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 Transportation Division of Administration Office of Audits & Fiscal Procedures 2 Capitol Square Atlanta, Ga. 30334	Application Number: 76-327
Application Number		Date Received: AUG 19 1976 / Date Completed: NOV 19 1976

2. Person to Contact: James L. Bryant
Working Title: Transportation Accounts Executive
Telephone Number: 656-5247

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: 1971
Latest: Present

5. Records Series Title *(followed by title used in office; if different)*
Audit Report Working Paper File.

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

Division of Administration, Office of Audits and Fiscal Procedures, Internal Audit Unit performs audits of the different offices and functions within the Department of Transportation and reports findings of such audits to the Commissioner 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: compiling reports of internal audits performed by the Department.

Included are: Working papers and background material supporting an audit of an office or function of the Department of Transportation.

File is arranged: chronologically by fiscal year; thereunder numerically by work unit.

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

One to six months old 2; Seven to twelve months old 2; Thirteen to twenty-four months old 4; twenty-five months and older 2?

9. Annual Rate of Accumulation of Records
Letter-size drawers _____; Legal-size drawers 1; 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 _____ years.
b. Statute of limitation _____ years.
c. Federal law _____ years.
d. Audit period _____ years.
e. Administrative need 2 years.
f. Federal retention instructions _____ years.

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

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

☐ Calendar Year; ☒ Fiscal Year; ☐ Other upon completion of audit then,

☒ Hold in the current files area _____ month(s) 2 year(s); then
☒ Transfer to local holding area; hold 1 year(s); then
☒ Transfer to State Records Center; hold 5 year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other *(Specify)*

MAINTENANCE INSTRUCTIONS:
Hold two audit files in current files until next audit is completed then transfer the oldest file to local holding area. There is to be only one audit file stored in the local holding area. Whenever an audit file is transferred to the local holding area the audit file presently in the local holding area is transferred to the State Records Center for five years. After the audit file is stored at the State Records Center for five years it is destroyed.

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

Agency Head/Designee *(Signature)*	Date	Records Management Officer *(Signature)*	Date
[signature]	Aug 18, 76	Richard P. Hemerich	Aug 17, 1976

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

	State Records Committee *(Signature)*	Date
State Auditor/Designee	[signature]	11-16-76
Secretary of State/Designee	Canall Hert	11-15-1976
Attorney General/Designee	Robert J Shell	11-16-76

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