



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

233-17
X7

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received	Application No.
3. AGENCY, Division, Subdivision & Administering Office Address Employees' Retirement System Trial Judges and Solicitors Retirement System 254 Washington Street Atlanta, Georgia 30334		4. Person to Contact Jim Hartsfield	
		5. Working Title RMO	6. Tel. No. 2960

MAR 25 1974 74-97-101 MAR 27 1974

7. ACTION REQUESTED

ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series	9. Exact Series Title Trial Judges and Solicitors Retirement System Files (See Attached Sheet)
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10. What is the function of the office in which this record series is created?

To administer the Trial Judges and Solicitors Retirement System (GA. Laws 1968, Act No. 699), including writing rules and regulations; processing applications for membership; determining creditable service and employee contributions; payment of refunds; processing applications for retirement and disability benefits and payment of retirement and disability benefits; and removing non-eligible members.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

SEE ATTACHED SHEET

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
				In Office(s)		In Storage Area(s)	
Letter-size File Drawers							
Legal-size File Drawers			Floor Space Occupied (Square Feet)				
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years'

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? [] []
- 14. Is there a duplication of this series in another office or agency? [] []
- 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [] []
- 16. Does the series contain classified information requiring security handling? [] []
- 17. Does the series initiate, amend or terminate agency policies and procedures? [] []
- 18. Could the function be performed if the files were lost or destroyed? [] []
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] []
- 20. Does the record series provide data as input to an EDP file? [] []
- 21. Does the record series contain documentation produced as EDP printout? [] []
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] []
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [] []

24. REQUIREMENTS. The following requires the files to be kept 0 years:

a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [] OTHER _____, then:

- [] Hold in the current files area _____ month(s)/ _____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [X] Other: (Specify)

SEE ATTACHED SHEET

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	3/27/74
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	William M. Lyon	3-27-74
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Carroll Hart	3-27-74
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	3-27-74

STATE RECORDS COMMITTEE

Description

Disposition

74-97

TRIAL JUDGES AND SOLICITORS ACTIVE MEMBERSHIP FILES - Documents relating to members of Trial Judges and Solicitors Retirement Fund. Included are Membership Applications, Key punch Transmittals, and related correspondence. Files are arranged alphabetically by name of Judge or Solicitor.

Remove from active file when member is retired, disabled, refunded or ineligible, and transfer to the appropriate Retired Member File, Death Retiree File, Refund File, or Death Refund File.

74-98

TRIAL JUDGES AND SOLICITORS COURT FILES - Documents relating to Trial Judges and Solicitors County Authorizations. Included are Reporting Official Designation (Authorization), yearly memorandum on reporting cards, and related correspondence. Files are arranged alphabetically by name of the Judge or Solicitor.

As updated documents are received, remove and destroy obsolete papers.

74-99

TRIAL JUDGES AND SOLICITORS REFUND FILES - Documents relating to Trial Judges and Solicitors Refunds. Included are Membership Applications, Key punch Transmittals, Refund Applications, and related correspondence. Files are arranged alphabetically by name of Judge or Solicitor.

Cut off files at end of each fiscal year; hold in current files area 1 year; transfer to State Records Center; hold 50 years; then destroy. SEE FILES MAINTENANCE INSTRUCTIONS BELOW*

74-100

DECEASED RETIREE REFUND FILES - Documents relating to deceased retiree refunds. Included are Refund Applications, Membership Applications, Signature Letters, Death Certificates, and related correspondence. Files are arranged alphabetically by name of member.

Cut off files at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center; hold 6 years; then destroy. SEE FILES MAINTENANCE INSTRUCTIONS BELOW*

74-101

DECEASED RETIREE FILES - Documents relating to deceased retiree members of the Trial Judges and Solicitors Retirement Fund. Included are Retirement Applications, Membership Applications, Key punch Transmittals, Death Certificates, Signature Letters, and related correspondence. Files are arranged alphabetically by name of member.

Cut off files at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center; hold 6 years; then destroy. SEE FILES MAINTENANCE INSTRUCTIONS BELOW*

*Files Maintenance Instructions: The cut-off procedures may be implemented by physical separation of the files or by color coding.