PURPOSE:

Chatham Area Transit CAT’s (CAT) records and data are valuable assets and should be well-organized, easy to retrieve, and destroyed in accordance with this policy and the retention schedule. Proper management of CAT’s records and data ensures the quality, reliability, integrity, share ability, security, and transparency of the records and data.

CAT requires records be managed in an efficient and economical manner and in accordance with applicable compliance requirements. Through the implementation of this policy, CAT’s intends to:

1. ensure compliance with Records Hold Orders,
2. improve access to CAT Records,
3. manage vital records that are essential for continuity of business in the event of a disaster and
4. safeguard the privacy and security of personal information.

DEFINITIONS:

1. **CAT Record**: Information recorded in any medium including, any hard-copy or electronic writing, e-mail, instant message, drawing, graph, chart, photograph, audio or video recording, image, or other data or data compilation that;
   a. is created, received or maintained by any individual subject to this policy in that person’s business capacity,
   b. relates to the CAT or its business, and
   c. is in the possession, custody or control of the CAT or an individual subject to this policy.

2. **Personally Identifiable Information (PII)**: Any data that could potentially be used to identify a particular person. Examples include a full name, Social Security number, driver’s license number, bank account number, passport number, and email address.

3. **Primary Records**: CAT Records maintained as official records of the business operations.

4. **Records Hold Order**: Written notification developed by the Compliance Department in connection with a pending or reasonably foreseeable legal proceeding, government investigation, court order, or audit that identifies categories of information or specific CAT Records that are subject to a records hold.
5. **Records Hold Release Order:** Written notification developed by the Compliance Department in connection with releasing certain CAT Records from a records hold.

6. **Records Disposition Order:** Form developed by the Compliance Department in connection with the destruction or transfer of certain CAT Records.

7. **Vital Records:** Records that are essential for the continuation or survival of the CAT in the event of a disaster. Vital records are necessary to recreate the CAT’s Compliance and financial status and to determine the rights and obligations of employees, customers, stockholders, and other stakeholders.

**SPECIFICS:**

It is each employee’s responsibility to ensure that records in the employee’s possession, custody or control are managed in accordance with this policy. A critical part of CAT’s compliance with record management is the State of Georgia Local Government Records Retention Schedule (“Retention Schedule”). The Retention Schedule specifies how long to retain a records series and when/how, the records can be destroyed. The current version of the Retention Schedule is attached to this policy and can be found at:


This policy will be reviewed every year to ensure the most updated Retention Schedule is attached.

**PROCEDURE:**

A. **Records Retention**

CAT Records will be retained for the period of time described in the Retention Schedule. All CAT Records intended for storage must contain a CAT Record Storage Label on each end of the storage box that provides the following information:

1. Storage Control No.;
2. Department;
3. Date;
4. Type of Document (as identified in the Retention Schedule);
5. The departmental manager’s name and signature; and
6. The division chief’s name and signature.
Once completed, the CAT Record Storage Label must be presented to the Chief of Staff for review and approval. The Chief of Staff will provide the Storage Control No. on the storage label. Additionally, the Chief of Staff will maintain a searchable log of CAT Records in storage that contains the same information as above.

CAT Records may be disposed of in a manner commensurate with their sensitivity if they:

1. do not need to be retained pursuant to the records Retention Schedule,
2. are no longer needed for business purposes, and
3. are not subject to a Records Hold Order.

B. Record Hold Orders

The Chief of Staff or Compliance Department will issue Records Hold Orders. CAT Records subject to a Records Hold Order must not, under any circumstances, be altered, mutilated, concealed, deleted, disposed of or otherwise destroyed. The Chief of Staff or Compliance Department will issue Records Hold Release Orders notifying individuals when disposal procedures may be resumed.

C. Records Disposition

Disposition is authorized at the end of the records lifecycle. Records eligible for disposition are those that are no longer required to be maintained by applicable laws and approved record schedules. At the completion of their retention period, records must be designated for disposition absent a records hold. In many cases, the appropriate disposition is destruction.

Disposition occurs when the record is no longer active. There are three options for disposition:

1. records may be placed in inactive storage if they are still within their retention period, but the frequency of their use has diminished;
2. records may be destroyed when the retention period has lapsed; or
3. with prior arrangement or as mandated in the schedules.

All records eligible for disposition must have a Disposition Order. The Disposition order must be approved by the Chief of Staff.

Decisions regarding the method of disposal or storage location are made by the department assigned chief and in conjunction with the Chief of Staff and the Compliance department, taking into account any legal considerations.

Records can be placed in inactive storage if the retention period has not expired. Once the retention period has expired, the records should be destroyed.
Each Department will ensure proper disposition of records after the inactive/retention period phase is complete and records have fulfilled their prescribed retention period.

