

Retention Schedule for the Municipal Court of Stonecrest

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Records Retention Policy for the Municipal Court of Stonecrest

By statute, the following requirements for records schedules are established:

- O.C.G.A. 50-18-99(d): "...each office or officer shall recommend to the governing body a retention schedule. This schedule shall include an inventory of the type of records maintained and the length each type of record shall be maintained in the office or in a record-holding area. These retention periods shall be based on the legal, fiscal, administrative, and historical needs of the record. Schedules previously approved by the State Records Committee will remain in effect until changed by the governing body."
- O.C.G.A. 50-18-99(e): "Each governing body shall approve by resolution or ordinance a records management plan..."
- The records management program of the Municipal Court of Stonecrest shall be coordinated by the Clerk of Court or his/her designee.
- The retention schedule shall be approved by the Mayor and Council of the Municipal Court of Stonecrest and shall remain in effect until changed by the governing body.
- Documents shall be kept in a waterproof and fireproof container and locked where possible.
- Records that are older than the recommended retention period should be purged and destroyed by shredding within a year on an annual basis by the Clerk of Court or his/her designee.
- Records not covered by this schedule should be kept until no longer useful and then destroyed.
- Documents of historical importance, such as photographs, may be given to the City Historian after the recommended retention period.

General Guidelines

Certain guidelines apply to all records listed in this schedule:

- *These retention periods apply to all record formats.* The retention periods shown in this guideline apply to all records and information created by the Municipal Court of Stonecrest, regardless of physical format (paper, film, electronic, etc.)
- *These retention periods are the minimum requirements.* Each retention period in this schedule is the minimum length of time the record must be retained. The decision to retain specific information longer than the minimum retention period should be made by the city council, the city auditor, city attorney, or other appropriate persons. Such a decision should be documented in the records management plan and/or local ordinance.
- *These retention periods apply to records under normal business conditions.* The retention periods in this schedule apply to records created and used under normal business conditions. If a particular series of records is required for litigation, audit, or other special administrative needs, it must be retained for as long as needed as determined by the city council, the city auditor, the city attorney, or other appropriate persons.

The Record Categories are:

Administrative Support
Courts- Municipal
Legal

Public Safety
Records Management
Traffic Records

How to Read the Schedules

The four columns in the schedules are:

RECORD TITLE

The common name of the records and the information contained therein. Record title is also used to describe the function that created the records.

DESCRIPTION

A brief summary of the records.

RETENTION

The period of time the record or information must be kept. Retention periods are stated from the creation of the record (i.e., Retain for 5 years) or triggered by an event (i.e., Retain for 5 years after settlement of case). Vital records are notated with the code "VR."

RETENTION CLASSIFICATION

One of four general classifications used to group records by disposition.

The four classifications are

TRANSITORY

Information of a temporary nature that does not meet the requirements for longer retention prescribed by O.C.G.A. §50-18-94(1).

TEMPORARY-SHORT TERM

Information that needs to be retained less than fifteen years.

TEMPORARY-LONG TERM

Information that needs to be retained for fifteen years or longer, but which does not need to be retained permanently.

PERMANENT

Information that for legal, historical, fiscal, or administrative reasons needs to be retained forever.

Protecting Vital Records

These records should be duplicated and stored offsite.

Georgia Code O.C.G.A. 50-18-91 (10) defines "Vital records" as "any record vital to the resumption or continuation of operations, or both; to the re-creation of the legal and financial status of government in the state; or to the protection and fulfillment of obligations to citizens of the state." Records series identified as Vital in this schedule contain information that needs to be duplicated and stored offsite in the case of an emergency or disaster. The information in question would be the most recent version of the record and would be necessary for the agency to continue its statutory function after a disaster. Examples of this are: the current list of unpaid taxes, current security passwords and protocols, current contracts and leases, recent deposit records, etc.

