. Included are GBI – DOFS Log Sheet.	5 Years	O.C.G.A. 9-3-31;9-3-32
05-RS-13	GBI-DOFS Log Sheet (Intoxilyzer Breath Tests – Negative)	Documents relating to individuals given breath tests to determine alcohol levels. Included are GBI – DOFS Log Sheet.	4 Years	O.C.G.A. 9-3-31;9-3-32
05-RS-14	Intoxilyzer Instrument Printer Card (Breath Tests – Positive)	Results from Intoxilyzer testing equipment utilized to determine individuals' alcohol levels. Included are Intoxilyzer Instrument Printer Card (form # 015010)	5 Years	O.C.G.A. 9-3-31;9-3-32
05-RS-15	Intoxilyzer Instrument Printer Card (Breath Tests – Negative)	Results from Intoxilyzer testing equipment utilized to determine individuals' alcohol levels. Included are Intoxilyzer Instrument Printer Card (form # 015010)	4 Years	O.C.G.A. 9-3-31;9-3-32
05-RS-16	Inmate Disciplinary File	Documents relating to procedures for resolving inmate rule violations in the Department of Corrections. Letter of Appeal, Notice of Charges, Disciplinary Charges Settlement Agreement, Disciplinary Hearing Disposition, Inmate Property Inventory, Notice of Hearing, Inmate Refusal To Attend Hearing, Disciplinary Charges-Settlement Agreement, Inmate Restitution Release Form, Witness Denial Notice & Witness Request Notice.	10 Years	O.C.G.A. 9-3-31; 9-3-32;9-3-33

DEPARTMENT OF CORRECTIONS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
05-RS-17	Radio Sign Out Ledger	Daily listing of individuals assigned radio equipment and times equipment was signed out and returned. (Bound Ledger).	4 Years	O.C.G.A. 9-3-31;9-3-32
05-RS-18	Building Control Ledger	Documenting inspections of building equipment, key inventories, weapons, inmate restraint equipment, radios, batteries, ammunition, cameras, stairwells, etc... Bound Ledger.	4 Years	O.C.G.A. 9-3-31;9-3-32
05-RS-19	Transportation Trip Sheet	Documentation of preventive maintenance for vehicles driven during the daily course of business by the Atlanta City Detention Center. Two-sided form detailing vehicle type, operators' signature, date, destination, damage or operating problem, inmate count, meter mileage & time (Form no. PMC02).	5 Years	O.C.G.A. 9-3-25
05-RS-20	Transportation Unit Monthly Report	Monthly totals of inmates transported to City, County & Federal courts for legal purposes and various medical facilities for treatment. Included are, date, name of individual completing information, departure from & to destinations, numbers of males & females transported, (Form # TRR01)	5 Years	O.C.G.A. 9-3-25
05-RS-21	Chemical test Log Sheet	Test results of Intoxilyzer Breath Testing Instrument administered by law enforcement officers from other agencies. Included are, date, subject's name, operator's name, arresting officer's name, citation number and test result.	5 Years	O.C.G.A. 9-3-25
05-RS-22	Certificate on Inspection – Breath Testing Instrument	Quarterly certification that states, Breath Testing Instrument, has been inspected, all components are attached & is operating properly. Included are, Certificate & resulting Instrument Printer Cards with various machine test results, Form # 015010	4 Years	O.C.G.A. 9-3-31;9-3-32
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	

DEPARTMENT OF CORRECTIONS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
08-RS-02	Automated Prisoner Tracking File (APISARMF)	Documents relating to Arrest Records Microfiche containing names of all inmates incarcerated on a monthly basis.	Microfiche files are no longer reproduced.	
08-RS-03	Complaint Investigation File	Documents relating to Departmental inquiries by Office of Professional Standards investigating complaints by citizens, employees, inmates, etc. into alleged misconduct.	20 Years	O.C.G.A. 50-18-72 (11.30 (A))
08-RS-04	Automated Prisoner Tracking File (APISNMMF)	Documents relating to Arrest Records Microfiche containing names of all inmates incarcerated on a monthly basis. File used as an index and a complement to the Automated Prisoner Tracking File (APISARMF).	Microfiche files are no longer reproduced.	
08-RS-26	Identification Technicians' Daily Paperwork	Documents relating to individuals confined to the Atlanta City Detention Center (ACDC) with holds from various law enforcement jurisdictions; and daily log sheets detailing number of bonds, bindovers and fingerprints processed and number of personnel on watch.	5 Years	O.C.G.A. 9-3-31; 9-3-32; 9-3-25
08-RS-27	Classification Paperwork	Documents relating to the intake, classification and release of sentenced inmates at the Atlanta City Detention Center.	5 Years	O.C.G.A. 9-3-25
08-RS-28	Court Appearance, Arraignment & Disposition Paperwork	Documents relating to First & return appearance to City Court for traffic and municipal offenses, and disposition of those offenses.	5 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-25
08-RS-29	Inmate Loan Book	Documents relating to Detainees needing to temporarily leave the Atlanta City Detention Center to attend Court in other county jurisdictions.	4 Years	O.C.G.A. 9-3-31;9-3-32

DEPARTMENT OF CORRECTIONS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
08-RS-30	J-Pad Arrest Statistics & Yearly Arrest Statistics Report	Documents relating to cumulative statistical totals of prisoner admissions demographics by citation, physical arrests, durations during a given year with mean and median tools.	5 Years	O.C.G.A. 9-3-25
08-RS-31	Open Records Request Notification	Documents relating to the filing of Open Records requests in accordance to City Ordinance 06-O-27-1.	5 Years	O.C.G.A. 9-3-25
08-RS-32	Offender Recidivism Report	Documents relating to cumulative statistical totals of detainees incarcerated by race & sex, full name, date of birth & number of arrests during a given year.	5 Years	O.C.G.A. 9-3-25
08-RS-33	Identification and Booking Pass-on Log Book	Documents relating to down times of computer and equipment breakdown due to technical difficulties & notification of other agencies regarding malfunctioning equipment for ID, Booking & Fingerprint Units.	5 Years	O.C.G.A. 9-3-31;9-3-32
08-RS-34	Inmate Law Library Ledger	Documents relating to Detainee's time spent in Inmate Library; contains names of inmates, Pod locations, dates, times in & out and officer's initials.	4 Years	O.C.G.A. 9-3-31;9-3-32
08-RS-35	United States Marshal's Federal Detainee Case File	Document relating to Inmates who are in the custody of the United States Marshal's Services and are being held at the City of Atlanta Detention Center.	10 Years	O.C.G.A. 9-3-33;9-3-71
08-RS-36	Fulton County Sentenced Inmate Arrest Card	Documents relating to inmates who have been sentenced in Court and currently serving time with the Fulton County Jail at the City of Atlanta Detention Center.	10 Years	Atlanta-Fulton County Interim Prisoner Boarding Agreement- Ordinance 05-O-0072.
08-RS-37A	United States Immigration & Customs Enforcement (ICE) Detainee Case File	Documents relating to inmates who are in the custody of the United States Immigration Service, Department of Homeland Security and are being held at the City of Atlanta Detention Center.	3 Years	INS Detention Standard

DEPARTMENT OF CORRECTIONS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
08-RS-38	Front Lobby Pass-On Ledger	Documents relating to documenting daily activities at Front Lobby desk at the Atlanta City Detention Center.	4 Years	O.C.G.A. 9-3-31;9-3-32
09-RS-12	Grady Detention Pass-On Ledger	Documents relating to documenting daily activities at Grady Hospital involving Atlanta City Detention Center detainees.	5 Years	O.C.G.A.9-3-31;9-3-32
09-RS-13	Atlanta City Detention Center Medical Pass-On Ledger	Documents relating to Inmates seeking treatment in Health Services Unit at the Atlanta City Detention Center.	5 Years	O.C.G.A. 9-3-31;9-3-32
09-RS-15	Bond Surrender Sheet	Documents relating to list of previously detained individuals who have bonded out but failed to appear in court.	5 Years	O.C.G.A. 9-3-25
09-RS-22	Visitor Logs and/or Sign-In Sheets	Documents relating to sign-in forms or sheets to document visitor at various City-own offices and/or buildings.	2 Years	
09-RS-23	Daily and/or Monthly Activity Reports	Documents relating to a summary of daily and/or monthly office activities	2 Years	
10-RS-01	Project Files & Correspondences	Documents relating to Projects that City Agencies are involved or initiated for new business development, financial transactions or bond issuance process.	10 Years	
10-RS-26	State & Federal Grant-In-Aid Files (Grant Correspondences)	Documents relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	

DEPARTMENT OF CORRECTIONS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
10-RS-33	Central Control Pass-On Ledger	Documents relating to documenting daily activities at the Atlanta City Detention Center through the Central Control Unit.	4 Years	O.C.G.A. 50-18-80
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	
18-RS-09	GED Adult Education Files	Documents relating to Inmate GED Program offered by COA Dept of Corrections through the Office of Adult Education Technical College System of Georgia (Accreditation Program).	5 Years	O.C.G.A. 9-3-31;9-3-32
18-RS-10	P.A.T. 3 Inmate Transitional Program Case Files	Documents relating to transition program offered through the State of Georgia that enables adult offenders who have been incarcerated to evolve from prison, back into society and the community (Accreditation Program).	4 Years	O.C.G.A. 9-3-31;9-3-32
18-RS-11	Hit Confirmations Warrants Log	Documents relating to individual arrests based on warrants and being sought by other law enforcement agencies.	4 Years	O.C.G.A. 9-3-31;9-3-32
18-RS-12	Key Control Ledger	Documents relating to documenting the accountability of facility keys.	4 Years	O.C.G.A. 9-3-31;9-3-32

DEPARTMENT OF CORRECTIONS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
18-RS-13	Level One Pass-On Ledger	Documents relating to documenting daily activities on first floor of facility, especially in kitchen area.	4 Years	O.C.G.A. 9-3-31;9-3-32
18-RS-14	Federal/ICE Intake Ledger	Documents relating to documenting general activities during intake, as well as names of inmates, names of individual and agencies that transported inmate to detention center.	4 Years	O.C.G.A. 9-3-31;9-3-32

DEPARTMENT OF FINANCE

RS#	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-27A	Application For Permit To Operate (Special Permits)	Files document approved and disapproved petitions for special licenses such as game rooms, locker rooms, street photography, etc.)	10 Years	O.C.G.A. 50-18-90;
83-RS-30A	Business License Application File	Files documenting business licenses issued. Includes application for business license (form 9-2500-0011 or equivalent), related papers	5 Years	O.C.G.A. 50-18-90
83-RS-33	Scrapbooks File	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-47A	Control Batch Groups & Invoice Batch Groups	Documents payments to vendors. Includes copy of check w/apron and account No.; supporting documentation.	7 Years	O.C.G.A. 50-18-90
83-RS-55A	Cancelled Accounts Payable Checks File	Includes original cancelled checks.	5 Years	O.C.G.A. 50-18-90;
83-RS-55-1	Check Information (Remittance Advice) Copy File	Includes 3rd copy of each check issued	20 Years	
83-RS-89	Temporary Employee's Withholding Allowance Cert. Files	Includes documents relating to withholdings, exemptions claimed and Employment/Termination Dates.	4 Years	O.C.G.A. 48-7-111; 26 CFR 31.6001-1; 10-RS-07
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90;

DEPARTMENT OF FINANCE

RS#	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	
85-RS-1	Cancelled Payroll Checks File	File includes original cancelled payroll checks.	4 Years	O.C.G.A. 48-7-111; 26 CFR 31.6001-1; 10-RS-03
85-RS-16	Cancelled Pension Check File	File includes original cancelled pension checks.	4 Years	O.C.G.A. 48-7-111; 26 CFR 31.6001-1; 10-RS-04
85-RS-19	Outstanding Check Register File	File reconciles bank statements.	5 Years	10-RS-22; O.C.G.A. 9-2-25
85-RS-20	Cleared Check Register File	COM showing Check Number, Date, Amount, Payee, Date Cleared, Status.	5 Years	10-RS-21; O.C.G.A. 9-2-25
85-RS-21	Monthly Revenue Summary File	Documents relating to summarizing financial transactions. Included are Computer Printouts showing Month Ending, Department, Division, Cost Center, Account Title, Amount, Year-to-Date revenue, Current month Revenue, and related information.	5 Years	10-RS-23; O.C.G.A. 9-2-25
85-RS-22	Monthly Balance Sheet	Documents relating to summarizing account balances. Included are Computer Printouts showing Date, Cost Center, Object Code, Payee, and Account Balance.	5 Years	10-RS-24; O.C.G.A. 9-2-25

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RS#	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
85-RS-23	Monthly Account Summary	Documents relating to summarizing accounts. Included are Computer Printouts showing Month Ending, Department, Bureau, Division, Cost Center, Account Title, Encumbrance Balance, Year-To-Date Expenses, Current Month Expense, and related information.	3 Years	10-RS-09; O.C.G.A. 9-2-25
85-RS-24	Monthly Departmental Summary	Documents relating to summarizing financial transactions. Included are Computer Printouts showing Month Ending, Appropriation, Encumbrance, Year-to-Date Expenditures, Percent Expended and Encumbered to Appropriation, Balance, and Current month Expenditures.	3 Years	10-RS-10; O.C.G.A. 9-2-25
85-RS-25	Monthly Encumbrance Register	Documents relating to summarizing account encumbrances. Included are Computer Printouts showing Date, Department, Account number, Payee, Purchase Order Number, Date Encumbered, and related information.	5 Years	10-RS-02; O.C.G.A. 9-2-25
85-RS-26	Payroll Data Register	Documents recording payroll pay period transactions showing Employee Name and Social Security Number, Position Number, Payroll Date(s), Pay Grade, Gross Pay, Authorized Deductions, Net Income, Vacation / Sick Leave used and Balances	4 Years	O.C.G.A. 48-7-111; 26 CFR 31.6006-1; 10-RS-06
85-RS-27	Payroll W-2 Forms File	Documents maintaining a record of Payroll and Tax deductions. Computer Printouts showing Department, Position, Employee name, Social Security Number, Year to Date Gross Pay, Federal & State Tax Withholdings.	4 Years	O.C.G.A. 48-7-111; 26 CFR 31.6006-1; 10-RS-05
85-RS-28	End of Year Payroll Benefits (PEBSCH03)	Documents relating to summarizing Quarterly and Annual Payroll transactions. COM showing employee name and Social Security number, Department, Pay Group, Pay Grade, Salary, Authorized Deductions, Sick Leave, Leave of Absence, and/or Vacation for all pay periods	70 Years	90-RS-22; 90-RS-23; 90-RS-24
85-RS-29	Auto Allowance File	Documents recording Auto Allowance expenditures. Computer Printouts showing employee's name, address, make of vehicle, miles traveled, amount paid, and related information	3 Years	10-RS-08; O.C.G.A. 9-2-25
85-RS-30A	Monthly Transact List (General Ledgers)	Documents recording encumbrances and expenditures. Computer Printouts showing account number, cost center, Department, class code, transaction name, debit amount, purchase order number, check or voucher number, date, ending balance, (Monthly Transact List-FM ISTF62); also included are all General Ledgers prior to Computerization in 1971.	7 Years	O.C.G.A. 9-2-25; 10-RS-18

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RS#	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
85-RS-43A	Special Business Licenses Acct Receivable	Document recording the assessment and payments of Special Business Licenses by Name, Account Number and Location.	5 Years	O.C.G.A. 9-2-25
85-RS-44A	General Business License	Document relating to recording the assessment and payments of General Business Licenses by Name, Account Number, and Locations	5 Years	O.C.G.A. 9-2-25
85-RS-45	Monthly Trial Balance	Documents recording account transactions. Including Computer Printouts showing date, account number and title, credit balance, and related information.	7 Years	O.C.G.A. 9-2-25; 10-RS-18
85-RS-49	Approved Records Retention Schedule File	Documents relating to recording approved dispositions of Municipal records. Included are "Application for Records Retention Schedule" (form ARM-2) showing creating office, address, contact person, dates of records, office function, description and function of record series, legal citations, approved disposition, approval signatures; also included may be copies of pertinent legislation, sample file, related correspondence.	Permanent	O.C.G.A. 50-18-90
86-RS-4A	Contracts Files	Documents relating to recording contract agreements for construction projects and provision of various goods and services between individuals/businesses and the City. Included are: all original signed contracts, and attachments.	10 Years	O.C.G.A. 50-18-90;
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25

