

Mayor

Derek Easterling

City Manager

Jeff Drobney, ICMA-CM

City Clerk

Lea Alvarez, CMC

**Council**

Madelyn Orochena

Tracey Viars

Jonathon Bothers

Antonio Jones

Anthony Gutierrez-Leon

City Council**Meeting Agenda B**

January 5, 2026 7:00 PM

Council Chambers

(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)

Livestream: www.kennesaw-ga.gov/publicmeetings/

1. Invocation**2. Pledge of Allegiance****3. Call to Order****4. Announcements****5. Presentations****6. Public Comment**

This section is for comment on any item on the agenda.

7. Old Business**8. New Business****A. Oaths of Office: Municipal Court Associate Judge**

Oaths of office will be administered to Charles Chesbro by Mayor Derek Easterling.

B. Oaths of Office: City Council Post 3, 4 & 5

Prior to taking the dais, oaths of office will be administered to Jonathan Bothers and Anthony Gutierrez-Leon by the Honorable H. Luke Mayes, IV and to Antonio Jones by the Honorable Kellie S. Hill, respectively.

9. Committee and Board Reports**10. Public Hearing(s)****11. Consent Agenda****A. Meeting Schedule: 2026 City Council Work Sessions and Regular**

Meetings

Approval of the 2026 City Council Work Session and Regular Meeting Schedule.

B. 2025 Destruction Log

Receipt of the 2025 destruction log.

12. General and Administrative

13. Public Safety

14. Information Technology

15. Public Works and Building Maintenance

16. Recreation and Culture

17. Community Development

18. Public Comment

This section is for general comment.

19. City Manager's Report

A. Reports, Discussions, and Updates

20. Mayor's Report

A. Appointment: Mayor Pro Tem

Consideration for the appointment of the 2026 Mayor Pro Tem.

B. Registration: 2026 Lobbyist Session

Consideration for approval for the Mayor to sign a lobbyist registration letter authorizing Fred Bentley, Jr. and Randall Bentley, Sr. to lobby on behalf of the City of Kennesaw.

C. Resolution: 2026 Alternate Check Signer

Consideration for the appointment of an alternate check signer and approval of a resolution to designate an alternate check signer for 2026.

D. Resolution: 2026 Bank Signature Cards

Consideration for approval of a resolution authorizing signatures for the City of Kennesaw and transmission of documents to the bank for 2026 new signature cards.

E. Appointments: 2026 City Appointments

Consideration for the ratification of the following City appointments: H. Luke Mayes, IV (Chief Judge/Probable Cause Judge); Charles Chesbro (Associate Judge); Randall Bentley, Sr. (Solicitor); Jamie Wingler (Solicitor); Bentley, Bentley, and Bentley (City Attorney); Patterson & Dewar Engineers (City

Engineer); City Manager; and City Clerk.

F. Appointments: 2026 Boards and Commissions

Consideration for the ratification of (re) appointments to any board, committee, authority or commission.

21. Council Reports & Discussions

22. Executive Session

Pursuant to the provisions of O.C.G.A 50-14-3, the City Council could, at any time during the meeting, vote to close the public meeting and move to executive session to discuss matters relating to litigation, legal actions and/or communications from the City Attorney; and/or personnel matters; and/or real estate matters.

23. Adjourn



Item Report

TO: The Honorable Mayor and City Council

FROM:

DATE: January 5, 2026

TITLE: **Oaths of Office: Municipal Court Associate Judge**
Oaths of office will be administered to Charles Chesbro by Mayor Derek Easterling.

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None



Item Report

TO: The Honorable Mayor and City Council

FROM:

DATE: January 5, 2026

TITLE: **Oaths of Office: City Council Post 3, 4 & 5**

Prior to taking the dais, oaths of office will be administered to Jonathan Bothers and Anthony Gutierrez-Leon by the Honorable H. Luke Mayes, IV and to Antonio Jones by the Honorable Kellie S. Hill, respectively.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

None



Item Report

TO: The Honorable Mayor and City Council
FROM: Lea Alvarez, City Clerk
DATE: January 5, 2026
TITLE: **Meeting Schedule: 2026 City Council Work Sessions and Regular Meetings**
Approval of the 2026 City Council Work Session and Regular Meeting Schedule.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 2026 - Mayor and Council Meeting Schedule



Public Notice

The City of Kennesaw hereby gives notice the regularly scheduled meeting dates of the Mayor and City Council are the **1st and 3rd Monday of each month at 6:30 P.M.**, except for when a meeting falls on a scheduled holiday, said meeting shall be held the following night.

Below is the list of regularly scheduled Mayor and Council Work Sessions and regular Council meetings for calendar year 2026. All meetings are held at 6:30 P.M. in the Council Chambers at 2529 J.O. Stephenson Avenue, Kennesaw, Georgia. Public attendance is encouraged.

<u>Agenda Work Sessions</u> 6:30 P.M.	<u>Council Meetings</u> 6:30 P.M.
December 29, 2025	January 05, 2026
January 12, 2026	*January 20, 2026*
January 26, 2026	February 2, 2026
February 9, 2026	February 16, 2026
February 23, 2026	March 2, 2026
March 9, 2026	March 16, 2026
March 30, 2026	April 6, 2026
April 13, 2026	April 20, 2026
April 27, 2026	May 4, 2026
May 11, 2026	May 18, 2026
May 26, 2026	June 1, 2026
June 8, 2026	June 15, 2026
June 29, 2026	July 6, 2026
July 13, 2026	July 20, 2026
July 27, 2026	August 3, 2026
August 10, 2026	August 17, 2026
August 31, 2026	*September 8, 2026*
September 14, 2026	September 21, 2026
September 28, 2026	October 5, 2026
October 12, 2026	October 19, 2026
October 26, 2026	November 2, 2026
November 9, 2026	November 16, 2026
November 30, 2026	December 7, 2026
December 14, 2026	December 21, 2026
December 28, 2026	January 04, 2027

*Denotes meetings occurring on a **Tuesday** due to a holiday*

Lea Alvarez
City Clerk
City of Kennesaw

City of Kennesaw 2529 J.O. Stephenson Avenue Kennesaw, Georgia 30144



Item Report

TO: The Honorable Mayor and City Council
FROM: Lea Alvarez, City Clerk
DATE: January 5, 2026
TITLE: **2025 Destruction Log**
Receipt of the 2025 destruction log.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Destruction Log
2. 20200406R
3. 20200414R
4. 20200498R
5. 20200615R
6. 20200620R
7. 20200667R
8. 20200668R
9. 20200671R
10. 20200672R
11. 20200675R
12. 20200679R
13. 20200680R
14. 20220462R
15. 20220463R
16. 20220562R

RECORD	DATE IN	DESTROYED	No. OF YEARS	CODE REF.
Project Manual for Kennesaw City Government Center	June 26, 1987 Eligible: 1999	January 2024	11 years after the completion of project	LG-18-005
The General Shoppes – Hwy 293 and Summers Street	June 18, 1974 Eligible: 2001	January 2024	11 years after the year in which the property was sold or transferred	LG-18-022
City of Kennesaw City Hall Nova Corrective Action Plan	May 9, 2003 Eligible: 2013	January 2024	10 years	LG-20-008
Rental Agreement between State Properties Control Commission and City of Kennesaw	October 27, 1971 Eligible: July 27, 1972	January 2024	7 years	LG-08-010B
Lease Agreement between State Properties Control Commission and City of Kennesaw - #008552	November 7, 1994 Eligible: November 6, 2004	January 2024	7 years	LG-08-010B
Rental Agreement between State Properties Commission and City of Kennesaw	October 29, 1974 Eligible: July 31, 1975	January 2024	7 years	LG-08-010B
Quit Claim Deed – Old Paulding Road Grantor – CoK / Grantee – Dah Tung Trading Co., Inc.	March 20, 1990 Eligible: March 2001	January 2024	11 years after the year in which the property was sold or transferred	LG-18-022
Agreement for Sale of Real Property (2849 Dallas Street) between City of Kennesaw and First Union National Bank	January 12, 1998 Eligible: January 2013	January 2024	11 years after the year in which the property was sold or transferred	LG-18-022
Settlement of Dispute between C.L. Craig and City of Kennesaw	April 4, 1966 Eligible: April 1972	January 2024	6 years after settlement	LG-11-001
2008 Ford Crown Victoria VIN #2FAFP71V48X134439	Sold in 2018	December 2023	5 years	LG-18-020

2008 Ford Crown Victoria VIN #2FAFP71V18X128498	Sold in 2018	December 2023	5 years	LG-18-020
2001 Ford Crown Victoria VIN #2FAFP71W71X146552	Sold in 2018	December 2023	5 years	LG-18-020
2013 Ford Taurus VIN #1FAHP2M87DG152726	Sold 2013	December 2023	5 years	LG-18-020
Subsurface Exploration and Geotechnical Engineering Evaluation on the proposed Kennesaw City Hall Addition	September 1998 Eligible: September 2018	May 2024	20 years	0405-03-043
Residential Lease Agreement between City of Kennesaw and Dr. Robert R. Gilbert	January 2005 Eligible: January 2017	May 2024	7 years after expired	LG-18-016
Summary Appraisal Report for 2382 Pine Mountain Road	July 2003 Eligible: March 2010	May 2024	5 years after project completion	LG-18-001
Gilbert Property File	January 2003 Eligible: 2010	May 2024	5 years after project completion	LG-18-001
Cobb County Master Gardener MOU	August 2008 Eligible: 2015	May 2024	7 years after expiration	LG-08-010B
Agreement between Bowman Associates Architects and City of Kennesaw for Government Complex	December 15, 1986 Eligible: 1999	April 2024	11 years after completion of project	LG-18-005
Dallas Street Phase 1 Environmental Site Assessment	June 3, 1998 Eligible: June 2018	April 2024	20 years	0405-03-043
Warranty Deed for 2490 South Main Street	April 1, 2005 Eligible: 2016	April 2024	11 years after transferred or sold	LG-18-022
2840 South Main Street Environmental Site Assessment	December 20, 2002 Eligible: December 20, 2022	April 2024	20 years	0405-03-043
Traffic Impact Study for Dallas Street Area	Duplicate	April 2024		Duplicate
Non-Exclusive Easement Agreement between City and KFBC – Trails	Duplicate	April 2024		Duplicate of Res. 2008-40

Engineering Service Summary of Work from Croy Engineering	November 1, 2013 Eligible: November 1, 2018	April 2024	5 years	LG-08-001
Kennesaw City Hall Entrance Rendering – Croy Engineering	February 17, 2017 Eligible: February 2024	April 2024	7 years	LG-08-010B
City Hall Park Concept Plan – Croy Engineering	September 8, 2015 Eligible: September 2022	April 2024	7 years	LG-08-010B
ARC LCI Application Submittal Proposal and Agreement – Croy Engineering	October 24, 2013 Eligible: October 2020	April 2024	7 years	LG-08-010B
Sublease Agreement between Kimberly Scarbrough and Ann Sharpton dba Antiques of Kennesaw, Inc and Diversified Interests, Inc	March 24, 2000 Eligible: February 2008	April 2024	7 years after expiration of contract	LG-18-016
Loan for KDDA Property at 2840 S Main Street	August 19, 1997 Eligible: August 2002	April 2024	5 years	LG-18-001
Lease Agreement between KDDA and Kimberly Scarbrough and Ann Sharpton for 2840 S. Main Street Suite “B”	February 25, 1998 Eligible: February 25, 2008	April 2024	7 years after expiration of contract	LG-18-016
Lease Agreement between KDDA and Brenda J. Nicholson dba The Scrapbook Nook, Inc. for 2840 S. Main Street Suite “A”	February 25, 1998 Eligible: February 2010	April 2024	7 years after expiration of contract	LG-18-016
KDA – Collier Loan Note and Settlement Statement (0.921 acre)	April 28, 2009 Eligible: 2014 (Paid off in 2009)	April 2024	5 years	LG-08-001
KDA – Collier Loan Note and Settlement Statement (0.62 acre)	April 28, 2009 Eligible: 2014 (Paid off in 2009)	April 2024	5 years	LG-08-001

Encroachment Agreement between City of Kennesaw, James E. Hamby, W.E. Hamby, and Rosalinde H. Collier	Duplicate	April 2024		Duplicate of Res. 2009-24
Sales Contract for .55 acres of land on Big Shanty between KDDA and Lee and Barbara Witt	August 2000 Eligible: 2011	April 2024	11 years after sold	LG-18-022
2020 Open Records Requests	2020 Eligible: 2023	April 2024	3 years	LG-01-027
2021 Open Records Requests	2021 Eligible 2024	November 2024	3 years	LG-01-027
March 30, 2017, License Review Board Hearing	2017	November 2024	7 years	LG-15-005
July 19, 2017 License Review Board Hearing	2017	November 2024	7 years	LG-15-005
2008 Ford Crown Victoria VIN #2FAFP71V08X128489	Sold 2018	November 2024	5 years	LG-18-020
2003 Chevrolet Malibu VIN #1G1ND52J93M650352	Sold 2019	November 2024	5 years	LG-18-020
2008 Ford Crown Victoria VIN#2FAFP71V08X134437	Sold 2019	November 2024	5 years	LG-18-020
Three (3) Decatur Electronics Speed Radar Units	Sold 2018	November 2024	5 years	LG-18-020
Tire Changer Coats 6060AX Wheel Balancer Coats Direct Drive 1055 #9807340750	Sold 2018	November 2024	5 years	LG-18-020
Steam table	Sold 2018	November 2024	5 years	LG-18-020
LiveScan Fingerprint Machine Model TP-3500XC-ED	Sold 2018	November 2024	5 years	LG-18-020
Exmark Zero turn lawnmower Model LZ25KCC604 Serial #299638	Sold 2018	November 2024	5 years	LG-18-020
2012 Harley-Davidson FLHPI Road King VIN #1HD1FHM15CB609564	Sold 2018	November 2024	5 years	LG-18-020
2008 Harley-Davidson FLHPI Road King VIN #1HD1FHM118Y529251	Sold 2018	November 2024	5 years	LG-18-020

