APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76–RM–1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Education Office of Instructional Services Division of Instructional Media Services 2054 Twin Towers East Atlanta, Georgia 30334	Application Number: 83-26
Application Number		Date Received: DEC 20 1982 — Date Completed: JAN 24 1983

2. Person to Contact: Pat Cook — **Working Title:** Secy/Typist Sr. — **Telephone Number:** 656-5945

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series
Earliest: 1980 — Latest: Present

5. Records Series Title *(followed by title used in office; if different)*
Instructional Media Services Division Staff Meeting Files

6. Division and Office Function — What is the function of the Division and the Office in which this record series is created?

This division is responsible for the weekly daytime instructional programming of the Georgia Public Television Network; development, product and distribution of media products; media field services to local systems in media program development; field engineering services; services of the film and audio-tape libraries; and the development and management of special projects related to media.

7. Record Series Description — This file contains the following documents *(include form numbers and titles, if any)*: Attach samples of the file.

Documents relating to: Coordinating Meetings of staff in carrying out assigned activities of the division.

Included are: Minutes of meetings, assignments, time lines, etc., established at meetings.

File is arranged: Chronologically by year, thereunder chronologically by meeting date

8. Monthly Reference Rate — How often are records referred to which are:

One to six months old 6; Seven to twelve months old 3; Thirteen to twenty-four months old 3; twenty-five months and older _____?

9. Annual Rate of Accumulation of Records
Letter-size drawers _____; Legal-size drawers 1; Shelves _____; Other *(specify)* 1/2 "

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YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series *(or a major portion of it)* regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law _____ years.
b. Statute of limitation _____ years.
c. Federal law _____ years.
d. Audit period _____ years.
e. Administrative need 5 years.
f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administrative Office reference need

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

X☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 5 year(s); then
☐ Transfer to local holding area, hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other *(Specify)*

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee *(Signature)*	Date	Records Management Officer *(Signature)*	Date
H. Weyman Culp	12/17/82	Walker L. Baumgardner	12/17/82

Recommendations in paragraph 12 are approved. *(If disapproved, attach letter of explanation.)*

	State Records Committee *(Signature)*	Date
State Auditor/Designee	[illegible]	1-19-83
Secretary of State/Designee	Edward Weldon	1/17/83
Attorney General/Designee	[illegible]	1-14-83

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