DEPARTMENT OF FINANCE

RS#	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;
86-RS-8	As Built Engineering Drawings /Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	
86-RS-10	Daily Revenue Pack Files	Documents relating to maintaining detailed records of daily revenue collections (recorded in summary form to the general ledger).	5 Years	O.C.G.A. 50-18-90;
86-RS-11A	Bank Account Reconciliation Files	Documents reconciling monthly bank account statements	5 Years	
86-RS-12	Court Witness' Fee Reimbursement Files	Documents relating to financing the replenishment of the Traffic Courts petty cash account for cash payments of witness fees.	5 Years	O.C.G.A. 50-18-90;
86-RS-13	Training and Convention Expense Report Files	Documenting travel and convention expenditures.	5 Years	O.C.G.A. 50-18-90;
86-RS-14	Utility and Telephone Invoice Files	Documents relating to paying invoices for Utilities and telephone service.	5 Years	O.C.G.A. 50-18-90;
86-RS-15	Water Cash Receipts –	Documents reconciling daily payments for water and sewer accounts.	5 Years	O.C.G.A. 11-2-201; 11-2-725 10-RS-27
86-RS-16	Water Billing Register -	Documents maintaining water consumption account data and updating accounts receivable by the dollar amount billed.	5 Years	O.C.G.A. 11-2-201; 11-2-725 10-RS-30
86-RS-17	Water Account Balance by Service Address	Documents summarizing Water and Sewer account balances by service address, updated weekly and only used for reference when the computer terminal is down.	5 Years	O.C.G.A. 11-2-201; 11-2-725 10-RS-31

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RS#	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-18	Water Account Balance By Name	Documents summarizing Water and Sewer account balances by name, updated weekly and only used for reference when the computer terminal is down.	5 Years	O.C.G.A. 11-2-201; 11-2-725 10-RS-31
86-RS-19	Water Accounts Receivable Trial Balance	Documents listing Month End accounts receivables. Shown is account number, beginning accounts receivables, net billing, adjustments, cash receipts, ending accounts receivable balances.	5 Years	O.C.G.A. 11-2-201; 11-2-725 10-RS-32
86-RS-20	Water Accounts Receivable (Aging) File	Documents listing outstanding balances that range in age from 30-120 days old. Shown are dates, account number and age of outstanding balance.	5 Years	O.C.G.A. 11-2-201; 11-2-725 10-RS-29
86-RS-24	Microfilm Production Folders File	Documents relating to conversion of paper documents and electronic data to microfilm. Included are form ARM-3 entitled "Records Transfer and Receipt" showing transferring agency name, address, transfer number, records custodian and officer names and signature, approved disposition instructions, records series title and date (s); form ARM-3-A entitled "Microfilm Security Locator" showing rolls of microfilm and fiche, their contents and storage locations; form ARM-10 entitled "Notice of Records Disposal, Review of Records Disposal, Certificate of Records Disposal" showing record series title and date (s), schedule and disposal number, method of disposal, review and certifying disposal; from ARM-21 entitled "Microfilm Receipt" showing department, bureau, division, date, record series title, transfer number, preparation date, microfilming data, ID data, inspection data and duplication data.	See "Certificate of Records Disposal File"	O.C.G.A. 50-18-90;
86-RS-25	Records Center Records Transfer And Receipt File	Documents relating to the storage and referencing of agency records. Included are form ARM-3 entitled "Records Transfer and Receipt" showing transferring agency name, address, transfer number, records custodian and officer names and signature, approved disposition instructions, records series title and date (s), and storage locations; form ARM-9 entitled "Records Reference Request" showing date of record, transfer number, records series title, box number and location number, date of request, searcher's initials, nature of service, name of requestor, signature, name and address of agency; form ARM-10 entitled "Notice of Records Disposal, Review of Records Disposal, Certificate of Records Disposal" showing record series title and date (s), schedule and disposal number, method of disposal, review and signature of person authorizing disposal, signature of person certifying disposal; form ARM-43 entitled "Records Center Interfile Request" showing date of request, transfer number, box number, location number file name/number, submitted by name, phone number and agency.	See "Certificate of Records Disposal File"	O.C.G.A. 50-18-90;

DEPARTMENT OF FINANCE

RS#	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-26A	Certificate Of Records Disposal File	Documents relating to showing that records are legally destroyed or otherwise disposed of in the routine course of business. Included are Form ARM-3 entitled "Records Transfer and Receipt" showing transferring agency name and address, transfer number, records custodian name, records officer name and signature, approved disposition instructions, record series title and date (s), and old storage locations; form ARM-3A entitled "Microfilm Security Locator" showing rolls of microfilm and their contents and storage locations; form ARM-10 entitled "Notice of Records Disposal, Review of Records Disposal, and Certificate of Records Disposal" showing record series title and date (s), schedule and disposal number, review and signature authorizing disposal, method of disposal and signature of person certifying disposal; form ARM-23 entitled "Report of In-House Records Destruction" showing date of report, name and phone number of reporting official, department, bureau, division name, record series title and date (s), schedule number, disposal number, volume, date and method of destruction.	7 Years	O.C.G.A. 50-18-90;
87-RS-3	Business License Payment Files	Documents recording payments received for Business Licenses. Gross receipts, Special Business Licenses, Terminated accounts balance due and status 5. Included are Payment Cards for Gross receipts Business Licenses (form # 2500-0027), Payment Cards for Special Business Licenses (Form #9-2500-0056), Daily Cash Register (ABLFD335), Special Business License Daily Cash Applied (FSBLCR11), Gross Receipts Business License Terminated Credit Balance, Gross receipts Business License Terminated Accounts Balance Due, and Status 5 Card File.	5 Years	O.C.G.A. 50-18-90;
87-RS-28	Computer Output Microfilm Production Log	Documents Relating to recording Computer Output Microfilm Production. Daily Worksheet for COM Machine (Form ARM29) showing the date, code-name of magnetic tape, title of magnetic tape, department, frame count, fiche count, number of duplicates, re-runs, number of tapes, and film format.	2 Years	O.C.G.A. 50-18-90;
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28

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RS#	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
88-RS-8	Workers' Compensation Claim Files	<p>Documents relating to City employees who have on-the-job injury or job-related disability. Included are:</p> <p><u>Forms State of Georgia:</u> Employer's First Report of Injury or Occupational Disease- GA Form WC 1, Notice of Payment or Suspension of Benefits – GA Form WC 2, Notice to Controvert Payment of Compensation – GA Form WC 3, Case Progress Report – GA WC 4, Wage Statement – GA WC 6, Board of Worker's Compensation Employer Insurer's Medical & Rehabilitation Assessment – GA Form R-1, Medical Report – GA Form WC 1B, Final Medical – GA Form WC 20A, Application for Lump Sum – GA Form WC 25.</p> <p><u>Forms City of Atlanta:</u> Authorization for Treatment/Physician Report – Form 6-A-52, Employer's Supplemental Report of Injury – Form 23-47, Summary of Medical Expenses, Form letter- Form 29-S-25, File Notes, Payment Voucher and miscellaneous doctor's reports.</p>	10 Years	O.C.G.A. 50-18-90;
88-RS-9	Insurance Premium Tax Files	Documents relating to the reporting, receipt and verification of taxes paid for insurance company premium /percentage tax.	Obsolete	O.C.G.A. 50-18-90;
88-RS-11	Water Bills (Water Cards or Stubs)	Documents billing customers, receiving payments, and processing payments on water and sewer charges. Included are: Billing stub showing customer's name, service and/or billing address(s), account number, amount due, billing date.	7 Years	O.C.G.A. 50-18-90;
88-RS-12	Business License Monthly Report File	Documents reporting revenue collected for gross receipts and special business licenses. Included are: Alcoholic Beverage Tax Report (Form 9-1248), Schedule of revenue (Form 9-1247) Hotel/Motel Occupancy Tax Receipts (No Form #).	5 Years	O.C.G.A. 50-18-90;
88-RS-13	Special Business License Tax Reporting Files	Documents reporting receipt & verification of taxes paid for hotel/motel occupancy tax, alcoholic beverage by the drink tax, wholesale alcoholic beverage excise tax (monthly).	5 Years	O.C.G.A. 50-18-90;
04-RS-53	Microfilm Periodic Inspection Chart	Documents relating to storing and monitoring of microforms produced or processed by the Records Management Division.	Permanent	

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RS#	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
04-RS-54	Atlanta/DeKalb Property Tax Refunds	Documents relating to refund of overpayment of property tax. Included are application forms # TREA22, refund requests forms received log, disbursement request forms and property tax bills.	7 Years	
04-RS-55	Liens, Deeds, and Payoffs	Documents relating to providing payoff information. Included are application forms for Liens, Deed and Sanitation Payoffs including sanitation service bills, closing attorney's payoff information and lien calculations.	7 Years	
04-RS-66	Solid Waste (Sanitation) Adjustments	Documents relating to adjustments to customers bills. Included are, adjustments (complaint) forms and supporting documents needed for adjustments such as duplicate copy of front and back side of cancel check.	5 Years	O.C.G.A. 9-3-25
06-RS-01	Expense / Revenue / Balance Sheet Report	Documents relating to summarizing account balances. Included are computer printouts showing date, cost center, object code, payee, account balance, department, division, account title, YTD revenue, current month revenue and related information.	5 Years	ATLANTA CITY CODE SEC 8-2086
06-RS-02	Journal Entries	Documents relating to expenses, cash receipts, budget transfers, budget creations, and revenue recognitions. Included are, Bank Transfers, Revenue vouchers, Journal Vouchers, and Verification printouts.	5 Years	O.C.G.A. 50-18-90
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	
08-RS-07	Comprehensive Annual Financial Report (CAFR)	Documents relating to City-Wide Audits and Financial statements.	Permanent	
09-RS-01	Leave Records	Documents relating to leave requested by employees.	3 Years	
09-RS-02	Deferred Compensation Files	Documents relating to deduction from employee's paycheck for Deferred Compensation.	5 Years	

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RS#	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
09-RS-03	Garnishment Files	Documents relating to payment from employee's paycheck for Garnishment.	4 Years	
09-RS-04	Child Support Payment Files	Documents relating to deduction from employee's paycheck for Child Support Payment.	5 years	
09-RS-05	Deduction Records Files	Documents relating to deduction from employee's paycheck for MARTA Cards, Saving Bonds and Friendship club.	5 Years	
09-RS-06	Bankruptcy Payment Files	Documents relating to payment from employee's paycheck for Bankruptcy.	5 Years	
09-RS-07	Tax Levy Payment Files	Document relating to payment from employee's paycheck for Tax Levies.	7 Years	
09-RS-08	Payroll W-2 forms (PAYR PRW-2) Files	Documents relating to maintaining a record of Payroll and Tax deductions.	4 Years	
09-RS-09	Withholding Allowance Certificates (W-4) Files	Document relating to withholding of Federal and State taxes from employee's paycheck.	4 Years	
09-RS-18	Sanitary Surcharge Payment	Documents relating to recording the billing and payment of Residential/Commercial garbage collection provided by the City of Atlanta.	3 Years	
09-RS-19	Lockbox & Stormwater Processed Payments	Documents relating to processing of Lockbox and Stormwater Payments.	3 Years	
09-RS-20	Certified Payroll Files	Documents relating to recording employee's work hours during a pay period.	4 Years	
09-RS-22	Visitors Logs and/or Sign-Sheets	Included are Showing the name of the person, the date, time in/out and the reason for the visit.	2 Years	

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RS#	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
09-RS-23	Daily and/or Monthly Activity Reports	Included are Showing statistics of job productivity and/or highlights of office events.	2 Years	
10-RS-01	Project Files & Correspondences	Documents relating to various projects that City Agencies are involved or initiated for new business development, financial transactions or bond issuance process.	10 Years	
10-RS-02	Monthly Encumbrance Register	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-03	Cancelled Payroll Checks	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-04	Cancelled Pension Checks	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-05	Payroll W-2 Form File (PAYR PRW-2)	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-06	Payroll Data Register (PEBSPR12)	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-07	Temporary Employee Withholding	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-08	Auto Allowance (AUTOFMIS)	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		

DEPARTMENT OF FINANCE

RS#	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
10-RS-09	Monthly Account Summary	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-10	Monthly Departmental Summary	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-11	Criminal History Records	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-12	Unpaid Parking Tickets	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-13	Stolen Vehicle	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-14	Police Incident by Intersection	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-15	Police Incident by Address	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-16	Police Incident by Street to Beat	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		

DEPARTMENT OF FINANCE

RS#	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
10-RS-17	Police Incident (Offense Report)	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-18	Monthly Transact List (General Ledger)	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-19	Monthly Trial Balance (FAPS AM-18)	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-20	Water Account by Name	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-21	Cleared Check Register	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-22	Outstanding Check Register	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-23	Monthly Revenue Summary	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-24	Monthly Balance Sheet	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		

DEPARTMENT OF FINANCE

RS#	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
10-RS-26	State & Federal Grant-In-Aid Files (Grant Correspondences)	Documents relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	
10-RS-27	Water Cash Receipt	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-28	Water Meter Reading	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-29	Water Account Receivable (Aging)	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-30	Water Billing Register	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-31	Water Account by Service Address	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
10-RS-32	Water Account Receivable (Trial Balance)	The Records Series is no longer being generated on microfilm and/or microfiche by the City of Atlanta RMD. The Retention Schedule is being created as a final disposition of microfilm and/or microfiche and no further accumulation anticipated.		
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33

DEPARTMENT OF FINANCE

RS#	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	
15-RS-04	Request Tracking Memo Files	Documenting the chain of custody of a record that was retrieved from off-site storage. The form provides verification that the Requesting Official received the records requested by signing the form. The form serves as part of Records Management Charge Out System.	5 Years	
15-RS-05	Records Reference Request Files	Documents relating to a Records Officer requesting a file or box stored off-site. The form serves as part of Records Management Open Records Request Process.	5 Years	

DEPARTMENT OF PROCUREMENT

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks File	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-091A	Bid File	Documents relating to requesting and evaluating for award, bids from vendors for equipment, supplies or services. Included are "Referred Invitation to Bid" showing bid number, bid list, award recommendation sheet, returned "no bids", date and time bid received, total bid price, requesting department recommendation, tabulation sheet and related correspondence.	6 Years	O.C.G.A. 50-18-90 & 9-3-24; ACC 5-5010
83-RS-095A	Purchasing Requisition And Purchase Order Files	Documents relating to requesting and purchase equipment, supplies, and services. Included are Purchase Requisition (form 29-S-11) showing requesting agency, item and quantity requested, until price, total cost, recommended vendor; Purchase Order (no form number) showing P. O. number, vendor, date account number, item description and quantity, appropriate signatures.	5 Years	O.C.G.A. 50-18-90;
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90;
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	

DEPARTMENT OF PROCUREMENT

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
85-RS-037A	Annual Blanket Order (Annual Contract) File	Documents relating to contracting for equipment, supplies or services. Included are Blanket Purchase Orders also referred to as Annual Contracts, referred invitations to bid, showing bid number, bid list, award recommendation sheet, returned "no bids", date and time bid received, total bid price, requesting department recommendation, tabulation sheet, and related correspondence.	6 Years	O.C.G.A. 50-18-90 AND 9-3-24
86-RS-002A	Purchasing (Formal, Negotiated & Service) Contract	Files documenting the bid process for securing contract agreements for construction projects and provision of various services.	10 Years	O.C.G.A. 50-18-90;
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;
86-RS-8	As Built Engineering Drawings /Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102

