

1     **STATE OF GEORGIA**

2     **COUNTY OF DEKALB**

3     **CITY OF STONECREST**

4                     **RESOLUTION NO\_\_\_\_\_ - \_\_\_\_\_**

5     **A RESOLUTION TO ADOPT THE OFFICIAL JUDICIAL BRANCH RECORD**  
6     **RETENTION SCHEDULES FOR THE MUNICIPAL COURT OF THE CITY OF**  
7     **STONECREST; AND FOR OTHER LAWFUL PURPOSES.**

8             **WHEREAS**, the City of Stonecrest ("City") is a municipal corporation duly organized and  
9     existing under the laws of the State of Georgia; and

10            **WHEREAS**, the Mayor and City Council ("City Council") are the governing authority of  
11     the City of Stonecrest, Georgia; and

12            **WHEREAS**, the City of Stonecrest, has not formally adopted the Official Judicial Branch  
13     Record Retention Schedules; and

14            **WHEREAS**, the Municipal Court of Stonecrest utilizes the Official Judicial Branch  
15     Record Retention Schedules ("Retention Schedule") that is published by the Judicial Council of  
16     Georgia and the Administrative Office of the Courts in compliance with O.C.G.A § 15-5-24 and  
17     by Order of the Supreme Court of Georgia dated June 12, 1978; and

18            **WHEREAS**, the Municipal Court Clerk's Office has utilized the Retention Schedule and  
19     followed the destruction process to organize digital and physical documents for several years; and

20            **WHEREAS**, it is recommended that the City of Stonecrest, adopt the Official Judicial  
21     Branch Record Retention Schedules attached hereto as Exhibit A, to proactively manage the  
22     Municipal Court records.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and City Council of the City of Stonecrest, that the City Council hereby adopts the Official Judicial Branch Record Retention Schedules, attached hereto as Exhibit "A".

**BE IT FURTHER RESOLVED**, that the Official Judicial Branch Record Retention Schedules shall be established and are hereby approved for use by the Municipal Court of Stonecrest.

**BE IT FURTHER RESOLVED**, all resolutions, ordinances, and parts thereof in conflict herewith are hereby expressly repealed.

**BE IT FURTHER RESOLVED**, the City Clerk, with the concurrence of the City Attorney, is authorized to correct any scrivener's errors found in this Resolution, including its exhibits, as enacted.

**BE IT FURTHER RESOLVED**, to the extent any portion of this Resolution is declared to be invalid, unenforceable, or nonbinding, that shall not affect the remaining portions of this Resolution.

**BE IT FINALLY RESOLVED**, the effective date of this Resolution shall be the date of adoption, unless otherwise specified herein.

**SO RESOLVED AND EFFECTIVE** this \_\_\_\_\_day of March 2023.

**[SIGNATURES ON FOLLOWING PAGE]**

**CITY OF STONECREST, GEORGIA**

**ATTEST:**

\_\_\_\_\_  
**Jazzmin Cobb, Mayor**

\_\_\_\_\_  
**Sonya Isom, City Clerk**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**City Attorney**