**D. E-mail and Electronic Documents**

E-mail and other electronic documents are CAT Records and will be managed in accordance with this policy and the Retention Schedule.

**E. Ownership of Records**

In accordance with applicable federal, state and local laws of the United States, CAT Records are the property of the CAT.

**F. Responsibility**

Each department will:

- Implement and communicate this Policy.
- Develop a records retention schedule for CAT Records.
- Periodically review CAT Records to determine whether they may be disposed of in accordance with this policy.
- Ensure that CAT Records in the possession, custody or control of employees who are separating from CAT and non-employees (including consultants, contractors and temporaries) who cease to perform services for the CAT are managed in accordance with this policy.

The Chief of Staff in conjunction with the Compliance Department will be responsible for developing and issuing Records Hold Orders and Records Hold Release Orders.

**G. Personnel Records**

Employees may view their own personnel file or obtain a copy during normal business hours after submitting a written request. Employees may request modifications of information contained in their records. Such requests should be submitted in writing to the property HR designee along with supporting documentation. The Company may make changes where appropriate, in its sole discretion. Employees may submit for inclusion memoranda stating their opinions regarding any documents contained in their records.

Unauthorized release of employee information will be cause for disciplinary action up to and including termination of employment.
H. Access by Former Employees

A request for review of personnel records of former employees is limited to those who have terminated service within the preceding 12 months prior to the date of the request, unless otherwise required by state law. Reasonable copying costs may be charged.

I. Access Pursuant to Legal Process

The Company will provide such records on employees as are covered by this policy to a municipal court, state or federal agency, arbitrator, union representative or other legal process in response to a proper request, subpoena or order. Where practical, the Company will notify the employee or former employee of the contents of the subpoena or order before supplying.

J. Employee Responsibility

Employees are responsible for notifying management of changes in address, telephone number and/or family status (births, marriage, death, divorce, legal separation, etc.) as income tax status and group insurance may be affected by these changes.

K. Records Containing Personally Identifiable Information

Collection of PII

PII will be collected from applicants and employees as required in order to meet federal and/or state reporting requirements. These purposes include:

- To conduct pre-employment background checks.
- To verify eligibility for employment.
- To withhold federal and state taxes.
- To comply with state new-hire reporting.
- To facilitate enrollment in Company benefits plans.

Note: PII may also be collected from creditors, suppliers or independent contractors. PII obtained by CAT will be subject to the same provisions of privacy as those for applicants and employees.

Use of Social Security Numbers

Except for verification and reporting uses for the above-referenced reasons, no Social Security number or portion of a Social Security number will be used in the conduct of the Company’s business; and,

- No Social Security number or portion of a Social Security number will be permitted to be used for the following purposes: identification badges, parking
permits, time cards, posted employee rosters, computer passwords, licenses, agreements or contracts.

- No Social Security number should be used in open computer transmissions except where such transmission of information is by secure connection.

**Storage of and Access to PII**

All documents containing PII shall be stored in secured filing cabinets. All computer applications containing PII numbers shall be maintained on secured, authorized-access computer stations only.

Only persons who have a legitimate business reason will have access to PII; such access will be granted through department heads responsible for functions with reporting or transporting of such data responsibilities. Department heads and employees granted such access must take all necessary precautions to ensure the integrity of records that include such information when the records are not being used.

**Destruction of PII**

Records that include PII will be maintained in accordance with this policy. When such documents are released for destruction, the records will be destroyed by shredding.

**REFERENCES:**

- Georgia Archives- State Government Records Retention Schedule

**APPLIES TO:**

- All CAT employees and Departments

**ATTACHMENTS:**

- A. CAT Records Storage Label
- B. State Government Records Retention Schedule
- C. Record Disposition order
# Attachment A

<table>
<thead>
<tr>
<th>Storage Control No.:</th>
<th>CAT Record Storage Label</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Document</th>
<th>(use the terms from the Records Retention Schedule)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESTRUCTION DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manager (print):</th>
<th>Manager (sign):</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Division Chief (print):</th>
<th>Division Chief (sign):</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief of Staff (print):</th>
<th>Chief of Staff (sign):</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Storage Control No.:</th>
<th>CAT Record Storage Label</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Document</th>
<th>(use the terms from the Records Retention Schedule)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESTRUCTION DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manager (print):</th>
<th>Manager (sign):</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Division Chief (print):</th>
<th>Division Chief (sign):</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief of Staff (print):</th>
<th>Chief of Staff (sign):</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Local Government Records Retention Schedules

CATEGORY: **ADMINISTRATIVE SUPPORT (02)**  [ Total entries: 4 ]

---

**LG-02-001 | Calendars, Mailing Lists, Reference Files**

**Description:** Desk calendars and other scheduling media not including Court Calendars, also ancillary lists and notes for reference.