2012 Harley-Davidson FLHPI Road King VIN #1HD1FHM15CB609516	Sold 2018	November 2024	5 years	LG-18-020
2001 Chevrolet Silverado 1500Short Bed 2WD VIN #1GCEC14W11Z132182	Sold 2018	November 2024	5 years	LG-18-020
2009 Ford Crown Victoria VIN #2FAHP71V79X100411	Sold 2018	November 2024	5 years	LG-18-020
2008 Ford Crown Victoria VIN #2FAFP71V18X128484	Sold 2018	November 2024	5 years	LG-18-020
2009 Ford Crown Victoria VIN #2FAHP71V59X100410	Sold 2018	November 2024	5 years	LG-18-020
2007 Pontiac Vibe VIN #5Y2SL65867Z400698	Returned to Statewide 2019	November 2024	5 years	LG-18-006
2008 Harley-Davidson FLHPI Road King VIN #1HD1FHM118Y529251	Sold 2018	November 2024	5 years	LG-18-020
2012 Harley-Davidson FLHPI Road King VIN #1HD1FHM15CB609564	Sold 2018	November 2024	5 years	LG-18-020
2001 Ford 150 VIN #2FTPF17Z61CA81166	Sold 2019	November 2024	5 years	LG-18-020
2010 Exmark Quest SP VIN #QSP20KAX443	Sold 2019	November 2024	5 years	LG-18-020
2012 Harley-Davidson FLHPI Road King VIN #1HD1FHM15CB609516	Sold 2018	November 2024	5 years	LG-18-020
2001 Chevrolet Silverado 1500 VIN #1GCEC14W11Z132182	Sold 2018	November 2024	5 years	LG-18-020
Tires and Wheels Goodyear Eagle RSA	Sold 2019	November 2024	5 years	LG-18-020
1998 New Holland Backhoe Model 555E VIN #031021857	Sold 2019	November 2024	5 years	LG-18-020
2002 Jetter SRECO VIN #4H5W3172X2LO22807	Sold 2019	November 2024	5 years	LG-18-020

2000 Ford F-150 XL Reg. Cab Short bed 2WD VIN #2FTRF17Z2YCB03845	Sold 2019	November 2024	5 years	LG-18-020
1998 Ford F800 Dump Truck VIN #1FDPF80COWVA18365	Sold 2019	November 2024	5 years	LG-18-020
2019 Mayor and Council Boards/Committees Public Notices	Eligible 2024	November 2024	5 years	LG-01-026
2019 Mayor and Council Boards/Committees Public Notices Faxed to MDJ	Eligible 2024	November 2024	5 years	LG-01-026
Swift-Cantrell Skate Park Project	Completed 2013 Eligible 2024	November 2024	11 years	LG-18-005
2017 Non-Capital Improvement Bid A/V Upgrade/Replacement	Bid Awarded 2017	November 2024	7 years	LG-08-0058B
2017 Non-Capital Improvement Bid Bridges of Kennesaw Trail Phase 3 - CANCELLED	Cancelled 2017	November 2024	7 years	LG-08-0058B
2017 Non-Capital Improvement Bid City of Kennesaw Logo Design Project – NO ACTION TAKEN	No Action Taken 2017	November 2024	7 years	LG-08-0058B
2017 Non-Capital Improvement Bid Audit Services Bid	Bid Awarded 2017	November 2024	7 years	LG-08-0058B
2017 Non-Capital Improvement Bid Property, Casualty and Worker's Compensation Insurance	Bid Awarded 2017	November 2024	7 years	LG-08-0058B
2017 Non-Capital Improvement Bid Cemetery Decorative Fencing	Bids Rejected 2017	November 2024	7 years	LG-08-0058B
2016 Legal – Ante Litem – James David Mitchell Kilgore & Rodriguez Attorney File sent to Girma 9/23/16	7/24/2016 Eligible 2022	November 2024	6 years	LG-11-001
2018 Legal – Ante Litem - Blackmon Automotive – Complaint for Damages Equitable Relief File sent to Girma 8/8/18	June 2018 Dismissed 06/27/2018 Eligible 2024	November 2024	6 years	LG-11-001
2018 Legal – Ante Litem - Rashad Abdulhaaq – Complaint for Damages at Budgetel Doesn't comply letter sent 8/27/18	August 2018 Dismissed 09/24/18 Eligible 2024	November 2024	6 years	LG-11-001

2017 Appeal - Beaucoup Properties, LLC (Student Housing) 1465 Shiloh Road, Dismissal of claims without prejudice 2/28/18	November 2017 Closed October 2018 Eligible 2023	November 2024	6 years	LG-11-001
2017 Appeal – Vall Com Holdings, LLC, 2676 Summers Street, Miller & Martin Attorney, doesn't comply letter sent 8/4/17, Letter sent to Neil Wilcove 12/12/17	2017 Dismissed 12/2017 Eligible 2023	November 2024	6 years	LG-11-001
2017 Legal – Museum Lawsuit Southern Railway Historical Assoc	2017 Eligible 2023	November 2024	6 years	LG-11-001
2018 Legal – Speedway/Ellison Lake Partners Lawsuit & Property Settlement	2018 Eligible 2024	November 2024	6 years	LG-11-001
1998 – Certificate of Appropriateness - 3056 Cherokee St, Reflections Assisted Living, Sign Erection/Permit	1998 Eligible 2001	December 2024	3 years	LG-15-019
2001 – Certificate of Appropriateness – 3056 Cherokee St., Reflections Assisted Living, Erection of Telecommunications Tower, Denied (06/19/2001)	2001 Eligible 2002	December 2024	1 year	LG-03-002
2005 – Quitclaim Deed – City of Kennesaw to Henry M. Picken, Surplus right-of-way Carrie Rd.	2005 Eligible 2016	December 2024	11 years after sold or transferred	LG-18-022
1995 – Cherokee St – Historical District, Plans and notes for developing a historical register for Cherokee Street properties	1997 Eligible 1997	December 2024	No Retention Schedule applicable	
2001- Annexation Request - 1565 Old 41 Hwy., Jackie Ellison Jones, owner - Denied	2001 Eligible 2006	December 2024	5 years	LG-17-007
2001 – Annexation Request – 1535 Old 41 Hwy., Mary Morris Ellison, owner - Denied	2001 Eligible 2006	December 2024	5 years	LG-17-007
2001 – Annexation Request – 1515 Old 41 Hwy., Gerald S. Wood, DDS, PC., Owner -- Denied	2001 Eligible 2006	December 2024	5 years	LG-17-007

RECORD	DATE IN	DESTROYED	NO. OF YEARS	CODE REF.
2007 License Review Board Due Cause Hearing, 06-06-2007, Marathon Food Store & Chevron, Subpoena	2007 Eligible 2014	January 2025	7 years	LG-15-005
2007 Certificate of Appointment – to the Urban Redevelopment Agency for Theresa Ledford, Mike Sesan, Arthur Hunt	2007 Eligible 2009	January 2025	2 years	LG-07-005
04-18-2013 License Review Board Transcript of Hearing PJYU Group, LLC, dba Mangos Restaurant Grill & Bar	2013 Eligible 2018	January 2025	5 years	LG-01-002B
04-18-2013 License Review Board Transcript of Hearing AHRA Corporation dba A & P Foodmart	2013 Eligible 2018	January 2025	5 years	LG-01-002B
04-18-2013 License Review Board Transcript of Hearing, Usually Wright, Inc., dba Bullfrogz	2013 Eligible 2018	January 2025	5 years	LG-01-002B
06-06-2007 License Review Board Due Cause Hearing Agenda, A. Chevron B. Marathon Food Store	2007 Eligible 2012	January 2025	5 years	LG-01-002B
05/2000 Downtown Kennesaw Streetscape Project Specifications	2000 Eligible 2012	January 2025	11 years	LG-18-005
07/2003 Livable Centers Initiative, Urban Collage Study	2003 Eligible 2013	January 2025	10 years	LG-01-005
1997 Lindley Oil Underground Storage Tanks – Deactivation of Station	1997 Eligible 2000	January 2025	3 years	LG-20-012
2003-2005 Urban Redevelopment Committee, Registration correspondence	2005 Eligible 2010	January 2025	5 years	LG-01-012
1993 Timberlake Road Property, owned by David Long et.al., Appraisal Proposal	1993 Eligible 2000	January 2025	7 years	LG-18-001

12-20-1999 Verbatim Minutes M&C Meeting re: Madison Cul-de-sac Phase III of Legacy Park	1999 Eligible 2004	January 2025	5 years	LG-01-002B
1998 2849 Dallas St., Proposed Lease Agreement with First Union National Bank, Environmental Site Inspection, Appraisal	1998 Eligible 2004	January 2025	5 years	LG-18-001
5-22-1985 Quitclaim Deed between City of Kennesaw and Albritton Development Co. LL176, 20 th Dist, Cobb Co.	1985 Eligible 1996	January 2025	11 years after transferred or sold	LG-18-022
Youth Council Picture 2006-2007 (copy in Laserfiche)	2007 Eligible 2025	January 2025	Retain for useful life	LG-01-031
3-3-2014 Quitclaim Deed between City of Kennesaw and KDA	2014 Eligible 2025	January 2025	11 years after transferred or sold	LG-18-022
2012 Downtown Amphitheater and Plaza project Environmental Assessment for Dept of HUD grant #B-09-SP-GA-0138	2012 Eligible 2015	January 2025	3 years after submission of final report	LG-08-012
Urban Redevelopment Agency Authorizing Resolution and Agreement to Sell – DUPLICATE COPY	Duplicate	January 2025		Duplicate
Jan/Feb 2008 Cobb County Grand Jury List	2008 Eligible 2018	January 2025	10 years	JB-029
Jan/Feb 2008 Cobb County Grand Jury Presentments	2008 Eligible 2018	January 2025	10 years	JB-109
Oct 2006 – Feb 2008 State, Superior, Juvenile, Magistrate Fines and Forfeitures	2008 Eligible 2018	January 2025	10 years after last entry	JB-007
May/June 2005 Cobb County Grand Jury List	2005 Eligible 2015	January 2025	10 years	JB-029
May/June 2005 Cobb County Grand Jury Presentments	2005 Eligible 2015	January 2025	10 years	JB-109
January 2005 – April 2005 Cobb County Probate Court Judicial Circuit Financial Report	2005 Eligible 2015	January 2025	5 years	GASC-01-001

Jan/Feb 2005 Cobb County Grand Jury List	2005 Eligible 2015	January 2025	10 years	JB-029
Jan/Feb 2005 Cobb County Grand Jury Presentments	2005 Eligible 2015	January 2025	10 years	JB-109
October 2004 – December 2004 Cobb County Fines and Forfeitures for State Court	2004 Eligible 2014	January 2025	10 years	JB-007
Erosion and Sediment Control Maintenance/Performance Bond - Morrow Construction Co., Inc. Bond # 929304404 \$21,340	02/04/2004 Eligible 2009	January 2025	5 years	LG-08-004
Maintenance Bond – New Vision Development Partners, LLC and Developers Surety and Indemnity Co. -- Baker Station Townhomes -- Bond #590379S \$35,510	07/01/2005 Eligible 2010	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond - New Vision Development Partners, LLC Bond # 590603P \$18,000	09/16/2005 Eligible 2010	January 2025	5 years	LG-08-004
Maintenance Bond – New Vision Development and Platte River Insurance Co. – Baker Station Block B – Bond # 41073466 \$50,830	07/25/2006 Eligible 2011	January 2025	5 years	LG-08-004
Performance Bond – New Vision Development Partners, LLC and Platte River Insurance Co. – Baker Station Block B -- Bond # 41073467 \$35,252	07/25/2006 Eligible 2011	January 2025	5 years	LG-08-004
Letter of Credit – TFD, LLC. – Stanley Rd Office Building Project – LOC #301 \$2,000	09/11/2006 Eligible 2011	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond – Due West, LLC – Smith Hotel -- Bond # 2006-105 \$84,000	11/09/2006 Eligible 2011	January 2025	5 years	LG-08-004
Performance Bond – A & P New Georgia Signal Co., -- Knightsbridge/Paulding/North Main Signalization – Bond # 592720P \$148,599	05/06/2007 Eligible 2012	January 2025	5 years	LG-08-004

Erosion and Sediment Control Maintenance/Performance Bond - McNeel Building Systems, LLC Bond # B0306785 \$2,000	01/30/2008 Eligible 2013	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond – Touchstone Homes, Inc. Bond # 104601218 \$10,000	LOC 11/9/2004 Bond 01/18/2011 Eligible 2016	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond - A.D.E. Builders, Inc. Bond #105615117 \$3,000	05/26/2011 Eligible 2016	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond - American Campus Communities OP, LP (ACC OP Development, LLC) Bond #002614 \$24,600	03/21/2011 Eligible 2016	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond - P.R.O. Building Systems, Inc. Bond #60098994 \$7,890	08/21/2013 Eligible 2018	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond - (Whispering Lake Subdivision) Pittsford Development, LLC Bond # GRIFSU0592852 \$6,600	07/17/2013 Eligible 2018	January 2025	5 years	LG-08-004
Performance Bond (Whispering Lake Subdivision) Pittsford Development, LLC Bond #GRIFSU0592853 \$41,113.05	07/17/2013 Eligible 2018	January 2025	5 years	LG-08-004
Maintenance Bond (Whispering Lake Development) Pittsford Development, LLC Bond # GRIFSU0592851 \$10,000	07/17/2013 Eligible 2018	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond (Hardee's Jiles Rd) Bond # 2008140 \$3,180	02/20/2014 Eligible 2019	January 2025	5 years	LG-08-004

Erosion and Sediment Control Maintenance/Performance Bond - Hodges & Hicks General Contractors, LLC Bond # B0378410 \$3,000	04/04/2014 Eligible 2019	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond - Fortune-Johnson, Inc. Bond # 016059331 \$16,050	02/18/2014 Eligible 2019	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond - Georgia Western/Lariat Land Co. LLC Bond # 1324 \$6,570	09/15/2015 Eligible 2020	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond - Greystar Development, LLC (Overture Barrett) Bond # 1019269793 \$12,400	05/16/2016 Eligible 2021	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond – F. Joseph Keith/Kennesaw International. LLC Bond # 6684501316 \$22,350	03/15/2017 Eligible 2022	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond – Bercher Contracting Bond # 1000325464 \$1,000	02/20/2017 Eligible 2022	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond – (Jiles Rd) Crawford Creek Dev. Bond #1000406693 \$15,000	08/21/2017 Eligible 2022	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond – Old South Realty Partners, LLC – Mountain Oaks of Kennesaw – Bond # 41056952 \$30,000	12/16/2005 Eligible 2010	January 2025	5 years	LG-08-004
Letter of Credit – Windcrest Homes, Inc. – Mountain Oaks S/D - LOC #3085860 \$30,000	12/15/2006 Eligible 2011	January 2025	5 years	LG-08-004

