Office of Facilities and Support Services

1410 Records Management

2026-09-01

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	Department of Human Services **Policy and Manual Management System**	**Index:**	**POL1410**
		Revised:	**10/20/2025**
		Next Review:	**10/20/2027**

Subject: Records Management

Policy

The policy of the Department of Human Services is to maintain a records management system that is accurate, accessible, and in compliance with state law.

Authority

O.C.G.A. 50-18-90 through 50-18-94

References

www.georgiaarchives.org

Applicability

This policy is applicable to all divisions and offices of DHS.

Definitions

Records management is the application of management techniques to the creation, utilization, maintenance, retention, preservation, and disposal of records undertaken to reduce costs and improve the efficiency of record keeping. For purposes of this directive, records are all documents, papers, letters, maps, books (except books in formally organized libraries), microfilm, magnetic tape, or other material, regardless of physical form or characteristics made or received pursuant to law or ordinance or in performance of the functions of the Department.

Responsibilities

The Director of the Office of Facilities and Support Services designates a Records Management Officer who establishes and operates the records management program for the Department and generates procedures to implement this policy. Each Division and Office Director designates a Records Coordinator and an Alternate.

History

Replaces Georgia Department of Human Resources Policy and Procedure Manual, Part XI.A.1., Records Management MAN1410.

Evaluation

This policy is evaluated by the Records Management Officer by compiling submitted annual records inventory data using the Records Inventory Form.