DEPARTMENT OF PROCUREMENT

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	
04-RS-57	Auction for Surplus Motorized Equipment	Documents relating to disposal forms, bill of sale, auctioneer documents, invoices, and State of Georgia tax forms. Included are, list of items for sale, lot no., copies of title, price of items sold, and odometer certification.	5 Years	
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	
08-RS-09	Emergency Contracts	Documents relating to providing emergency products and/or services to agencies in the City of Atlanta.	7 Years	
09-RS-22	Visitors Logs and/or Sign-Sheets	Documents relating to sign-in forms or sheets to document visitor at various City-own offices and/or building.	2 Years	
09-RS-23	Daily and/or Monthly Activity Reports	Documents relating to a summary of daily and/or monthly office activities.	2 Years	
10-RS-01	Project Files & Correspondences	Documents relating to projects that City Agencies are involved or initiated for new business development, financial transactions or bond issuance process	10 Years	
10-RS-26	State and Federal Grant-In-Aid Files (Grant Correspondences)	Document relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	

DEPARTMENT OF PROCUREMENT

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	

DEPARTMENT OF PUBLIC WORKS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks File	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-34	Motor Pool Permit Request File	Documents relating to authorizing issuance of motor pool permits to designated City employees. Included are memos sent from department heads stating authorization of specific employees for motor pool vehicle usage.	1 Year	O.C.G.A. 50-18-90;
84-RS-36	Motor Pool Vehicle Usage File	Documents relating to recording usage and mileage of motor pool vehicles. Included are "Daily Trip Log" (form #6/83) showing name of user, department, vehicle I.D. number, in and out mileage, and date; "Vehicle Log" (form #MP-2) showing name of user, department, vehicle number, in and out mileage, and date of overnight authorization approval; "Overnight Authorization" (form #MP-3) showing name, date, department, home address of user, location of vehicle for the requested amount of time, department head signature	3 Years	O.C.G.A. 50-18-90;
84-RS-37	Motor Pool Permit Log File	Documents relating to identifying persons authorized to drive motor pool vehicles. Included are "Motor Pool Permit Log" (form # MP-1) showing name, department, and permit numbers & card holders	1 Year	O.C.G.A. 50-18-90;
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90;
83-RS-189-1	Master Crosswalks /Stop Lines Diagram File	Documents record the most current master diagrams of painted crosswalks and stop line street markings within the City of Atlanta.	Hold until updated	O.C.G.A. 50-18-90;
83-RS-189-2	Master Street Curb Markings Diagram File	Records most current master diagrams of painted street curb markings maintained within the City of Atlanta.	Hold until updated	O.C.G.A. 50-18-90;

DEPARTMENT OF PUBLIC WORKS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-189-3	Master Centerline /Lane Diagram File	Records most current master diagrams of painted centerlines and lane line street markings within the City of Atlanta.	Hold until updated	O.C.G.A. 50-18-90;
83-RS-209-1	Maintenance Work Order File - Stop/Yield Signs	Files Document Work Order Assignments for Installation, Maintenance And Repair Of Stop/Yield Signs At Non-Intersections & Freeway Ramps	3 Years	O.C.G.A. 50-18-90;
83-RS-209-2	Maintenance Work Order File - Traffic Signs	Files document work order assignments for installation, maintenance, and repair of traffic control signs (excluding stop and yield signs)	3 Years	O.C.G.A. 50-18-90;
83-RS-209-3	Maintenance Work Order Traffic Signals & Street Lights	Files documenting assignments for installation, maintenance & repair of traffic signals and street lights owned by the City Of Atlanta.	3 Years	O.C.G.A. 50-18-90;
83-RS-209-4-A	Maintenance Work Order File Stop/Yield Signs @ Intersections	Files documenting assignments for installation, maintenance, repair of stop/yield signs at intersections within the City of Atlanta	3 Years	O.C.G.A. 50-18-90;
83-RS-209-5	Maintenance Work Order File-Centerlines /Lane Lines	Files document work order assignments. Includes "Street Markings Job Order" (Form 46-26) or equivalent.	3 Years	O.C.G.A. 50-18-90
83-RS-209-6	Maintenance Work Order File Crosswalks /Stop Lines	Files document work order assignments. Includes "Crosswalk/Stop Line Job Order" (Form 46-G-53) or equivalent.	3 Years	O.C.G.A. 50-18-90
83-RS-209-7	Maintenance Work Order File - Curb Paint	File documents work order assignments. Includes "Street Markings Job Order" (Form 46-26) or equivalent.	3 Years	O.C.G.A. 50-18-90

DEPARTMENT OF PUBLIC WORKS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	
84-RS-16	Employee Card File	Included are: Card for each employee in the department, giving name, address, next of kin, date of birth, date employed, summary of assignments, promotions and last date of employment.	Until no longer needed	O.C.G.A. 50-18-90
84-RS-22	Guard Rail Damage Reports	Letter and reports to and from the State Highway Department requesting and authorization in kind replacement for damage to guard rail; copies of field work orders showing when/where work was done, materials used, labor and equipment; worksheets converting basic data to in-kind replacement figures.		
84-RS-70	"R" Bill Repair Files	Files Report "R" Bill Repair Charges To The Revenue Collector.	5 Years	O.C.G.A. 50-18-90;
84-RS-72	"X" Bill Correspondence Files	Documents relating to maintaining a file of all payments due from Utility Companies on all repairs to sidewalks, driveways & streets resulting from underground utility failure. Included are: Letters to Revenue Collector transmitting tabulation on billing for utility companies; in house correspondence relating to time and material charges; copy of notice form Utility Co's authorizing payments for specified bills.	6 Years	O.C.G.A. 50-18-90; CODE 9-3035
84-RS-73	Work Order (Permit) Leger File	Documents relating to recording permits issued to various applicants authorizing work to be done in the City Right of Way. Included are: Log book showing permit numbers assigned to the applicant; date of issue; type of permit; and location.	16 Years	O.C.G.A. 50-18-90;
85-RS-9	"X" Bill Repair Bills File	Includes Copies of All "X" Bills Issued To Utility Companies.	5 Years	O.C.G.A. 50-18-90;

DEPARTMENT OF PUBLIC WORKS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25
86-RS-8	As Built Engineering Drawings /Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	
87-RS-8A	Work Order (Permit) File by Street Address	Documents relating to cross referencing for the Work Order (Permit) Case File.	7 Years	O.C.G.A. 50-18-90;
87-RS-9	Penalty For Opening Pavement Within 5 Years	Documents listing streets resurfaced within the last five (5) years. Included are cards for each street which was resurfaced during the past five (5) years showing "from-to" locations so as to comply with the Atlanta City Code in assessing penalty for cutting.	6 Years	O.C.G.A. 50-18-90;
87-RS-10A	Work Order (Permit) File	Documents issuing permits to applicants for authority to make cuts in the City Right-Of-Way. Included are copy of permit (# 4 and/or # 5) with Bill Number stamped on face, application for Sewer (Form 11-F-17) pink copy, Plant Work Orders, sketches, drawings, plats, letters, Non-Standard Sewer Connection request, D.O.T. application and permit for Utility Encroachment, Hard Copy (Form 11-F-3).	7 Years	O.C.G.A. 50-18-90;

DEPARTMENT OF PUBLIC WORKS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	
04-RS-56	Daily Job ticket Files	Files documenting maintenance service labor performed on motorized equipment; charging city agencies for maintenance services performed.	5 Years	O.C.G.A 9-3-32; 9-3-33
04-RS-59	Equipment Maintenance History Files (Work Orders)	Documents relating to maintaining a history of maintenance performed on the City motorized equipment fleet.	5 Years	O.C.G.A 9-3-32& 9-3-33
04-RS-60	Site Development Files	Documents relating to constructing private development, all commercial projects, subdivisions and industrial projects.	5 Years	
04-RS-61	Abandoned Streets Files	Documents relating to construction, maintenance and permitting of work relating to the City's public infrastructure.	5 Years	
04-RS-62	Street Widening Files	Documents relating to construction, maintenance and permitting of work relating to the City's public infrastructure.	5 Years	
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	
09-RS-22	Visitors Logs and/or Sign-Sheets	Documents relating to sign-in forms or sheets to document visitor at various City-own offices and/or building.	2 Years	

DEPARTMENT OF PUBLIC WORKS

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
09-RS-23	Daily and/or Monthly Activity Reports	Documents relating to a summary of daily and/or monthly office activities.	2 Years	
10-RS-01	Project Files & Correspondences	Documents relating to projects that City Agencies are involved or initiated for new business development, financial transactions or bond issuance process	10 Years	
10-RS-26	State and Federal Grant-In-Aid Files (Grant Correspondences)	Document relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	

DEPT OF PARKS AND RECREATION

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks File	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90;
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25

DEPT OF PARKS AND RECREATION

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;
86-RS-8	As Built Engineering Drawings /Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	
04-RS-45A	Departmental Revenues	This record contains detailed deposit information including amount deposited; deposit acct number; treasury stamp of deposit verification and date.	1 Years	
04-RS-46A	Departmental Invoices	This record contains payment details, amount of payment, vendor paid, PO#; purchase description and invoice number.	1 Years	
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	
09-RS-22	Visitors Logs and/or Sign-Sheets	Documents relating to sign-in forms or sheets to document visitor at various City-own offices and/or building.	2 Years	

DEPT OF PARKS AND RECREATION

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
09-RS-23	Daily and/or Monthly Activity Reports	Documents relating to a summary of daily and/or monthly office activities.	2 Years	
10-RS-01	Project Files & Correspondences	Documents relating to projects that City Agencies are involved or initiated for new business development, financial transactions or bond issuance process	10 Years	
10-RS-26	State & Federal Grant-In-Aid Files (Grant Correspondences)	Document relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	

DEPT OF WATERSHED MANAGEMENT

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks File	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90;
83-RS-231-A	Account Records Card File	Paper records of Historical Accounts show service address zone, book & page number, Tap #, number of units, and size, customer name. One time disposition, See 90-RS-54	100 Years	90-RS-56; 90-RS-57
83-RS-236	Tap Card Record	Historical records of water service cards 1875-1983 includes paper copy only. ALSO SEE SCHEDULE 90-RS-56 (Agency Duplicate Film) One Time Disposition.	100 Years	90-RS-56; 90-RS-57
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	
84-RS-49	Daily Equipment Operation Report Files	Also called "Operators Hourly Reports" – files record hourly equipment readings.	1 Years	O.C.G.A. 50-18-90;
84-RS-50	Equipment Maintenance Files	Includes Foremen Reports, Repair Invoices, Manuals & Equipment History Data, Supervisors' & Service Reports, Specifications.	Hold until no longer needed	O.C.G.A. 50-18-90;

DEPT OF WATERSHED MANAGEMENT

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
84-RS-51	Equipment Operation Functional Chart File	Includes various Daily and Weekly Flow, Pressure, and Temperature Charts.	1 Year	O.C.G.A. 50-18-90;
84-RS-52	Daily Equipment Operation Report Files	Files documenting hourly equipment readings. (Also called Operation Reports).	1 Year	O.C.G.A. 50-18-90;
84-RS-53	Operational Daily Log (Daily Diary) File	File documents daily activities at both the Chattahoochee and Hemphill pumping stations. Includes the "Daily Reminder Diary".	10 Years	O.C.G.A. 50-18-90;
84-RS-54	Boiler Water Analysis Files	Includes the "Boiler Water Chemical Analysis Form (48-B-120) or equivalent.	1 Year	O.C.G.A. 50-18-90;
86-RS-1	Water Line Field Books File	Shows locations of water lines, valves, fire hydrants, water mains & sizes & sleeves. Send to be filmed each yr ending in 5 & 0. Also see 90-RS-73.	Permanent	90-RS-73; 90-RS-74
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25
86-RS-8	As Built Engineering Drawings /Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	86-RS-8

DEPT OF WATERSHED MANAGEMENT

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	A-102
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	
08-RS-39	Facility Design Water and Wastewater Projects	Documents relating to completed Water and Wastewater Facility Design Improvement Projects.	Permanent	
09-RS-22	Visitors Logs and/or Sign-Sheets	Documents relating to sign-in forms or sheets to document visitor at various City-own offices and/or building.	2 Years	
09-RS-23	Daily and/or Monthly Activity Reports	Documents relating to a summary of daily and/or monthly office activities.	2 Years	
09-RS-24	Water Customer Account	Documents relating to completion of an inspection of water customer's plumbing line to determine why they are experiencing high water usage and/or possible leakage in the water line. Make authorizes adjustments to customer's water and sewer accounts.	5 Years	
10-RS-01	Project Files and Correspondences	Documents relating to projects that City Agencies are involved or initiated for new business development, financial transactions or bond issuance process.	10 Years	
10-RS-26	State & Federal Grant-In-Aid Files (Grant Correspondences)	Document relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33

DEPT OF WATERSHED MANAGEMENT

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	
16-RS-01	Personnel Training Files	Document relating to maintain official training records of all City of Atlanta and/or Department of Watershed Management Employees. Written documentation, Course Certificates are provided to each student who satisfactorily completes the training course.	7 Years	
16-RS-02	Investigation Reports	Document relating to documents processing and recording internal & external investigations in DWM such as theft of property, breach of contract, damage to property, fraud, and employee misconduct.	20 Years	
16-RS-03	Motor Vehicle Accident Reports	Document relating all reported accidents, damage collisions, and/or fatalities involving City of Atlanta owned vehicle (s). Reports investigate the reported accidents involving COA vehicles to insure COA employees are adhering to all applicable local, state, and federal laws governing the operation of motor and emergency response vehicles.	7 Years	

DEPARTMENT OF AVIATION

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks File	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90;
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	
84-RS-6	Payroll Register File	Documents relating to documenting authorization of time, salaries, and benefits for employees. Included are time sheets, employee benefits registers, payroll sheets and changes.	7 Years	O.C.G.A. 50-18-90; FLSA;
84-RS-7	Miscellaneous Requisitions File	Documents relating to recording authorization for payments of contracts and miscellaneous item purchased by the Aviation Department. Included are "Miscellaneous Requisition" (form #29-S-5); invoices; and copies of contracts.	7 Years	O.C.G.A. 50-18-90
84-RS-8	Airport Tenants Rolodex Address File	Documents relating to maintaining a current index of addresses and telephone numbers of Airport tenants. Includes rolodex card file arranged alphabetically by customer name.	Retain until no longer needed	O.C.G.A. 50-18-90

DEPARTMENT OF AVIATION

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
84-RS-9A	Aircraft Operating Area Decal Acknowledgement File	Documents relating to issuing decals to airport tenants allowing vehicle access into restricted areas of the airport. Included are "Acknowledgement of Receipt" (no form number) showing issuance date, decal number, and name of person signing for decal.	File no longer created	O.C.G.A. 50-18-90
84-RS-12	Security Item Billing/Receipt Report File	Documents relating to notifying Airport Accounting Selection of revenue to be collected for security items issued.	6 Months	O.C.G.A. 50-18-90
84-RS-13	Taxi Repair Authorization File	Documents relating to authorizing taxi drivers' permission to repair taxicabs. Included are Taxi Assembly Area Authorization Forms showing name of company, driver's name, cab number, date of authorization, time, purpose, and authorizing agent.	6 Months	O.C.G.A. 50-18-90;
84-RS-14A	Security Item Receipt File	Documents relating to collecting of payments for security items purchased. Included are "Security Items Master Slips" showing date, name of person preparing report, period receipts were issued, listing of receipt numbers, listing of amounts received, voided and missing receipts; "Coin Envelopes" showing receipt number, total amount, date, name of person receiving cash/check, list of security items cost per unit quantity purchased, and total cost of security items.	2 Years	O.C.G.A. 50-18-90;
84-RS-15	Parking Permit (Tour Group) File	Documents relating to authorizing tour group parking. Included is "Parking Authorization Tour Group Parking Permit" showing name of group (school, etc), type of vehicle, date time and Airport authorizing agent name.	6 Months	O.C.G.A. 50-18-90;
84-RS-17	Preventive Maintenance Files	Documents relating to recording preventive maintenance work performed on HVAC units, pumps (fuel and water) and air compressors.	6 Years	O.C.G.A. 50-18-90;
84-RS-18	Maintenance Work Request Files	Documents relating to documenting and scheduling requested corrective or general maintenance. Included are "Maintenance Work Order" (no form #) showing work order number, requesting division, work to be performed, work performed, corrective action, time spent, materials and labor cost.	3 Years	O.C.G.A. 50-18-90;