Letter of Credit – J.D.H. Financers, Inc. – 3920 Cherokee St. – LOC #522 \$3,000	05/10/2007 Eligible 2012	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond – General 3 Developers Inc. – the Village at Fullers Chase – Bond #07771866319352 \$9,100	05/29/2007 Eligible 2012	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond – Fullers Chase Downtown, Inc. – The Village at Fullers Chase – Bond #07771866319354 \$9,100	05/29/2007 Eligible 2012	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond – RJK Homes, LLC – Enclave at Pinetree S/D – Bond #41117151 \$15,990	08/20/2007 Eligible 2012	January 2025	5 years	LG-08-004
Performance Bond – Asphalt Topping – Ridenour, LLC – Ridenour Townhomes Tract 3 – Bond #41117473 \$22,110	09/17/2007 Eligible 2012	January 2025	5 years	LG-08-004
Labor and Material Payment Bond – Kennesaw Due West Rd by Pinnacle Properties V, LLC – North Cherokee Electrical Contractors/ RLI Insurance Co. Bond #SSB375783 \$14,255	03/05/2008 Eligible 2013	January 2025	5 years	LG-08-004
Performance/Maintenance Bond – Kennesaw Due West Rd by Pinnacle Properties V, LLC – Baldwin Paving Company, Inc. Bond #20BCSET3409 \$126,996	03/17/2008 Eligible 2013	January 2025	5 years	LG-08-004
Payment Bond – Resurfacing Cherokee St., Pine Mountain Rd., and section of Jiles Rd – Atlanta Paving – bond #0004686 \$341,335.23	04/21/2008 Eligible 2013	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond – First Fence property on Big Shanty Rd – Cerca, LLC – Bond #2007251 \$15,000	04/24/2008 Eligible 2013	January 2025	5 years	LG-08-004

Erosion and Sediment Control Maintenance/Performance Bond – 4100 Jiles Rd – Kennesaw Pavillon, LLC - Bond #1034880 \$9,180	06/07/2010 Eligible 2015	January 2025	5 years	LG-08-004
Performance/Payment Bond – Legacy Park Culvert Repairs – Cline Service Corporation – Bond #0009298 \$896,915	08/20/2010 Eligible 2015	January 2025	5 years	LG-08-004
Letter of Credit – 2695 Kennesaw North Industrial Parkway – Mickey Ensley, LLC LOC #533 \$4,200	10/05/2010 Eligible 2015	January 2025	5 years	LG-08-004
Letter of Credit – Mountain Oaks S/D – Traton Homes, LLC – LOC #LDIS-3-11-7498 \$15,000	03/28/2011 Eligible 2016	January 2025	5 years	LG-08-004
Performance/Payment Bond – Resurfacing City streets – Atlanta Paving & Concrete Construction, Inc. – Bond #3-958-246 \$153,635	03/22/2012 Eligible 2017	January 2025	5 years	LG-08-004
Performance/Payment Bond – Culvert Rehabilitation for Deerfield Dr. – Inland Waters Pollution Control, Inc. Bond #SU1116352 \$91,750	05/21/2012 Eligible 2017	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond – Sanctuary Student Housing Project (KSU) – Fortune-Johnson, Inc. Bond #016050241 \$72,000	06/01/2012 Eligible 2017	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond – 2454 Kennesaw Due West Rd – New South Construction Co., Inc. Bond #20BCSGI8063 \$4,710	09/17/2012 Eligible 2017	January 2025	5 years	LG-08-004
Labor and Material Payment/Performance Bond – Cobb Int'l Blvd., Cobb Int'l Place & Cobb Int'l Dr., Mill and Resurfacing – Baldwin Paving Co., Inc. Bond #20BCSGD0528 \$336,983.62	10/22/2012 Eligible 2017	January 2025	5 years	LG-08-004

Performance/Payment Bond – Whispering Lake Church Trail and Matlock Drive Trail – Georgia Development Partners, LLC Bond #016047338 \$167,357.31	11/01/2012 Eligible 2017	January 2025	5 years	LG-08-004
Performance Bond – Rutledge Rd/Cathey Lane Phase I Road Improvement – Construction Management & Engineering, Inc. (CMES, Inc.) Bond #58699121 \$515,180.50	11/05/2012 Eligible 2017	January 2025	5 years	LG-08-004
Maintenance/Performance Bond – Stormwater Improvements on Kennesaw Dr., CDBG Project, Woodland Acres – McGill & Sons Bond #66146834 \$154,148	11/07/2012 Eligible 2017	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond – North Cobb Business Park – Waddah Diab – Bond #6676400415 \$5,100	09/25/2013 Eligible 2018	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond – North Cobb Business Park – Melquiades Portugal (Waddah Diab) Bond #6443 \$7,500	05/16/2016 Eligible 2021	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond - Green Park Personal Care – Cook General Contractors – Bond #5531063263 \$4,500	12/29/2016 Eligible 2021	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond – Whispering Lake, LLC – Bond #54100 \$18,000	08/15/2006 Eligible 2011	January 2025	5 years	LG-08-004
Maintenance Bond – Enclave at Proctor Creek by Kerley Family Homes, Inc. Bond #1077501494 \$55,000	07/05/2013 Eligible 2018	January 2025	5 years	LG-08-004

Erosion and Sediment Control Maintenance/Performance Bond – Enclave at Proctor Creek by Kerley Family Homes, Inc. Bond #1077501492 \$3,000	07/23/2013 Eligible 2018	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond - Enclave at Proctor Creek/aka Baker II by Kerley Family Homes, Inc. Bond #13689 \$6,300	08/16/2013 Eligible 2018	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond – White Oak Estates – Premier Bank - Bond #020142 \$42,804	09/09/2009 Eligible 2014	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond – White Oak Estates – Premier Bank – Bond #020143 \$18,263	09/09/2009 Eligible 2014	January 2025	5 years	LG-08-004
Erosion and Sediment Control Maintenance/Performance Bond – White Oak Estates – Premier Bank – Bond #020144 \$7,530	09/09/2009 Eligible 2014	January 2025	5 years	LG-08-004
2002 Manning Properties Appraisal for 10.78 acres on Watts Dr., owned by W.E. Hamby – property sold by Mr. Hamby to Cobb Co. in 2009	2009 Eligible 2014	January 2025	5 years	LG-18-001
1997 Manning Properties Appraisal for 10.78 acres on Watts Dr., owned by Paul Y Cuthbertson – property sold by Mr. Cuthbertson to W.E. Hamby in 2000	1997 Eligible 2002	January 2025	5 years	LG-18-001
2004 Elevator Inspection Report – Location: Adams Park – “SFT BL FLD” Type: “Inclift”	2004 Eligible 2007	January 2025	3 years	LG-18-008B
Quit Claim Deed – Albritton Dr. & McCollum Pkwy, City of Kennesaw (Grantor) & Resource-Cobb International Condominium Association, Inc. (Grantee)	June 11, 1999 Eligible 2010	January 2025	11 yrs after the year the property was sold or transferred	LG-18-022

Quit Claim Deed – Jiles Rd & Jiles Place, City of Kennesaw (Grantor) to Myrtice Franklin (Grantee)	March 30, 1999 Eligible 2010	January 2025	11 yrs after the year the property was sold or transferred	LG-18-022
Quit Claim Deed – Collin Rd. (portion at corner of Barrett Pkwy & Collins Rd) City of Kennesaw (Grantor) to Burton Ellison, Jason Kent Ellison, John T. Ellison, Henrietta Ellison	November 1, 1999 Eligible 2010	January 2025	11 yrs after the year the property was sold or transferred	LG-18-022
FEMA Flood Insurance study report for Cobb Co	2005 Eligible 2015	January 2025	10 years	LG-01-005
May/June 2006 Cobb County Grand Jury List	2006 Eligible 2016	January 2025	10 years	JB-029
May/June 2006 Cobb County Grand Jury General Presentments	2006 Eligible 2016	January 2025	10 years	JB-109
March 2006 Cobb County Court Judicial Circuit Financial Report	2006 Eligible 2011	January 2025	5 years	GASC-01-001
January/February 2007 Cobb County Grand Jury General Presentments	2007 Eligible 2012	January 2025	10 years	JB-109
January/February 2007 Cobb County Grand Jury List	2007 Eligible 2012	January 2025	10 years	JB-029
November 2006 Cobb County Probate Court Judicial Circuit Financial Report	2006 Eligible 2011	January 2025	5 years	GASC-01-001
December 2006 Cobb County Probate Court Judicial Circuit Financial Report	2006 Eligible 2011	January 2025	5 years	GASC-01-001
Fines and Forfeitures October 2006 to December 2006 for State Court	2006 Eligible 2016	January 2025	10 years after last entry	JB-007
Fines and Forfeitures October 2006 to January 2007 for State Court	2007 Eligible 2017	January 2025	10 years after last entry	JB-007
Oct 2006 – Dec 2006 State, Superior, Juvenile, Magistrate Fines and Forfeitures	2006 Eligible 2016	January 2025	10 years after last entry	JB-007

Oct 2006 – Jan 2007 State, Superior, Juvenile, Magistrate Fines and Forfeitures	2007 Eligible 2017	January 2025	10 years after last entry	JB-007
2004 City of Kennesaw Election Data, Poll operations and procedure data	2004 Eligible 2006	January 2025	2 years	LG-07-047
2007-2008 CSX invoices for Pedestrian Underpass project – completed in 2010	2007 (completed 2010) Eligible 2021	January 2025	11 years after project completion	LG-18-005
2000 City of Kennesaw Historic Resources Survey Proposal from The Jaeger Company	2000 Eligible 2011	January 2025	11 years	LG-08-005A
2000 City of Kennesaw Historic Resources Survey Proposal from Hughes, Good, O’Leary & Ryan	2000 Eligible 2011	January 2025	11 years	LG-08-005A
2000 City of Kennesaw Historic Resources Survey Proposal from Greenhouse Consultants, Inc.	2000 Eligible 2011	January 2025	11 years	LG-08-005A
2000 City of Kennesaw Historic Resources Survey Proposal from Tracy M. Dean	2000 Eligible 2011	January 2025	11 years	LG-08-005A
2000 City of Kennesaw Historic Resources Survey Proposal from Urban Palimpsest	2000 Eligible 2011	January 2025	11 years	LG-08-005A
1995 Ridgecrest Drive Culvert Replacement–Cobb Co. Community Development Block Grant	1995 Eligible 1998	January 2025	3 years	LG-08-012
2002 Safety Grant from Georgia Municipal Association	2002 Eligible 2005	January 2025	3 years	LG-08-012
2002 Liability Grant from Georgia Municipal Association	2002 Eligible 2005	January 2025	3 years	LG-08-012
2007 Georgia Dept of National Resources Flood Map Study	2007 Eligible 2017	January 2025	10 years	LG-01-005
2006-2007 Environmental Protection Division Annual Report for City of Kennesaw	2007 Eligible 2010	January 2025	3 years	LG-20-001
2001 GDOT Cobb Co. Survey Report with potential to affect historical property in district	2001 Eligible 2011	January 2025	10 years	LG-01-005

2001 Certificate of Appropriateness – 2891 Lewis St, sign erection, fence, landscaping, photos	2001 Eligible 2004	January 2025	3 years	LG-15-019
2007 GDOT Atlanta to Chattanooga High Speed Ground Transportation Study	2007 Eligible 2010	January 2025	3 years	LG-15-019
2009 Settlement Statement-Seller-James L Coxwell, Sr, Borrower-Kennesaw Development Authority, 2803 S. Main St	2009 (sold 2014) Eligible 2019	January 2025	5 years	LG-18-001
2012 Economic Development Incentives Commitment Agreements	2012 (expired 2017) Eligible 2024	January 2025	7 years	LG-08-010B
2002 City of Kennesaw (Plaintiff) vs GA Department of HR, et al. Court granted Defendants Motion to Dismiss	2002 Eligible 2008	January 2025	6 years	GASC 02-009
2003 NOVA Engineering Corrective Action Plan for KPD for Underground Storage Tank (gas)	2003 (Tanks abandoned 2013) Eligible 2016	January 2025	3 years	LG-20-012
2002 Quitclaim Deed City of Kennesaw to Wendell M. & Ann Rutledge Hardin, a portion of Rutledge Rd,	2002 Eligible 2013	January 2025	11 years	LG-18-022
2012 Inter-Governmental Agreement to participate in the Cobb Co Comprehensive Transportation Plan	2012 (w/ 2 year term) Eligible 2021	January 2025	7 years	LG-08-010B
1985 FCC License for Radio Station General Mobile Radio Services	1985 Eligible 1987	January 2025	2 years	LG-15-009
1995 Correspondence with DOT and City regarding traffic signal at SR 3 & Kennesaw Due West	1995 Eligible 2000	January 2025	5 years	LG-01-012
Dec 9, 1993 {Duplicate} City of Kennesaw Right-Of-Way Deed from Southern Farm Bureau Life Insurance Company–Kennesaw Due West Rd.	1993	January 2025	DUPLICATE	DUPLICATE

Dec 9, 1993 {Duplicate} City of Kennesaw Right-Of-Way Deed from Thomas M. Phillips–Kennesaw Due West Rd	1993	January 2025	DUPLICATE	DUPLICATE
Sept 29, 1993 {Duplicate} City of Kennesaw Right-Of-Way Deed from Edward Russell Garrison – Kennesaw Due West Rd	1993	January 2025	DUPLICATE	DUPLICATE
2001 Pond & Company report on electrical consideration for the proposed Kennesaw Civic Center	2001 Eligible 2004	January 2025	3 years	LG-18-008B
2002-2008 City of Kennesaw Legislative Concerns – State funding requests	2002-2008 Eligible 2005-2011	January 2025	3 years	LG-01-037
2002 Georgia Greenspace Program Grant Award Agreement between GA Dept of Natural Resources and City of Kennesaw	2002 Eligible 2009	February 2025	7 years	LG-01-034B
1998 Richard Joseph Lyles & Assoc, Structural Engineer report done for City of Kennesaw on building site at 2751 Watts Dr	1998 Eligible 2008	February 2025	10 years	LG-17-001
2000 PSI Environmental Geotechnical Construction Phase 1 Environmental Site Assessment for City of Kennesaw at Cherokee St and Shirley Dr	2000 Eligible 2010	February 2025	10 years	LG-17-001
1998 PSI Environmental Geotechnical Construction Proposal to perform Phase 1 Environmental Site Assessment for site @ Cherokee St & Shirley Dr	1998 Eligible 2008	February 2025	10 years	LG-08-010A
1998 Engineering Consulting Services, LTD Proposal to perform Phase 1 Environmental Site Assessment for site at Cherokee St and Shirley Dr	1998 Eligible 2008	February 2025	10 years	LG-08-010A
1998 Gallet & Associates Proposal to perform Phase 1 Environmental Site Assessment for site at Cherokee St and Shirley Dr	1998 Eligible 2008	February 2025	10 years	LG-08-010A

