



Changes in the Local Government Schedule

CATEGORY

SERIES TITLE

Common Categories:

ADMINISTRATION	Periodic Reports—title changed to Annual and Ad hoc Narrative Reports e-Certified Mail and Return Receipts—new series
BUDGETING	Final Budgets—retention clarification. Permanent. Retain one copy
LEGAL	Misdemeanor and Misdemeanor Traffic Case Files, District Attorneys & Solicitors-General—title change
PAYROLL	Deduction Records— removed from schedule. Covered by Deduction Authorizations Wage and Tax Statements—title changed to remove (W-2)
PERSONNEL	Short/Long Term Disability Leave Files, Non-FMLA – new series
PROPERTY	Vehicle & Equipment Maintenance Files—description updated



THE GEORGIA ARCHIVES

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CATEGORY**SERIES TITLE****Specific Categories:**

EDUCATION

Adult and Community Education Program Course Offerings-retention clarification—Permanent. Retain one copy.

Adult and Community Education Program Operational Records—title change to Department and Program Operational Records

After-School Program Records—title change to After School Program Daily Records. Retention changes to Retain for useful life.

Annual Follow-up of Students Reports—removed from schedule. Covered by Annual Reports under Administrative Category.

Annual Report to State Department of Education—Superintendent—title change to Reports to State DOE; Retention changed to Annual reports: 10 years; Periodic reports: 5 years

Annual Reports, Driver Education-Retention changed from 5 years to 3 years

Athletics Program Records—series removed. Covered by Department and Program Operational Records.

Attendance Records for Home-Schooled Students—Retention changed to Retain until student reaches age 18

Board Appointment Records—removed from schedule. Covered by Meeting minutes under Administrative Category

Certificates of Eligibility, Migrant Education-Student Services—removed from schedule. Covered by Certificates of Eligibility-Migrant Education Agency

Child Nutrition Program Operational and Annual Financial Records—removed from schedule. Covered by Department and Program Operational Records

Class Rolls—Retention changed from 5 years to 3 years

Completed and Graded Student Work, Not Returned to Student—Retention changed to Retain until end of school year

Contracts, Cooperative Educational Services Agency (CESA) Service—removed from schedule. Covered by Contracts under Accounting and Personnel Categories

Criterion Reference Test Results—removed from schedule. Covered by Standardized Test Results

CATEGORY

EDUCATION, continued

SERIES TITLE

Driver Education Vehicle Agreements, Returned Vehicles—removed from schedule. Covered by Equipment and Vehicle Purchases under Property Category

Due Process Disciplinary Hearings Files—title changed to Student Due Process Disciplinary Hearings Files

Enrollment Reports, Periodic—removed from schedule. Covered by Annual Reports to DOE

Field Trip Authorizations/Parental Permissions—retention changed to Retain until end of school year

Georgia High School Association Files—retention changed from 6 years to 5 years

Gifted and Talented Program Operational Records—removed from schedule. Covered by Department and Program Operational Records

Gifted and Talented Program Selection and Placement Requirements Documentation—retention clarification. Permanent. Retain 1 copy

Grade Reports—retention changed to 1 year after date distributed

Graduate and Class Rankings Lists—title changed to Graduate, Withdrawal and Class Ranking Lists

Health Management Plans—new series

Honor Rolls—retention changed to Grades K-8: 2 years. Grades 9-12: 5 years

Reapportionment Plans—removed from schedule. Covered by School System Re-zoning Records.

School Bus Drivers Physical Exams—retention changed to 2 years or until replaced with new certificate

School Censuses—retention changed to 2008 and Prior: Permanent. Post 2008— retain for useful life.

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School Food Service Equipment and Non-Food Service Assistance Files—removed from schedule. Covered by Equipment and Vehicle Purchases under Property Category

School Food Service Payrolls—removed from schedule. Covered by Salary and Wage Records under Payroll Category

School food Service Program Administrative Files—removed from schedule. Covered by Department and Program Operational Records

CATEGORY

EDUCATION, continued

SERIES TITLE

School Psychologist/Psychometrist Files—description clarified.

School Social Worker Reports—retention changed to Annual Reports:
15 years. Periodic Reports: 3 yearsSchool System Re-zoning Records—retention change. All other
records: 3 yearsSpecial Education Program Operational Records—removed from
schedule. Covered by Department and Program Operational RecordsSpecial Education Program Selection and Placement Requirements
Documentation—retention clarification. Permanent. Retain 1 copyStandardized Examination Records—removed from schedule. Covered
by Standardized Test Results and Standardized Test Summary Report

Standardized Test Results—New series

Standardized Test Summary Reports—New series

Student Application for Admission, Denials—removed from schedule

Student Discipline and Suspension Records, Resolved—retention
changed to 7 years or until age 22, whichever is shorter

Student Records— title change

Student Records—Personal and Non-District Created—New series

Student Records, Special Education—Retention changed to Retain until
age 22 and notification of parentsStudent Requests for Early Release from School—retention changed to
Retain until end of school yearStudent Sign-In/Sign-Out Sheets—retention changed to Retain until end
of school yearStudent Support Team (SST) Files—retention changed to Retain 2
years after student leaves the school district

Student Transfer Records—removed from schedule

CATEGORY**SERIES TITLE**

EDUCATION, continued

Student Work Program Records—removed from schedule

Teacher Lesson Plans—retention changed to 2 years

Teacher Program of Work Files, Vocational—title change

Textbook Requisition Files—retention changed to Retain 1 year after new adoption implemented

Vocational Education Program Operational Records—removed from schedule. Covered by Department and Program Operational Records

ELECTIONS

Recall of Probate Judges Records—title changed to Recall of Elected Officials Records

HEALTH SERVICES

Certificates of Need—new series

PUBLIC SAFETY

Accident Reports— retention changed to 2 years

Ambulance Trip Reports—retention changed to 10 years

Criminal Investigation Case Files—description updated

Evidence and Property Logs—new series

Fire Log Books—retention changed to 7 years

Internal Investigation Files, Closed—retention changed to add founded and unfounded complaints

Temporary Protective Orders, Expired—new series