**Retention:** Retain for useful life.

**Updated:** October 20, 2016

---

**LG-02-002 | Certified Mail, Telephone, and Fax Machine Logs**

**Description:** Receipt books containing record of certified mail sent out, logs of telephone calls and messages, and fax transmissions.

**Retention:** Retain for useful life.

**Updated:** October 20, 2016

---

**LG-02-003 | Indexes**

**Description:** Provide a ready reference or pointer into larger sets of records.

**Retention:** Retain until destruction of indexed set of records.

**Updated:** October 20, 2016

---

**LG-02-004A and LG-02-004B | Newsclippings and Scrapbooks**

**Description:** Copies of news articles and photos maintained by the agency as a historical records of activities.

**Retention:** (LG-02-004A) Scrapbooks: Permanent; (LG-02-004B) Newspaper Clippings Retain for useful life.

**Updated:** October 20, 2016
Local Government Records Retention Schedules

CATEGORY: ADMINISTRATION (01)  [ Total entries: 42 ]

LG-01-005 | Ad Hoc Narrative Reports
Description: Ad Hoc Narrative Reports that describe agency functions and activities.
Retention: 10 years
Updated: October 20, 2016

LG-01-003 | Annexation Files
Description: Records documenting the addition and/or incorporation of land into an existing city or county area.
Retention: Permanent
Updated: October 20, 2016

LG-01-004 | Annual Reports
Description: Annual reports that describe agency functions and activities.
Retention: Permanent
Updated: October 20, 2016

LG-01-006 | Audio and Video Recording of Official Meetings
Description: Audio and video of Council Meetings used for the preparation of written minutes.
Retention: 90 days after minutes are prepared and verified.
Updated: October 20, 2016

LG-01-007 | Certificate of Proof of Insurance
Description: Certificate of Liability Insurance for contractors
Retention: 7 years after contract expires

Updated: October 20, 2016

LG-01-008 | City Charter
Description: Includes the constitution and by-laws of an incorporated city.
Retention: Permanent
Updated: October 20, 2016

LG-01-009 | Code Violations
Description: Any violations of the Code of Ordinances pertaining to property.
Retention: 3 years
Updated: October 20, 2016

LG-01-010 | Community Service Forms
Description: Records documenting the terms of community service work or documenting the work provided.
Retention: 3 years after completion of service or project
Updated: October 20, 2016

LG-01-011 | Correspondence, Administrative
Description: This series includes communications that document formal decisions regarding significant matters.
Retention: Permanent
Updated: October 20, 2016

LG-01-012 | Correspondence, General
Description: This series includes correspondence that documents formal decisions regarding routine matters. If correspondence is related to records like contracts, bid selections, and the like where the retention is longer than five years but it would not be appropriate to keep permanent then the correspondence should be filed with the corresponding record.
Retention: 5 years
Updated: October 20, 2016
LG-01-013 | Correspondence, Transitory

Description: This series includes records and communications received or sent that do not document decisions regarding significant matters.

Retention: Retain for useful life.

Updated: October 20, 2016

LG-01-014 | Crisis or Disaster Records

Description: Records documenting events and damages to agency property due to storms, riots, fires, drought, floods, and other acts affecting the citizens or agency facilities; may include photos, logs, reports, notes, and correspondence.

Retention: 5 years

Updated: October 20, 2016

LG-01-015 | Daily Broadcast Logs

Description: Records documenting agency daily broadcast activities via radio or television.

Retention: 2 years

Updated: October 20, 2016

LG-01-016 | Daily/Monthly Activity Reports

Description: Record of daily/monthly activities.

Retention: 2 years

LG-01-017 | DCA Mandated Surveys

Description: Surveys required by the Department of Community Affairs; includes, but is not limited to, Solid Waste Management Survey and Full Cost Report, Report of Local Government Finances, Independent Authority Bonded Indebtedness Form, Wage and Salary Survey, and Government Management Indicators Survey.

Retention: 5 years

Updated: October 20, 2016

LG-01-018 | e-Certified Mail and Return Receipts

Description: Technology implemented to replace the "Green Card" certified mail receipts.

