

# Municipal Court Retention Schedules

11/09/07

## Administrative

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Classification</b>
Contracts and Agreements	Records documenting services and products to an agency for a specific cost and period	7 years after expiration	O.C.G.A. 9-3-24; 9-3-26; 36-91-20	Temporary - Short Term
Correspondences	General correspondences related to day-to-day operation of the court office	5 years	O.C.G.A. 9-3-25	Temporary Short Term
Email Messages	Text documents which are created, stored, and delivered in an electronic format; email is a communication tool equivalent to paper, microfilm, etc. in status; retention of email is decided by the Content not format of the record	Transitory; Administrative Support; or Policy and Program		
Emails, Transitory	Messages of short-term interest with no documentary or evidential value; examples- routine request for publications, transmittal letters, agency event notices (holidays, parties, charitable campaigns)	Retain for useful life		Transitory
Emails, Administrative	Messages of a facilitative nature created or received in the course of administering programs; examples – correspondence, daily/weekly activity reports, appointments	Identify functional content (financial, administrative, etc.) and consult relevant common schedule		Temporary – Short Term
Email, Policy and Program	Messages documenting the formulation and adoption of policies and procedures and the management of agency programs or functions; examples – case file management, constituent correspondence, periodic reports, budget documents	Identify functional content (financial, administrative, etc.) and consult relevant common schedule		Temporary-Long Term

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## Accounting

Record Title	Description	Retention	Legal Citation	Classification
Cash Bond Docket	Record of bonds made on individual's charged With criminal offenses	5 years		Temporary Short Term
Cash Bond List	List of offenses under the courts jurisdiction and bond amount set for each offense	3 years after superceded		Temporary Short Term
Cash Bond Receipts	Records documenting the receipt and disbursement Of cash bonds posted for criminal offenses	10 years after year in which the record was Created	O.C.G.A. 9-3-27	Temporary Short Term
Cash Bonds, Forfeited	Records documenting the remittance of forfeited Cash bond to the general fund	3 years	O.C.G.A. 17-6-4	Temporary Short Term
List of on-line Web Payments <b>[Same as Accounts Receivable]</b>	List of payments received for disbursement of fines and fees	5 years		Temporary Short Term
Receipts	Documentation of monies collected	5 years		Temporary Short Term

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### Audits

Record Title	Description	Retention	Legal Citation	Classification
Audit Reports	Reports prepared by external auditors examining And verifying the agency's financial activities for A defined period of time	Permanent	O.C.G.A. 36-11-2; 36-81-7	Permanent
Internal Auditing Records	Records documenting the conduct of an internal review of agency financial accounts and Processes	7 years	O.C.G.A. 36-11-2; 36-81-7	Temporary – Short Term
Affirmative Action Audits and Annual Reports	Document agency response to federal program reviews, state compliance audits, annual reporting requirements, and internal audits	3 years	41 CFR 60.2-14	Temporary- Short Term

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Arrest Warrants, Executed	Summons for an individual who has not appeared in court for sentencing	3 years after court appearance		Temporary – Short Term
Arrest Warrants, Open	Summons for an individual who has not appeared In court for sentencing	50 years for murder 15 years for all others		Temporary – Long Term
Citation intake List	List of citations received from public safety officers by the court <b>[This is <i>not</i> the same as the Traffic Citation Log]</b>	Until no longer useful		Temporary - Short Term
Court Calendar	Documents relating to list of matters to Be heard, dates and styles of cases (99-0012)	1 year		Temporary – Short Term
Court Docket	Books which generally contain essential Information in summary form about each Traffic case adjudicated	10 years from date of last entry	SCO0502 (81-0630) Common Records Retention Schedule for courts MPR-5	Temporary - Short Term
DDS electronic Transfer	List of convictions and failure to appears transferred to DDS	6 years		Temporary - Short Term
DUI Notices/Photos	Notice of conviction of 2 <sup>nd</sup> and subsequent Duis sent to local newspaper	Until no longer useful	O.C.G.A. 40-6-391 (J) (1)	Temporary - Short Term
GCIC/NCIC Print outs	Driver and Criminal Histories printed for use by prosecutor and judge	Until no longer useful		
Jail list	List received showing defendants incarcerated from Public safety or jail	Until no longer needed		
Dismissed Misdemeanor and Misdemeanor Traffic Case Files	Documents relating to the investigation and prosecution of misdemeanor and traffic offenses under Ga. Law and alleged violations of city ordinances which are brought against an individual	3 years after closure	Within 90 days after decision not to file an accusation or citation is made: 1. Forward GCIC OBTS final disposition form to GCIC; 2. Return to clerk's office any original documents from the clerk of the court	Temporary – Short Term
Misdemeanor Case Files, Traffic Court	Court adjudication of misdemeanor traffic citations issued by authorized public safety officers and documents specific to the case	6 years after closure	O.C.G.A. Title 40, Chapters 5, 6, 8 and 9	Temporary – Short Term

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Misdemeanor Court Records – Case Files	Documents supporting the adjudication of a case including but not limited to: Bonds, receipts, Disposition, orders, order of probation and any probation related documents such as suspensions, revocations, petitions and tolling orders. Motions, rule nisi, hearing notices and continuances. 1 <sup>st</sup> offense DUI Affidavit (1126), DUI School Certificate, DUI Photo, Notice of Revocation/Suspension, Notice of Failure to appear, Notice of Legal Representation Waiver of arraignment, waiver of Rights, Waiver of Jury, Subpoenas, Court Appointed application, appointment or denial, Negotiated pleas such as: (First offender orders, conditional discharge, pretrial diversion)	20 years after closure		Temporary – Long Term
Misdemeanor Traffic Offenses transferred to Another jurisdiction	Citations, accusation and summons transferred to higher court for jury trial or another court of jurisdiction	6 years after closure	O.C.G.A. Title 40, Chapters 5, 6, 8 and 9	Temporary – Short Term
Prisoner Mail logs	Record of all mail received by an inmate	1 year		Temporary – Short Term

## Record Management

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Record Title	Description	Retention	Legal Citation	Retention Classification
Destruction Records	Records documenting the destruction of agency records	7 years	O.C.G.A. 9-3-24	Temporary Short Term
Inventories	Current Listing of records created and Maintained by an agency	5 years	O.C.G.A. 9-3-32; 16-8-4; 50-5-80; 50-5-146	Temporary Short Term
Open Records Act Requests and Correspondence	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.)	5 years	O.C.G.A. 9-3-24	Temporary Short Term
Records Schedules, Record Copy	Records retention schedule approved by resolution/ordinance; may be filed with other Resolutions/ordinances	Permanent	O.C.G.A.50-18-99; 50-18-102	Permanent
Record Schedules, Reference Copies	Copies of approved agency records retention schedules	5 years after superseded	O.C.G.A. 50-18-99; 50-18-102	Temporary Short Term
Records Transmittal Records	Records documenting the transfer of agency records into the custody of a records center facility	5 years after disposition of transferred records	O.C.G.A. 9-3-32; 16-8-4; 50-18-80; 50-5-146	Temporary Short Term
Reference Requests	Reference pull sheets documenting the Retrieval of records from a record storage facility	5 years	O.C.G.A. 9-3-24	Temporary Short Term