1998 Land Sale Agreement between City of Kennesaw (buyer) and Paul Alterman (seller) 2.56 acres on Watts Dr	1998 Eligible 2003	February 2025	5 years	LG-18-001
2001 Appraisal Bids for parcels 112,201, and 82, 20 Dist., 2 nd Sec., LL 138, Cobb Co., Atlanta North Appraisal Group & Manning Properties	2001 Eligible 2006	February 2025	5 years	LG-18-001
2007 Madhav Investment Corporation Letter of Credit for Windsor Ave (R.J. Patel)	2007 Eligible 2012	February 2025	5 years	LG-08-001
1999 Assets, Inc. appraisal for 2529 J.O. Stephenson Ave, City Government Center	1999 DUPLICATE	February 2025	DUPLICATE	DUPLICATE
June 5, 1986 US 41/Cobb Pkwy Easement Duff, Boyd, Southeastern Advertising to City of Kennesaw	1986 DUPLICATE	February 2025	DUPLICATE	DUPLICATE
May 13, 1986 US 41/Cobb Pkwy Easement Dah Tung Trading Co., Inc. to City of Kennesaw	1986 DUPLICATE	February 2025	DUPLICATE	DUPLICATE
June 27, 1986 2880 N. Cobb Pkwy. Easement Mobiland, Inc. to City of Kennesaw	1986 DUPLICATE	February 2025	DUPLICATE	DUPLICATE
May 14, 1986 US 41/Cobb Pkwy Easement Carol Palmer to City of Kennesaw	1986 DUPLICATE	February 2025	DUPLICATE	DUPLICATE
September 1987 Quit-Claim Deed Jiles Rd, The Jiles Development Partnership to City of Kennesaw	1987 DUPLICATE	February 2025	DUPLICATE	DUPLICATE
2001 Agreement between City of Kennesaw and Peter Popham for Curb treatment along Whitfield Dr.	2001 Eligible 2006	February 2025	5 years	LG-20-025
November 17, 2003 Easement Agreement from Ted Dominiak and Anna Fricks to City of Kennesaw	2003 DUPLICATE	February 2025	DUPLICATE	DUPLICATE
September 18, 2004 Deed of Conservation Easement, Olde Town Communities to City of Kennesaw	2004 DUPLICATE	February 2025	DUPLICATE	DUPLICATE

December 5, 2007 - 3061 Moon Station Rd, Owners Oscar and Eloise Miller, Agreement w/ City of Kennesaw to enter property to remove rubble and debris	2007 (exp 4/2008) Eligible 2015	February 2025	7 years	LG-08-010B
January 24, 2005 – Adams Park, Georgia Power Underground Easement	2005 DUPLICATE	February 2025	DUPLICATE	DUPLICATE
1998 Phase 1 Environmental Site Assessment for City Hall and KPD site. Prepared by Law Engineering and Environmental Services, Inc	1998 Eligible 2008	February 2025	10 years	LG-08-010A
2003 Phase II Limited Environmental Site Assessment for Proposed City Hall Addition. Prepared by NOVA Engineering and Environmental, Inc	2003 Eligible 2013	February 2025	10 years	LG-08-010A
1987 Soil Investigation for Proposed City Hall Addition and parking area. Prepared by Sailors Engineering Assoc., Inc.	1987 Eligible 1997	February 2025	10 years	LG-08-010A
1993 Deed to Secure Debt, 1920 Twelve Oaks Circle, between R.A. McGilvary, Hamilton Stockton, Jr. and Theodora Stockton/Brown	1993 (Cancellation 1995) Eligible 2000	February 2025	5 years after completion	LG-18-001
December 14, 2003 Deed of Gift for I-75, Royal Dr (Dewey Stiles Property) Dewey L. Stiles to City of Kennesaw, Greenspace Declaration of Covenants and Restrictions, 2004 City of Kennesaw request for bids to sell property. Property sold on 4/19/2004 to Paul Chastain/Dewey Stiles	2003 (Sold on 2004) Eligible 2015	February 2025	11 years after sold or transferred	LG-18-022
1998 Bids for Asbestos Survey for Watts Drive Shopping Center. Bids from SES Environmental Inc., PSI Environmental, Allied Consulting Group	1998 Eligible 2005	February 2025	7 years	LG-08-005B
2002 Judgement of Court, The City of Kennesaw vs Ellison Lake Partners, et al. Cobb Superior Court, File No. 02-1-9072-35	2002 Eligible 2022	February 2025	20 years after disposition	JB-013

2004 Cobb County Tax Collections	2004 Eligible 2009	February 2025	5 years	197
January 30, 1998 Bid Tabulations for Municipal Parking Lot, S. Main St. Pine Mtn. Ct. Sanitary Sewer Installation	1998 Eligible 2009	February 2025	11 years	LG-08-005A
2001 Warranty Deed 2891 Lewis St, City of Kennesaw to Mark L. Williams	2001 Eligible 2012	February 2025	11 years	LG-18-022
1995 Proposal for New Museum facility for the Glover Ironworks Collection from Richard Joseph Lyles & Assoc Architects	1995 Eligible 2006	February 2025	11 years	LG-08-005A
1997 Proposal for KCWM and Frey Building from Richard Joseph Lyles & Assoc Architects	1997 Eligible 2008	February 2025	11 years	LG-08-005A
2008 Depot Park Study on CD	2008 DUPLICATE	February 2025	DUPLICATE	DUPLICATE
2007 City of Kennesaw Comprehensive Plan on CD	2007 DUPLICATE	February 2025	DUPLICATE	DUPLICATE
2003 Logos (CD) for Kennesaw, KSU, and N. Metro Tech	2003	February 2025	Retain for Useful Life	LG-01-033
2001-2004 Kennesaw Tax Digest on CD	2004 Eligible 2018	February 2025	14 years	195
1997 Manning Properties Appraisal for 1809 Duncan Dr	1997 DUPLICATE	February 2025	DUPLICATE	DUPLICATE
1998 Phase I Environmental Assessment Proposal prepared by Douglass Environmental Services, Inc. for City Hall Addition	1998 Eligible 2009	February 2025	11 years	LG-08-005A
2001 Report of Subsurface Exploration and Geotechnical Engineering Evaluation by NOVA Engineering and Environmental, Inc for Kennesaw Civic Center	2001 Eligible 2011	February 2025	10 years	LG-17-001
1997 Report of Environmental Consulting Services by NOVA Engineering and Environmental, Inc. for 1941 Duncan Rd	1997 Eligible 2007	February 2025	10 years	LG-17-001

2006 Quit Claim Deed (Summers St.) from City of Kennesaw to Jasper Lumber & Components				
1995 Statement of Qualifications and Proposal from Slater, Paull, & Associates for Architectural Design for City of Kennesaw – Museum – Glover Ironworks	1995 Eligible 2006	February 2025	11 years	LG-08-005A
2002 Quit Claim Deed (319 sq. ft. Lewis St./Adam's Park) from City of Kennesaw to Mark L. Williams	2002 Eligible 2013	February 2025	11 years	LG-18-022
2003 Temporary Construction Easement, 3216 Cherokee St./ Ben King Rd/Cherokee St intersection improvements. City of Kennesaw and Mary Frances Worthan	2003 Eligible 2008	February 2025	5 years	LG-020-040
1995 Proposal from Stanley, Beaman, & Sears for Glover Ironworks Museum	1995 Eligible 2006	February 2025	11 years	LG-08-005A
1997 Proposal from LAW Engineering and Environmental Services for 2821 Cherokee St	1997 Eligible 2008	February 2025	11 years	LG-08-005A
2001 Appraisal, 20 acre tract on Baker Rd, LL 63, Parcel 4, 20 th Dist, 2 nd section, from Robert W. Wilkie, Atlanta North Appraisal Group	2001 Eligible 2006	February 2025	5 years	LG-18-001
10/04/1960 DUPLICATE Sewer Easement Agreement between R.A. Bozeman & City of Kennesaw	1960 DUPLICATE	February 2025	DUPLICATE	DUPLICATE
2001 Appraisal, 22 acre tract on Nowlin Rd and 3295 McEver Rd LL 87, Parcel 110, and LL 66, Parcel 11, 20 th Dist, 2 nd section, from Robert W. Wilkie, Atlanta North Appraisal Group	2001 Eligible 2006	February 2025	5 years	LG-18-001
1999 Appraisal, Royal North Pkwy and Weeks Dr., LL 61, 20 th Dist, 2 nd section, from Robert W. Wilkie, Atlanta North Appraisal Group	1999 Eligible 2004	February 2025	5 years	LG-18-001

1996 Appraisal, Western terminus of Matlock Dr., LL 128, 20 th Dist, 2 nd section, from Richard O. Martin, MAI and Elizabeth Walls	1996 Eligible 2001	February 2025	5 years	LG-18-001
1985 Duplicate Warranty Deed – Rackley Rd. to City of Kennesaw from Ridgecrest Development, Inc.	1985 DUPLICATE	February 2025	DUPLICATE	DUPLICATE
1950-1974 Various copies of deeds, not city properties	1950-1974 Eligible TBD	February 2025	Retain for useful life	GASC-03-006
1991 Warranty Deed from Columbia Homes, L.P., by Bradsley Development, Inc., GP to City of Kennesaw for two tracts in The Village (1.5 acres and .27 acres). Property was Quitclaimed from City back to Bradsley Dev. in Jan 1994	1991 Eligible 2005	February 2025	11 years after sold / transferred	LG-18-022
2006 Quitclaim Deed for Right-of-Way section of Summers St, from City of Kennesaw to Jasper Lumber & Components. Affidavit to Obtain Closing of Right-of-Way	2006 Eligible 2017	February 2025	11 years after sold / transferred	LG-18-022
2011-2013 Matlock Trail Project, appraisals and correspondence. Trail completed 2013	2013 Eligible January 2024	February 2025	11 years after completion of project	LG-18-005
Dec 2013 GA Dept of Transportation Local Maintenance & Improvement Grant (Application for Fiscal Year 2014)	2013 Eligible 2021	February 2025	7 years after completion or awarded	LG-01-034B
2009 Kennesaw Location Agreement with City of Kennesaw and AOP, Inc, for use of location temporarily for “Block Party” television program	2009 Eligible 2016	February 2025	7 years after completion or awarded	LG-08-010B
2009/2010 Lobbyist Registration Application State Ethics Commission (Randall Bentley, Sr,)	2010 Eligible 2015	February 2025	5 years	GASC-02-012
2010 Settlement Agreement and Mutual Release of all Claims, between Daybreak Village, LLC and the City of Kennesaw, (removal of building without a permit)	2010 Eligible 2012	February 2025	2 years	JB-113

2008 Street listing to submit to GDOT for budget year 2009 - LARP	2009 Eligible 2014	February 2025	5 years	LG-08-008
2001 Georgia Dept of Community Affairs approval of \$20,000 grant for Emergency Management Command Center	2001 Eligible 2004	February 2025	3 years	LG-08-012
2001 State of Georgia Dept of Community Affairs Agreement for Granting of State Funds for Emergency Management Command Center	2001 Eligible 2011	February 2025	10 years	LG-08-010A
2009 Proposal from O'Neill Communications for Marketing and Logo for Smith-Gilbert Gardens	2009 Eligible 2016	February 2025	7 years	LG-08-005B
2009 Correspondence between The Edge Connection, the Mayor of Kennesaw and the KDA regarding repayment of grant funds for Commercial Kitchen Equipment for proposed development at Kennesaw Due West & Cobb Pkwy	2009 Eligible 2014	February 2025	5 years	LG-01-012
2006 Work Order for GEMS for refresher training class. Req by Teri Chambers	2006 Eligible 2011	February 2025	5 years	LG-08-001
2009 Application for Recertification with The National Arbor Day Foundation	2009 Eligible 2016	February 2025	7 years	LG-01-034B
2009 Certification from The National Arbor Day Foundation	2009 Eligible 2016	February 2025	7 years	LG-01-034B
2008/2009 Lobbyist Registration Application State Ethics Commission Randall Bentley, Sr, Fred Bentley Jr., Jamie Wingler, Daniel McClendon	2009 Eligible 2014	February 2025	5 years	GASC-02-012
2008 Letter of Credit #7115 / City of Kennesaw, Northwest Bank & Trust, Beneficiary: Georgia Power	2008 Eligible 2011	February 2025	5 years	LG-08-004
2006 Letter of gratitude from The Edge Connection for \$5,000 sponsorship	2006 Eligible 2011	February 2025	5 years	LG-01-012

2009-2014 Cintas Uniform Rental Agreement with City of Kennesaw	2014 Eligible 2021	February 2025	7 years	LG-01-010B
2008 Proposal from Dargan / Whittington & Maddox, Inc. to provide appraisal reports for parcels # 20013802110, 20013800950, 20013800960, 20013802670 for the Kennesaw Development Authority	2008 Eligible 2015	February 2025	7 years	LG-08-005B
2009 Fee Modification Request from URS for the Pedestrian Underpass at CSXT project (\$3,792.47)	2009 Eligible 2014	February 2025	5 years	LG-08-001
2003 Agreement for Planning Services between City of Kennesaw and Urban Collage, Inc. Re: Livable Center Initiative	2003 Eligible 2010	February 2025	7 years	LG-08-010B
2003 Subgrant Agreement between City of Kennesaw and Atlanta Regional Commission (ARC)	2003 Eligible 2010	February 2025	7 years	LG-08-010B
1998 Intergovernmental Agreement between Cobb Co and City of Kennesaw RE: HB489	1998 Eligible 2008	February 2025	10 years	LG-08-010A
2001 The Southern Museum of Civil War and Locomotive History construction contract with Holder Construction Group, LLC (c 2003)	2001 Eligible 2013	February 2025	10 years	LG-08-010A
1998-2005 Little General Cloggers Quarterly Reports	2005 Eligible 2010	February 2025	5 years	LG-08-001
2001 Contract Agreement with Grant Environmental Contractors and City of Kennesaw for Adams Park Landscaping Improvements (planting trees) & Payment and Performance Bonds	2001 Eligible 2011	February 2025	10 years	LG-08-010A
2001, 2002, 2003 Certificate of Liability Insurance – Holder Construction Group, LLC	2001-2003 Eligible 2009-2011	February 2025	7 years	LG-01-007
2009 Agreement with Special Events Network and City of Kennesaw for Movies in the Park	2009 Eligible 2016	February 2025	7 years	LG-08-010B

2009 Agreement with Zambelli Fireworks Manufacturing Co. and City of Kennesaw for Fireworks	2009 Eligible 2016	February 2025	7 years	LG-08-010B
2005 Agreement between DOT and City of Kennesaw for Transportation Facility Improvements – LCI Pedestrian Underpass Project STP-0006-00(986) P.I. #0006986	2005 Eligible 2015	February 2025	10 years	LG-08-010A
2003 Agreement between DOT and City of Kennesaw for Transportation Facility Improvements – LCI Pedestrian Underpass Project CM-004-00(509) #0004509 Sidewalks	2003 Eligible 2013	February 2025	10 years	LG-08-010A
2010 Fee Modification Request from URS for the Pedestrian Underpass at CSXT project (\$18,738)	2010 Eligible 2015	February 2025	5 years	LG-08-001
2007 Fee Modification Request from URS for the Pedestrian Underpass at CSXT project (\$18,968)	2007 Eligible 2012	February 2025	5 years	LG-08-001
2010 Certificate of Liability Insurance – Tunnell Spangler Walsh & Assoc. Expires 2011	2010 Eligible 2018	February 2025	7 years	LG-01-007
2007 CSX Transportation Construction Agreement Project #0004509 Pedestrian Walkway Tunnel	2007 Eligible 2018	February 2025	10 years	LG-08-010A
2008 MACTEC Proposal for Kennesaw Pedestrian Project, LCI Project STP-0006-00(986)	2008 Eligible 2019	February 2025	11 years	LG-08-005A
2009 Contract with See See Eye and City of Kennesaw (Parks and Rec) – graphic/printing services	2009 Eligible 2016	February 2025	7 years	LG-08-005B
2002-2003 Intergovernmental Agreement Regarding Service Delivery Strategy (Exp Aug, 2003)	2002 Eligible 2010	February 2025	7 years	LG-08-010B
2000 GDOT Agreement for Transportation Enhancement Activities and Memorandum of Understanding for Museum	2000 Eligible 2013	February 2025	10 years	LG-08-010A