Retention: 1 year, retain with corresponding documentation.
LG-01-019 | Easements
Description: Records documenting the granting of access by a property owner to a local government to run wiring, water or sewage pipes, and other public works (or other reasons).
Retention: Permanent
Updated: October 20, 2016

LG-01-020 | Emergency Preparedness Plans
Description: Business recovery plans for man-made and natural disasters.
Retention: 5 years after superseded
Updated: October 20, 2016

LG-01-022A and LG-01-022B | Emergency Relief Grant Records
Description: Records documenting eligibility for financial assistance following a natural or other type of disaster.
Retention: (LG-01-022A) Records documenting federal grant: 5 years after final close out; (LG-01-022B) Other records: 3 years.
Updated: October 20, 2016

LG-01-023 | Federal and State Grant Final Reports
Description: Final narrative summary submitted according to requirements of the funding agency.
Retention: 5 years after final closeout
Updated: October 20, 2016

LG-01-024 | Historic Preservation Files
Description: Records documenting preservation of local landmarks and buildings.
Retention: Permanent
Updated: October 20, 2016

LG-01-025 | Maps, Plats, and Drawings
Description: Records documenting the location of roads, subdivisions, water, and sewage lines.
LG-01-002-A and LG-01-002-B | Meeting Agendas, Minutes, and Packets
Description: Records documenting proposed and executed proceedings of agency meetings.
Retention: Minutes and approved attachments: Permanent; All other records: 5 years
Updated: October 20, 2016

LG-01-026 | Meeting Notices
Description: Official notification of the time and place of regular and special meetings.
Retention: 5 years
Updated: October 20, 2016

LG-01-041 | Milestone Event Record
Description: Speeches and records documenting events marking a milestone in the local government.
Retention: Permanent
Updated: October 20, 2016

LG-01-027 | Open Records Act Requests and Correspondence
Description: Inquiries from members of the public requesting access to information under the Georgia Open Records Act (O.C.G.A 50-18-70 et.seq.).
Retention: 3 years
Updated: October 20, 2016

LG-01-028 | Petitions
Description: Signatures of local residents requesting action by an agency on a specific issue.
Retention: 5 years
Updated: October 20, 2016

LG-01-031 | Photographs or Videos - Other
**Description:** With no historical significance

**Retention:** Retain for useful life.

**Updated:** October 20, 2016

---

**LG-01-030 | Photographs or Videos for Maintenance or Project Records**

**Description:** Pictures collected by public works, parks, and community development departments during the course of performing and/or documenting routine work and maintenance.

**Retention:** 5 years

**Updated:** October 20, 2016

---

**LG-01-029 | Photographs or Videos of Historical Significance**

**Description:** Aerial and other photographs of county property and functions.

**Retention:** Permanent

**Updated:** October 20, 2016

---

**LG-01-032 | Policies and Procedures**

**Description:** Standard operating practice for business processes

**Retention:** Permanent. Retain 1 copy

**Updated:** October 20, 2016

---

**LG-01-033 | Printing Service Files**

**Description:** Includes printing requests, cost estimates, mock-ups, proofs, and printing plates.

**Retention:** Retain for useful life.

**Updated:** October 20, 2016

---

**LG-01-034A and LG-01-034B | Project or Grant Applications**

**Description:** Applications for awards, grants, projects, et cetera.

**Retention:** (LG-01-034A) 2 years, if not awarded. (LG-01-034A) Otherwise, 7 years after completion or award.
Updated: October 20, 2016

LG-01-035 | Publications
Description: Newsletters, handbooks, pamphlets, and brochures published by the agency.
Retention: Permanent. Retain 1 copy
Updated: October 20, 2016

LG-01-036 | Relocation Assistance Files
Description: Records documenting financial assistance to individuals searching for new homes under the Community Development Program.
Retention: 5 years
Updated: October 20, 2016

LG-01-037 | Reports, Periodic
Description: Quarterly and other narrative reports (not annual) that describe agency functions and activities.
Retention: 3 years
Updated: October 20, 2016

LG-01-038 | Resolutions and Ordinances
Description: Local laws and actions adopted by the board of county commissioners.
Retention: Permanent
Updated: October 20, 2016

LG-01-039 | Right-of-Way Agreements
Description: Agreements with property owners specifying the terms of access to property for public works purposes.
Retention: Permanent
Updated: October 20, 2016

LG-01-040 | Special Event Records
**Description:** Speeches and records that reflect special events held or approved by the local government. E.g. parades, art show, auto show, craft show, holiday events.

**Retention:** 5 years after the event

**Updated:** October 20, 2016

---

**LG-01-042 | Surveillance Video (Static)**

**Description:** Building or departmental video that monitors activities or traffic of a department or building.

**Retention:** 180 days

**Updated:** October 20, 2016

---

**LG-01-043 | Visitors Logs and Sign-In Sheets**

**Description:** Consists of sign-in forms or sheets generally located at an agency’s reception desk to document visitors to the facility.

