



The Office of Secretary of State

Retention Schedule Request Form

Agency: *Such as: Human Services, Department of*

Enter the agency name exactly as shown in the Uniform State Code List, if known.

Record Title: *The title by which these records are known in your agency.*

Retention Number: *Leave this are blank if you do not know your agency's next retention number. The State Archives will supply this number.*

If you know your agency's next retention number, include it here; otherwise, leave this field blank. Please note: All retention numbers are now comprised of a four-digit agency code (with leading zeros) and a four-digit sequential number (with leading zeros). For example, "0468-0012."

Revises: *If this request is to revise a schedule, indicate that schedule number here.*

If this proposed schedule revises an existing Retention Schedule, put the number of the existing schedule here, followed by a brief explanation of the revision. For example, "1991-003. Increase of retention period by one year." If this is a new schedule, leave this field blank.

Citation: *If the proposed retention period is specified in a law or regulation, give the citation here.*

Enter a legal citation (the OCGA or Federal code section) that specifies the retention period. If no law applies to this retention period enter a citation(s) to national or state standards, similar retention periods, or other applicable reference from which the retention period was derived.

Brief Description: *A brief description of the records to be scheduled.
A one- or two-sentence description of the records.*

Extended Description: Continue the description of the records here. Do not repeat the text entered in the “Brief description” field. Include a description of what records may be included in the files being scheduled.

A longer description of the records. Do not repeat what you wrote in the Brief Description. This description (and the Brief Description) will be searchable in the online retention database, so include here the types of records that might be found in this record series so that you can search on those types.

Proposed

Retention: *Examples: 6 years or 10 years after case is closed.*

Retention

Instructions:

Any instructions related to the retention. For example, “Hold in office for two years and then transfer to the State Archives for permanent retention.”

Is this a Vital (Essential) Record for your agency?: Yes==> No==>

A vital (or essential) record is one that your agency would need for business continuity during a disaster. Vital records are flagged in the retention schedules in order to assist agencies with their disaster planning.

Other Information: Use this field to provide any other information relevant to the proposed retention schedule.

Submitted by:

Name –

Email –

Phone –

PRINT ==>

SUBMIT (by email) ==>