



Changes in the State Government Schedule

CATEGORY

SERIES TITLE

ACCOUNTING

Deposit Slips and Reconciliations—retention changed to 5 years

Refund/Disbursement Requests - retention changed to 5 years

PAYROLL

Deduction Authorizations - removed and combined with Deduction Records

Wage and Tax Statements—title revised

LEGAL

New Category—12

Attorney Case Files - schedule added

Attorney General's Opinions - schedule added

Legal Reference Materials - moved from Admin Category, 02-021

SECURITY & SAFETY

New Category—13

Security/Fire System Install and Maintenance Records—new schedule added

Security Videos - new schedule added

Facility/Building Security Records—new schedule added

Voice Recordings—new schedule added

Business Continuity Plans—formerly Emergency Preparedness Plans, 2-008

Emergency Relief Records—new schedule added

Incident Reports (not reported to police) - new schedule added

Incident Reports (reported to GCIC) - new schedule added

Restricted Area/Access Authorization Identification Records –moved from Property Category, 09-021



THE GEORGIA ARCHIVES