



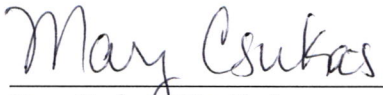
**Office of the City Clerk**

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June 4, 2019

I, Mary Csukas, Dahlonega City Clerk do hereby certify under the seal of my office that the attached pages are a true and accurate copy of Ordinance 2019-13, entitled:

AN ORDINANCE ENACTING REFULATIONS FOR THE MANAGEMENT OF OFFICAIL CITY RECORDS:  
AMENDING THE RECORDS MANAGEMENT PROGRAM AND A RECORDS CONTROL SCHEUDLE; AND  
PROVIDING FOR AN EFFECTIVE DATE.

  
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Mary Csukas, City Clerk



**ORDINANCE 2019-13**

**RECORDS MANAGEMENT AMENDMENT ORDINANCE**

**AN ORDINANCE ENACTING REGULATIONS FOR THE MANAGEMENT OF OFFICIAL CITY RECORDS; AMENDING THE RECORDS MANAGEMENT PROGRAM AND A RECORDS CONTROL SCHEDULE; AND PROVIDING FOR AN EFFECTIVE DATE.**

Short title: "An ordinance modifying the Record Retention Policy"

WHEREAS, the City of Dahlonega ("City") desires to adopt an ordinance to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping; and

WHEREAS, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, the City Council of the City of Dahlonega ("City Council") finds that the establishment of a records retention and management program is reasonable, necessary, and proper for the good government of the City.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Dahlonega:

**SECTION 1. FINDINGS OF FACT**

The foregoing recitals are adopted as facts and incorporated fully herein.

**SECTION 2. ADOPTION AND ENACTMENT**

- A. The City of Dahlonega hereby adopts the "records management plan" identified in Exhibit A as to all non-electronic records except for Municipal Court Records, the said Exhibit A being attached hereto and incorporated fully herein for all intents and purposes.
- B. The City hereby adopts a plan for document retention for general Municipal Records attached hereto as Exhibit B.
- C. The City hereby adopts as its plan the control schedules that comply with minimum requirements established on Exhibits A & B.

**SECTION 3. REPEALER AND SEVERABILITY**

REPEALER: All ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

SEVERABILITY: Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

**SECTION 4. EFFECTIVE DATE**

This Ordinance shall be effective immediately upon passage. It is so ordained this, the 4<sup>th</sup> day of June, 2019.

By: Sam Norton  
Sam Norton, Mayor

Attest: Mary Csukas  
Mary Csukas, City Clerk



**Exhibit A**

"Local Government Record Retention Schedules." Georgia Archives, October 20, 2016.

## Municipal Records

Record Type	Description	Retention	Schedule Number
Executed Arrest Warrants	Summons for an individual who has not appeared in court for sentencing.	3 years after court appearance.	JB-090
Open Arrest Warrants	Summons for an individual who has not appeared in court for sentencing.	15 years.	JB-091
Traffic	Serious traffic (suspendable).	6 years after disposition.	JB-092
Cash Bond List	List of offenses under the court's jurisdiction and bond amount set for each offense.	3 years after superseded.	JB-093
Citation Intake List	List of citations received from public safety officers by the court.	1 year.	JB-094
Court Calendar	Documents relating to list of matters to be heard, dates, and styles of cases.	1 year.	JB-095
Court Docket	Books which generally contain essential information in summary form about each traffic case adjudicated.	7 years.	JB-096
DDS Electronic Transfer	List of convictions and failures to appear transferred to DDS.	7 years.	JB-097
Dismissed Misdemeanor and Misdemeanor Traffic Case Files	Documents relating to the investigation and prosecution of misdemeanor and traffic offenses under Georgia law and alleged violations of city ordinances which are brought against an individual.	3 years after closure.	JB-098
DUI Case File	Documents that support, refer, or reflect the adjudication of a DUI case.	10 years after disposition.	JB-099
DUI Notices/Photos	Notice of conviction of second subsequent DUI sent to local newspaper.	10 years.	JB-100
GCIC/NCIC Printouts	Driver and criminal histories printed for use by prosecutor and judge.	Until file closure.	JB-101
Jail List	List received showing defendants incarcerated from public safety or jail.	1 year.	JB-102
Misdemeanor Case Files, Traffic Court	Court adjudication of misdemeanor traffic citations issued by authorized public safety officers and documents specific to the case.	7 years after disposition.	JB-103
Misdemeanor Court Records – Case Files	Documents supporting the adjudication of a case.	10 years after disposition.	JB-104

Exhibit "B"

## Municipal Records

Record Type	Description	Retention	Schedule Number
Misdemeanor Traffic Offenses Transferred to Another Jurisdiction	Citations, accusations, and summonses transferred to higher court for jury trial or another court of jurisdiction.	7 years after appearance in court.	JB-105
Prisoner Mail Logs	Record of all mail received from an inmate.	1 year.	JB-106
Probation Records	Official records pursuant to an individual probationary status, including probation officer, probationary conditions, and length of term.	7 years.	JB-107
Telephone Taps	Court order for telephone taps.	10 years.	JB-108
Grand Jury Presentment	Grand jury reports.	10 years.	JB-109
Legal Organ Designation	Declaring the local paper as the Official Organ.	7 years.	JB-110
Terms of Court	Quarterly reporting of opening and closing the court terms.	7 years.	JB-111
Writs of Habeas Corpus	Writs of habeas corpus.	7 years.	JB-112
Ordinance Violations	Records concerning ordinance violations. See OCGA § 15-10-63.	2 years.	JB-113