



MARK WILLIAMS
COMMISSIONER

BECKY KELLEY
DIRECTOR

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.