**Retention:** 2 years

**Updated:** October 20, 2016

---

**LG-01-044 | Website Information**

**Description:** The website reflects Records stored elsewhere as the copy of record.

**Retention:** Retain until superseded.

**Updated:** October 20, 2016

---

Georgia Archives, 5800 Jonesboro Road, Morrow, GA 30260

www.georgiaarchives.org
Local Government Records Retention Schedules

CATEGORY: PAYROLL (14)  [ Total entries: 15 ]

LG-14-001 | Annual Payroll Earnings Reports
Description: Summary of employees' payroll earnings for a fiscal year, including deductions.
Retention: 50 years after the tax year in which the records were created.
Updated: October 20, 2016

LG-14-002 | Contractor Payroll Records
Description: Records submitted by contractors that reflect the time and/or work their employees did for the Local Government.
Retention: 5 years after project completion

LG-14-003 | Deduction Authorizations
Description: Records documenting an individual employee's authorization to withhold taxes, to allow direct deposits, and other deductions from the employee's pay.
Retention: 4 years after the end of the fiscal year
Updated: October 20, 2016

LG-14-004 | Direct Deposit Records
Description: Including blank checks used to establish direct deposit of employee's paycheck.
Retention: 1 year
Updated: October 20, 2016

LG-14-005 | Employee Retirement Contribution Reports
Description: Documents relating to participation in an agency-supported retirement program.
Retention: 6 years
**LG-14-007 | Family Medical Leave Act (FMLA) Compliance Records**

**Description:** All records pertaining to FMLA’s leave requirements, including dates and hours of FMLA leave; copies of employer notices; documents describing premium payments; employee benefits; and records of disputes over FMLA benefits.

**Retention:** 3 years

**Updated:** October 20, 2016

---

**LG-14-008 | Garnishments**

**Description:** Records documenting the withholding of funds from an employee’s wages at the request of the courts or a state agency.

**Retention:** 4 years after release from garnishment

**Updated:** October 20, 2016

---

**LG-14-009 | HIPAA/HITECH Records**

**Description:** These records include the policies and procedures implemented by agencies to comply with HIPAA/HITECH regulations.

**Retention:** 6 years after superseded

**Updated:** October 20, 2016

---

**LG-14-010 | Periodic Tax Reports**

**Description:** Records documenting taxable and non-taxable income of an agency.

**Retention:** 4 years

**Updated:** October 20, 2016

---

**LG-14-011 | Salary and Wage Records**

**Description:** Pre-payroll reports, monthly payroll check registers, monthly fund distribution reports, and payroll action forms.

**Retention:** 4 years after the end of the fiscal year

**Updated:** October 20, 2016

---

**LG-14-012 | Unclaimed Pay Checks**
Description: Checks that remain unclaimed by employees.
Retention: 1 year
Updated: October 20, 2016

**LG-14-013 | Wage and Rate Tables**

Description: Records utilized to calculate straight time and overtime work schedules.
Retention: 2 years
Updated: October 20, 2016

**LG-14-014 | Wage and Tax Statements**

Description: An information return used to report wages paid to employees and the taxes withheld from them. Includes W-2s.
Retention: 4 years
Updated: October 20, 2016

**LG-14-015 | Withholding Allowance Certificates (W-4 Forms)**

Description: Federal forms completed by an individual employee to establish the amount of taxes withheld from wages.
Retention: 4 years
Updated: October 20, 2016

**LG-14-016 | Work-Time Schedules**

Description: Records documenting employee's daily and weekly work schedules.
Retention: 4 years and settlement of all claims due
Updated: October 20, 2016

Georgia Archives, 5800 Jonesboro Road, Morrow, GA 30260
www.georgiaarchives.org
Local Government Records Retention Schedules

CATEGORY: PERSONNEL (16)  [ Total entries: 48 ]

LG-16-001 | Affirmative Action Audits and Annual Reports

Description: Document agency response to federal program reviews, state compliance audits, annual reporting requirements, and internal audits.

Retention: 3 years

Updated: October 20, 2016

LG-16-002 | Affirmative Action Policy

Description: Record documenting an agency's compliance with the requirements of the Equal Employment Opportunity Commission.

Retention: Permanent

Updated: October 20, 2016

LG-16-003 | Applications for Employment, Not HIred

Description: Records documenting applications for job openings.

Retention: 2 years

Updated: October 20, 2016

LG-16-004 | Applications for Employment, Unsolicited or Incomplete

Description: Records documenting applications for job openings that are incomplete or unsolicited.

