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: 6/24/82	Department of Family and Children Services Office of Administration and Management 47 Trinity Ave. S.W. Room 411-S Atlanta, Ga. 30334	Application Number: 82-221
Application Number: 82-22		Date Received: JUN 28 1982 Date Completed: JUL 22 1982

2. Person to Contact: Lorraine Griffin — Working Title: Budget Officer — Telephone Number: 656-4426

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 continuing

5. Records Series Title *(followed by title used in office; if different)*: DFCS Zero Base Budget Projection, Analysis, and Estimates File

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

The Division of Family and Children Services, through the leadership of the Director, is responsible for administering, supervising, and regulating, services to indigent children, adults and families, State-wide; for serving as liaison with the Regional Office of HHS concerning the status of the State Social Service Plan and for clearing policy questions; and for working with other DHR Offices and Divisions to resolve problems affecting the operation of the Division of Family and Children Services.

The Office of Administration and Management has the responsibility for; supervising the activities of the Division's State and Grants Budget Unit, Administrative Support Unit, and the Public Assistance Control Unit; developing, distributing, and maintaining administrative policies and procedures for District Staff; and act as liaison for the Division of Family and Children Services with the Office of Administration and the other administrative elements within DHR.

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: projecting, analyzing, and estimating the annual budget for the Department of Family and Children Services (DFCS).

Included are: Activity Financial Summary-Governor's Budget Recommendation, House Budget Recommendation, Senate Budget Recommendation; Activity Performance Measures-Program Direction and Support; Conference Committee Budget Appropriation; Budget Analyzation and Comparison Ledger Sheet; Zero Base Budget Request-Decision Package-Minumum and Current Objective Level Financial Analysis (Computer Tymshare Printouts); Zero Base Budget Request-Personal Services; Zero Base Budget Request-Schedule of Regular Operating Expenses (Sub-Objects); Zero Base Budget Request-Decision Package-Minumum and Current Level Program Analysis; Quarterly Estimates of Expenditures (Federal Budget Estimates) for AFDC, IV-B Child Welfare, IV-E Foster Care USDA-Food Stamps, WIN, and miscellaneous Federal Programs; HHS Quarterly Statement of Expenditures for State Using Single Letter of Credit (Financial Status Reports); Analysis Summary Sheet; Personal Services Projection Ledger Sheet; (See Continuation Sheet)

The file is arranged: alphabetically by DFCS Program

8. Monthly Reference Rate — How often are records referred to which are:
One to six months old 20 ; Seven to twelve months old 10 ; Thirteen to twenty-four months old 4 ; twenty-five months and older 2 ?

9. Annual Rate of Accumulation or Records
Letter-size drawers _____ ; Legal-size drawers 4 ; Shelves _____ ; Other *(Specify)* _____

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	3 years.	d. Audit period	3 years.
b. Statute of limitation	____ years.	e. Administrative need	5 years.
c. Federal law	3 years.	f. Federal retention instructions	____ years.

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

Administratively, these records are needed to support the approved budget for the Division of Family and Children Services.

12. Approved Disposition Instructions — This agency recommends that the file series be cut off at the end of each: ☐ 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 4 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
Louaine C. Griffin	6/24/82	Paul T. Murphy EC	6/24/82

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

State Records Committee	*(Signature)*	Date
State Auditor/Designee	[illegible]	7-7-82
Secretary of State/Designee	Carrole Hart	7-6-82
Attorney General/Designee	[illegible]	7-21-82

Form 4998 (7-78) (Reverse Side)

#7 Included Are; (continued)

Budget Analysis and Comparison Ledger Sheet; Projected Expenditures Listing; Block Grant Funds Financial Summary; and related budget analysis documents and correspondence.