



Changes in the Local Government Schedule

CATEGORY

SERIES TITLE

Common Categories:

PAYROLL Wage and Tax Statements—title changed to remove (W-2)

PERSONNEL SAVE affidavits—new series.

Specific Categories:

TAXATION Assessment Appeals Case Files, Closed. Retention revised: 3 years

EDUCATION Behavior Policy/Code of Conduct Records. Retention revised: 1 year or superseded.

Outstanding Achievement Awards—special instruction added.

Scholarships and Awards. Retention revised: retain for useful life.

School System Studies and Reports: removed from schedule.

Student Activities History Files: removed from schedule.

Race and Ethnicity Forms—new series.

AYP, School Choice and Permissive Transfers, Denied—new series.

Teacher Disciplinary Actions, Closed—new series.



THE GEORGIA ARCHIVES

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