Administrative Support

Record Title	Description	Retention	Retention Classification
Calendars, Mailing Lists, Reference Files	Desk calendars and other scheduling media not including court calendars; also, ancillary lists and notes for reference	Retain for useful life	Transitory-Short Term
Certified Mail, Telephone, And Fax Machine Logs	Receipt books containing record of certified mail sent out, logs of telephone calls and messages, and fax transmissions	Retain for useful life	Transitory-Short Term
Indexes	Provide a ready reference or pointer into larger sets of records	Retain until destruction of indexed set of records	Temporary - Short Term
News clippings and Scrapbooks	Copies of news articles and photos maintained by the agency as a historical record of activities	Scrapbooks: Permanent Newspaper clippings: Retain for useful life	Permanent

Courts - Municipal

Record Title	Description	Retention	Retention Classification
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	15 years	Temporary-Long Term
Cash Bond List	List of offenses under the court's jurisdiction and bond amount set for each offense	3 years after superseded	Temporary-Short Term
Citation Intake List	List of citations received from public safety officers by the court	Until no longer useful	Temporary-Short Term
Court Calendar	Documents relating to list of matters to be heard, dates and styles of cases	1 year	Temporary-Short Term
Court Docket	Books which generally contain essential information in summary form about each traffic case adjudicated	7 years	Temporary-Short Term
DDS Electronic Transfer	List of convictions and failures to appear transferred to DDS	7 years	Temporary-Short Term
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	Temporary-Short Term
DUI Case File	Documents that support, refer, or reflect the adjudication Of a DUI case	10 years after disposition	Temporary-Short Term

Record Title	Description	Retention	Retention Classification
DUI Notices/Photos	Notice of conviction of 2nd and subsequent DUI sent to local newspaper	10 years	Temporary-Short Term
GCIC/NCIC Printouts	Driver and Criminal Histories printed for use by prosecutor and judge	Until file closure	Temporary-Short Term
Jail List	List received showing defendants incarcerated from public safety or jail	1 year	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 disposition	7 years after closure	Temporary-Short Term
Misdemeanor Court Records-Case Files	Documents supporting the adjudication of a case	10 years after closure	Temporary-Short Term
Misdemeanor Traffic Offenses Transferred to Another Jurisdiction	Citations, accusations, and summons transferred to higher court for jury trial or another court of jurisdiction	7 years after appearance in court	Temporary-Short Term
Ordinance Violations	Records concerning ordinance violations	2 years	Temporary-Short Term

Legal

Record Title	Description	Retention	Retention Classification
Attorney Case Files	Documents the work of the agency legal counsel in advising and representing a local government. Public Defender CaseFiles, see the Judicial Branch Schedules	6 years after settlement of case	Temporary - Short Term
Attorney's Opinions	Interpretations of the law and an agency's compliance with the law by the local government's legal counsel.	Permanent	Permanent

Public Safety

Record Title	Description	Retention	Retention Classification
911 Emergency Call Recordings	Digital or analog recordings of emergency calls handled by the 911 center	3 years	Temporary - Short Term
Accident Reports, Hazardous Material	Reports on accidents involving the spillage or combustion of hazardous materials	50 years	Temporary-Long Term
Accident Reports, Private Property	Reports of accidents on private property	1 year	Temporary-Short Term
Animal Intake Reports And Logs	Records documenting animal intake	2 years	Temporary-Short Term
Arrest and Booking Summary Statistics	Summary of daily, monthly, and yearly totals of arrests	5 years	Temporary - Short Term
Arrest Warrants, Open	Summons for an individual who has not appeared in court for sentencing	Executed: 3 years after court appearance; 50 years for capital offenses; 15 years for all other offenses	Temporary - Short Term
Arrest Warrants, Recalled	Those summons later recalled by the issuing court	2 years	Temporary - Short Term
Automatic Alarms Test and Maintenance Records	Test and maintenance work performed on automatic fire alarm systems	5 years	Temporary - Short Term

