



THE GEORGIA ARCHIVES

Records and Information Management Services

State Agency Specific Schedules For Georgia Bureau of Investigation

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Bingo Organization License Files	Documents relating to organizations licensed by the Georgia Bureau of Investigation to conduct bingo games; includes Application for License, Background Information, Adverse Hearings, and related papers	5 years		Temporary - Short Term		0471-005
Criminal Investigation Case Files - Non Violent Offenses	Investigative Division Criminal Case Files whose subject matter is non violent offenses	Retain 20 years	O.C.G.A. 17-3-1(c.1)	Temporary-Long-Term		0471-006

Record Title	Description	Retention	Legal Citation	Retention Classification	Archival Instructions	Number
Criminal Investigation Case Files - Serious Violent Felonies	Investigative Division Criminal Case Files whose subject matter is a serious violent felony as defined by OCGA 17-10-6.1	Retain 50 years	O.C.G.A. 17-3-1(c.1)	Temporary-Long-Term		0471-001
Early Warning System Files	Records documenting the operation of the early warning system	Retain 50 years		Temporary-Long-Term		0471-003
Exit Interviews	Exit interviews with staff leaving the agency	Retain 4 years		Temporary-Short-Term		0471-004
Internal Affairs Report Files	Records documenting internal investigations	Retain 50 years		Temporary-Long-Term		0471-002