Retention: 3 months

Updated: October 20, 2016

LG-16-005 | Background Checks of Personnel
Description: Financial and criminal backgrounds checks of new or potential employees
Retention: 5 years
Updated: October 20, 2016

LG-16-006 | Cafeteria Plan (Flexible Benefits) Records
Description: Records documenting salary reduction-type plans authorized by the Internal Revenue Service.
Retention: 6 years after termination of participation
Updated: October 20, 2016

LG-16-007 | Continuation of Insurance Benefits (COBRA) Records
Description: Records documenting individual election to continue insurance benefits beyond employment with an agency.
Retention: 6 years
Updated: October 20, 2016

LG-16-008 | Contracts, Employee
Description: Service contracts between an individual and government agency or teaching services.
Retention: 7 years after expiration
Updated: October 20, 2016

LG-16-009 | Converted Personal Leave Request
Description: Records documenting converted personal leave requests.
Retention: 1 year after leave used
Updated: October 20, 2016

LG-16-010A and LG-16-010B | Drug Testing Records
Description: Records documenting the random drug testing of employees to include pre-employment and reasonable suspicion.
Retention: (LG-16-010A) Postives and Refusals: 5 years; (LG-16-010B) Negatives and Cancelled Drug Tests and documents relating to the administration of alcohol and controlled substance testing programs: 2 years
LG-16-011 | Drug Testing Records - Equipment Calibration

Description: Records documenting calibration of drug testing equipment.

Retention: 5 years

Updated: October 20, 2016

LG-16-012 | Employee Assistance Program Case Files

Description: Records documenting the referral and treatment of employees in an agency sponsored assistance program.

Retention: 5 years after employee completes program

Updated: October 20, 2016

LG-16-021 | Employee Eligibility Verification Records

Description: I-9 forms

Retention: 3 years after date of hire or 1 year after separation, whichever is longer

Updated: October 20, 2016

LG-16-013 | Employee Grievance Action Case Files, Resolved

Description: Resolution of employee complaints against supervisor or other employee.

Retention: 2 years after the complaint is filed or the case is resolved.

Updated: October 20, 2016

LG-16-014 | Employee Handbooks

Description: Guidelines created to explain the internal operations and procedures of the agency to a new employee.

Retention: 60 years

Updated: October 20, 2016

LG-16-015 | Employee Identification Card Records

Description: Records documenting the issuance of employee identification cards.
Retention: 5 years after card has been recalled

Updated: October 20, 2016

LG-16-016 | Employee Medical Files, Toxic/Hazardous Substance Exposure

Description: Documentation of employee exposure to hazardous materials.

Retention: 30 years after separation

Updated: October 20, 2016

LG-16-017 | Employee Parking Records

Description: Records documenting employee parking permit applications, cards, and permits.

Retention: 5 years after permit expires or is superseded or separation of employee from the agency, whichever is longer.

Updated: October 20, 2016

LG-16-018 | Employee Personnel Files (Full Time, Part Time, Temporary)

Description: Records documenting an employee's work history with the agency, generally maintained as a case file; includes records of continuing education, performance evaluations, disciplinary actions, and background checks.

Retention: 7 years after separation

Updated: October 20, 2016

LG-14-005 | Employee Retirement Contribution Reports

Description: Documents relating to participation in an agency-supported retirement program.

Retention: 6 years

Updated: October 20, 2016

LG-16-019 | Employee Retirement Plans

Description: Copies of pension plans, both current and past, summarizing benefits and eligibility criteria.

Retention: 60 years
Updated: October 20, 2016

**LG-16-020 | Employee Retirement Records**

**Description:** Records including declaration of beneficiary, requests for retirement, insurance authorizations, correspondence, election of options forms, and other related materials.

**Retention:** 7 years after benefits cease to be paid

Updated: October 20, 2016

**LG-16-022 | Equal Employment Opportunity Commission (EEOC) Complaints**

**Description:** Records documenting charges of discrimination filed against an agency.

**Retention:** 2 years or until final disposition of the charge or action

Updated: October 20, 2016

**LG-16-023 | Equal Employment Opportunity Commission (EEOC) Reports**

**Description:** Reports classifying employees by race and gender that document compliance with EEOC rules.

**Retention:** 3 years

Updated: October 20, 2016

**LG-16-024 | Family Medical Leave Case Files**

**Description:** Records documenting extended absence from work by an employee under provisions of the Family Medical Leave Act.

**Retention:** 3 years after separation

Updated: October 20, 2016

**LG-16-025 | Georgia Commission on Equal Opportunity (GCEO) Complaints**

**Description:** Records documenting charges of discrimination filed against an agency.

**Retention:** 2 years or until final disposition of the charge or action

Updated: October 20, 2016
LG-16-026 | Group Health Insurance Policies

**Description:** Group insurance policies held by a local government as part of the employee benefits program.

**Retention:** 10 years after expired

**Updated:** October 20, 2016

LG-16-027 | Hazardous Materials Exposure Records

**Description:** Records monitoring the exposure to hazardous materials by employees.

**Retention:** 30 years after separation

**Updated:** October 20, 2016

LG-16-028 | Insurance Claims

**Description:** Records documenting the administration of a government operated insurance program.

**Retention:** 5 years

**Updated:** October 20, 2016

LG-16-045A and LG-16-045B | Intern/Volunteer Program Records

**Description:** This series documents the activities and administration of an agency's intern/volunteer program. Records may include: volunteer hour statistics; volunteer program publicity records; insurance requirement information; and inactive volunteer files containing applications and conditions of volunteer service forms.