Record Title	Description	Retention	Retention Classification
Breath Test Reports	Reports maintained on individuals given breath tests to determine alcohol level	Negative Results:4 years; Positive Results: 5 years	Temporary - Short Term
Cash Bond Docket	Record of bonds made on individuals charged with criminal offenses	5 years	Temporary - Short Term
Cash Bond List	List of offenses under the court's jurisdiction and bond amount set for each offense	3 years after	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	Temporary - Short Term
Cash Bonds, Forfeited	Records documenting the remittance of forfeited cash bond to the city treasurer	3 years	Temporary - Short Term
Certification/On-Site Assessment Files, State Law Enforcement Certification Program	Certification standards, standards status reports, written directives, photographs, and other documents related to proof of compliance with the Georgia Law Enforcement Certification Program	2 years after confirmation of recertification	Temporary - Short Term
Civil Arrest Order Log Books	Documents actions taken on orders for incarceration in civil cases	3 years	Temporary - Short Term
Court Calendar	Documents relating to list of matters to be heard, dates, And styles of cases	1 year	Temporary-Short Term

Record Title	Description	Retention	Retention Classification
Court Docket	Books which generally contain essential information in Summary form about each traffic case adjudicated	7 years	Temporary-Short Term
Crime Incident Statistical Reports	Records summarizing crime statistics in an area	Annual report: Permanent; Other periodic reports: 5 years	Permanent
Criminal Investigation Case Files (Capital Felonies)	Investigation of suspected criminal activity in order to arrest and convict the perpetrators; includes incident reports and supplements, documentary evidence, criminal history sheets, affidavits, or other written statements, copies of subpoenas, State Crime Laboratory reports, and any other documents relevant to the investigation	50 years after adjudicated	Temporary-Long Term
Criminal Investigation Case Files, Felony	Investigations of felony crimes other than capital offenses	7 years after adjudicated	Temporary-Short Term
Criminal Investigation Case Files, Misdemeanors	See Criminal Investigation Case Files (Capital Felonies)	5 years after adjudicated	Temporary-Short Term
DDS Electronic Transfer	List of convictions and failures to appear transferred to DDS	7 years	Temporary-Short Term
Emergency Dispatch Logs	Record of emergency calls received over radio and logged at time of dispatch	3 years	Temporary - Short Term

Record Title	Description	Retention	Retention Classification
Evidence and Property Logs	Documents evidence, property stored for safekeeping, and found property acquired and maintained by the police department	Evidence Log: 3 years after disposition of property; property logs of not part of any court proceeding: 1 year after disposition of property	Temporary-Short Term
Extradition Files	Records documenting the transfer of a criminal to a different jurisdiction for trial	5 years	Temporary - Short Term
False Alarm Reports	Reports of public safety officer response to a false alarm (or prank call)	3 years	Temporary - Short Term
Field Training Files	Non-Post training files (Post training files are at Post)	5 years	Temporary-Short Term
Fingerprint Reports to FBI	Copies of reports submitted to Federal Bureau of Investigation	Retain for useful life	Transitory
Fire Incident Reports	Record of fires and related damage	20 years	Temporary-Long Term
Fire Safety Inspection Reports	Reports documenting compliance with and violations of fire regulations	5 years	Temporary - Short Term
Fugitive/Wanted Persons Files	Records created or accumulated in the course of apprehending wanted individuals	5 years after suspect apprehended	Temporary - Short Term

Record Title	Description	Retention	Retention Classification
GCIC/NCIC Printouts	Driver and criminal histories printed for use by prosecutor and judge	Until file closure	Temporary-Short Term
Impounded Vehicle Reports	Records documenting the towing of vehicles	3 years	Temporary - Short Term
Impounded Vehicles - Wrecker Service Reports	Reports identifying the vehicles to be towed and the wrecker service performing the task	3 years	Temporary - Short Term
Incident Reports (Capital)	Reports of incidents of suspected criminal/capital activity investigated by public safety officers	50 years	Temporary-Long Term
Incident Reports (Criminal)	Reports of incidents of suspected criminal non-capital activity investigated by public safety officers	5 years	Temporary-Short Term
Incident Reports (Non-Criminal)	Reports of incidents of suspected non- criminal activity investigated by public safety officers	1 year	Temporary-Short Term
Juvenile Complaint	State form recording any criminal accusations made against a juvenile	5 years or adjudication of case	Temporary-
LED Sheets	GCIC form the police department uses to enter stolen Properties and vehicles, etc., into GCIC	30 days	Transitory
LEDs Warrant Worksheets	Worksheets used to post data to GCIC/NCIC information system	Retain for useful life	Transitory
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	Temporary - Short Term