2000 KDDA Lease Agreement with Margaret Blair d/b/a Café La De Da at 2840 South Main St, Suite B, Kennesaw, expiring 1/15/2003	2003 Eligible 2010	February 2025	7 years	LG-08-010B
2007 Facility Use Agreement with Kennesaw Square Dealers for use of Community Center Banquet Hall	2007 Eligible 2015	February 2025	7 years	LG-08-010B
2012 Purchase and Sale Agreement with South City Partners, LLC (Purchaser) and KDA (Seller) to sell 5.0 acres located at intersection of Watts Dr and Main St	2012 Eligible 2017	February 2025	5 years	LG-18-001
2012 Local Maintenance & Improvement Grant Program for street resurfacing projects by GDOT	2012 Eligible 2015	February 2025	3 years	LG-08-012
2009 Notice of Breach of Grant Agreement to The Edge Connection, Inc.	2009 Eligible 2014	February 2025	5 years	LG-08-001
2013 Stormwater/GDOT LAP Certification Acceptance Qualification Agreement	2013 Eligible 2020	February 2025	7 years	LG-08-010B
2012 GIRMA Settlement Agreement and Mutual Release for \$450,000	2012 Eligible 2018	February 2025	6 years	LG-11-001
2010 Professional Construction Group, LLC Settlement Agreement and Release of Claims (Museum)	2010 Eligible 2016	February 2025	6 years	LG-00-001
2004 Consultant Services Agreement between City of Kennesaw and J.B. Trimble, Inc for Professional Design Services for Woodland Acres Subdivision	2004 Eligible 2014	February 2025	10 years	LG-08-010A
1996 Bellsouth Master Lease Agreement, Exp 1997 & Letter of Intent for 911 Emergency Service	1996 Eligible 2006	February 2025	10 years	LG-08-010A
Resolutions from 9/19/63, 10/7/63, 4/15/64, 12/66, 1/31/67, 3/25/70, 12/71, 2/17/86 – DUPLICATES	1963-86 DUPLICATES	February 2025	DUPLICATE	DUPLICATE
2001 Capital Improvement Committee, correspondence, notes	2001 Eligible 2006	February 2025	5 years	LG-01-002B

2001 Feasibility Study of Tensile Fabric Roofs for the proposed Kennesaw Civic Center. Prepared by Richard L. Thornton, RA	2001 Eligible 2011	February 2025	10 years	LG-17-001
2001 Contract Agreement with Butch Thompson Enterprises, Inc. for Moon Station Rd Parking Lot	2007 Eligible 2017	February 2025	10 years	LG-08-010A
2006 Termination of Development Agreement for the Soccer Fields at Big Shanty Park w/ Ellison Lake Partners, LLC	2006 Eligible 2016	February 2025	10 years	LG-08-010A
2006 Field Development and Use Agreement – Kennesaw Mountain High School Field	2006 Eligible 2013	February 2025	7 years	LG-08-010B
2007 Proposal from Virtual Underground for Ground Penetrating Radar Mapping	2007 Eligible 2018	February 2025	11 years	LG-08-005A
2006 Certificate of Liability Insurance Virtual Underground, Inc	2006 (Exp 2007) Eligible 2014	February 2025	7 years	LG-01-007
2006 Lease Agreement with Georgia Municipal Association for Garbage Truck	2006 Eligible 2013	February 2025	7 years	LG-08-010B
2006 Contract with Mactec Engineering for design of the Community Wide Trail project	2006 Eligible 2016	February 2025	10 years	LG-08-010A
2006 Lease with Georgia Municipal Association for 2007 Kenworth Rear Loader Garbage Truck	2006 Eligible 2013	February 2025	7 years	LG-08-010B
2007 Contract with Butch Thompson Enterprises, Inc. for Woodland Acres S/D Stormwater System upgrade project	2007 Eligible 2017	February 2025	10 years	LG-08-010A
2006 Lease Agreement between KDDA and Josette Costa, Kristie Lane, and Kol Koi, Inc. for 2908 Moon Station Rd	2006 Eligible 2013	February 2025	7 years	LG-08-010B
2007 Contract with A & P New Georgia Signal Company for Signalization	2007 Eligible 2017	February 2025	10 years	LG-08-010A

2006 Contract between KDDA and Trevor Consulting for parking design for Moon Station Rd Parking Lot	2006 Eligible 2013	February 2025	7 years	LG-08-010B
2007 Intergovernmental Contract between KDDA and City of Kennesaw for Construction and Maintenance of the Parking Lot at the Markle property	2006 Eligible 2016	February 2025	10 years	LG-08-010A
2007 KDA Loan to Alta Ridenour-Wood Partners for \$14,700,000.00	2007 Eligible 2014	February 2025	7 years	LG-08-010B
2007 Compliance Certificate (Land Use Restriction Agreement) for Lakeside Vista Apartments	2007 Eligible 2014	February 2025	7 years	LG-08-010B
2007 Sports Association Facility Use Agreement between the City & Kennesaw Youth Football Assoc	2007 Eligible 2014	February 2025	7 years	LG-08-010B
2007 KDA Pinnacle Properties V, LLC Development at Kennesaw Due West Rd & Cobb Pkwy (Morgan Keegan & Co, Inc) Fin Adv	2007 Eligible 2014	February 2025	7 years	LG-08-010B
2007 IT, Digital Corp. Contract for the City's Wi-Fi	2007 Eligible 2014	February 2025	7 years	LG-08-010B
2014 ARC Grant for Livable Centers Initiative (LCI) Study (Ends 2015)	2014 Eligible 2018	February 2025	3 years	LG-08-012
2000 Contract with Houston Construction for Depot Interior reno	2000 Eligible 2010	February 2025	10 years	LG-08-010A
2000 Contract with S.M.R. Construction, Inc. for the Community House Renovations	2000 Eligible 2010	February 2025	10 years	LG-08-010A
2011 Contract with Butch Thompson Enterprises, LLC for the Community House Parking Lot paving	2011 Eligible 2021	February 2025	10 years	LG-08-010A
2011 Contract with North Cobb Electrical Services, Inc. for the Main St Plaza, Phase 2 Electrical Const	2011 Eligible 2021	February 2025	10 years	LG-08-010A
2010 Contract with Butch Thompson Enterprises, Inc – Asphalt Baker Station	2010 Eligible 2020	February 2025	10 years	LG-08-010A

2010 Contract with Zambelli Fireworks Manufacturing Co.	2010 Eligible 2017	February 2025	7 years	LG-08-010B
2010 Certificate of Liability Insurance for Zambelli Fireworks Mfg. Co., Inc.	2010 (Exp 2011) Eligible 2018	February 2025	7 years	LG-01-007
2010 Contract with Butch Thompson Enterprises, Inc. for Cherokee St resurfacing from Cherokee Ridge Trl. to Ben King Rd	2010 Eligible 2020	February 2025	10 years	LG-08-010A
2010 Certificate of Liability Insurance for Butch Thompson Enterprises, Inc.	2010 (EXP 2011) Eligible 2018	February 2025	7 years	LG-01-007
2010 GDOT Local Maintenance & Improv. Grant program Agreement	2010 Eligible 2013	February 2025	3 years	LG-08-012
2010 Contract with Skeen Railroad Engineering for plan for relocation of CSX House Tracks	2010 Eligible 2017	February 2025	7 years	LG-08-010B
2010 Contract with Butch Thompson Enterprises, Inc. for Sparkles Parking Lot Flood Damage Repair Project	2010 Eligible 2017	February 2025	7 years	LG-08-010B
2010 Contract with H & H Resources, Inc. for Legacy Park Bridge Hydrology Study	2010 Eligible 2017	February 2025	7 years	LG-08-010B
2010 Contract with J.T.R. Enterprises for McEver Woods Subdivision Sidewalk Installation	2010 Eligible 2020	February 2025	10 years	LG-08-010A
2009 Jiles Rd Agreement with Cobb County	2009 Eligible 2019	February 2025	10 years	LG-08-010A
2009 Contractor's Agreement with Chatfield Contracting, Inc. for Kennesaw Dr Culvert Flood Damage Repair Project	2009 Eligible 2019	February 2025	10 years	LG-08-010A
2009 Band Concert Contracts	2009 Eligible 2016	February 2025	7 years	LG-08-010B
2009 CDBG Agreement #CD-09-0293 for \$114,392 for Woodland Acres, Phase IV, Storm Water	2009 Eligible 2019	February 2025	10 years	LG-08-010A

2009 Kennesaw Football Association Facility Use Agreement	2009 Eligible 2016	February 2025	7 years	LG-08-010B
2009 Kennesaw Baseball Association Facility Use Agreement	2009 Eligible 2016	February 2025	7 years	LG-08-010B
2009 KDDA / Econ. Dev. L & H Signs, Inc. for the downtown Marquee Signage	2009 Eligible 2019	February 2025	10 years	LG-08-010A
2009 Certificate of Liability Insurance for L & H Signs, Inc.	2010 (EXP 2011) Eligible 2018	February 2025	7 years	LG-01-007
2004 HB 489 Funding Equity Study – The Mercer Group, Inc.	2004 Eligible 2014	February 2025	10 years	LG-17-001
1999 Intergovernmental Agreement Regarding Service Delivery Strategy	1999 Eligible 2016	March 2025	7 years	LG-08-010B
1999 Intergovernmental Agreement Regarding Service Delivery Strategy – DUPLICATE	1999 DUPLICATE	March 2025	DUPLICATE	DUPLICATE
2004 Intergovernmental Agreement with Cobb Co & City of Kennesaw	2004 Eligible 2011	March 2025	7 years	LG-08-010B
2004 Intergovernmental Agreement with Cobb Co & Cities re Millage Rate with Municipalities in Cobb Co	2004 Eligible 2011	March 2025	7 years	LG-08-010B
2004 Service Delivery Strategy Update Certifications	2004 Eligible 2014	March 2025	10 years	LG-08-010A
2003 HB 489 Funding Equity Study Draft Report, The Mercer Group Inc	2003 Eligible 2013	March 2025	10 years	LG-17-001
2004 Intergovernmental Agreement Regarding Service Delivery Strategy Update – HB 489 Ext	2004 Eligible 2011	March 2025	7 years	LG-08-010B
2009 Intergovernmental Agreement Between Cobb Co and KDA Related to Watts Dr	2009 Eligible 2016	March 2025	7 years	LG-08-010B
2009 Report of Site Visit and Recommendations for Swift-Cantrell Park prepared by MACTEC	2009 Eligible 2019	March 2025	10 years	LG-17-001
2009 Report of Site Visit and Recommendations Amended for English Oaks Subdivision/Swift-Cantrell Park	2009 Eligible 2019	March 2025	10 years	LG-17-001

2009 Lease Agreement between KDDA and Kol Koi, Inc	2009 Eligible 2015	March 2025	7 years	LG-08-010B
2009 Contractor's Agreement with A & P New Georgia Signal Co to relocate traffic signal	2009 Eligible 2015	March 2025	7 years	LG-08-010B
2009 Columns of Kennesaw Project (Kennesaw Due West) Toler & Hanrahan, LLC Correspondence and Mainline Supply Co Invoices	2009 Eligible 2014	March 2025	5 years	LG-08-001
2009 Lease Agreement between KDA and Information Solutions & Systems, Inc. d/b/a The Knitting Emporium	2009 Eligible 2016	March 2025	7 years	LG-08-010B
2009 Contractor's Agreement with McGill & Sons, Inc for Flood Damage Repair at Jiles Cove	2009 Eligible 2019	March 2025	10 years	LG-08-010A
2009 Contractor's Agreement with McGill & Sons, Inc for Flood Damage Repair at Butler Bridge Way (Summerbrook)	2009 Eligible 2019	March 2025	10 years	LG-08-010A
2009 Georgia Environmental Protection Watershed Protection Audit Checklist and Implementation Guidelines and DUPLICATE COPY	2009 Eligible 2019	March 2025	10 years	LG-17-001
2009 Contract with Chatfield Contracting, Inc. for Flood Damage Repair Kennesaw Drive Culvert	2009 Eligible 2019	March 2025	10 years	LG-08-010A
2009 Certificate of Liability Insurance for Chatfield Contracting, Inc.	2009 (Exp 2010) Eligible 2017	March 2025	7 years	LG-01-007
2009 Contract with Chatfield Contracting, Inc. for Flood Damage Repair Forrest Drive Culvert	2009 Eligible 2019	March 2025	10 years	LG-08-010A
2009 Certificate of Liability Insurance for Chatfield Contracting, Inc.	2009 (Exp 2010) Eligible 2017	March 2025	7 years	LG-01-007
2009 Contractor's Agreement with Butch Thompson Enterprises, Inc for Flood Damage Repair Heritage Dr. at Moon Station Rd	2009 Eligible 2019	March 2025	10 years	LG-08-010A

2009 Contractor's Agreement with McGill & Sons, Inc. for Flood Damage Repair at Moon Station Rd. South of Bayswater Dr	2009 Eligible 2019	March 2025	10 years	LG-08-010A
2009 Contractor's Agreement with McGill & Sons, Inc. for Flood Damage Repair at Legacy Park at Winterthur	2009 Eligible 2019	March 2025	10 years	LG-08-010A
2009 Contractor's Agreement with Butch Thompson Enterprises, Inc. for Flood Damage Repair for Legacy Park Circle by Tennis Court	2009 Eligible 2019	March 2025	10 years	LG-08-010A
2009 Contractor's Agreement with McGill & Sons, Inc for Flood Damage Repair for Lockhart Bridge	2009 Eligible 2019	March 2025	10 years	LG-08-010A
2009 Contractor's Agreement with McGill & Sons, Inc. for Flood Damage Repair for Legacy Park Circle at Kentmere	2009 Eligible 2019	March 2025	10 years	LG-08-010A
2009 Contractor's Agreement with Butch Thompson Enterprises, Inc. for Flood Damage Repair for Moon Station Rd at Moon Station Dr	2009 Eligible 2019	March 2025	10 years	LG-08-010A
2012 Georgia Law Enforcement Agency Crash Report Reimbursement Agreement (GEARS)	2012 Eligible 2019	March 2025	7 years	LG-08-010B
2004 Agreement with Alcon Associates, Inc. for Community Center Renovation Phase I Design-Build Change Order	2004 Eligible 2014	March 2025	10 years	LG-08-010A
2004 Agreement with Alcon Associates, Inc. for Community Center Renovation Phase II Owner Change Order #1	2004 Eligible 2014	March 2025	10 years	LG-08-010A
2004 Agreement with Alcon Associates, Inc. for Adams Park Parking Lot Expansion Owner Change Order #1	2004 Eligible 2014	March 2025	10 years	LG-08-010A
2004 Agreement with Alcon Associates, Inc. for Community Center Renovation Phase II	2004 Eligible 2014	March 2025	10 years	LG-08-010A