DEPARTMENT OF AVIATION

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
84-RS-19	Maintenance Engineering (As-Built) Drawing File	Documents relating to providing maintenance personnel with layouts of the electrical and drainage systems throughout the airport. Included are maps of airport runways, taxiways roadway electrical service lines and airport drainage systems.	Retain until no longer needed	O.C.G.A. 50-18-90
84-RS-21	Courier/Limo Decal Information File	Documents relating to recording information regarding decals (Security/Public) that have been issued to Limousine/Courier Drivers. Included are Courier-Limo decal information forms showing date, name, address, telephone number, name of contact person, type of decal issued (Security/Public) area authorized to park.	1 Year	O.C.G.A. 50-18-90;
84-RS-27	Restricted Area Pass File	Documents relating to controlling pedestrian access into restricted/non-restricted areas of the Airport. Included are Restricted Area Passes; Restricted Area Audit forms; Lost/Stolen Restricted Area Pass forms; Authorizing Agent's forms; Security Pass Control Procedures Acknowledgement form; memorandums and related correspondence; also included is computer printouts regarding RAP data.	2 Years	O.C.G.A. 50-18-90; 84-72; FAA REG. 107.3E
84-RS-39A	Activity Log Books File	Documents relating to logging daily activities of Airport Operations. Included are "Daily Activity Log Sheets" (no form number) showing weather reports, security items issued, parking authorizations, escort permission, inspections, airfield incidents, security incidents, airfield problems, dispositions, reported accidents and general activities; also included are typed copies of logged entries.	5 Years	O.C.G.A. 50-18-90;
84-RS-56	Billed Invoice Files	Documents relating to recording billing for rentals, services performed and miscellaneous charges. Included are billed copies of invoices showing account number, period covered, description of charge, amount (s) and invoice number.	7 Years	O.C.G.A. 50-18-90
84-RS-58	Purchase Order Files	Documents relating to monitoring authorizations for payment of purchase orders. Included are copies of purchase orders, receiving reports (form #29-S-7), and change orders.	3 Years	O.C.G.A. 50-18-90
84-RS-59	Purchase Order (Equipment) Files	Documents relating to documenting authorization for payment of purchase orders for equipment. Included are copies of purchase orders, receiving reports (form #29-S-7), and change orders.	10 Years	O.C.G.A. 50-18-90

DEPARTMENT OF AVIATION

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
84-RS-60	Computer Printout Ledger File	Documents relating to referencing billings and payments of invoice. Included are copies of computer printouts entitled "General Journal", "Accounts Receivable Ledger", "Invoice Ledger", and "Cash Collection Register".	3 Years	O.C.G.A. 50-18-90
84-RS-64	Security Guard Post Daily Report File	Documents relating to recording quests and tenants entrance and exit from Airport grounds. Included are "Security Guard Post Daily Report" form showing date, post, guard's name, shift, visitor/tenant name, agency destination, phone number, pass/tag number, time in/out, authorized by, and guard's initials.	3 Months	O.C.G.A. 50-18-90;
84-RS-65	NOTAM (Notice To Airmen) File	Documents relating to notifying pilots of maintenance and repair work to be performed on airport runways and taxiways. Included is correspondence advising pilots of unusual conditions or active movement.	2 Years	O.C.G.A. 50-18-90; FAA REG 139.91C
84-RS-66	Airfield Inspection Report File	Documents relating to inspecting and recording airfield conditions. Included are "Daily R/W, Ramp Area/Taxiway Inspection Form" (no form number) showing name of inspector, date of inspection, shift on which inspection was made, airfield layout map and the following conditions relating to runways, taxiways, light, bird hazards and navaid.	2 Years	O.C.G.A. 50-18-90; FAA REG 139.91C
84-RS-67	Vehicle Permit/ID Pass Listing File	Documents relating to recording information regarding vehicle permits and identification passes issued. Included "Contractor's Pass Listing" and "Permit Listing".	2 Years	O.C.G.A. 50-18-90; 85-5
84-RS-68	Aircraft Operating Area Decal Master File	Documents relating to controlling airport/tenant vehicle access to restricted areas of the airport. Included are decal forms showing decal number, name of agency, telephone number and address, tag and make of vehicle, and airport authorization.	2 Years	O.C.G.A. 50-18-90; FAA REGS 107.3E & 23
84-RS-69	Alpha/Delta 1000 Access Control Information File	Files document the Access Control System at the Old Airport. (system-obsolete)	2 Years	O.C.G.A. 50-18-90;
85-RS-3	Aerial Photographs File	Documents relating to maintaining reference documents. Included are photographs of the Atlanta Airport and surrounding area; also included may be negatives.	Retain until no longer needed	O.C.G.A. 50-18-90

DEPARTMENT OF AVIATION

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
85-RS-4	Airport Drawings And Specifications File	Documents relating to maintaining current drawings of Airport facilities. Included are preliminary drawings and specifications; revised drawings and specifications; final design construction drawings and specification.	Retain until no longer needed	O.C.G.A. 50-18-90;
85-RS-5A	Identification Information Card File	Documents relating to processing identification badges for tenant and employees requesting access into restricted/non-restricted areas of the airport. Included are ID Photo Cards showing name of employee; name of company, job description, SSN, and employee's signature.	3 Months	O.C.G.A. 50-18-90; FAA REGS 107.3E & 23
85-RS-6	Access Authorization Card (With Photo) File	Documents relating to processing identification badges for tenant and employees requesting access into restricted/non-restricted areas of the Airport.	3 Years	O.C.G.A. 50-18-90; FAA REGS. 107.3E & .23
85-RS-8	Paid Invoice Files	Documents relating to recording payments received for rental, services performed, and miscellaneous charges. Included are copies of paid invoices showing account number, period covered, description of charges, amount (s), and date paid; also included are check stubs and back-up description.	7 Years	O.C.G.A. 50-18-90
85-RS-14	Cash Receipt Books File	Documents relating to issuing receipts for revenues collected for solicitation permits and security items issued. Included are Receipt Books showing date, receipt number, name of person writing receipt, name of security items and solicitor permits, amount received and how paid (cash, check or money order).	3 Years	O.C.G.A. 50-18-90
85-RS-15A	Vehicle Permit And Identification Pass File	Documents relating to process of vehicle permits and ID passes. Included are contractor's pass and permit applications; insurance certificates; insurance cancellation notices; insurance reinstatement notices; supplementary contractor's pass and permit applications; insurance renewal notices, insurance binders; related correspondence.	3 Years	O.C.G.A. 50-18-90;
85-RS-42	Topographical Maps File	Documents relating to airport construction. Included are topographical maps of the airport and surrounding area.	Retain until no longer needed	O.C.G.A. 50-18-90; 90-RS-66

DEPARTMENT OF AVIATION

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;
86-RS-8	As Built Engineering Drawings/Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	
87-RS-12	Airport Construction Project Files	Included are contract package, Notice Proposed Construction (FAA Form 7460-1), Ordinance, Notice to Proceed, Construction Schedule, Base Bid Package, Engineers Estimate, Change Orders, Schedule of Work to be performed or prices, Court Order (Ownership), Bid Conference Sign-In Sheet, Punch List, small drawings, Press Release, Monthly Estimate for payment to contractor, Progress Reports, and related correspondences.	20 Years	O.C.G.A. 50-18-90
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	A-102

DEPARTMENT OF AVIATION

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employees initials	5 Years	85-RS-28
89-RS-5	Applications to Distribute Literature/Solicit Funds Files	Documents granting solicitors permission to solicit funds and distribute literature in the Airport Terminal building.	5 Years	O.C.G.A. 50-18-90
89-RS-8	Work Orders File	Documents recording daily work performed by Airport Maintenance Crews. Included are Airport Maintenance Work Order, showing the Work Order number, task description, cost center, job priority, work area, date assigned, date completed, personnel assigned, technical write-up equipment and materials used, crew hours utilized and comments.	5 Years	; O.C.G.A. 50-18-90
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	
97-RS-5A	Restricted Area ID Badge Request Files	Issues Restricted Area ID Badges controlling pedestrian access to restricted areas. Includes applications for restricted area ID Badges. Governing Laws: FAA Regs PAR 107.3E, 107.23; 97-0030	5 Years	FAA REGS PAR 107.3E, 107.23;
97-RS-6	Terminated Tenant / Employee ID Badge Reporting File	Reports of cancelled and returned Tenant Identification Badges. Includes Tenant/Employee terminated Employee Badge report forms. Governing Laws: 97-0031	1 Year	
97-RS-7	Right-Of-Flight Easements / Acoustical Treatment Parcel Files	Includes Parcel file only. See 50-RS-12 for disposition of FAA Grant Closeout spreadsheet. Governing Laws: 50-RS-12; 97-0032	7 Years	
97-RS-8	Relocation Assistance Parcel (Res / Bus) Files	Documents evaluating property values of eligible parcels considered for acquisition. See 50-RS-11 for disposition of FAA grant Closeout Spreadsheet. Governing Laws: 50-RS-11; 97-0033	7 Years	50-RS-11;

DEPARTMENT OF AVIATION

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
50-RS-11	FAA Grant Closeout Spreadsheet For ACQ/RELO/ASS'TC File	Parcel (Res & Bus) files. Disposition: Send to Finance Enterprise section to be merged with Grant files. Also see 50-RS-6 for Disposition of Parcel File. Governing Laws: 50-RS-6	1 Year	
90-RS-1000	Security Backup Data	Transferred for security purposes only retain until retrieved or replaced by the office of record.	3 Years	
04-RS-40	Airport Parking Ticket Files	Identifying vehicles and collecting parking fees from person who park in the public parking facilities at Hartsfield Atlanta International Airport.	5 Years	O.C.G.A. 9-3-31; 9-3-32
04-RS-64	Security Awareness Training Files (SIDA)	Documents listing Airline employees which have attended the FAA Security Training class.	5 Years	FAA REG. PAR 107.3E AND 107.23
04-RS-73	Daily Reconciliation Files	Documents reconciling monthly bank account statements.	5 Years	
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	
09-RS-22	Visitors Logs and/or Sign-Sheets	Documents relating to sign-in forms or sheets to document visitor at various City-own offices and/or building.	2 Years	
09-RS-23	Daily and/or Monthly Activity Reports	Documents relating to a summary of daily and/or monthly office activities.	2 Years	
10-RS-01	Project Files and Correspondences	Documents relating to projects that City Agencies are involved or initiated for new business development, financial transactions or bond issuance process	10 Years	
10-RS-26	State and Federal Grant-In-Aid Files (Grant Correspondences)	Document relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	

DEPARTMENT OF AVIATION

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	

JUDICIAL AGENCIES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks File	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90;
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90;
84-RS-2A	Arrest Warrant Files	Included are: Arrest Warrant (Form no. 36-G-6) showing defendant's name, charges, probable cause for issuance of warrant, date of incident and warrant, signatures and authorization for arrest; date arrested and by whom, related information.	20 Years	O.C.G.A. 50-18-90; CITY RM POLICY E-1
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	
84-RS-10A	Court Appearance Notification (Subpoena Book) File	Includes forms 36-G-63 & 32-36 (or current equivalent). Notifying involved parties, (police officers, victims, witnesses to appear in court on the scheduled date and time.) Forms indicating accused name, court date and time; charge(s); incident/circa; arresting officer(s), other witness' name(s) and reset court date history.	3 Years	O.C.G.A. 50-18-90;
84-RS-23	Certiorari / Appeal Case Files	Documents relating to: Appealing convictions of the lower Court Judges.	7 Years	O.C.G.A. 50-18-90; GCIC 140-2- .02(2)

JUDICIAL AGENCIES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
84-RS-24	Adult Entertainment Prosecution Case Files	Files documenting the prosecution of defendants Charged with sex-related offenses.	5 Years	O.C.G.A. 50-18-90; GCIC 140-2-.02(2)
84-RS-25	Housing Code Violation Prosecution Case Files	Files document prosecution of defendants charged With housing code violations.	50 Years	O.C.G.A. 50-18-90;
84-RS-62A	Search Warrant Files	Document relating to issuing authority to search and seize to law enforcement agencies. Including form 36-G-20 Search Warrant showing affidavit (reason for search), order for search and seizure signed by judge and return showing disposition of search warrant.	20 Years	O.C.G.A. 17-5-25
84-RS-63A	Arrest Citation Files	Documents relating to issuing criminal citations to defendants in violation of the Municipal or State Codes. Arrest citation showing defendants name, charge, court date, place and date & officer's name; check sheet (no form#) showing court re-set date, sentence, related information; and Bond Stub showing Bond#, type of bond, date of final disposition or date of forfeiture, and related information.	20 Years	O.C.G.A. 50-18-90;
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;

JUDICIAL AGENCIES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-8	As Built Engineering Drawings/ Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	
87-RS-15	Defendant Interview Files	Documents relating to interviewing defendants and documenting personal background and reference information of persons eligible to be released on their own recognizance from the Atlanta Pretrial Detention Center. Included are Defendant Interview Folder (Form 36-G-61), Field work Sheet (Form 36-G-75), Traffic Court Bond (Form 36-s-38), Municipal Court bond (Form 36-G-62), Atlanta Pretrial Service Point System form (No form number), Instructions for Traffic Court Releases (No form number), Municipal Court Instruction Sheet (No form number), Verification of Identity Affidavit (No form number, Photograph, Copy of defendant's identification.	2 Years	O.C.G.A. 50-18-90;
87-RS-35	Original Papers (Case File) – Bonds	Documents maintaining case files. Included are bail Bonds, Appearance Bonds, Cash Bonds, Municipal and Traffic Court Bond Ledgers showing all data found in the Bonds.	20 Years	O.C.G.A. 50-18-90; 83-RS-261; 90-RS-1
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102
88-RS-3	Original Papers (Case Files) Traffic Citations	Documenting traffic citations for City violations. Included are, Uniform Traffic Citations, Summons, Accusation (Form DPS 570-19) showing disposition, fine, judgment, conviction, plea, waiver, arresting officer's Affidavit, satisfaction of hearing.	10 Years	O.C.G.A. 50-18-90; 83-RS-261
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
88-RS-6	Atlanta Pretrial Intervention Program Participant Case Files	Documents relating to interviewing and screening prospective participants to determine eligibility for alternative-to-trial program. Included are, personal information form, program explanation format, waiver of rights, release form, correspondence, and applicant criteria for pre-trial intervention participants.	10 Years	O.C.G.A. 50-18-90;