Record Title	Description	Retention	Retention Classification
Misdemeanor Investigation Case Files	Investigation of misdemeanor crimes	2 years after close of investigation	Temporary-Short Term
Record of Animal Bites	Record documenting type of animal, owner, past history of attacks, individual bitten, date, physician treatment, and observation for rabies	3 years	Temporary - Short Term
Remittance Reports	Records documenting the remittance of a prescribed portion of court fines and costs to such funds as the Peace Officers Annuity and Benefit Fund and the Sheriffs Retirement Fund, Crime Victims Fund, and the Peace Officer/Prosecutor Training Fund	5 years	Temporary – Short Term
Security and (Static) Video	Security Video: building or departmental video that monitors activities or traffic of a department or building. Surveillance (Static) Video: digital or analog video recordings and images from agency security systems. This series also known includes Digital or audio voice recordings of radio or telephone communications	Known Incident /Accident: Retain until settlement of claims; No incident/accident: 30 days	Transitory-
Subpoena Logs, Officer	Documents summons of a public safety officer to appear during a court trial	3 years after disposition of case	Temporary - Short Term
Traffic Citation Log	Listing of parking tickets and other traffic citations issued along with court dates and associated fines	5 years	Temporary – Short Term
Traffic Citations - Warnings	Warnings to drivers of the occurrence of equipment malfunctions such as a burned out light	2 years	Temporary - Short Term

Record Title	Description	Retention	Retention Classification
Uniform Traffic Citations, Summonses, Accusations, and Warnings	Documents relating to traffic violations	2 years	Temporary - Short Term
Video Footage from Body Cams/ Dash Cams/Drone Cams	Video recordings from law enforcement body-worn devices and devices located on or inside of law enforcement vehicles	180 days except if recording is part of a criminal investigation, shows a vehicle accident, shows the detainment or arrest of an individual, or shows a law enforcement officer's use of force, and then it shall be retained for 30 months	Temporary- Short Term

Records Management

Record Title	Description	Retention	Retention Classification
Destruction Records	Records documenting the destruction of agency records	7 years	Temporary - Short Term
Inventories, Agency	Current listings of records created and maintained by an agency	5 years	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	3 years	Temporary-Short Term
Records Retention	Records retention schedules approved by resolution/ Ordinance; may be filed with other resolutions/ordinances	Permanent	Permanent

Traffic Records

Record Title	Description	Retention	Retention Classification
Case Files	Includes original papers which are called or serve as an: accusation, affidavit, appearance bond, arresting officer's affidavit, bail bond, cash bond, conviction, disposition, fine, indictment, judgment, motion, notice of appeal, notice of arraignment, notification of hearing, order, plea, pleading, sentence, subpoena, summons, uniform traffic citation, waiver, warrant, or certified copies of the same transcript. This schedule does not apply to any record books which contain references to felony cases.	10 years after disposition	Temporary-Short Term
Docket Books	Books which generally contain essential information in summary form about each particular traffic case adjudicated. Most dockets contain an alphabetical index in front of each book which references the defendant's name to the page number on which the case summary is docketed. This schedule applies to docket books which contain misdemeanor traffic records only.	10 years after disposition	Temporary-Short Term
Minute Books	Books which contain photo static copies of the accusation and disposition associated with each case or contain typewritten or handwritten entries regarding the defendant, charge, and disposition of each case. This schedule applies to minute books which contain traffic violations only.	10 years after disposition	Temporary-Short Term
Book of Fines and Forfeitures	Books which contain listings of fines and forfeitures received by the court regarding each particular entry misdemeanor offense. This schedule applies to books which contain traffic violations only.	10 years after	Temporary-Short Term