APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES	ARCHIVES AND HISTORY
Application Date: 3/24/82	Office of Financial Services Payroll Unit- Room 522-S 47 Trinity Ave. S.W. Atlanta, Georgia 30303	Application Number: 82-64
Application Number: 82-5		Date Received: MAR 25 1982 / Date Completed: APR 1 1982

2. Person to Contact: Charles Heery — Working Title: Payroll Supervisor — Telephone Number: 656-4375

3. Action Requested
- a. [X] 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 1977 — Latest continuing

5. Records Series Title *(followed by title used in office; if different)*: Annual Retirement Totals Reports (PACS-6008)

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

The Office of Financial Services has the responsibility to maintain the financial records of the Department in a manner to reflect seperate accountability for each type of activity administered by DHR, with disbursement classifications as required by the State Auditor and the various Federal agencies.

The Payroll Unit is responsible for the establishment, modification or termination of employee payroll checks; and the recording, processing, reporting and maintaining of employment wages, withholdings, and related information required by Federal, State and Local agencies.

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

Documents relating to: balancing salary and retirement contribution totals on computer tape with the summary totals for the year.

Included are: "Annual Retirement Totals", a computer listing which lists department name; total number of members, salary, and retirement contributions.

The file is arranged: Numerically by Department Retirement number

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

One to six months old 5 ; Seven to twelve months old 3 ; Thirteen to twenty-four months old 2 ; twenty-five months and older _____ ?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other *(Specify)* 2-5" computer binders

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? **file series includes printout**

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

a. State Law	2 years.	d. Audit period	____ years.
b. Statute of limitation	____ years.	e. Administrative need	4 years.
c. Federal law	____ years.	f. Federal retention instructions	____ years.

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

Administratively, these files are needed by the payroll office to research and verify employee retirement contributions.

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

Record copy
COM-original copy
Printout-1 copy

☐ Calendar Year; ☒ Fiscal Year; ☐ Other ____ then,

☒ Hold in the current files area ____ month(s) 1 year(s); then
☐ Transfer to local holding area; hold ____ year(s); then
☒ Transfer to State Records Center; hold 3 year(s); then
☒ Destroy
☐ Transfer to State Archives for permanent retention.
☐ Other *(Specify)*

Reference copies

COM-duplicate copy
Retain in current files area 4 years; then destroy

Printouts
Send 2 copies to the State Employees Retirement System

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

Agency Head/Designee *(Signature)*	Date	Records Management Officer *(Signature)*	Date
Charles E Heery Jr	3/18/82	Paul T. Murphy	3/19/82

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

	State Records Committee *(Signature)*	Date
State Auditor/Designee	[illegible]	3-30-82
Secretary of State/Designee	Carroll Hart	3-29-82
Attorney General/Designee	[illegible]	4-1-82