2004 Alcon Associates, Inc Payment and Performance Bonds \$642,211.00	2004 Eligible 2010	March 2025	5 years	LG-08-004
2004 Agreement with Alcon Associates, Inc. for Exterior Renovation of the Kennesaw Community Center Including Adjacent Parking Lot and Watts Dr	2004 Eligible 2014	March 2025	10 years	LG-08-010A
2003 Alcon-Rosser Community Center Renovation Qualifications – Design Build Services	2003 Eligible 2014	March 2025	11 years	LG-08-005A
2003 Certificate of Liability for Alcon Associates, Inc.	2003 (Exp 2004) Eligible 2011	March 2025	7 years	LG-01-007
2004 Certificate of Liability for Alcon Associates, Inc.	2004 (Exp 2005) Eligible 2012	March 2025	7 years	LG-01-007
2003 HB489 Extension Agreement 8/31/03 – 12/31/03	2003 Eligible 2013	March 2025	10 years	LG-08-010A
2003 Printing Services Agreement with Arista Information Systems, Inc	2003 Eligible 2010	March 2025	7 years	LG-08-010B
2003 Lease Agreement and Closing Documents between KDDA and L&B Brands (Trackside Grill)	2003 Eligible 2010	March 2025	7 years	LG-08-010B
2003 MCCI/Laserfiche System Agreement	2003 Eligible 2010	March 2025	7 years	LG-08-010B
2001 Agreement with Smithsonian Institution and Museum	2001 Eligible 2008	March 2025	7 years	LG-08-010B
2000 Spillman Technologies Agreement, Police Dept Computer System	2000 Eligible 2007	March 2025	7 years	LG-08-010B
2003 Agreement with Robert G. Betz, AICP, Inc. – Parks & Rec Master Plan	2003 Eligible 2013	March 2025	10 years	LG-08-010A
2003 Kennesaw Parks, Recreation & Open Spaces Master Plan Update – HDR, Inc.	2003 Eligible 2014	March 2025	11 years	LG-08-005A
2001 Agreement with Murphy & Orr Co. for installation of Museum Exhibits for Kennesaw Museum	2001 Eligible 2011	March 2025	10 years	LG-08-010A

2000 Certificate of Liability for Murphy & Orr Co	2000 (Exp 2001) Eligible 2008	March 2025	7 years	LG-01-007
2001 Certificate of Liability for Murphy & Orr Co	2001 (Exp 2002) Eligible 2009	March 2025	7 years	LG-01-007
2001 Contractor's Agreement with Lynn Lighting, Inc. for Kennesaw Mt. High School Lighting Improvements	2001 Eligible 2008	March 2025	7 years	LG-08-010B
2001 Agreement with MICRO-FIX for Document Management System	2001 Eligible 2008	March 2025	7 years	LG-08-010B
2001 Proposal from MICRO-FIX for Document Management System	2001 Eligible 2008	March 2025	7 years	LG-08-005B
2001 Proposal from MainStreet Technologies Imaging & Indexing System for Document Management System	2001 Eligible 2008	March 2025	7 years	LG-08-005B
2001 Proposal from Digital Doc Manager for Document Management System	2001 Eligible 2008	March 2025	7 years	LG-08-005B
2014 Intergovernmental Agreement Regarding Millage Rate within Municipalities in Cobb Co	2014 Eligible 2021	March 2025	7 years	LG-08-010B
2016 Intergovernmental Agreement with City of Marietta	2016 Eligible 2023	March 2025	7 years	LG-08-010B
2016 Certificate of Liability Insurance for Republic Services	2016	March 2025	7 years	LG-01-007
2016 LMIG Application for Fiscal Year 2017	2017 Eligible 2024	March 2025	7 years	LG-01-034B
2016 Temporary Construction Easement from Lenora Ann Black to City of Kennesaw for the Dallas St. and Watts Dr. Improvement Project	2016 Eligible 2021	March 2025	5 years	LG-020-040
2016 Agreement to Purchase Real Estate, (278 sq. ft. of Temporary Construction Easement) from Lenora Anne Black, Settlement Statement, Owner's Affidavit, W-9 form, copy of her driver's license	2016 Eligible 2021	March 2025	5 years	LG-18-001

2016 Temporary Construction Easement from Hamid Gul for Old 41 Highway Project Road Widening & Improvements	2016 Eligible 2021	March 2025	5 years	LG-020-040
2016 Agreement to Purchase Real Estate, (309.99 sq. ft. of Right of Way and 282.31 sq. ft. of Temporary Construction Easement) from Hamid Gul, Settlement Statement, Owner's Affidavit, W-9 form, copy of his driver's license	2016 Eligible 2021	March 2025	5 years	LG-18-001
2016 DUPLICATE Right of Way Deed from Hamid Gul, Old Hwy 41	2016 DUPLICATE	March 2025	DUPLICATE	DUPLICATE
2010 Kennesaw City Cemetery Sign Up Sheet – May 1, 2010	2010 Eligible 2013	April 2025	3 years	LG-16-045A
2012 Kennesaw City Cemetery Sign Up Sheet – May 5, 2012	2012 Eligible 2015	April 2025	3 years	LG-16-045A
2013 Kennesaw City Cemetery Sign Up Sheet – May 18, 2013	2013 Eligible 2016	April 2025	3 years	LG-16-045A
2014 Kennesaw City Cemetery Sign Up Sheet – May 18, 2013	2014 Eligible 2017	April 2025	3 years	LG-16-045A
2012 Certificate of Liability Insurance for Price & Son Grave & Vault Co.	2012 (Exp 2013) Eligible 2020	April 2025	7 years	LG-01-007
2002 Proposal For The Cemetery Preservation Plan for Historic Kennesaw City Cemetery, prepared by TRC Garrow Associates, Inc.	2002 Eligible 2012	April 2025	10 years	LG-17-001
2013 Correspondence with donor Lawrence O. Conner for Cemetery Preservation contribution of \$150.00, and copy of deposit slip	2013 Eligible 2018	April 2025	5 years	LG-01-012
2002 Historic Preservation Fund CLG Survey and Planning Grant Application	2002 Eligible 2009	April 2025	7 years	LG-01-034B
2002 Proposal from TRC for Preservation Plan For Historic Kennesaw City Cemetery	2002 Eligible 2009	April 2025	7 years	LG-08-005B
2002 TRC Preservation Plan For Historic Kennesaw City Cemetery	2002 Eligible 2012	April 2025	10 years	LG-17-001

2003 TRC Proposal for Preservation Plan for the Historic Kennesaw City Cemetery	2003 Eligible 2013	April 2025	10 years	LG-17-001
January 28, 2008 Virtual Underground Cemetery Services Ground Penetrating Radar Mapping of Historic City of Kennesaw Cemetery (Updated copy, May 29, 2008, in Laserfiche and hardcopy in vault)	2008 Eligible 2018	April 2025	10 years	LG-17-001
July 10, 2007 Virtual Underground Inc. Ground Penetrating Radar Mapping of Historic City of Kennesaw Cemetery	2007 Eligible 2017	April 2025	10 years	LG-17-001
January 7, 2008 Virtual Underground Inc. Ground Penetrating Radar Mapping of Historic City of Kennesaw Cemetery	2008 Eligible 2018	April 2025	10 years	LG-17-001
February 7, 2008 Virtual Underground Inc. Ground Penetrating Radar Mapping of Historic City of Kennesaw Cemetery	2008 Eligible 2018	April 2025	10 years	LG-17-001
August 16, 2007 Virtual Underground Cemetery Services Proposal for Ground Penetrating Radar Mapping (RES 2007-33)	2007 Eligible 2014	April 2025	7 years	LG-08-005B
2007-2008 Check Requests and Invoices for Virtual Underground Inc. for payments for underground imaging of City Cemetery	2008 Eligible 2013	April 2025	5 years	LG-08-001
2009 Correspondence regarding slight damage to brick in cemetery caused by Price & Son	2009 Eligible 2014	April 2025	5 years	LG-19-003
2007 Correspondence regarding Eagle Scout Leadership Service Project in Kennesaw City Cemetery	2007 Eligible 2010	April 2025	3 years	LG-16-045B
2002 Consultant Agreement with City of Kennesaw and TRC Garrow Associates, Inc. for the Cemetery Preservation Plan for Historic Kennesaw City Cemetery project	2002 Expired 2003 Eligible 2010	April 2025	7 years from Expiration	LG-08-010B

March 6, 2007 Underground Inc. Headstone and Surface Survey City of Kennesaw Cemetery	2007 DUPLICATE	April 2025	DUPLICATE	DUPLICATE
2002 TRC, Inc. Grave Concerns Using the Historic Cemetery as a Classroom report/study	2002 Eligible 2012	April 2025	10 years	LG-17-001
1997 Invitation to Bid City of Kennesaw Cemetery Surveying	1997 Eligible 2004	April 2025	7 years	LG-08-005B
2008 Castle Security Systems Proposal for surveillance camera systems in City of Kennesaw Cemetery	2008 Eligible 2015	April 2025	7 years	LG-08-005B
2016, Jan. - Dec. Cemetery Preservation Commission Agenda Packets –(scanned into LaserFiche to retain a permanent digital copy)	2016	April 2025	Digital kept – Permanent	LG-01-002A
2017, Feb, March, June, July, Sept, Oct, Dec. Cemetery Preservation Commission Agenda Packets – (Scanned into LaserFiche to retain a Permanent digital copy)	2017	April 2025	Digital kept - Permanent	LG-01-002A
2008, Jan, Feb, March, April, June, July, Aug, Oct, Nov, Dec, Cemetery Preservation Commission Agenda Packets – (Scanned into LaserFiche to retain a permanent digital copy)	2008	April 2025	Digital kept - Permanent	LG-01-002A
2007, Feb, March, May, July, Dec, Cemetery Preservation Commission Agenda Packets – (Scanned into LaserFiche to retain a permanent digital copy)	2007	April 2025	Digital kept – Permanent	LG-01-002A
2009. Jan, Feb, May, July, Sept, Oct, Nov, Cemetery Preservation Commission Agenda Packets – (Scanned into LaserFiche to retain a permanent digital copy)	2009	April 2025	Digital kept – Permanent	LG-01-002A
2010, Feb, March, July, Sept, Oct, Cemetery Preservation Commission Agenda Packets – (Scanned into LaserFiche to retain a permanent digital copy)	2010	April 2025	Digital kept – Permanent	LG-01-002A

2011, Feb, Mar., April, June, July, Aug, Sept, Oct, Nov, Dec, Cemetery Preservation Commission Agenda Packets – (Scanned into LaserFiche to retain a permanent digital copy)	2011	April 2025	Digital kept – Permanent	LG-01-002A
2012, Jan, Feb, Mar, April, June, July, Aug, Oct, Nov, Cemetery Preservation Commission Agenda Packets – (Scanned into LaserFiche to retain a permanent digital copy)	2012	April 2025	Digital kept – Permanent	LG-01-002A
2013, Jan, Feb, Mar, April, May, July, Sept, Oct, Nov, Dec, Cemetery Preservation Commission Agenda Packets – (Scanned into LaserFiche to retain a permanent digital copy)	2013	April 2025	Digital kept – Permanent	LG-01-002A
2015, Feb, Mar, April, June, July, Sept, Oct, Nov, Dec, Cemetery Preservation Commission Agenda Packets – (Scanned into LaserFiche to retain a permanent digital copy)	2015	April 2025	Digital kept – Permanent	LG-01-002A
2014, Jan-Dec (with exception of Sept), Cemetery Preservation Commission Agenda Packets – (Scanned into LaserFiche to retain a permanent digital copy)	2014	April 2025	Digital kept – Permanent	LG-01-002A
2006, Feb, Mar, April, May, June, Aug, Oct, Nov, Cemetery Preservation Commission Agenda Packets – (Scanned into LaserFiche to retain a permanent digital copy)	2006	April 2025	Digital kept – Permanent	LG-01-002A
COPY of partial cemetery map, Section III – Original kept in file	1978	April 2025	DUPLICATE	DUPLICATE
2003 DUPLICATE Cemetery Entrance and Flag Pole Area Options and brochures	2003	April 2025	DUPLICATE	DUPLICATE
City of Kennesaw City Cemetery Rules and Regulations	Not Dated	April 2025	DUPLICATE	DUPLICATE
2003 (2) DUPLICATE COPIES Sketch of Kennesaw Cemetery Brick Column Entrance	2003	April 2025	DUPLICATE	DUPLICATE

1998 Report by Mayes, Sudderth, & Etheredge of Headstone Listings in Kennesaw Cemetery in Section III, Chalker South, Chalker. Reports for Numerical Listings and Alphabetical Listings	1998 Eligible 2008	April 2025	10 years	LG-17-001
1991 Report from The Cobb County Genealogical Society, Inc. Listing graves in various Cobb County Cemeteries	1991 Eligible 2001	April 2025	10 years	LG-17-001
2003, Jan, June, Sept, Oct, Nov, Dec., Cemetery Preservation Commission Minutes	2003	May 2025	Digital kept – Permanent	LG-01-002A
2004, Jan, Feb, March, April, June, July, Oct., Nov., Cemetery Preservation Commission Agendas	2004	May 2025	Digital kept – Permanent	LG-01-002A
2004, Feb., June, July, Aug., Nov., Cemetery Preservation Commission Minutes	2004	May 2025	Digital kept – Permanent	LG-01-002A
2005, Jan., Feb., Mar., May, June, Aug., Sept., Oct., Nov., Dec., Cemetery Preservation Commission Minutes	2005	May 2025	Digital kept – Permanent	LG-01-002A
1981 Superior Court of Cobb Co, Civil Action File No 811395, The Marietta New Testament Chapel Church vs. Sardes Baptist Church	1981 Eligible 2001	May 2025	20 years	JB-013
Various Warranty Deeds and Grave listings for Sardis Cemetery (Private Cemetery)	1964 and beyond	May 2025	11 years	LG-18-022 – Not City Owned
Early 2000's Grave Concerns. Using The Historic Cemetery As A Classroom report by TRC, Inc	2000 Eligible 2010	May 2025	10 years	LG-17-001
2002-2004 The Cemetery Preservation Commission of Kennesaw Report of Accomplishment FY – 2002-2004	2004 Eligible 2006	May 2025	2 years	LG-01-016
2005 Cemetery Preservation Commission Rules and Regulations	2005 Eligible 2006	May 2025	Retain for Useful Life	GASC-02-001B
2016 Master Fee Schedule – DUPLICATE	2016	May 2025	5 years	LG-08-001