**Retention:** (LG-16-045A) Individual Intern/Volunteer Files: 3 years after separation; (LG-16-045B) All Other Records: 3 years

**Updated:** October 20, 2016

LG-16-029 | Job Recruitment Materials

**Description:** Records documenting efforts to advertise positions and attract qualified personnel for employment opportunities.

**Retention:** 2 years

**Updated:** October 20, 2016

LG-16-030 | Leave Donation Records
**Description:** Records documenting the donation of leave by employees to assist an individual who must be absent from work for an extended period of time due to illness.

**Retention:** 1 year after leave used

**Updated:** October 20, 2016

---

**LG-16-031 | Leave Records**

**Description:** Records documenting hours worked, sick leave donations, leave earned, and leave taken; does not include final leave status.

**Retention:** 3 years

**Updated:** October 20, 2016

---

**LG-16-032 | Leave Status, Final**

**Description:** Records documenting cumulative leave held by an individual employee.

**Retention:** 50 years

**Updated:** October 20, 2016

---

**LG-16-033 | Official Bonds and Oaths**

**Description:** Bonds required of local officials and custodians of funds.

**Retention:** 5 years after expiration of term

**Updated:** October 20, 2016

---

**LG-16-034 | Position Classification Materials**

**Description:** Records documenting job requirements, description, and salary range.

**Retention:** 4 years after position is reclassified

**Updated:** October 20, 2016

---

**LG-16-035 | Pre-employment Assessments**

**Description:** Exams taken by those applying for positions with a local government.

**Retention:** 2 years

**Updated:** October 20, 2016
LG-16-036 | Retirement Incentive Program Records

Description: Records documenting employees who elect for early retirement under government-offered incentive programs.

Retention: 6 years

Updated: October 20, 2016

LG-16-037 | Retirement System Transaction Reports

Description: Status of individual pension accounts including interest, contributions, and withdrawals

Retention: 10 years after fiscal year in which the record was created

Updated: October 20, 2016

LG-16-038 | SAVE and E-Verify Affidavits

Description: Affidavits testifying to an individual's right to receive public benefits. Note: Retention applies only to those affidavits not maintained as part of another record, such as a contract or bid response.

Retention: 3 years

Updated: October 20, 2016

LG-16-039 | SAVE and E-Verify Reports

Description: Reports documenting the collection of SAVE and E-verify forms.

Retention: 10 years

Updated: October 20, 2016

LG-16-040 | Short/Long Term Disability Leave Files, Non-FMLA

Description: Records documenting extended absence from work by an employee; non-FMLA.

Retention: 3 years

Updated: October 20, 2016

LG-16-044 | Student Workers Permits

Description: Permits to allow persons under 18 years old to obtain summer employment.

Retention: Return to issuing officer (school board) after termination or failure to appear for 30 days.
LG-16-041 | Training Records

**Description:** Records documenting attendance and course content for required continuing education training, excluding law enforcement.

**Retention:** 5 years

**Updated:** October 20, 2016

LG-16-042 | Training Records - Breath-Alcohol Testing

**Description:** Records relating to the training of individuals for breath-alcohol testing.

**Retention:** 2 years after individual ceases to perform the testing function

**Updated:** October 20, 2016

LG-16-043 | Unemployment Compensation Records

**Description:** Documentation related to employee claims for unemployment compensation.

**Retention:** 5 years after the end of the fiscal year in which the transaction occurred

**Updated:** October 20, 2016

LG-14-016 | Work-Time Schedules

**Description:** Records documenting employee's daily and weekly work schedules.

**Retention:** 4 years and settlement of all claims due

**Updated:** October 20, 2016

LG-16-046 | Workers' Compensation Claims or Employee Accident Claims, Accident Reports

**Description:** Records documents employee accidents, injuries, and medical claims; settlement of all claims.

**Retention:** 4 years

**Updated:** October 20, 2016
Local Government Records Retention Schedules

CATEGORY:  TRANSPORTATION (24)  [ Total entries: 16 ]

LG-24-001 | Acquisition/Relocation Assistance Parcel Files (Residential and Business)
Description:  Records documenting the purchase of property within designated noise impact areas surrounding an airport.
Retention:  7 years after year in which parcel is purchased
Updated:  October 20, 2016

LG-24-002 | Airfield Safety Inspection Records
Description:  Routine inspections of runway and taxiway conditions for hazards and security.
Retention:  1 year
Updated:  October 20, 2016

LG-24-003 | Airport Aid Program Grants - Affirmative Action Plans
Description:  Records required under the Airport Aid Program.
Retention:  3 years or the period of financial assistance, whichever is longer
Updated:  October 20, 2016