JUDICIAL AGENCIES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	
97-RS-1	Court Calendar Files (Court Docket)	Documents relating to scheduling defendants for trial or preliminary hearing. Included are court calendar showing officers name, arrest #, defendant's name, citation #, charges, dispositions, courtroom #, court time, court date, judge's name, court reporter's name and solicitor's name.	20 Years	
97-RS-2	Arrest Warrant Registers	Documents recording warrants issued for violations of city ordinance, misdemeanors or felonies. Included are arrest warrant register showing warrant #'s, defendant's name, charge, officer's name, and date recorded.	20 Years	O.C.G.A. 50-18-90;
97-RS-3	Search Warrant Registers	Documents recording search warrants issued for the search and seizure of contrabands, weapons, stolen property, etc... Included are search warrant register showing search warrant #, defendant's name, address of property being searched, items to be seized, officer's name and date recorded.	20 Years	
04-RS-74	Arrest warrant Files	Documents relating to issuing warrants for arrest / detention for violations of City ordinances and/or misdemeanors or felonies.	3 Years	O.C.G.A. 50-18-90
04-RS-75	Solicitor's Court Calendar Files (Court Docket)	Recording disposition of cases brought before the Atlanta Municipal Court.	20 Years	O.C.G.A. 50-18-90
05-RS-05	Client Case Files – Misdemeanors Traffic Violations	Documents relating to defending indigent defendants in the Municipal Court charged with Misdemeanors Traffic charges. Included are, client interview for to include Client Financial Resource information; Fact Sheet, Police Offense Reports; Motions; Attorney's Summary and Notes; Authorization to inspect Client's Records; Authorization to inspect and copy Client's Medical Records.	6 Years	O.C.G.A. 24-9-24; TITLE 40
05-RS-06	Client Case Files – Felony Traffic Violations	Documents relating to defending indigent defendants in the municipal Court charged with Felony Traffic charges. Included are, client interview for to include Client Financial Resource information; Fact Sheet, Police Offense Reports; Motions; Attorney's Summary and Notes; Authorization to inspect Client's Records; Authorization to inspect and copy Client's Medical Records.	7 Years	O.C.G.A. 24-9-24; 17-3-1 (A) AND (B)

JUDICIAL AGENCIES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
05-RS-07	Client Case Files – Capital Felonies (Murder)	Documents relating to defending indigent defendants in the Municipal court charged with Murder. Included are, client interview for to include Client Financial Resource information; Fact Sheet, Police Offense Reports; Motions; Attorney’s Summary and Notes; Authorization to inspect Client’s Records; Authorization to inspect and copy Client’s Medical Records.	50 Years	O.C.G.A. 24-9-24; 17-3-1 (A) AND (B)
05-RS-08	Client Case Files – Major Felonies	Documents relating to defending indigent defendants in the Municipal Court charged with Rape, Armed Robbery, Child Molestation, Arson, Aggravated Sodomy, Aggravated Child Molestation, Statutory Rape and Cruelty to Children. Included are, client interview for to include Client Financial Resource information; Fact Sheet, Police Offense Reports; Motions; Attorney’s Summary and Notes; Authorization to inspect Client’s Records; Authorization to inspect and copy of Client’s Medical Records.	7 Years	O.C.G.A. 24-9-24;17-3-1 (A) AND (B)
05-RS-09	Client Case Files – Felonies	Documents relating to defending indigent defendants in the Municipal Court charged with Burglary, Robbery, Criminal damage to property, theft \$500.00 or more. Included are, client interview for to include Client Financial Resource information; Fact Sheet, Police Offense Reports; Motions; Attorney’s Summary and Notes; Authorization to inspect Client’s Records; Authorization to inspect and copy Client’s Medical Records.	7 Years	O.C.G.A. 24-9-24; 17-3-1 (A) AND (B)
05-RS-10	Client Case Files – Misdemeanors & City Ordinance Violations	Documents relating to defending indigent defendants in the Municipal Court charged with Shoplifting, Drinking in Public and Discharging Firearm within City limits, Simple Battery, Simple Assault, Theft by taking when the amount is less than \$500.00, etc. Included are, client interview for to include Client Financial Resource information; Fact Sheet, Police Offense Reports; Motions; Attorney’s Summary and Notes; Authorization to inspect Client’s Records; Authorization to inspect and copy Client’s Medical Records.	2 Years	O.C.G.A. 24-9-24; 17-3-1 (D)
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	
06-RS-06	DUI Accusations File	Documents relating to court operations, collecting fines and payments and serving warrants. Included are DUI ticket, breathalyzer receipt, copy of charges, and affidavits.	10 Years	

JUDICIAL AGENCIES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
09-RS-22	Visitors Logs and/or Sign-Sheets	Documents relating to sign-in forms or sheets to document visitor at various City-own offices and/or building.	2 Years	
09-RS-23	Daily and/or Monthly Activity Reports	Documents relating to a summary of daily and/or monthly office activities.	2 Years	
10-RS-01	Project Files and Correspondences	Documents relating to projects that City Agencies are involved or initiated for new business development, financial transactions or bond issuance process	10 Years	
10-RS-26	State and Federal Grant-In-Aid Files (Grant Correspondences)	Document relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	

DEPT OF HUMAN RESOURCES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks File	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90;
84-RS-1A	Position History (Abolished Positions) File	Includes agency copy of COM - 1984 to date. Included are Position History sheets showing date created, department and bureau, job title, source of funding, account number, name or occupants in position, salary range and step, classification changes (range changes, title changes, reclassifications for position), and abolishment date. ALSO SEE SCHEDULES 90-RS-58 AND 90-RS-59	55 Years	90-RS-59; 90-RS-60; 90-RS-61; 84-RS-001A
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	
84-RS-38	Eligible Register File (With Supporting Documents)	File documenting the disposition of all applicants for announced position vacancies.	20 Years	O.C.G.A. 50-18-90;

DEPT OF HUMAN RESOURCES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
84-RS-47	Training Program Files	Files include request/notification & registration forms; sign-in sheets; pre & post test debriefing and summary forms.	3 Years	O.C.G.A. 50-18-90;
84-RS-48	Training Needs Assessment Files	Files documenting assessment of employee training and development in City Agencies.	3 Years	O.C.G.A. 50-18-90;
85-RS-02A	Employment Application Files (Not Hired)	Include Application Form, Resume, Transcripts, Copy Of Diploma, Certificates, And Related Docs. Also See 90-Rs-63 For Disposition For "Hired" Applications	4 Years	90-RS-96;
85-RS-17	Certification Referral List File	File includes Referral List, Interview Letter To Applicant, EEO Status Forms, and Letter To Interviewer.	20 Years	O.C.G.A. 50-18-90
85-RS-35	Employee Benefit Pension (Refund) Files	Documents administering the insurance, payroll and pension plans for all City employees who have received pension refunds, pension fund retirees, or active employees who have died and whose estates have been settled.	70 Years	90-RS-37; 90-RS-36;
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25

DEPT OF HUMAN RESOURCES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;
86-RS-22	Discrimination Complaint Log Files-City /EEOC	Files record formal/informal Affirmative Action and EEOC complaints. See special instructions on schedule form.	Permanent	O.C.G.A. 50-18-90;
86-RS-23	Affirmative Action Plan Files	Documents assuring the equal opportunity of applicant & employees, promulgating upward mobility in the work force for minority protective classes (i.e. women, elderly, handicapped, etc.).	Permanent	O.C.G.A. 50-18-90;
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
97-RS-4	Employee Assistance Case File	Documents relating to providing evaluation, counseling and referral services to employees referred or seeking assistance from the Employee Assistance Program.	5 Years	O.C.G.A. 9-3-33 9-3-71
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	
09-RS-16	Civil Service Board Files	Documents relating to information/correspondences as it relates to a Civil Service Board Hearing.	2 Years	
09-RS-17	Civil Service Board Transcripts/ Audio Tapes	Documents relating to legal transcription or audio tape of a Civil Service Board Hearing.	2 Years	

DEPT OF HUMAN RESOURCES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
09-RS-22	Visitors Logs and/or Sign-Sheets	Included are Showing the name of the person, the date, time in/out and the reason for the visit.	2 Years	
09-RS-23	Daily and/or Monthly Activity Reports	Included are Showing statistics of job productivity and/or highlights of office events.	2 Years	
10-RS-01	Project Files & Correspondences	Documents relating to various projects that City Agencies are involved or initiated for new business development, financial transactions, or bond issuance process.	10 Years	
10-RS-26	State & Federal Grant-In-Aid Files (Grant Correspondences)	Documents relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	
12-RS-01	Permanent Inactive Employee's Personnel Files	Documents relating to documenting an employee's work history and all transactions relating to COA employees are maintained in his/her personnel.	10 Years	
12-RS-02	Group Health Insurance Payment	Documents relating to documenting the payment to current and past insurance carriers to include medical and dental coverage.	5 years	
12-RS-03	Death Claim Payment Files	Documents relating to documenting the payment of Death Claim on current employees and retirees of the COA.	5 years	
12-RS-04	Continuation of Insurance Benefits (COBRA)	Documents relating to individual election to continue insurance benefits beyond insurance expiration with the City.	2 Years	
12-RS-05	Employee Benefits Files	Documents relating to an employee's benefits elections and associated cost.	6 Years	
12-RS-06	Temporary Inactive Employee's Personnel Files	Documents relating to documenting an employee's work history and all transactions relating to COA employees are maintained in his/her personnel.	10 Years	
12-RS-07	Closed Integrity Line Case Files	Documents relating to calls, investigations and decisions.	2 Years	

DEPT OF HUMAN RESOURCES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	

DEPARTMENT OF FIRE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks File	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-130	Fire Incident Report Files (Building Fire Reports)	Documents reporting building fire incidents resulting in single and multiple alarms (i.e. high dollar loss, heavy casualty, and incident related deaths/injuries.)	50 Years	O.C.G.A. 50-18-90;
83-RS-131	Daily Report Of Fire Log Books	Records daily emergency response activities of all fire classifications.	50 Years	O.C.G.A. 50-18-90
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90;
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	
84-RS-45	Consolidated Monthly Report Files	Includes January - November Reports (Form 17-714 Or Equivalent) "Consolidated Monthly Report" And Additional Reports Submitted. Also See 90-Rs-62	10 Years	90-RS-62;
84-RS-46	Fire/Arson Investigation Files	Files documenting investigation of cause/origin of fires, issuing arrest warrants, and prosecution of cases submitted to Superior/Municipal Courts.	75 Years	O.C.G.A. 50-18-90, 17-3-1;87-42; GCIC 140-2.02

DEPARTMENT OF FIRE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
85-RS-52	Fire Apparatus Activity Printout Files	Documents relating to monitoring activity of all fire apparatus. Included are: Fire Apparatus Status Printout showing time, apparatus #, and fire apparatus status codes.	1 Day	O.C.G.A. 50-18-90;
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;
86-RS-8	As Built Engineering Drawings /Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	
87-RS-16	Ambulance Trip Report Files	File documenting medical information on all persons receiving emergency medical rescue services by the Airport Medical Team. Included are Ambulance Trip Report (Form 3013), EKG Tracing.	5 Years	O.C.G.A. 9-3-32; 9-3-33
87-RS-17	Emergency Medical Training Files	Documents maintaining official training records of all emergency medical technicians, cardiac technicians and advanced emergency medical technicians meeting state and local agency requirements. Included are Basic EMT Recertification Data Sheet, Certificates, Practical/Written Exams, Answer Sheets, Test Grades, EMT/CT Recertification Form, Certification Notice, Recertification Notice, and Licenses.	5 Years	O.C.G.A. 50-18-90;

DEPARTMENT OF FIRE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
87-RS-18	Personnel Training Files	Documents related to maintaining official training records of all firefighters. Documenting the hours and accomplishments to meet State and Local agency requirements. Included are Training Record, Personnel Profile Report, State Certificates of Compliance, Certificates of Achievement, Georgia Fire Academy Certificates of Completion, Practical Written Apparatus Operation Examination, Evaluation and Test Results and Answer Sheets.	5 Years	O.C.G.A. 50-18-90;
87-RS-21	Permit Invoice Files	Documenting revenue collected for fire service permits. Included are paid invoices (Form 17-416).	5 Years	O.C.G.A. 50-18-90;
87-RS-22	Medical Supply Order Files	Documents relating to issuing medical supplies to fire rescue and Fire Station Units. Included are, Medical Supply Order (Form 17-35R).	2 Years	O.C.G.A. 50-18-90;
87-RS-23	Rescue Run Report Files	Files documenting medical information on all persons receiving emergency medical rescue services. Included are, Atlanta Fire Rescue Report (form 17-429).	5 Years	O.C.G.A. 50-18-90;
87-RS-25	Blasting Permit Files	Documents relating to issuing blasting permits, regulating blasting operations, ensuring mandatory state/local safety code requirements. Included are, Blasting Permit Data Card, Permit for Blasting, State of Georgia Explosive License, Certificate of Insurance.	5 Years	O.C.G.A. 50-18-90;
87-RS-26	Crime Scene Photograph Files	Documents relating to photographing crime scene evidence. Included are Crime Scene photographs.	75 Years	O.C.G.A. 50-18-90;
87-RS-27	Arson Investigation Logs	Documenting the date and location of fire incidents for the purpose of locating Arson Investigation Files. Included are, Investigation Log Sheet, Injury /Fatalities Log Sheets, Arrest Log.	75 Years	O.C.G.A. 50-18-90;

DEPARTMENT OF FIRE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
87-RS-29	Fire Service Permit Files	Documents relating to authorizing permission to maintain, store or handle materials, or to conduct processes which produce conditions hazardous to life or property. Included are, various permits (Form #17-126), also to include – Permit Card File	Hold until no longer needed	O.C.G.A. 50-18-90;
87-RS-30	Fireworks Display Registration Files	Documents registering the location of firework displays with City of Atlanta Fire Bureau. Included are Probate Court of Fulton County Fireworks Permit, Power of Attorney (Form 11785) License and Permit Bond.	5 Years	O.C.G.A. 50-18-90;
87-RS-31	Ambulance/Rescue Run Log Files	Documenting all ambulance/rescue run activities. Included are Ambulance/Activity Log (Form 17-9R), and Rescue Run Log (Form 17-9R).	5 Years	O.C.G.A. 50-18-90;
87-RS-32	Emergency Medical Service (911) Call Listings File	File includes 911 printout (by location); 911 printout (by time).	5 Years	O.C.G.A. 50-18-90;
87-RS-40	Tar Kettle Permit Files	Documents issuing tar kettle permits to ensure mandatory state/local safety code requirements are met. Included are, Tar Kettle Permit (no form#), Fire Marshall's approval for a Special Tar Kettle Permit. Also, to include Tar Kettle Location Log.	5 Years	O.C.G.A. 50-18-90;
87-RS-41	Inspection Building / Street Files	Documents relating to inspecting all public buildings within City of Atlanta for state/local fire safety and code enforcement. Included are, Application for permit (17-118), ABFS Permit (17-126), Request for Seating Plans (17-466) and Record of Seating Plan Tank Installation (17-120), Referrals to other agencies (17-117), Liability Notice (17-116), Record of Fire (17-19), Occupancy Card (17-127), Liquor License Approval/Disapproval, Self-Service Station checklist, Underground Tank Abandonment (17-456), and Report of Emergency Equipment test results (17-459).	5 Years	O.C.G.A. 50-18-90;
87-RS-44	Fire Alarm Daily Report Files	Documents recording telephone communications of emergency and fire activities for all classifications of fire service responses.	5 Years	O.C.G.A. 50-18-90;

DEPARTMENT OF FIRE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
87-RS-45	Telephone and radio Traffic Recording Files (Communication Tape Files)	Documents recording telephone communications from the public, recording Atlanta Fire Bureau communications, and radio transmissions which dispatch equipment to fire and rescue calls. Reel to reel magnetic tapes (1 tape per twenty-four-hour period).	90 Days / 4 Years if under investigation or until no longer needed.	O.C.G.A. 50-18-90;
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
89-RS-2	Building Destruction Permits	Documents maintaining inspection records on all reported buildings demolished within the City of Atlanta, to protect the legal rights of individuals involved. Included are, Permit (Form 17-126), Inspection Report (Form 17-110)	5 Years	O.C.G.A. 50-18-90
89-RS-3	Dispatch Card Files	Documents recording emergency call information documenting rescue equipment dispatched to the fire scene. Run Card (Form #17-500).	1 Day	O.C.G.A. 50-18-90
89-RS-11	Report of Fire Alarm Files (Fire Report Files)	Documents describing emergency rescue, <u>false alarm and minor fire activity responses</u> . (i.e. grass, dumpster, smoke alarm, automobile and trash fires). Included are, Record of Fire (Form 17-19), Report of Rescue Alarm (Form 17-19B).	5 Years	O.C.G.A. 50-18-90
89-RS-12	Fire Alarm Box Printout Files	Documents monitoring all activated fire alarm boxes within the City of Atlanta and types of alarms set (i.e. tests, smoke detectors, pulled, water flow alarms, heat sensor, rescue or medical emergencies). Included are, Fire Alarm Box Printout showing alarm box number, time, date and alarm code.	1 Day	
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	

