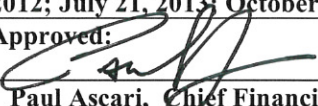
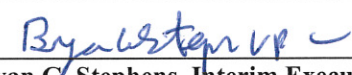




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 2002	Archives
Origination Date: May 1997	
Revision Date: January 31, 2011	
Reviewed Date: March 2004; February 2005, March 16, 2006; June 22, 207, Sept 2008; Nov 19, 2009; July 2, 2012; July 21, 2013; October 7, 2014, October 17, 2016	
Approved:	
 Paul Ascari, Chief Financial Officer	 Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board that financial records for the current fiscal year and the preceding fiscal year are kept on site. This policy includes financial records for any subsidiary organizations.

PROCEDURE:

1. All outdated manuals and financial records (i.e., manuals and records dating back beyond the prior fiscal year) will be archived until such time as they can be destroyed.
2. Under no circumstances will policy manuals, financial records or employee records be destroyed without the consent of the Executive Director.
3. All records will be stored in a smoke-free, secure environment in an orderly and chronological manner.