2016 Kennesaw Cemetery Ancestry All Access Membership	2016 Eligible 2021	May 2025	5 years	LG-08-001
2017 Cemetery Postage Expense Memo for Decoration Day Mailings	2017 Eligible 2022	May 2025	5 years	LG-08-001
2011 Cemetery Preservation Commission receipts and invoices for Decoration Day	2011 Eligible 2016	May 2025	5 years	LG-08-001
2015 Cemetery Preservation Commission receipts and invoices for Decoration Day	2015 Eligible 2020	May 2025	5 years	LG-08-001
2006 Preserve America Cemetery Grant Application	2006 Eligible 2014	May 2025	7 years	LG-01-034B
2007 Preserve America Cemetery Grant Contract	2007 Eligible 2015	May 2025	7 years	LG-01-034B
2007 Virtual Underground, Inc. invoices for Radar Buriel Mapping	2007 Eligible 2012	May 2025	5 years	LG-08-001
2007 Preserve America Grant Quarterly Progress Reports, 4/1/07, 7/1/07, 10/1/07, 1/1/08	2008 Eligible 2011	May 2025	3 years	LG-08-001
Duplicate photos of damaged headstones from Kennesaw City Cemetery (no date)	No date	May 2025	DUPLICATE	LG-01-029
2007 Request for Proposal for Underground Imaging of City Cemetery Phase II	2007 Eligible 2018	May 2025	11 years	LG-08-005A
2007 City Bid Log/Results for Phase II Ground Penetrating Radar of City Cemetery project	2007 Eligible 2018	May 2025	11 years	LG-08-005A
2007 CC Land Surveyors, Inc. Proposal for Underground Imaging of City Cemetery	2007 Eligible 2018	May 2025	11 years	LG-08-005A
2007 ECS Southeast, LLC Proposal for GPR Study, City of Kennesaw Cemetery	2007 Eligible 2018	May 2025	11 years	LG-08-005A
2007 MACTEC Proposal for City Cemetery Underground Imaging and Headstone Inventory-Phase II	2007 Eligible 2018	May 2025	11 years	LG-08-005A
2007 Mulkey Proposal for Underground Imaging of Cemetery	2007 Eligible 2018	May 2025	11 years	LG-08-005A

2007 Campaign to Preserve Georgia's Historic Cemeteries Preserve America Grant Reimbursement Form	2007 Eligible 2010	May 2025	3 years	LG-08-012
2003 Proposal from TRC for Preservation Plan for the Historic Kennesaw City Cemetery	2003 Eligible 2014	May 2025	11 years	LG-08-005A
2016 Notification (letter) of Issuance of a Site Suitability Notice for the Proposed Expansion to the Willow Oak Landfill in Fulton Co.	2016 Eligible 2025	May 2025	Retain for Useful Life	LG-01-013
2015 Purchase and Sales Agreement for 2238 Whitfield Place, Kennesaw, Ga, between 2238 Whitfield Place, LLC and City of Kennesaw	2015 Eligible 2022	May 2025	7 years	LG-08-010B
2015 800 MHz Radio System User License Agreement	2015 Eligible 2022	May 2025	7 years	LG-08-010B
2016 Temporary Construction Easement City of Kennesaw to True North Companies / Dallas and Main project	2016 (Exp 2017) Eligible 2022	May 2025	5 years	LG-020-040
2016 Cobb County Application for Official Absentee Ballot By Mail	2016	May 2025	2 years	LG-07-001
2016 DUPLICATE Quitclaim Deed between Junior Higdon and City of Kennesaw for Carter Circle	2016	May 2025	DUPLICATE	DUPLICATE
2012/2013 Right-Of-Way Dedication and Development Agreement between City of Kennesaw, Kennesaw Sanctuary Owner, LLC, and Sanctuary retail Owner II, LLC for the "Housing Parcel" aka West 22	2013 Eligible 2023	May 2025	10 years	LG-08-010A
2017 Mailing from FEMA regarding the criteria for appeals of Flood Insurance Rate Maps	2017 Eligible 2022	May 2025	5 years	LG-19-032
2019 Correspondence closing of Access Corp. Account	2019 Eligible 2024	May 2025	5 years	LG-08-001

2015 [Duplicate] Mauldin & Jenkins Engagement Letter regarding Audit. Digital copy in Laserfiche	2015	May 2025	Duplicate	Duplicate
1998 [Duplicate] Legal Opinion, Reapplication for Zoning after a Decision of Mayor and Council. Digital copy in Laserfiche	1998	May 2025	Duplicate	Duplicate
2018 [Duplicate] First Amendment to Joint Development Agreement Among the City of Kennesaw, Sanctuary Development, LLC, and Salt Kennesaw Properties, LLC. Digital copy in Laserfiche	2018	May 2025	Duplicate	Duplicate
2015 [Duplicate] Mauldin & Jenkins Auditor's Discussion & Analysis. Digital copy in Laserfiche	2015	May 2025	Duplicate	Duplicate
2018 [Duplicate] Lease Agreement between David W. Collier and Kathryn A. Collier and KDDA. Contract to end in 2030. Digital copy in Laserfiche	2018	May 2025	Duplicate	Duplicate
2017 FEMA Revised Flood Insurance Rate Map. Digital copy in Laserfiche	2017 Eligible 2022	May 2025	5 years	LG-19-032
2005 Comcast Business Service Order Agreement – Community Ctr	2005 Eligible 2012	May 2025	7 years	LG-08-010B
2015 Comcast Business Service Order Agreement – City Hall	2015 Eligible 2022	May 2025	7 years	LG-08-010B
1997 [Duplicate] Memorandum of Law – Conditions and Requirements For Increasing the Salary of Compensation of The Elective Members of The City of Kennesaw. Digital copy in Laserfiche	1997	May 2025	Duplicate	Duplicate
10/4/2016 Application for Rezoning, Cobb Co, Applicant – Paas Enterprises, LLC	2016 Eligible 2021	May 2025	5 years	LG-17-007
10/4/2016 Application for Rezoning, Cobb Co, Applicant – Windsong Properties, LLC	2016 Eligible 2021	May 2025	5 years	LG-17-007

2015 Contractor's Agreement with McGill & Sons, Inc for CDBG Sidewalk Construction Project for Woodland Acres Subdivision. Digital copy in Laserfiche	2015	May 2025	Duplicate	Duplicate
2017 Utility Relocation Agreements, 1. Pine Mountain Rd. and 2. Pine Mountain Ct. and Pine Mountain Way. Digital Copies in Laserfiche	2017	May 2025	Duplicate	Duplicate
2016 Ground Lease Agreement between A & K 2980 Enterprises, LLC, Terminates 2027. Digital copy in Laserfiche	2016	May 2025	Duplicate	Duplicate
2016 Ground Lease Agreement between KDDA and Dallas & Main, LLC, terminating in 2017	2016 Eligible 2024	May 2025	7 years	LG-08-010B
2015 GDOT (LMIG) Application for Fiscal Year 2016 – Awarded 2015	2015 Eligible 2022	May 2025	7 years	LG-01-034A
2016 Revision to the GIRMA Intergovernmental Contract	2016 Eligible 2023	May 2025	7 years	LG-08-010B
2015 Non-Renewal Notice from Gas South – Correspondence	2015 Eligible 2020	May 2025	5 years	LG-01-012
2012 Museum Foundation Silent Auction, Purchase of Glock Pistol, Scanned into Laserfiche	2012	May 2025	Retain for useful life	LG-02-001
03-02-2016 Service Delivery Strategy (HB 489) Land Use Compliance Elected Official Meeting, [Scanned into Laserfiche]	2016	May 2025	Duplicate	Duplicate
2004 Intergovernmental Agreement between Cobb Co and City of Kennesaw	2004 (Exp 2014) Eligible 2024	May 2025	10 years	LG-08-010A
2014 Duplicate Intergovernmental Agreement Regarding Millage Rate within Municipalities in Cobb Co, Ga, [Scanned into Laserfiche]	2014	May 2025	Duplicate	Duplicate
2017 Duplicate Certification for Extension of Existing Service Delivery Strategy [Scanned into LF]	2017	May 2025	Duplicate	Duplicate

2013 Sanitation Collection Service Agreement with BFI Waste Services, LLC [in Laserfiche]	2013	May 2025	Duplicate	Duplicate
2016 [Duplicate] GMA WCSIF Intrastate Agreement [in LF]	2016	May 2025	Duplicate	Duplicate
2016 [Duplicate] Kennesaw Municipal Court Forfeiture of Collateral Schedule	2016	May 2025	10 years	Duplicate
2016 Parks and Rec Contract Agreement with GameTime/Dominica Recreation Products, Inc. & Kennesaw [scanned into Laserfiche]	2016	May 2025	Duplicate	Duplicate
2016 [Duplicate] Mauldin & Jenkins Engagement Letter regarding Audit. Digital copy in Laserfiche	2016	May 2025	Duplicate	Duplicate
1998 Title Opinion and Certification for Park St and Main St	1998 Eligible 2003	May 2025	5 years	LG-18-001
1998 Title Opinion and Certification for Watts Dr and Main St	1998 Eligible 2003	May 2025	5 years	LG-18-001
2017 [Duplicate] Title VI Non-Discrimination Agreement The GDOT and City of Kennesaw (in LF)	2017	May 2025	Duplicate	Duplicate
2015 CCA Ad Exchange Community Free Wi-Fi – No longer in effect per IT Dept (they are not sure of termination date)	2015 Eligible 2023	May 2025	7 years	LG-08-010B
2015 Copy of City of Kennesaw Charter [This is in Laserfiche]	2015 Eligible 2015	May 2025	Duplicate (copy)	Duplicate (copy)
2015 Copy of Memorandum from Randall Bentley, Sr. regarding Benefits for Elected Officials in the City of Kennesaw [this is in LaserFiche]	2015 Eligible 2015	May 2025	Duplicate (copy)	Duplicate (copy)
2016 Settlement and Mutual Release Agreement with Prime Contractors, Inc.	2016 Eligible 2022	May 2025	6 years	LG-11-001

2016 Copy of Memorandum from R. Randall Bentley, Sr. regarding Charitable Funding (Digital file in Laserfiche)	2016 Eligible 2016	May 2025	Duplicate (copy)	Duplicate (copy)
2014 Temporary Driveway Easement between McDonald's Corp and City of Kennesaw – Old Hwy 41 Road Widening Project	2014 (2016) Eligible 2021	May 2025	5 years	LG-020-040
2016 Zoning Application from Stratus Property Group, LLC, location – West side of Shiloh rd, south of Bentrige Dr – for Student Housing [scanned into Laserfiche]	2016	May 2025	Duplicate	Duplicate
2016 Copy - Utility Relocation Agreement with GA Power, Old Hwy 41, Project Number L5148 [copy in Laserfiche]	2016	May 2025	Duplicate	Duplicate
2016 Correspondence from WellStar Health System, Inc notifying of an agreement with Conifer Revenue cycle Solutions, LLC	2016 Eligible 2021	May 2025	5 years	LG-01-012
1980 Copy of Wren's Ridge Subdivision, Declaration of Covenants, Conditions, Restrictions and Rights, [scanned into Laserfiche]	1980	May 2025	Duplicate (copy)	Duplicate (copy)
2016 Copy of Utility Relocation Agreement, Dallas St/Watts Dr Roundabout, Ga Power and City of Kennesaw [scanned into Laserfiche]	2016	May 2025	Duplicate (copy)	Duplicate (copy)
2002 Copy - Valic Supplement Retirement Plan [copy in Laserfiche]	2002	May 2025	Duplicate (copy)	Duplicate (copy)
2010 Copy – State of GA EPD Phase I Municipal Separate Storm Sewer System Annual report [digital copy in Laserfiche]	2010	May 2025	Duplicate (copy)	Duplicate (copy)
2016 Copy – PY 2016 CDBG Subrecipient Agreement CD16-C16C4 [digital copy in Laserfiche]	2016	May 2025	Duplicate (copy)	Duplicate (copy)

2001 Kennesaw Downtown Development Authority Minutes and Agendas for Jan-Dec [Digital copy kept in Laserfiche]	2001	May 2025	Digital in LF	Digital in LF
2001 Kennesaw Downtown Master Plan Task Force Minutes and Agendas for Jan-Dec [Digital copy kept in Laserfiche]	2001	May 2025	Digital in LF	Digital in LF
2002 Ethics Board Minutes and Agendas for Jan-Dec [Digital copy kept in Laserfiche]	2002	May 2025	Digital in LF	Digital in LF
2002 Kennesaw Downtown Development Authority Minutes and Agendas for Jan-Dec [Digital copy kept in Laserfiche]	2002	May 2025	Digital in LF	Digital in LF
2001 Cemetery Preservation Commission Minutes and Agendas for Jan-Dec [Digital copy kept in Laserfiche]	2001	May 2025	Digital in LF	Digital in LF
2002 Youth Council Minutes and Agendas for Jan-Dec [Digital copy kept in Laserfiche]	2002	May 2025	Digital in LF	Digital in LF
2002 Cemetery Preservation Commission Minutes and Agendas for Jan-Dec [Digital copy kept in Laserfiche]	2002	May 2025	Digital in LF	Digital in LF
2001 Historic Preservation Committee Minutes and Agendas for Jan-Dec [Digital copy kept in Laserfiche]	2001	May 2025	Digital in LF	Digital in LF
2002 Kennesaw Greenspace Committee Minutes and Agendas for Jan-Dec [Digital copy kept in Laserfiche]	2002	May 2025	Digital in LF	Digital in LF
2002 Recreation and Culture Commission Minutes and Agendas for Jan-Dec [Digital copy kept in Laserfiche]	2002	May 2025	Digital in LF	Digital in LF
2002 Historic Preservation Commission Minutes and Agendas for Jan-Dec [Digital copy kept in Laserfiche]	2002	May 2025	Digital in LF	Digital in LF

2002 Kennesaw Downtown Master Plan Task Force Minutes and Agendas for Jan-Dec [Digital copy kept in Laserfiche]	2002	May 2025	Digital in LF	Digital in LF
2001 Kennesaw Development Authority Agendas for Feb-Oct, Dec [Digital copy kept in Laserfiche]	2001	May 2025	Digital in LF	Digital in LF
2000 Historic Preservation Commission Minutes and Agendas for Jan-Dec [Digital copy kept in Laserfiche]	2000	May 2025	Digital in LF	Digital in LF
2002 Pension Committee Minutes Jan-Aug, Jan Agenda [Digital copy kept in Laserfiche]	2002	May 2025	Digital in LF	Digital in LF
2001 Ethics Board Minutes Jan, April, July [Digital copy kept in Laserfiche]	2001	May 2025	Digital in LF	Digital in LF
2002 Kennesaw Development Authority Minutes and Agendas for Jan-Dec [Digital copy kept in Laserfiche]	2002	May 2025	Digital in LF	Digital in LF
2002 Planning Committee Minutes Jan-Sept, Nov, Dec and Agendas Jan-Aug, Oct-Dec [Digital copy kept in Laserfiche]	2002	May 2025	Digital in LF	Digital in LF
2001 Kennesaw Development Authority Minutes Jan-Dec [Digital copy kept in Laserfiche]	2001	May 2025	Digital in LF	Digital in LF
2001 Capital Improvement Committee Minutes Feb-April, June, Dec and Agenda June, Sept [Digital copy kept in Laserfiche]	2001	May 2025	Digital in LF	Digital in LF
2001 Benefits Committee Minutes May, July and Agendas July-Dec [Digital copy kept in Laserfiche]	2001	May 2025	Digital in LF	Digital in LF
2001 Technology Committee Minutes for Sept and Agenda for May [Digital copy kept in Laserfiche]	2001	May 2025	Digital in LF	Digital in LF
2001 Emergency Management Team Minutes for August [Digital copy kept in Laserfiche]	2001	May 2025	Digital in LF	Digital in LF