DEPARTMENT OF FIRE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	
07-RS-07	Internal Investigation (Complaint) Case Files	Documents relating to recording investigations of complaints against Fire Department employees: Work Rule violations, City Code violations, Standard Operating Procedure violations, etc.	20 Years	
09-RS-22	Visitors Logs and/or Sign-Sheets	Included are Showing the name of the person, the date, time in/out and the reason for the visit.	2 Years	
09-RS-23	Daily and/or Monthly Activity Reports	Included are Showing statistics of job productivity and/or highlights of office events.	2 Years	
10-RS-01	Project Files & Correspondences	Documents relating to various projects that City Agencies are involved or initiated for new business development, financial transactions, or bond issuance process.	10 Years	
10-RS-25	Firefighter Applicant (Not Hired)	Document related to the hiring process of firefighter. Included are Criminal history, fingerprints, motor vehicle reports, birth certificate, social security card, driver's license, high school diploma or transcript, college transcript, and DD-214.	2 Years	
10-RS-26	State & Federal Grant-In-Aid Files (Grant Correspondences)	Documents relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	
10-RS-34	Special Events Permit Files	Documents relating to approval or denial of Outdoor Festival Permit Applications.	7 Years	
10-RS-36	Emergency Medical Reports/ Refusals	Documents relating to Emergency Medical Service patient care documents.	10 Years	
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33

DEPARTMENT OF FIRE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	

DEPARTMENT OF POLICE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-12	Substandard Property Case Files	Files document substandard property case histories resulting in the demolition/cleaning and closing of the structure.	5 Years	O.C.G.A. 50-18-90
83-RS-33	Scrapbooks File	Document relating maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City	Permanent	O.C.G.A. 50-18-90
83-RS-41	Service Complaint Files	Documents relating to recording and investigating industry complaints of service. Included are Complaint Form; correspondence (Form Letters) attached,	1 Year	
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	
84-RS-28	Vehicle For Hire Driver Permit Files	Files document qualifying the eligibility of Individuals who apply for driver permits. (Index-5 Yrs.-Permits-2 Yrs.)	5 Years	84-90; GCIC 140-2.02(2); CITY CODE 14-8008

DEPARTMENT OF POLICE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
84-RS-29	Vehicles For Hire Violation (Administrative Hearings) File	Documents relating to adjudicating charges brought by the department against individuals and entities for violation of the vehicles for hire regulations. Included are hearing officers; agenda; copies of arrest citation; criminal background information showing name and number of violations, date of arrest, charge (s), and disposition; Panel's recommendation form; Administration Hearing minutes.	5 Years	Also see 08-RS-25
84-RS-30A	Vehicles For Hire Company Files (Paper)	Documents qualifying the eligibility of vehicles for hire companies. Included are New Company Application, Renewal Company application, Lease Agreement or Owner Affidavit Form.	5 Years	O.C.G.A. 50-18-90 & 9-3-33;
84-RS-40	Vehicle Inspection Files	Documents relating to inspecting vehicles for proper markings, display of information, cleanliness of the interior and exterior conditions, calibration of the taximeter and the proper functioning of safety features. Included are Taxicab Company Inspection Sheets and repair work documentations.	3 Years	
84-RS-41A	Vehicles For Hire Service Complaint Files	Documents recording and investigating Vehicles For Hire Industry complaints' of service. (Complaint Form)	1 Year	O.C.G.A. 50-18-90;
85-RS-18A	Vehicles For Hire Insurance Files	Documents verifying insurance coverage for vehicles for hire. Included are, Vehicle For Hire Company's vehicle listing showing vehicle CPNC, Identification Number, Year of Vehicle, Make of Vehicle, Tag Number and Verification of Receipt of Insurance Sticker Letter.	4 Years	O.C.G.A. 50-18-90; 9-3-32; 9-3-33;
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25

DEPARTMENT OF POLICE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-8	As Built Engineering Drawings /Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	
86-RS-27	Criminal History Record File	Documents recording the criminal history activities of offenders. Included are Rap Sheet (form #32-1-27) Fingerprints (form #32-A-37) OBTS (final disposition report) History Sheet (form #32-1-30) Release Sheet (#32-G-62) and photograph.	80 Years	O.C.G.A. 50-18-90;
87-RS-5	Teletype Files	Documents relating to recording teletyped communications from and to the GCIC and NCIC. Included are teletype printouts.	25 Years	
87-RS-6	Internal Investigation (Complaint) Case Files	Documents recording investigations of complaints against Public Safety employees (shootings, maltreatment, verbal abuse, etc...). Included are, initial complaint statement, employees response, witness statements; other relevant records & documents (offense report, medical reports), Investigators Summary of Findings, and recommendations, Transcript (or Summary) of Administrative Hearing Panel or employees' waiver, Personnel Order, Notice of Right to Appeal, and related correspondence, also included may be photographs.	20 Years	90-RS-33; 90-RS-34
87-RS-10	Annual K-9 Team Evaluation Report Files	Documents relating to evaluating the proficiency of the K-9 Bomb Detection Team. Included is FAA Explosive Dog Evaluation.	8 Years	O.C.G.A. 50-18-90
87-RS-13	Certificate Of Public Necessity (CPNC) Transfer	Agreement Files And Holder Transfer Log File: Documents transferring ownership of Certificates of Public Necessity & Convenience (CPNC) Holders and identifying individuals and entities that purchase Certificates of Public Necessity & Convenience (CPNC's).	6 Years	O.C.G.A. 50-18-90;
87-RS-38	Daily Activity Radio Log	Documents recording telephone communications and dispatch information for police/fire and rescue calls servicing Atlanta Airport area. Included are Daily Activity Radio Log showing day of week, date, watch, operator's name, page#, time call was received in Communication Center, Radio # of Police/Fire/Rescue Unit dispatched, time of dispatch, code signal of type of emergency, time unit arrived on scene, location of problem, time unit	25 Years	O.C.G.A. 50-18-90; 83-533

DEPARTMENT OF POLICE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
		finished handling problem, code for disposition/action of unit on call, summary - # of calls for service, # of administrative calls received, # of fire dept. & rescue calls, # of times airport operations was contacted, # of reports made and # or arrests made that day.		
87-RS-39	Wanted Persons Files	Documenting personal information and affidavit of persons wanted as suspects of felonies/misdemeanors committed within the City of Atlanta. Included are Wanted Notice (form 32-1-47), Notice of Cancellation to the Identifications Unit (no form#), National Crime Information center extradition request (no form #), Arrest Warrant (form 36-G-6).	2 Years	O.C.G.A. 50-18-90;
87-RS-43	Communication Tape Files	Documents relating to recording telephone communications from persons requesting police/fire/rescue services. Included are reel to reel magnetic tapes (1 per day)	45 days Unless under investigation then up to 4 Years	O.C.G.A. 50-18-90;
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
88-RS-10	911 Printout Files	Documenting location/time of emergency calls received, transferred and disconnected in the Communication Center. Included are 911 Record of Time (No Form #) and 911 Record of Location (No Form #).	5 Years	O.C.G.A. 50-18-90;
89-RS-4	Lookout Files	Documents providing officers with descriptions of persons and/or vehicles possibly wanted for crimes (To include missing persons, vehicles and articles).	1 Month	O.C.G.A. 50-18-90
89-RS-7	(K-9 Files) Dog Maintenance Case Files	Records documenting the physical health and training proficiency of the K-9's used for bomb detection.	8 Years	O.C.G.A. 50-18-90

DEPARTMENT OF POLICE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
89-RS-13	Police Officer Fingerprint File	File used to eliminate fingerprints of officers at crime scenes.	5 Years	O.C.G.A. 50-18-90
89-RS-14	Indictment Card File	Documents recording information on indicted offender's to aide in locating criminal history records needed for Superior Court trial. Included are, Indictment Card (3X5) showing name of person indicted, indictment number, date indicted, charges, race, sex, age, date bound over and names of investigators.	Hold until no longer needed	
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	
07-RS-02	APD Investigative Files	Documents' relating to Investigator's working files. Included are incident reports, investigative notes, photographs, criminal histories and other documents.	5 Years	
07-RS-03	Employment Grievance Action Case File (Resolved/Non-Sworn Employees)	Documents relating to completed resolved non-sworn employee grievances to include correspondence, data, reports and statements.	2 Years	
07-RS-04	Equal Employment Opportunity Commission (EEOC) Charges/Non-Sworn Employees	Documents relating to completed EEOC investigation to include statements, reports, data, and correspondence.	3 Years	
07-RS-05	Applications For Employment (Not Hired/Non-Sworn Employees)	Document relating to applicants who were considered for employment but not hired.	2 Years	

DEPARTMENT OF POLICE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
07-RS-06	Towing Report Files	Document relating to information pertaining to towing of a vehicle such as date, wrecker requested, person requesting wrecker, Officer attending and location.	3 Years	
07-RS-08	Missing Person Files (Closed Cases)	Documents relating to Adult Missing Persons files, including Police reports, video tapes, supplements, statement forms, search, criminal histories, cell phone records, photographs, cassette tapes and miscellaneous documents.	5 Years	
07-RS-09	Employee Personnel File (Permanent Staff/Non-Sworn)	Document relating to a person hired which include Job Application, Worker's Compensation Claims, I-9 Form, Insurance Forms, Family Medical Leave Documents, Letters of Commendation, Disciplinary Action, Performance Evaluation, Employee Data Sheet, HR Turnaround Documents and Certification Forms (TAD) and Sick and Leave Records.	7 Years	
07-RS-10	Private Security/Private Investigators Permit	Document relating to engaging in the business or accepting employment as a watchperson, private patrol or guard. Investigators/Detectives engage in the business of accepting employment to obtain or furnish information to identify the truth.	5 Years	
07-RS-11	Media ID Permit	Document relating to all persons reporting news from a newsworthy event would be responsible for having a city issued permit to operate in the City of Atlanta.	5 Years	
07-RS-12	Special Police Officer Permit	Document relating to all persons who wanting a permit as a Special Police Officer must complete an application with current address and telephone numbers, letter of references, be fingerprinted, submit a photo, and have a complete background check.	5 Years	
07-RS-13	Boxing Company & Employees Permit	Document relating to all promoters, referees, judges, timekeepers, boxers, wrestlers, managers, trainers, and second in connections with these events must have permit to operate this event within the City of Atlanta.	5 Years	
07-RS-14	Sightseeing Drivers Permit	Document relating to service rendered to the public for a fee by furnishing transportation to the public in sightseeing vehicles, driven by operators to the points of historic scenic must have a permit to operate within the City of Atlanta.	5 Years	

DEPARTMENT OF POLICE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
07-RS-15	Firearms Dealer Permit	Document relating to a person application for a Firearms Dealer Permit to operate within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, and undergo a complete background check.	5 Years	
07-RS-16	Place of Public Entertainment Permit	Document relating to a person application to operate a Place of Public Entertainment within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, and undergo of a complete background check and attain the approval of the Mayor.	5 Years	
07-RS-17	Massage Establishments Permit	Document relating to a person application to operate a Massage Establishment within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, and undergo of a complete background check.	5 Years	
07-RS-18	Aerobics and Slimnastics Permit	Document relating to a person application to operate an Aerobics and Slimnastics within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, and undergo of a complete background check.	5 Years	
07-RS-19	Health Spa Permit	Document relating to a person application to operate a Health Spa within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, and undergo of a complete background check.	5 Years	
07-RS-20	Lingerie Modeling Studio Permit	Document relating to a person application to operate a Lingerie Modeling Studio within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, and undergo of a complete background check.	5 Years	
07-RS-21	Lingerie Modeling Studio Employee's Permit	Document relating to a person who works at a Lingerie Modeling Studio within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, and undergo of a complete background check.	5 Years	
07-RS-22	Escort Services Permit	Document relating to a person application to operate an Escort Services within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, and undergo of a complete background check.	5 Years	
07-RS-23	Escort Services Employee's Permit	Document relating to a person who works at an Escort Services within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, and undergo of a complete background check.	5 Years	

DEPARTMENT OF POLICE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
07-RS-24	Door to Door Company Permit	Document relating to a person application to operate a Door to Door Company within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, and undergo of a complete background check.	5 Years	
07-RS-25	Door to Door Company Employee's Permit	Document relating to a person who works at a Door to Door Company within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, and undergo of a complete background check.	5 Years	
07-RS-26	Fund Solicitation Company Permit	Document relating to a person application to operate a Fund Solicitation Company within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, and undergo of a complete background check.	5 Years	
07-RS-27	Telephone Solicitation Company Permit	Document relating to a person application to operate a Telephone Solicitation Company within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, and undergo of a complete background check.	5 Years	
07-RS-28	Commercial Vehicle Permit	Document relating to a person application to operate a Commercial Vehicle within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, and undergo of a complete background check.	5 Years	
07-RS-29	Vendor Permit – Combination (Public & Private Property)	Document relating to a person application to operate a Vendor's stand on public or private property within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, and undergo of a complete background check.	5 Years	
07-RS-30	Vendor Permit – Assistant (Public & Private Property)	Document relating to a person application to operate a Vendor's stand on public or private property within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, and undergo of a complete background check.	5 Years	
07-RS-31	Bonding Company Permit	Document relating to a person application to operate a Bonding Company within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, undergo of a complete background check, and submit bank documents, power of attorney form, letters of references and trade name.	5 Years	

DEPARTMENT OF POLICE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
07-RS-32	Tattoo Artist & Establishment Permit	Document relating to a person application to operate a Tattoo Artist & Establishment within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, and undergo of a complete background check.	5 Years	
07-RS-33	Handwriting Analysis or Fortunate Telling Permit	Document relating to a person application to operate a Handwriting Analysis or Fortunate telling within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, and undergo of a complete background check.	5 Years	
07-RS-34	Shooting Gallery Permit	Document relating to a person application to operate a Shooting Gallery within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo along with a lease agreement.	5 Years	
07-RS-35	Dance Hall	Document relating to a person application to operate a Dance Hall or Social Club within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo along with a lease agreement.	5 Years	
07-RS-36	Photography Permit	Document relating to a service permit authorizing a person to sell Photography services within the City of Atlanta. They must complete an application with current address and telephone numbers, be fingerprinted, submit a photo, and undergo of a complete background check.	5 Years	
07-RS-37	Private Club Permit	Document relating to a corporation chartered, organized and existing under the laws of the state, exempt from federal income taxes and continuously in operating within the City of Atlanta for one year as a non-profit corporation.	5 Years	
07-RS-38	Movie Theatre Permit	Document relating to all movie theatres will be inspected by the Chief Electrical Inspector and will have one year permit to operate at its establishment.	5 Years	
07-RS-39	Pool Room/Billiard Room Permit	Document relating to Billiard Room of games played on a table board by an elastic ledge or cushion with balls impelled by a cue and miniature pool tables must have a permit to operate within the City of Atlanta.	5 Years	
07-RS-40	Game Center Permit	Document relating to Game Centers and amusement provide coin-operated or fee-paid mechanical, electronic or other similar devices primarily manufactured for entertainment purposes must have a permit to operate within the City of Atlanta.	5 Years	

