



## STATE PARKS & HISTORIC SITES

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### Administrative Procedure # A - F - 5

**Subject:** State Parks Filing Procedure

**Effective Date:** May 1, 2014

**Procedure Statement:**

Maintaining budget and site records will be done with a filing system which will be standard statewide. Each site in the State will have the same filing system, and each Region Office will maintain the same filing system. A check to assure all sites adhere to the standard filing system will be routinely reviewed by the Administrative Operations Manager during the mini-audits conducted at the sites during the year.

**Definitions:**

Not Applicable.

**Procedure:**

Files should be separated by fiscal year. The site should have the current plus two prior fiscal years readily accessible. The site should follow the Georgia Secretary of State Records Retention Guidelines regarding destruction of state files. There are DNR policies on record retention specific to certain records such as playground inspections which must be retained 7 years which should be considered as well.

There will be sections to the filing system as follows:

BUDGET FILES  
SITE ADMINISTRATIVE FILES  
REPORT FILES  
VEHICLE FILES  
HOUSING POLICY FILES  
POSITION FILES

**BUDGET FILES:**

The **BUDGET FILES** consists of a set of color coded (RED) file folders which contain information relating to the site's budget. There will be a folder for miscellaneous budget information (Form 14A, amendments, miscellaneous, etc.). Located directly behind this folder will be a set of PENDING file folders where there will be a file folder for each accounting code, as well as a file folder for

bank account(s) - petty cash bank account, operating bank account; and purchasing card information. An expense/credit transaction document will remain in the **PENDING FILES** until it has appeared correctly on the budget printout reports (GG report). The bank statement that are pending reconciliation should remain in the red files until reconciled.

The **PENDING FILES** will be set up as follows:

513000 – Temporary/Casual Labor  
611000 - Postage  
612000 – Motor Vehicle Expense  
613000 – Publications and Printing  
614000 – Supplies and Materials  
615000 – Repairs and Maintenance  
616000 – Equipment Not Required on Inventory  
617000 – Water and Sewage  
618000 – Energy  
619000 – Rents  
620000 – Insurance and Bonding  
622000 – Freight (if applicable)  
626000 – Purchasing Card Purchases  
627000 – Other Operating Expenses  
640000 – Travel  
720000 – Equipment  
713000 – Lease/Purchases (if applicable)  
651-654000 – Contractual Services (Per Diem and Fees)  
648000 – Real Estate Rentals (if applicable)  
610060 – Resale  
814001 – Computer Supplies  
871-872000 – Voice/Data Communications (Telecommunications)  
Bank Account - Petty Cash Bank Account  
Bank Account - Operating Bank Account

Directly behind the PENDING FILES will be a set of color coded (NAVY BLUE) **RECONCILED FILES** where there will be a file folder for each accounting code, as well as a file folder for bank account(s) - petty cash bank account, operating bank account; and purchasing card information. All expense documents that have cleared the budget report (GG report) should be stamped reconciled and placed in the blue reconciled files. The bank statements that have been reconciled to the fund amount and the bank account register should be marked reconciled and placed in the blue reconciled files. The set-up of the blue reconciled files should be identical to the red pending files.

## **SITE ADMINISTRATIVE FILES**

The **SITE ADMINISTRATIVE FILES** will consist of a set of color coded (AQUA) file folders which contain administrative, informational, and correspondence type files. These were the original categories. Some are no longer applicable. If it doesn't pertain to your site you do not need to include it:

Accident Report on Visitors  
Accounting (audits, cash management)  
Boats/Marinas  
Cable TV  
Camping (including group camps, pioneer camps)  
Computer Support/Information (PARS, Daisy, etc.)  
Concession Agreements  
Controlled Burn  
Copier Rental Information  
Cottages  
Dam Inspection Report  
Department of Corrections Information  
Employee Position/Budget/Status Report  
Engineering & Construction  
Fishing Tournaments  
Flag Information  
Friends Groups  
Garbage Collection Information  
Golf  
Group Lodges  
Group/Picnic Shelters  
Historical Marker Information  
Holiday Information  
Horses  
Hours, Seasons & Rates  
Hunting and Fishing Information  
Inventory Information (master lists, transfer documents, stolen reports, etc.)  
Lake Activities  
Law Enforcement  
Lodge Parks  
Lost and Found Information  
Marketing  
Miscellaneous  
ParkPass Information  
Personnel (including Payroll)  
Pest Control  
Petty Cash Bank Statements  
Postage Meter Information  
Preservation  
Programming  
Purchasing (Procurement, People Soft, etc.)  
Radio Information

Refunds  
Real Estate Rental Information  
Requests for Signs  
Resale  
Reservations (including CRS)  
Resource Management  
Security and Safety  
Storm Damage and Related Information  
Swimming (Pools and Beaches)  
Telecommunications (includes Internet information)  
Timber  
Trails  
Traffic Counter Information  
Site Information (internal site memos, etc.)  
Vacancy Announcement  
Vendor Complaints  
Visitor Comments  
Volunteer Information

## **REPORT FILES**

The **REPORT FILES** will consist of a set of color coded (GREEN) files. They will consist of reports that are filed weekly, monthly, and quarterly. The files will be filed in alphabetical order and will consist of the following:

Gasoline and Oil Log-Monthly Report  
Monthly Accomplishments Report  
Operating Account (CDJ Report)  
Operating Budget Printout and Related Information  
Quarterly Inventory Report  
Soft Drink Inventory  
Vehicle Operation Report  
Water Sample Report  
Weekly Reports (and related information)

**NOTE:** These files can be added to as necessary.

## **VEHICLE FILES**

The **VEHICLE FILES** consist of a set of color coded (BLUE) file folders for each vehicle by decal number. Each month's vehicle log as well as any pertinent information pertaining to the particular vehicle should be placed in this file.

## **HOUSING POLICY FILES**

The **HOUSING POLICY FILES** will consist of a set of color coded (VIOLET) file folders with one file folder for each applicable residence.

## **POSITION FILES**

The **POSITION FILES** consist of a set of color coded (ORANGE) file folders with one file folder for each position number. The information in these files will be filed in order by date received.

### **Authority:** (if applicable)

Not Applicable.

### **Attachments:**

Not Applicable.