APPLICATION FOR RECORDS RETENTION SCHEDULE

(21) 236-02

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTO
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: 5/4/83	Georgia Ports Authority Operations Division Railroad Department Post Office Box 2406 Savannah, Georgia 31402	Application Number: 83-800-A
Application Number: 108		Date Received: MAY 31 1983 / MAY 18 1983 — Date Completed: JUN 7 1983

2. Person to Contact	Working Title	Telephone Number
Kenny Robertson	Superintendent	912-964-3807

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. 98 (83-800) Check One: ☒ Change; ☐ Supercede; ☐ Void

4. Dates of Series: Earliest	Latest	5. Records Series Title *(followed by title used in office; if different)*
1980	To Date	Railroad Activity Files

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

The Railroad Department of the Operations Division is responsible for the transporting of commodities according to ship schedule and manpower/equipment availability. Adheres to applicable ICC, AAR and other traffic rules and regulations.

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: Documenting activities performed by the Railroad Administrative Office for the railroad field of Georgia Ports Authority.

Included are: Demurrage records, (FRA) engine reports, monthly car reports, yard checks, conductors' daily time sheets (FRA regulation), AAR directives, Southern Weighing and inspection Bureau files, FRA monthly accident/incident report.

File is arranged: Chronologically by calendar year.

8. Monthly Reference Rate — How often are records referred to which are:
One to six months old daily; Seven to twelve months old 12; Thirteen to twenty-four months old 6; twenty-five months and older 3?

9. Annual Rate of Accumulation of Records
Letter-size drawers _____; Legal-size drawers 14; 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?
	n/a	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?
	n/a	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? In portion, in the Operations Control Office - separate schedule.
	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 7 years.
e. Administrative need _____ years.
f. Federal retention instructions _____ years.

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

Interstate Commerce Commission and office reference needs.

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

☒ Calendar Year; ☐ Fiscal Year; ☒ Other See Below then,

☐ Hold in the current files area _____ month(s) _____ 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)*

* Demurrage, FRA, AAR and ICC records should be held in current office area 2 years, transfer to local holding area, hold 5 years, then destroy.

* All other records contained under this schedule can be maintained in current office area 1 year; transfer to local holding area, hold 6 years, then destroy.

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

Agency Head/Designee *(Signature)*	Date	Records Management Officer *(Signature)*	Date
[signature]	5/18/83	[signature]	5-4-83

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

	State Records Committee *(Signature)*	Date
State Auditor/Designee	[signature]	6-6-83
Secretary of State/Designee	Edward Wheldon	6/1/83
Attorney General/Designee	[signature]	6-9-83

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FOR AGENCY USE

Application Date: 3/15/83

Application Number: 98

1. Agency Address

Georgia Ports Authority
Operations Division
Railroad Department
Post Office Box 2406
Savannah, Georgia 31402

FOR RECORDS MANAGEMENT USE

Application Number: 83-800

Date Received: APR 4 1983

Date Completed: APR 21 1983

2. Person to Contact: Ed Winn

Working Title: Clerk

Telephone Number: (912) 964-3871

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. 98 Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series

Earliest: 1980 Latest: To Date

5. Records Series Title *(followed by title used in office; if different)*

Railroad Activity Files

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

The Railroad Department of the Operations Division is responsible for the transporting of commodities according to ship schedule and manpower/equipment availability. Adheres to applicable ICC, AAR and other traffic rules and regulations.

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: documenting Activities performed by the Railroad Administrative Office for the Georgia Ports Authority.

Included are: Demurrage records, waybills, tank waybills and weight tickets, engine reports and daily conductors' activity worksheets, scale tickets, general correspondence for Railroad Department.

File is arranged: chronologically by calendar year.

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

One to six months old daily; Seven to twelve months old 12; Thirteen to twenty-four months old 1; twenty-five months and older 0?

9. Annual Rate of Accumulation of Records

Letter-size drawers ____; Legal-size drawers 14; 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?
	n/a	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?
	n/a	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? Operations Control
	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.

Office reference requirements

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 4 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
[illegible signature]	3/23/83	Carol Dozier [illegible]	3-15-83

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

	State Records Committee *(Signature)*	Date
State Auditor/Designee	[illegible signature]	4-12-83
Secretary of State/Designee	Edward Wilson	4/8/83
Attorney General/Designee	[illegible signature]	4-13-83