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	Division of Planning & Programming Department of Transportation No. 2 Capitol Square Atlanta, Georgia 30334	Application Number: 83-901
Application Number		Date Received: OCT 12 1983 — Date Completed: NOV 8 1983

2. Person to Contact: Millie Arnold
Working Title: Administrative Secretary
Telephone Number: 656-5277

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: 1979 — Latest: present

5. Records Series Title *(followed by title used in office; if different)*
Planning & Programming Director's Subject File

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

The Director of Planning & Programming formulates and sets work objectives and priorities, provides management and supervises the overall work needed to perform systems planning, to evaluate transportation policy; to define potential projects; and, to program approved projects through the following organizational units: Office of Planning; Office of Programming; Bureau of Aeronautics; Bureau of Public Transportation; and, Office of State-Aid of the Department of Transportation.

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: All areas of responsibility and interest to the Director of the Division

Included are: Correspondence, memoranda and legal documents necessary to establish policy and procedures for the Division; and, speeches given by the Director as an official representative of the Department of Transportation.

File is arranged: 1) General, alphabetical by subject; 2) Speeches, alphabetical by subject; 3) State-Aid, alphabetical by county; 4) State System, a) DOT District 1-7, b) County, alphabetical.

8. Monthly Reference Rate How often are records referred to which are:
One to six months old 3; Seven to twelve months old 1; Thirteen to twenty-four months old 1; twenty-five months and older 1?

9. Annual Rate of Accumulation of Records
Letter-size drawers _____; Legal-size drawers 5; 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? Copies distributed to organizational units within the Division
	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. Administrative Audit period 3 years.
e. Administrative need PERMANENT years.
f. Federal retention instructions _____ years.

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

The series will provide historical insight into the development of the Department

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) 2 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)*

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

Agency Head/Designee *(Signature)*	Date	Records Management Officer *(Signature)*	Date
James D May	OCT 07 1983	Martha B Buck	10/11/83

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

	State Records Committee *(Signature)*	Date
State Auditor/Designee	[illegible]	11-2-83
☒ Secretary of State/Designee	Edward Weldon	10/27/83
Attorney General/Designee	[illegible]	11-7-83