DEPARTMENT OF POLICE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
07-RS-41	Burlesque Theatre Permit	Document relating to a place for musical entertainment is carried out consisting of a series of unrelated episodes and dances, with the purposes of depicting or suggesting sex-centered subjects or objects must have a permit to operate within the City of Atlanta.	5 Years	
07-RS-42	Labor Pool Permit	Document relating to Labor Pools, relates to a business whose principal functions is to maintain and employ a pool of unskilled manual laborers at a location must have permit to operate within the City of Atlanta.	5 Years	
07-RS-43	Hotel/Motel/ Boarding-Rooming House/Lodge Permit	Document relating to Hotel/Motel/ Boarding- Rooming House/Lodge which sleeping or eating facilities are provided for the accommodation of persons charged for boarding by the day, week or month, all must have a permit to operate within the City of Atlanta.	5 Years	
07-RS-44	Alarm Permit	Document relating to Alarm Companies and Alarm Installers to operate an alarm within the City of Atlanta.	5 Years	
07-RS-45	Alcohol Establishment Permit	Document relating to all alcoholic beverage's establishments must have a permitted alcohol license to operate for one year at a location within the City of Atlanta.	5 Years	
07-RS-46	Special Event Permit	Document relating to all alcoholic beverage's establishments must have a permitted alcohol license to operate for a special limited time at a location within the City of Atlanta.	5 Years	
07-RS-47	Bungee Jumping Permit	Document relating to Bungee Jumping relates to a free fall by a person from a height and the descent is limited by attachment to the bungee cord must have a permit to operate within the City of Atlanta.	5 Years	
07-RS-48	Automobile or Motorcycle Race Permit	Document relating to any person to conduct or promote an automobile, or a motorcycle race shall before engaging in that business must file an application to operate within the City of Atlanta.	5 Years	
07-RS-49	Vehicle Immobilization Company (Owner) Permit	Document relating to Vehicle Immobilization operators and owners offering services anywhere in the territorial limits of the city whereby vehicles are immobilized by the installation of a vehicle immobilization device must have a permit to operate within the City of Atlanta.	5 Years	

DEPARTMENT OF POLICE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
07-RS-50	Vehicle Immobilization Company (Operator /Employee) Permit	Document relating to Vehicle Immobilization operators and owners offering services anywhere in the territorial limits of the city whereby vehicles are immobilized by the installation of a vehicle immobilization device must have a permit to operate within the City of Atlanta.	5 Years	
08-RS-05	Drug Testing Records (Negative Results)	Documents relating to the results of random drug and alcohol tests of employees.	2Years	
08-RS-06	Drug Testing Records (Positive Results & Refusals)	Documents relating to the results of random drug and alcohol tests of employees.	5 Years	
08-RS-11	Applicant Background Investigation Files (Not Hired/Sworn)	Document relating to City of Atlanta job applications for applicants who were considered for employment but not hired.	2 Years	
08-RS-12	Applicant Background Investigation Files (Separated/ Sworn)	Document relating to City of Atlanta job applications, Education documents and background investigation results.	7 Years	
08-RS-13	Special Operations Section (SOS) Daily Activity Reports	Document relating to daily activity reports, including Status Reports, copies of citations, vehicle inspection checklist and documentation of call for service.	5 Years	
08-RS-14	Special Operations Section (SOS)/ Significant Incident Report After Action	Document relating to Plan's of Actions and After-Action Reports.	5 Years	
08-RS-15	Precious Metal Dealers	Document relating to Precious Metal Dealers who exclusively engage in the business of purchasing precious metal or goods made from precious metal from person or sources other than industrial producers must have a permit to operate at a location within the City of Atlanta.	5 Years	
08-RS-16	Property & Evidence Disposition	Document relating to storing, releasing and disposing of property seized as evidence or property held for safekeeping.	4 Years	
08-RS-17	Community Service Crime Prevention	Document relating to Community Service Prevention are Neighborhood Watch Folders, Fleet Management Reports, Operation Identification, Crime Reports, Survey (s), Correspondence Special Events, Meeting, Maps, Roster, Community Assessments, Security Analysis, Information Meeting Forms, and Daily Activity.	7 Years	

DEPARTMENT OF POLICE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
08-RS-23	Vehicle For Hire (VFH) Ambassador Exam for New Applicants	Document relating to Vehicle for Hire Exam for New Applicants included are VFH Comprehensive Exam and Ambassador Map Reading/Street Guide Exam.	5 Years	
08-RS-24	Vehicle For Hire (VFH) Incident/ Offense Report	Document relating to a summary of how an alleged violation occurred involving a VFH driver, company owner, or CPNC Owner.	5 Years	
08-RS-25	Vehicle For Hire (VFH) Administrative Hearing Files	Document relating to Administrative Hearing regarding the imposition of fines, proposed denial, suspension or revocation of any CPNC, driver permit, or company permit assessed Hearing Officers appointed by the Mayor.	5 Years	Also see 84-RS-29
09-RS-21	Offense (Incident) Report Files	Document relating to reporting official/required data on all incidents handled by the APD excluding Criminal Homicide Incidents.	5 years; if deem newsworthy or historical in nature retain permanent.	
09-RS-22	Visitors Logs and/or Sign-Sheets	Included are Showing the name of the person, the date, time in/out and the reason for the visit.	2 Years	
09-RS-23	Daily and/or Monthly Activity Reports	Included are Showing statistics of job productivity and/or highlights of office events.	2 Years	
10-RS-01	Project Files & Correspondences	Documents relating to various projects that City Agencies are involved or initiated for new business development, financial transactions, or bond issuance process.	10 Years	
10-RS-26	State & Federal Grant-In-Aid Files (Grant Correspondences)	Documents relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33

DEPARTMENT OF POLICE SERVICES

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	

DEPARTMENT OF CITY PLANNING

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-6A	Building Plans, Blueprints & Specifications Files	Includes paper copy of plans, cert. Of occupancy, inspection report, permit, related docs. Also see schedule 90-RS-50. Verify filming before destroying	Permanent	90-RS-51; 90-RS-50;
83-RS-7	Building Permit (Application) Files	Documents relating to issuing Building Permits. Includes Building Permit showing Permit number, date, location, cost, fee, zoning, name(s) of applicant and owner, builder and related information	Permanent	O.C.G.A. 50-18-90
83-RS-7A	Building Permit (Signature) Files	Documents maintaining original notarized Signature Copy of building permit to erect, add, alter, repair or demolish any physical system, building or structure within the City of Atlanta.	Permanent	
83-RS-7-1	Building Permit Application File (Completed)	Documents maintaining the Inspector's copy of building permits issued to erect, add, alter, repair or demolish any physical system, building or structure within the City of Atlanta.	Permanent	
83-RS-33	Scrapbooks File	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90;
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90

DEPARTMENT OF CITY PLANNING

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	
84-RS-20	Aerial Photographs	Includes aerial photographs and negatives dated CA. 1952 - 1968 One Time Disposition Schedule	Permanent	O.C.G.A. 50-18-90
85-RS-47	Approved Housing Rehabilitation Loan Applications	Files document approved application's for financial assistance for housing rehabilitation. Also See Schedule 90-RS-30 For Disposition of Cancelled Applications.	25 Years	90-RS-30;
85-RS-48	Community Development Project Files	Documents relating to contract agreements for Community Development Housing Projects and neighborhood revitalization activities.	Permanent	O.C.G.A. 50-18-90;
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;
86-RS-8	As Built Engineering Drawings /Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	

DEPARTMENT OF CITY PLANNING

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
87-RS-14	Redevelopment Acquisition Case Files	Files document acquiring property for redevelopment. Included are Warranty Deed (copy), Closing Statement (copy), Option to Purchase, Ownership Information, Acquisition appraisal, Information on Seller, Correspondence.	20 Years	O.C.G.A. 50-18-90
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
89-RS-1	Boiler Operator Registration File	Documents relating to enforcing the Boiler Ordinance, permitting and inspecting all steam or hot water boilers in assembly, educational, institutional and multi-family occupancies.	Transfer to GDOL-Safety Engineering Section	
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	
04-RS-41	Technical Permit Application (Worksheets)	Documents recording pertinent information needed to generate technical (electrical, plumbing, and HVAC) permits.	5 Years	
04-RS-42	Building Permit Application (Worksheets)	Documents recording pertinent information needed to generate a building permit, for general repairs (with no plans).	5 Years	
04-RS-47	Historic Preservation Zoning Dockets	Documents relating to Historic Preservation Zoning. Included are, applications, supporting information such as plans, photographs, Public Notifications and affidavits. (Atlanta Urban Design Commission)	Permanent	
04-RS-48	Historic Façade Program	Documents relating to Historic Façade Program. Included are, photographs and slides, administrative and accounting records, Castleberry Hill, Sweet Auburn & Terminus districts project information and supporting documents, bank statements, funding information, new clippings, owner correspondence, publicity files. (Atlanta Urban Design Commission)	Permanent	

DEPARTMENT OF CITY PLANNING

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
04-RS-49	UDC Public Hearings Cassettes	Urban Design Commission Public Hearing audio recordings.	Permanent	
04-RS-50	City Projects & General Projects	Documents relating to reviewing and commenting on city and general projects. Included are projects dockets. (Atlanta Urban Design Commission)	Permanent	
04-RS-51	Landmark & Historic Districts & Special Projects	Project information, Certificates of Appropriateness, Standards and Guidelines, correspondence, general information. (Atlanta Urban Design Commission)	Permanent	
04-RS-52	Designation Files	Documents relating to designation of Historic & Landmark Districts. Included are files and certifications. (Atlanta Urban Design Commission)	Permanent	
04-RS-70	Variance Docket Files	Envelopes with Variance Docket adjustment information.	Permanent	CITY CODE SEC 16-26.007
05-RS-11	Approved Variance Files	Documents relating to maintaining all document decisions of the Board of Zoning. Adjustment supporting request, denials and approval to vary the City ordinance.	Permanent	
05-RS-23	Building Inspection Reports	Daily Inspections of construction by building inspectors. Included are, Building Daily Inspection Report and Monthly Summary Report.	5 Years	CITY CODE SEC 8-2085
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	
07-RS-01	Rezoning Docket File	Documents relating to maintaining all documented all decision of the City Council and Mayor supporting rezoning requests, denials and approvals for the proposed development or use of land.	Permanent	

DEPARTMENT OF CITY PLANNING

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
08-RS-01	Subdivision of Land	Documents relating to Subdivision of land for residential purposes.	Permanent	
08-RS-18	Arborist's Field Log Book	Documents relating to Arborist's field inspections and sign postings.	6 Years	
08-RS-19	Arborist's Tree Conservation Commission Business Meeting	Documents relating to the public meeting of the Tree Conservation Commission.	Permanent	
08-RS-20	Tree Appeal Cases	Documents relating to a citizen's Tree Appeal Case Package.	Permanent	
08-RS-21	Arborists' Tree Conservation Commission Appeal Hearing	Documents relating to a citizen's appeal of the Tree Conservation Commission's decisions.	Permanent	
08-RS-22	Arborists' Tree Application	Documents relating to an application for a Tree Removal Permit.	6 Years	
09-RS-22	Visitors Logs and/or Sign-Sheets	Documents relating to sign-in forms or sheets to document visitor at various City-own offices and/or building.	2 Years	
09-RS-23	Daily and/or Monthly Activity Reports	Documents relating to a summary of daily and/or monthly office activities.	2 Years	
10-RS-01	Project Files and Correspondence	Documents relating to projects that City Agencies are involved or initiated for new business development, financial transactions or bond issuance process	10 Years	
10-RS-26	State and Federal Grant-In-Aid Files (Grant Correspondences)	Documents relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	2 Years	

DEPARTMENT OF CITY PLANNING

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
10-RS-35	Special Use Permit Docket Files	Documents relating to maintaining all documented decisions of the City Council and Mayor supporting requests, denials and approvals for the special use of land.	Permanent	
15-RS-01	Special Administrative Permit Docket Files (SAP)	Documents relating to Special Administrative Permit for new construction, site and/or exterior building alterations, shared parking arrangements, temporary outdoor events or sales.	Permanent	
15-RS-02	Motor Vehicle Accident Report Files	Documents relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33
15-RS-03	Training Records Files	Documents relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	

ATLANTA-FULTON EMERGENCY MGMT AGENCY

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks File	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90;
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	
85-RS-46	Employee Time and Attendance Records	Documents recording employee's time and attendance. Included are time and attendance record (no form#) showing days worked, absent, etc., annual and sick leave record showing cumulative balances, leave request forms showing employee's signature and approval signature.	3 Years	O.C.G.A. 50-18-90
86-RS-3	Minutes of the Emergency Management Advisory Board	Documents relating to all official actions and policies of the Emergency Management Advisory Board. Included are minutes and notices of meetings, agenda, copy of budget and correspondence.	Permanent	90-RS-75;
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	

ATLANTA-FULTON EMERGENCY MGMT AGENCY

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;
86-RS-8	As Built Engineering Drawings/ Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	
87-RS-19	Employee Personnel File	Documents recording employees with Emergency Management Services. Included are Personnel Data Sheet, W-4 Form, State WH Form (G-4), State of GA Application (MS27-1) insurance enrollment forms, loyalty oath, employee in-processing form, State Security Questionnaire, merit system statistical data, letters of reprimand and commendation, performance reports and resignation letter. Employee Earnings Record (Forms 882-13 and AFCEMA 12/86)	70 Years	O.C.G.A. 50-18-72 (a)
87-RS-36	Accounts Payable Files (Paid Bills)	Documents relating to paying Emergency Management Bureau bills. Included are copies of paid bill.	5 Years	O.C.G.A. 50-18-90;
87-RS-37	Employee Earnings Record File	Documents recording employee earnings and deductions. Included are, Employee Earnings Record (Forms #882-13 and AFCEMA 12/86) showing name of employee, address, telephone number, position number, SS number, gross salary, deferred comp, SS, FWH, SWH, insurance, legalize, credit union, net paid and check number.	70 Years	O.C.G.A. 50-18-90;
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102

ATLANTA-FULTON EMERGENCY MGMT AGENCY

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	
09-RS-22	Visitors Logs and/or Sign-Sheets	Included are Showing the name of the person, the date, time in/out and the reason for the visit.	2 Years	
09-RS-23	Daily and/or Monthly Activity Reports	Included are Showing statistics of job productivity and/or highlights of office events.	2 Years	
10-RS-01	Project Files & Correspondences	Documents relating to various projects that City Agencies are involved or initiated for new business development, financial transactions, or bond issuance process.	10 Years	
10-RS-26	State & Federal Grant-In-Aid Files (Grant Correspondences)	Documents relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	

ETHICS OFFICE

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks File	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90;
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25

ETHICS OFFICE

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;
86-RS-8	As Built Engineering Drawings/ Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	
09-RS-22	Visitors Logs and/or Sign- Sheets	Documents relating to sign-in forms or sheets to document visitor at various City-own offices and/or building.	2 Years	
09-RS-23	Daily and/or Monthly Activity Reports	Documents relating to a summary of daily and/or monthly office activities.	2 Years	

ETHICS OFFICE

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
10-RS-01	Project Files and Correspondence	Documents relating to projects that City Agencies are involved or initiated for new business development, financial transactions or bond issuance process	10 Years	
10-RS-26	State and Federal Grant-In-Aid Files (Grant Correspondences)	Document relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	

OFFICE OF CITY INTERNAL AUDITOR

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks File	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90;
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25

OFFICE OF CITY INTERNAL AUDITOR

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;
86-RS-8	As Built Engineering Drawings/ Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	
87-RS-7A	Audit and Special Study Reports File	Documents relating to audit reports and audit work-papers. Work-papers may contain correspondence and other records subject to attorney-client privilege or otherwise protected from public disclosure under various exemptions cited in the Georgia Open Records Law.	7 Years	O.C.G.A. 50-18-90;
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	A-102;
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	
09-RS-22	Visitors Logs and/or Sign-Sheets	Documents relating to sign-in forms or sheets to document visitor at various City-own offices and/or building.	2 Years	

