



CITY COUNCIL AGENDA ITEM

SUBJECT: Records Retention Policy for the Municipal Court

AGENDA SECTION: *(check all that apply)*

☐ PRESENTATION ☐ PUBLIC HEARING ☐ CONSENT AGENDA ☐ OLD BUSINESS
☒ NEW BUSINESS ☐ OTHER, PLEASE STATE: PUBLIC NOTICE

CATEGORY: *(check all that apply)*

☐ ORDINANCE ☒ RESOLUTION ☐ CONTRACT ☐ POLICY ☐ STATUS REPORT
☐ OTHER, PLEASE STATE: Click or tap here to enter text.

ACTION REQUESTED: ☐ DECISION ☒ DISCUSSION, ☐ REVIEW, or ☐ UPDATE ONLY

Previously Heard Date(s): Click or tap to enter a date. & Click or tap here to enter text.

Current Work Session: Monday, February 13, 2023

Current Council Meeting:

SUBMITTED BY: Mallory Minor, Court Administrator

PRESENTER: Hon. Chief Judge Curtis W. Miller and Court Administrator Mallory Minor

PURPOSE: Records Retention Policy for the Municipal Court

FACTS: The Municipal Court proposes a Resolution to Adopt a Records Retention Policy. The policy and schedules provide the minimum retention periods for records created by municipal court and local government and have been approved by the State Records Committee, as required under O.C.G.A. § 50-18-91 and O.C.G.A. § 50-18-92.

OPTIONS: Approve, Deny, Defer APPROVE

RECOMMENDED ACTION: Approve

ATTACHMENTS:

C:\Users\mminor\Documents\1.0 Municipal Court\City Council\Submitted Agenda Items\02.13.2023\A
Resolution to Adopt a Records Retention Policy for the Municipal Court_Read_Agenda Cover Memo_.docx
Revised 4/8/2022

A Resolution to Adopt a Records Retention Policy for the Municipal Court_Read_Agenda
Cover Memo_ - Page 1 of 2



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- (1) Attachment 1 - Records Retention Policy for the Municipal Court
- (2) Attachment 2 - Official Judicial Branch Record Retention Schedules
- (3) Attachment 3 - O.C.G.A 50-18-91
- (4) Attachment 4 - O.C.G.A. 50-18-92
- (5) Attachment 5 - O.C.G.A. 50-18-99