LG-24-004 | Airport Aid Program Grants - Reports Not Transmitted to FAA
Description:  Records required under the Airport Aid Program.
Retention:  3 years or the period of financial assistance whichever is longer
Updated:  October 20, 2016
<table>
<thead>
<tr>
<th>LG-24-005</th>
<th>Bus Route Records</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong></td>
<td>Records establishing the route of public transit buses to provide service to residents.</td>
</tr>
<tr>
<td><strong>Retention:</strong></td>
<td>10 years</td>
</tr>
<tr>
<td><strong>Updated:</strong></td>
<td>October 20, 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LG-24-006</th>
<th>Limo Concourse Pick-up Authorizations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong></td>
<td>Permission for limo-drivers to pick-up passengers on the concourse.</td>
</tr>
<tr>
<td><strong>Retention:</strong></td>
<td>6 months</td>
</tr>
<tr>
<td><strong>Updated:</strong></td>
<td>October 20, 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LG-24-007</th>
<th>Notices to Airmen</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong></td>
<td>Records documenting notification of pilots of maintenance and repair work to be performed on runways and taxiways.</td>
</tr>
<tr>
<td><strong>Retention:</strong></td>
<td>2 years</td>
</tr>
<tr>
<td><strong>Updated:</strong></td>
<td>October 20, 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LG-24-008</th>
<th>Operations Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong></td>
<td>Record of individual bus operations maintained for management and statistical purposes.</td>
</tr>
<tr>
<td><strong>Retention:</strong></td>
<td>3 years</td>
</tr>
<tr>
<td><strong>Updated:</strong></td>
<td>October 20, 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LG-24-009</th>
<th>Radio Beacon Maintenance Logs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong></td>
<td>Maintenance logs</td>
</tr>
<tr>
<td><strong>Retention:</strong></td>
<td>Permanent</td>
</tr>
<tr>
<td><strong>Updated:</strong></td>
<td>October 20, 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LG-24-010</th>
<th>Radio Beacon Operator’s Records</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong></td>
<td>Operator records</td>
</tr>
<tr>
<td><strong>Retention:</strong></td>
<td>Permanent</td>
</tr>
<tr>
<td><strong>Updated:</strong></td>
<td>October 20, 2016</td>
</tr>
</tbody>
</table>
LG-24-011 | Radio Beacons Readings and Adjustments
Description: Readings and adjustments
Retention: Permanent
Updated: October 20, 2016

LG-24-012 | Revenue and Passenger Reports
Description: Reports documenting ridership and revenue statistics for the transit system.
Retention: 5 years
Updated: October 20, 2016

LG-24-013 | Right-of-Flight Easement/Acoustical Treatment Parcel Files
Description: Documents the purchase of avigation easements from residents living in close proximity to an airport.
Retention: 7 years after end of year in which parcel purchased
Updated: October 20, 2016

LG-24-014 | Tire Mileage Reports
Description: Reports documenting tire mileage of each transit vehicle.
Retention: 3 years
Updated: October 20, 2016

LG-24-015 | Transit Operations Reports
Description: Periodic reports on performance of the transit system
Retention: 3 years
Updated: October 20, 2016

LG-24-016 | Vehicles for Hire Violation/Hearing Case Files
Description: Records documenting the adjudication of charges brought against taxi companies and drivers for violations of taxi cab regulations.
Retention: 5 years
Updated: October 20, 2016

Georgia Archives, 5800 Jonesboro Road, Morrow, GA 30260
www.georgiaarchives.org
## RECORDS DISPOSITION ORDER

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Department Name and Number</strong></td>
<td><strong>2. Department Contact (Name and Telephone Number)</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3. NOTICE OF INTENTION:</strong> The scheduled records listed in Item 5 are to be disposed of in the manner checked below (specify only one).</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4. SUBMITTED BY:</strong> I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements for the records have been fully justified, and that further retention is not required for any litigation pending or imminent.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5. LIST OF RECORD SERIES</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>a. Storage Control No.</th>
<th>b. Item No.</th>
<th>c. Title/Record Type</th>
<th>d. Inclusive Dates</th>
<th>e. Volume in Cubic Feet</th>
<th>f. Disposition Action and Date Completed After Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6. DISPOSAL AUTHORIZATION:</strong> Disposal for the above listed records is authorized. Any deletions or modifications are indicated.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7. DISPOSAL CERTIFICATE:</strong> The above listed records have been disposed of in the manner and on the date shown in column g.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chief of Staff (Records Management Officer)</strong></td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signature</strong></td>
<td><strong>Name and Title</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signature</strong></td>
<td><strong>Name and Title</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Witness</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>