OFFICE OF CITY INTERNAL AUDITOR

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
09-RS-23	Daily and/or Monthly Activity Reports	Documents relating to a summary of daily and/or monthly office activities.	2 Years	
10-RS-01	Project Files and Correspondences	Documents relating to projects that City Agencies are involved or initiated for new business development, financial transactions or bond issuance process	10 Years	
10-RS-26	State and Federal Grant-In-Aid Files (Grant Correspondences)	Document relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	

INVEST ATLANTA

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks File	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90;
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25

INVEST ATLANTA

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;
86-RS-8	As Built Engineering Drawings/ Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	
09-RS-22	Visitors Logs and/or Sign-Sheets	Documents relating to sign-in forms or sheets to document visitor at various City-own offices and/or building.	2 Years	
09-RS-23	Daily and/or Monthly Activity Reports	Documents relating to a summary of daily and/or monthly office activities.	2 Years	
10-RS-01	Project Files and Correspondences	Documents relating to projects that City Agencies are involved or initiated for new business development, financial transactions or bond issuance process	10 Years	

INVEST ATLANTA

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
10-RS-26	State and Federal Grant-In-Aid Files (Grant Correspondences)	Document relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	

ATLANTA WORKFORCE DEVELOPMENT AGENCY (AWDA)

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks File	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90;
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25

ATLANTA WORKFORCE DEVELOPMENT AGENCY (AWDA)

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;
86-RS-8	As Built Engineering Drawings/ Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	
06-RS-05B	Open Records Act Request And Correspondence Files	Inquires from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	
09-RS-22	Visitors Logs and/or Sign-Sheets	Documents relating to sign-in forms or sheets to document visitor at various City-own offices and/or building.	2 Years	
09-RS-23	Daily and/or Monthly Activity Reports	Documents relating to a summary of daily and/or monthly office activities.	2 Years	
10-RS-01	Project Files and Correspondences	Documents relating to projects that City Agencies are involved or initiated for new business development, financial transactions or bond issuance process	10 Years	

ATLANTA WORKFORCE DEVELOPMENT AGENCY (AWDA)

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
10-RS-26	State and Federal Grant-In-Aid Files (Grant Correspondences)	Document relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	

CITIZENS REVIEW BOARD

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks File	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90;
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25

CITIZENS REVIEW BOARD

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;
86-RS-8	As Built Engineering Drawings/ Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	
06-RS-05B	Open Records Act Request And Correspondence Files	Inquiries from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	
09-RS-22	Visitors Logs and/or Sign- Sheets	Documents relating to sign-in forms or sheets to document visitor at various City-own offices and/or building.	2 Years	
09-RS-23	Daily and/or Monthly Activity Reports	Documents relating to a summary of daily and/or monthly office activities.	2 Years	

CITIZENS REVIEW BOARD

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
10-RS-01	Project Files and Correspondence	Documents relating to projects that City Agencies are involved or initiated for new business development, financial transactions or bond issuance process	10 Years	
10-RS-26	State and Federal Grant-In-Aid Files (Grant Correspondences)	Document relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	

DEPT OF ENTERPRISE ASSETS MANAGEMENT

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
83-RS-33	Scrapbooks File	Documents relating to maintaining a record showing the development of City programs. Included are scrapbooks (or their equivalent) containing photographs, newspaper clipping and other items pertaining to departmental activities, actions/reactions of citizens/government of the City.	Permanent	O.C.G.A. 50-18-90
83-RS-152	Publications (Records Set) Files	Documents relating to disseminating information to various groups and the general public about City departments, programs and activities. Included is one copy of each publication, pamphlet, newsletter, brochure, or information packet developed for distribution to various groups, employees, and/or the general public.	Permanent	O.C.G.A. 50-18-90
84-RS-3	Reference Files	Documents relating to maintaining current reference material for program operations. Included are copies of library materials; publications by professional organizations, Federal or State governments, other City departments; copies of contracts, policies and procedures, ordinances and resolutions; office supply or other vendor catalogs; related materials maintained solely for reference purposes to facilitate mission accomplishment.	Hold until no longer needed	O.C.G.A. 50-18-90
84-RS-4	Reading Files	Documents relating to informing staff of current activities within the office and maintaining reference copies documenting current work in progress. Included is one copy of outgoing correspondence.	90 Days	O.C.G.A. 50-18-90
84-RS-31	Maintenance Work Order File	Documents relating to documenting maintenance requested and completed for City Hall and its' Annexes. Included are "Maintenance Work Order" (form #10-113) showing name of requestor, extension, date, department, work requested, work assignment, materials used, and signature of agency representative.	3 Years	O.C.G.A. 50-18-90
84-RS-32	Maintenance & Supply Voucher File	Documents relating to recording supplies issued, maintenance performed, and supplies used. Included are "Lavatory Maintenance Supply" (form #11) showing location of lavatory maintained, supplies used, date and time of usage; "Superintendent's Office Supply Voucher" (form #2 showing name, date, and location where supplies used and checklist of supplies.	1 Year	O.C.G.A. 50-18-90
84-RS-33	Security Visitor Control (Door Admittance Sheets) File	Documents relating to recording entrances and exits of City Hall and Annexes of personnel/visitors after regular work hours. Included are "Door Admittance Sheet" (form #10-102) showing name, date, department and destination of persons coming into and leaving City buildings; "Entrance Control Sheet" (no form#) showing name, date, work assignment, time in and out and initials.	3 Years	O.C.G.A. 50-18-90

DEPT OF ENTERPRISE ASSETS MANAGEMENT

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
84-RS-35	Security Rounds Report File	Documents relating to reporting rounds made by security services. Included are "Daily Log" and Register Report" (no form#) showing location, guard station, shift, date, and rounds information.	3 Years	O.C.G.A. 50-18-90
84-RS-42	Postage Piece Count Files	Documents relating to recording the number of pieces mailed by department. Included are "Daily Mail Log" (form #29-30) showing department name and number of pieces according to class of mail; monthly and annual summaries.	2 Years	O.C.G.A. 50-18-90; 90-RS-4
84-RS-43	Contract File	Documents relating to referencing contracts for services and equipment relating to the maintenance of City Hall and its' Annexes. Included are copies of contracts and specifications.	1 Year	O.C.G.A. 50-18-90
84-RS-44	Quick Copy Requests And Summary Report File	Documents relating to recording "quick copy" requests. Included are "Quick Copy Request" (form #29-29) showing requesting department, number of originals and number of copies requested; also included are monthly and annual summary reports.	5 Years	O.C.G.A. 50-18-90
85-RS-11	Printing Request Log File	Documents relating to recording printing requests and official form number assignments. Included is "Log Sheet" (no form 3) showing job number, date, department, form number, quantity requested, description of form, date printed, pick-up date, related comments.	2 Years	O.C.G.A. 50-18-90;
85-RS-12	Duplicating Negative And Plate Files	Documents relating to maintaining original negatives and plates for form and document reproduction. Includes negatives plates and original layouts.	Hold until no longer needed	O.C.G.A. 50-18-90
85-RS-13	Printing Requisition Files	Documents relating to maintaining departmental requests to print City government documents, forms, booklets, brochures, business cards, etc. Included are "Printing Requisition" (form #29-S-4); sample of form or document requested; "Delivery Ticket" (form #29-D-3).	2 Years	O.C.G.A. 50-18-90
85-RS-31	Project Construction Files	Documents relating to requesting, reviewing, approving, and monitoring renovations to and construction of City owned buildings. Included are "Bid Tabulation Sheet"; construction contracts; Notices to Proceed; preliminary construction drawings; construction specifications; Notices of Inspection; product test results; change orders; applications for and certifications of payment; and related correspondence.	20 Years	O.C.G.A. 50-18-90

DEPT OF ENTERPRISE ASSETS MANAGEMENT

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
85-RS-32	Closed Project Construction Files	Documents requesting, reviewing, approving and monitoring renovations to a construction of City-owned buildings.	20 Years	O.C.G.A. 50-18-90
85-RS-36	"As-Built" Construction Drawings File	Documents relating to recording renovations, improvements, additions, and construction of City owned buildings. Included are "as-built" construction drawings.	Permanent	O.C.G.A. 50-18-90
85-RS-50	Printing Summary Files	Documents relating to summarizing monthly and annual printing requests. Included are "Monthly Summation Sheet" (form 29-D-5), showing job numbers, items, amount printed and cost; "Annual Summary" showing annual totals of above information by department.	2 Years	O.C.G.A. 50-18-90
85-RS-51	Monthly Statement File	Documents relating to billing City agencies for printing services. Included are "Statements" (form #29-D-9) showing departmental charges for labor, materials, overhead, totals and credits allowed.	2 Years	O.C.G.A. 50-18-90
85-RS-54	Office Space Request File	Documents relating to recording requests for office space. Included are requests for office space, evaluation of requests and recommendations on space utilization.	2 Years	O.C.G.A. 50-18-90
85-RS-55	Assigned Space Inventory File	Documents relating to recording the current inventory of City occupied space. Included are space inventory sheets showing location and amount of space occupied by each department, bureau, and City agency.	Hold until no longer needed for reference	O.C.G.A. 50-18-90
86-RS-5A	General Subject Files (Policy And Program Records)	Records document the formulation or adoption of policies and procedures and implementation or management of programs or functions of the office, bureau or department.	Permanent	O.C.G.A. 50-18-90
86-RS-5B	General Subject Files (General Administration Records)	These records are of a general facilitative nature created or received in the course of administering City programs.	5 Years	O.C.G.A. 9-3-25
86-RS-5C	General Subject Files (General Housekeeping Files)	These records are of a general "Housekeeping" nature created or maintained by an office which do not relate directly to the primary program responsibility of the office.	Hold until no longer needed	O.C.G.A. 9-3-25

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RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
86-RS-6	Speeches Files	Documents relating to disseminating information to and developing / maintaining a good rapport with the general public. Included are copies of prepared speeches, notes, handouts, audio-visuals, related records.	Permanent	O.C.G.A. 50-18-90;
86-RS-8	As Built Engineering Drawings/ Blueprints	Documents relating to recording "as-built" construction to City-owned buildings, facilities, etc. Included are As-Built drawings and blueprints maintained by various City agencies. File is usually arranged numerically by project or plan number; or alphabetically by facility name.	Permanent	O.C.G.A. 50-18-90
87-RS-1	Architectural Project Monitoring Files	Documents relating to monitoring the development of Administration Building Projects managed by the Bureau of General Services. Include are design presentation agenda and minutes, meeting handouts, plans, transmittal letters, and correspondence between the Project Director/Construction Manager, Construction Manager/Consultants, Contractors/Consultants.	20 Years	O.C.G.A. 50-18-90;
87-RS-2	Space Planning/Design Management Project Files	Documents relating to managing the planning, utilization, and design of building space of architectural projects managed by the Bureau of General Services. Included are Program Justification, Requests for Architectural Programming Proposals; Architectural Design Proposals; Construction Management Proposals; Design Specifications; Consultant evaluations; Construction Schedules and related correspondence.	20 Years	O.C.G.A. 50-18-90;
87-RS-11	Warehouse Lease Agreement	Documents relating to leasing warehouse space annually to various companies. Included are Certificates of insurance, correspondence, lease agreement, resolution.	6 Years	O.C.G.A. 50-18-90;
87-RS-20	Real Estate Project Files (Acquisition)	Acquiring needed real estate for City Projects according to City Code. Correspondence, copies of easements, copies of deeds, copies of Judgments and Decrees, Appraisal Reports, Mayor's Signature Request Forms, Quitclaim Deeds, and copies of Daily Report Advertisement.	20 Years	O.C.G.A. 9-3-43; HUD 1376.1; Federal Register 1300.17

DEPT OF ENTERPRISE ASSETS MANAGEMENT

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
88-RS-1	State & Federal Grant-In-Aid Files	Paper files showing the implementation of Programs funded by the State and Federal Governments.	Permanent	90-RS-80; A-102
88-RS-5	Employee Time Records Files	Includes various forms and time clock cards used to record daily time for work, sick and vacation leaves, etc. - shows supervisor's certification and employee's initials.	5 Years	85-RS-28
92-RS-6	Cellular Telephone Bill Files	Includes computer Print-Out or equivalent used to review and approve charges made or received on cellular phones.	5 Years	O.C.G.A. 50-18-90
06-RS-05B	Open Records Act Request And Correspondence Files	Inquiries from members of the public and/or other government officials requesting access to information under the Georgia Open Records Act.	3 Years	O.C.G.A. 50-18-90
09-RS-22	Visitors Logs and/or Sign-Sheets	Included are Showing the name of the person, the date, time in/out and the reason for the visit.	2 Years	O.C.G.A. 50-18-90
09-RS-23	Daily and/or Monthly Activity Reports	Included are Showing statistics of job productivity and/or highlights of office events.	2 Years	O.C.G.A. 50-18-90
10-RS-01	Project Files & Correspondences	Documents relating to various projects that City Agencies are involved or initiated for new business development, financial transactions, or bond issuance process.	10 Years	O.C.G.A. 50-18-90
10-RS-26	State & Federal Grant-In-Aid Files (Grant Correspondences)	Documents relating to recording the development, solicitation and implementation of grant programs funded by the State and Federal government.	3 Years	O.C.G.A. 50-18-90
15-RS-02	Motor Vehicle Accident Report Files	Document relating to all accidents, damage collision, and fatalities involving COA owned-vehicle. Included are COA Operator's Report of Motor-Vehicle Accident (Form#11-M-188); Photos of accident scene and Risk or Safety Manager Notes.	7 Years	O.C.G.A. 9-3-31;9-3-32; 9-3-33
15-RS-03	Training Records Files	Document relating to external or internal training received by COA Employees held within a Department Training Section. Included are Training Requests, registration forms, sign-in sheet and/or travel expenses.	7 Years	O.C.G.A. 50-18-90

DEPT OF ENTERPRISE ASSETS MANAGEMENT

RS #	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	GOVERNING LAWS
18-RS-01	Leasing & Rental Records	Documents relating to the leasing or renting of building or facilities for City Atlanta Agencies or by private organizations. Included are Approved legislation for leasing or rental agreements including terms & conditions; legal description of building or facilities and other related correspondence.	7 Years	O.C.G.A. 50-18-90
18-RS-02	Real Estate Project Files (Disposition)	Documents relating to liquidating of Real Estate by the City construction projects according to City Code. Included are related correspondence, copies of deeds, copies of Appraisal Reports, Quitclaim Deeds, copies of Fulton County Daily Report of Advertisement and Appraisal Tabulation Sheet.	11 Years	O.C.G.A. 50-18-90
18-RS-03	Land Leasing Records (Cell Towers)	Documents relating to records documenting the leasing of land from the City of Atlanta for cell towers. Included are approved legislation for leasing agreements including terms & conditions; legal description of property; and other related correspondences.	20 Years	O.C.G.A. 50-18-90
18-RS-04	Street Abandonments	Documents relating to records documenting the abandonment of street to private organizations. Included are approved legislation for abandonment of streets to private organizations including term & conditions; legal description of property; and other related correspondences.	5 Years	O.C.G.A. 50-18-90/ 04-RS-61
18-RS-05	Easements	Documents relating to records documenting the leasing of easements for City of Atlanta or private organizations related projects. Included are approved legislation for leasing of land for an easement including term & conditions, legal description of property, and other related correspondences.	Permanent	O.C.G.A. 50-18-90
18-RS-06	Right-of-Way Agreements	Documents relating to records documenting the rights granted to access by City of Atlanta or private organizations onto property for related projects. Included are approved legislation for rights granted to access private or public properties including term & conditions, legal description of property, and other related correspondences.	Permanent	O.C.G.A. 50-18-90
18-RS-07	Temporary Construction Easements	Documents relating to records documenting the rights granted to access by City of Atlanta or private organizations onto property for related projects. Included are approved legislation for rights granted to access private or public properties including term & conditions, legal description of property, and other related correspondences.	5 Years	O.C.G.A. 50-18-90