STATE OF GEORGIA
RECORDS RETENTION SCHEDULE
RECORDS SERIES PROFILE
APPLICATION #900716-02

SCHEDULE #: 77-0437-A

EFFECTIVE DATE: 05/31/91
Supersedes Schedule #: 77-0437
Effective Date: 11/10/77

Agency Code: 0466
Agency: Department of Public Safety
Creating Office: Personnel and Training Section

Series Title/Dates: "Background Investigation Files," 1986 and continuing

Access: Closed (OCGA 50-18-72)
Class: Individual

Related To: Background investigations of individuals applying for positions with the Department of Public Safety as troopers, drivers' license examiners, and radio operators for the Georgia Department of Safety.

Arrangement: Alphabetical by applicants name

Retention Requirement: Administrative: three (3) years

Media: Paper

Disposition Instructions: Cut off at end of calendar year,
Hold in current files area three (3) years, then
Destroy.

This records retention plan gives the State Records Committee approved retention instructions for the named records series by the named creating office.

Edward Weldon 6-6-91

Edward Weldon
Secretary of State Designee

Date

rge G91-02 05/23/91

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 Public Safety Personnel & Training Division P. O. Box 1456 Atlanta, Georgia 30301	Application Number 77-437
Application Number		Date Received: OCT 31 1977 Date Completed: NOV 10 1977

2. Person to Contact K. D. Rearden
Working Title Personnel Officer
Telephone Number 656-6070

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. 73-425 Check One: ☒ Change; ☐ Supercede; ☐ Void

4. Dates of Series
Earliest: 7-6-72
Latest: Present

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

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

Personnel and Training Division

Provides administrative control and supervision over the personnel, investigative and training functions of the Department.

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: Request for confidential background investigation of all Troopers, Communication Officers, License Examiners and Clerk Dispatchers.

Included are: Form GSP I-1 (cover letter for background investigation) which designates when the investigation was sent out to be investigated; to whom; the position desired; and, the applicants name and address. Also, copy of Merit System application, and correspondence pertinent to the case.

File is arranged: Alphabetically by applicant's name.

8. Monthly Reference Rate How often are records referred to which are:
One to six months old 50; Seven to twelve months old 25; Thirteen to twenty-four months old 5; twenty-five months and older ____?

9. Annual Rate of Accumulation of Records
Letter-size drawers 2; Legal-size drawers ____; 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?
	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 Five (5) years.
f. Federal retention instructions _____ years.

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

Background investigations are completed on all uniform class applicants. Applicants files are kept current approximately three (3) years. Investigations are confidential and must be accounted for.

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) 3 year(s); then
☐ Transfer to local holding area, hold _____ year(s); then
☒ Transfer to State Records Center; hold 2 year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other *(Specify)*

( ) Concur

( ) Nonconcur

✓ Michael L. Ball
Director, Personnel Section

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

Agency Head/Designee *(Signature)*	Date	Records Management Officer *(Signature)*	Date
✓		Lee Wilson CRM	10-24-77

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

	State Records Committee *(Signature)*	Date
State Auditor/Designee		11-8-77
Secretary of State/Designee	Carroll Hart	11-7-77
Attorney General/Designee		11-9-77

AR-50-71 [illegible] 76

(Reverse Side)

STATE OF GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date

2. Agency Application No. 73-25

INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.

FOR RECORDS MANAGEMENT DIVISION USE
Date Received: JUN 20 1973 | Application No. 73-425 | Date Completed: JUN 26 1973

3. AGENCY, Division, Subdivision & Administering Office Address
Department of Public Safety
Uniform Division Administrative Unit
P. O. Box 1456
Atlanta, Georgia 30301

4. Person to Contact: Nancy Hyatt N.H.

5. Working Title: Steno

6. Tel. No. 656-6083

7. ACTION REQUESTED

[x] ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.

[ ] DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series: 7-6-72-present

9. Exact Series Title: Background Investigation ~~Request~~ Files

10. What is the function of the office in which this record series is created?

The Uniform Division is responsible for the patrol of streets and highways of this state to insure the safety of lives, injuries, and property, to investigate motor vehicle accidents, to be available for civil disorders or natural disasters, licensing of citizens to operate motor vehicles, suspension or revocation of license, accident investigation and computation of related statistics, supervises motor vehicle inspection records and distribution of motor vehicle inspection stickers and other documents and insure the safety of the Governor of the State of Georgia and his family.

COPY COPY

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to request for confidential background investigation of all troopers, radio operators, license examiners and clerk dispatchers.

Included are: Form GSP I-1 (Cover letter for background investigation) which designates when the investigation was sent out to be investigated; to whom; the position desired; and, the applicants name and address. Also, copy of Merit System application, and correspondence pertinent to the case.

The file is arranged alphabetically by applicant's name.

ATTACH SAMPLES OF THE FILE

12.

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	1/2	.75
Legal-size File Drawers		

ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
	1/2	.75

Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)

AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years'
	2	1	0	0

Form: AR-50-71

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

	YES	NO
13. Is this the Record Copy of the series?	[x]	[ ]
14. Is there a duplication of this series in another office or agency? Personnel Office (Part of 201 file if applicant is hired.)	[x]	[ ]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	[ ]	[x]
16. Does the series contain classified information requiring security handling?	[ ]	[x]
17. Does the series initiate, amend or terminate agency policies and procedures?	[ ]	[x]
18. Could the function be performed if the files were lost or destroyed?	[x]	[ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[ ]	[x]
20. Does the record series provide data as input to an EDP file?	[ ]	[x]
21. Does the record series contain documentation produced as EDP printout?	[ ]	[x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	[ ]	[x]
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[ ]	[x]

24. REQUIREMENTS. The following requires the files to be kept 2 years:

a. [ ] STATE LAW b. [ ] STATUTE OF LIMITATION c. [ ] AUDIT PERIOD d. [ ] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [ ] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Any applicant investigation 2 years old or older has to be completely re-investigated.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[x] CALENDAR YEAR -[ ] FISCAL YEAR -[ ] OTHER _____, then:

[x] Hold in the current files area ____ month(s)/ 1 year(s):
[x] Transfer to [x] State Records Center [ ] Local Holding Area; hold 1 year(s):
[x] Destroy.
[ ] Transfer to State Archives for permanent retention.
[ ] Destroy immediately after cut-off.
[ ] Other: (Specify)

COPY

(Indicate briefly rationale for recommendations above or write additional remarks):

Concur (✓) Nonconcur ( ) Adjutant's Signature

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
	May 9, 1973		

26. Recommendations in paragraph 25 are: 73-425

STATE RECORDS COMMITTEE

Agency Head/Designee [✓] Approved [ ] Disapproved		5-10-73
State Auditor/Designee [✓] Approved [ ] Disapproved	William M. Ryan	6-22-73
Secretary of State/Designee [✓] Approved [ ] Disapproved	Carolee Hart	6-20-73
Attorney General/Designee [✓] Approved [ ] Disapproved		6-25-73