1995 Safety Committee Minutes for 06/18/95 and 08/17/95 [Digital copy kept in Laserfiche]	1995	June 2025	Digital in LF	Digital in LF
1997 Sign Ordinance Review Committee Minutes for 2/25/97 [Digital copy kept in Laserfiche]	1997	June 2025	Digital in LF	Digital in LF
1995 Board of Ethics Minutes for June, July, Oct. [Digital copy kept in Laserfiche]	1995	June 2025	Digital in LF	Digital in LF
1996 Board of Ethics Minutes for Jan, April, July [Digital copy kept in Laserfiche]	1996	June 2025	Digital in LF	Digital in LF
1998 Board of Ethics Minutes for Feb, July, Sept, Oct, Nov. [Digital copy kept in Laserfiche]	1998	June 2025	Digital in LF	Digital in LF
1997 Board of Ethics Minutes for Oct [Digital copy kept in Laserfiche]	1997	June 2025	Digital in LF	Digital in LF
1999 Board of Ethics Minutes for Jan [Digital copy kept in Laserfiche]	1999	June 2025	Digital in LF	Digital in LF
1995 Recreational Advisory Agendas for March, May, Aug-Nov, [Digital copy kept in Laserfiche]	1995	June 2025	Digital in LF	Digital in LF
1996 Recreational Advisory Agendas for Jan, May, June, July, [Digital copy kept in Laserfiche]	1996	June 2025	Digital in LF	Digital in LF
1998 Pension Committee Minutes for Jan [Digital copy kept in Laserfiche]	1998	June 2025	Digital in LF	Digital in LF
1996 Recreational Advisory Minutes for Jan, March-July, [Digital copy kept in Laserfiche]	1996	June 2025	Digital in LF	Digital in LF
1997 Recreational Advisory Minutes for Jan, March - May, [Digital copy kept in Laserfiche]	1997	June 2025	Digital in LF	Digital in LF
1998 Recreational Advisory Agendas for Jan - March, May-Nov, [Digital copy kept in Laserfiche]	1998	June 2025	Digital in LF	Digital in LF

1999 Recreational Advisory Minutes for Feb, March, [Digital copy kept in Laserfiche]	1999	June 2025	Digital in LF	Digital in LF
1997 Recreational Advisory Agendas for June and 1998 Agendas for Feb and Mar [Digital Copy kept in Laserfiche]	1997,1998	June 2025	Digital in LF	Digital in LF
1995 Recreational Advisory Minutes for Jan - March, May, Aug-Oct, [Digital copy kept in Laserfiche]	1995	June 2025	Digital in LF	Digital in LF
1997 Historic Preservation Commission Minutes, Jan, March-Nov [Digital copy kept in Laserfiche]	1997	June 2025	Digital in LF	Digital in LF
1996 Historic Preservation Commission Minutes, May, Aug-Dec [Digital copy kept in Laserfiche]	1996	June 2025	Digital in LF	Digital in LF
1994 Civic Design Commission Minutes, Oct-Nov [Digital copy kept in Laserfiche]	1994	June 2025	Digital in LF	Digital in LF
1995 Civic Design Commission Minutes, Jan, Mar-April, Aug-Oct, Dec [Digital copy kept in Laserfiche]	1995	June 2025	Digital in LF	Digital in LF
1996 Civic Design Commission Minutes, Jan-April [Digital copy kept in Laserfiche]	1996	June 2025	Digital in LF	Digital in LF
1997 Kennesaw Historic Preservation Commission Agendas for Sept [Digital copy kept in Laserfiche]	1997	June 2025	Digital in LF	Digital in LF
1998 Kennesaw Historic Preservation Commission Agendas for Jan-April, June-Dec [Digital copy kept in Laserfiche]	1998	June 2025	Digital in LF	Digital in LF
1998 Kennesaw Historic Preservation Commission Minutes for Jan-Mar, June-Nov [Digital copy kept in Laserfiche]	1998	June 2025	Digital in LF	Digital in LF
1999 Kennesaw Historic Preservation Commission Agendas for Jan-Dec [Digital copy kept in Laserfiche]	1999	June 2025	Digital in LF	Digital in LF

1999 Kennesaw Historic Preservation Commission Minutes for Feb-June. Aug-Dec [Digital copy kept in Laserfiche]	1999	June 2025	Digital in LF	Digital in LF
2000 Kennesaw Downtown Development Authority Agendas for March and April [Digital copy kept in Laserfiche]	2000	June 2025	Digital in LF	Digital in LF
2000 Kennesaw Downtown Development Authority Minutes for Jan- March and June [Digital copy kept in Laserfiche]	2000	June 2025	Digital in LF	Digital in LF
1999 Kennesaw Downtown Development Authority Agendas for Jan-Dec [Digital copy kept in Laserfiche]	1999	June 2025	Digital in LF	Digital in LF
1999 Kennesaw Downtown Development Authority Minutes for Jan- Dec [Digital copy kept in Laserfiche]	1999	June 2025	Digital in LF	Digital in LF
2000 Kennesaw Development Authority Minutes for Feb, June, July, and Oct [Digital copy kept in Laserfiche]	2000	June 2025	Digital in LF	Digital in LF
1999 Kennesaw Development Authority Agendas for Jan, Mar-Sep, Nov, Dec. [Digital copy kept in Laserfiche]	1999	June 2025	Digital in LF	Digital in LF
1999 Kennesaw Development Authority Minutes for Jan, Mar-Sep, Nov, Dec. [Digital copy kept in Laserfiche]	1999	June 2025	Digital in LF	Digital in LF
1998 Kennesaw Downtown Development Authority Agendas for Jan - Aug [Digital copy kept in Laserfiche]	1998	June 2025	Digital in LF	Digital in LF
1998 Kennesaw Downtown Development Authority Agendas for Jan- Nov [Digital copy kept in Laserfiche]	1998	June 2025	Digital in LF	Digital in LF

2010 DUPLICATE Certificate of Title, chain of title for 1758 Stanwood Dr, Parcel 22. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010	June 2025	DUPLICATE	DUPLICATE
2010 DUPLICATE Certificate of Title, chain of title for 1611 Heyford Cir., Parcel 8. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010	June 2025	DUPLICATE	DUPLICATE
2011 DUPLICATE Certificate of Title, chain of title for 1745 Taynton Cir., Parcel 25. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2011	June 2025	DUPLICATE	DUPLICATE
2010 DUPLICATE Certificate of Title, chain of title for 1743 Taynton Cir., Parcel 24. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010	June 2025	DUPLICATE	DUPLICATE
2010 (2) DUPLICATE copies Certificate of Title, chain of title, Drainage Easement (12/30/14), for 2049 Cobb Pkwy, Parcel 38. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010 & 2014	June 2025	DUPLICATE	DUPLICATE
2010 DUPLICATE Certificate of Title, chain of title for 2057 N. Cobb Pkwy., Parcel 39. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010	June 2025	DUPLICATE	DUPLICATE
2010 DUPLICATE Certificate of Title, chain of title for 1780 Old Hwy. 41, Parcel 12. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010	June 2025	DUPLICATE	DUPLICATE
2010 (2) DUPLICATE copies Certificate of Title, chain of title for 92 Hickory Lake Trail, Parcel 17. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010	June 2025	DUPLICATE	DUPLICATE

2010 DUPLICATE Certificate of Title, chain of title for 1810 Old Hwy 41, Parcel 17. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010	June 2025	DUPLICATE	DUPLICATE
2010 (2) DUPLICATE copies Certificate of Title, chain of title for 1750 Old 41 Hwy NW, Parcel 11. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010	June 2025	DUPLICATE	DUPLICATE
2010 DUPLICATE Certificate of Title, chain of title for 1650 N. Cobb Pkwy, Parcel 29. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010	June 2025	DUPLICATE	DUPLICATE
2010 DUPLICATE Certificate of Title, chain of title for 1815 Old Hwy 41, Parcel 18. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010	June 2025	DUPLICATE	DUPLICATE
2010 DUPLICATE Certificate of Title, chain of title for 1815 Old Hwy 41, Parcel 18B. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010	June 2025	DUPLICATE	DUPLICATE
2010 DUPLICATE Certificate of Title, chain of title for 1747 Taynton Cir, Parcel 26. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010	June 2025	DUPLICATE	DUPLICATE
2010 DUPLICATE Certificate of Title, chain of title for 1739 Taynton Cir, Parcel 20. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010	June 2025	DUPLICATE	DUPLICATE
2013 DUPLICATE chain of title for 1617 Heyford Cir, Parcel 5. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2013	June 2025	DUPLICATE	DUPLICATE

2010 DUPLICATE Certificate of Title, chain of title for 1983 Old Hwy 41, Parcel 34. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010	June 2025	DUPLICATE	DUPLICATE
2010 DUPLICATE Certificate of Title, chain of title for 1735 Tuscan Heights Blvd., Parcel 33B. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010	June 2025	DUPLICATE	DUPLICATE
2010 DUPLICATE Certificate of Title, chain of title for 1741 Taynton Cir., Parcel 21. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010	June 2025	DUPLICATE	DUPLICATE
2010 DUPLICATE Certificate of Title, chain of title for 1910 Old Hwy 41 NW, Parcel 32. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010	June 2025	DUPLICATE	DUPLICATE
2010 (3) DUPLICATE copies Certificate of Title, chain of title for 1900 Old Hwy 41, Parcel 31. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010	June 2025	DUPLICATE	DUPLICATE
2010 (2) DUPLICATE copies Certificate of Title, chain of title for 1737 Taynton Cir, Parcel 19. Splost 2 Old Hwy 41 Road Widening & ROW Project (comp 2019)	2010	June 2025	DUPLICATE	DUPLICATE
1/14/2019 Temp Construction Easement Masal Partners LTD, L.P. and Amak Partners, L.P. and City of Kennesaw. Splost 2 Old Hwy 41 project (completed 2019)	2019 (Eligible 2024)	June 2025	5 years	LG-020-040
2017 Correspondence and Attorney cite research/notes pertaining to: Civil Case Action No. 17-1-1558-58 Southern Railway Historical Association (SRHA) v. City of Kennesaw – [Settled 11/15/17]	2017 Eligible 2023	June 2025	6 years	LG-11-001

2016 Criminal Trespass Warning Notice to George Eichelberger pertaining to: Civil Case Action No. 17-1-1558-58 Southern Railway Historical Association (SRHA) v. City of Kennesaw – [Settled 11/15/17]	2016 Eligible 2023	June 2025	6 years	LG-11-001
2017 Notice of Filing along with Responses and Objections and Pleadings pertaining to: Civil Case Action No. 17-1-1558-58 Southern Railway Historical Association (SRHA) v. City of Kennesaw – [Settled 11/15/17]	2017 Eligible 2023	June 2025	6 years	LG-11-001
2014 Temporary Construction Easement between Gaines Properties, LLC & City of Kennesaw - Splost 2 Road Widening & Imp for Old Hwy 41 (completed 2019)	2014 Eligible 2024	June 2025	5 years after project completion	LG-020-040
2014 Temporary Construction Easement between Shady Grove Rest Home, Inc. & City of Kennesaw - Splost 2 Road Widening & Imp for Old Hwy 41 (completed 2019)	2014 Eligible 2024	June 2025	5 years after project completion	LG-020-040
Various duplicate Mayor, Staff, and Council photos from 2000-2008	2000	June 2025	DUPLICATE	DUPLICATE
2016 DUPLICATE copies for Carter Circle Acquisition/Dedication including correspondence, Attorney title work	2016 Eligible 2016	June 2025	DUPLICATE	DUPLICATE
1997 Appraisal by Manning Properties for 1809 Duncan Dr	1997 Eligible 2007	June 2025	10 years	LG-17-001
2017 DUPLICATE COPY Quit-Claim Deed, Limited Warranty Deed, appraisal, and closing documents for 2807 Sardis St. Seller – Brenda M. Clark	2017 Eligible 2017	June 2025	DUPLICATE	DUPLICATE
2016 Four (4) DUPLICATE copies of appraisal for 2817 Sardis St	2016 Eligible 2016	June 2025	DUPLICATE	DUPLICATE

2017 DUPLICATE copy of Administrator's Deed, Quit-Claim Deed, and Owner's Title Policy for 2817 Sardis St.	2017 Eligible 2017	June 2025	DUPLICATE	DUPLICATE
2016 DUPLICATE Closing docs and Warranty Deed for 2946 Shirley Dr	2016 Eligible 2016	June 2025	DUPLICATE	DUPLICATE
2015 DUPLICATE Warranty Deed, Chain of title, Correspondence, for 2080 Black Gum Dr	2015 Eligible 2015	June 2025	DUPLICATE	DUPLICATE
2015 DUPLICATE Warranty Deed, Chain of title, Correspondence, for 3000 Black Gum Dr	2015 Eligible 2015	June 2025	DUPLICATE	DUPLICATE
2015 DUPLICATE Warranty Deed, Chain of title, Correspondence, for 3010 Black Gum Dr	2015 Eligible 2015	June 2025	DUPLICATE	DUPLICATE
1997 DUPLICATE Manning Properties appraisal for 10.2 acres on Watts Dr., Owned by City of Kennesaw	1997 Eligible 1997	June 2025	DUPLICATE	DUPLICATE
2011 Temporary Construction Easement for 1758 Stanwood Dr, Parcel 22. Project completed 2019	2011 Eligible 2024	June 2025	5 years	LG-020-040
2011 Temporary Construction Easement and closing documents for 1760 Stanwood Dr, Parcel 23. Project completed 2019	2011 Eligible 2024	June 2025	5 years	LG-020-040
2011 Temporary Construction Easement and closing documents for 1739 Taynton Circle NW, Parcel 20. Project completed 2019	2011 Eligible 2024	June 2025	5 years	LG-020-040
2010 1747 Taynton Circle NW, Parcel 26. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001
2010 1985 Old Hwy 41, Parcel 35. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001

2010 1739 Taynton Circle NW, Parcel 20. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001
2010 1741 Taynton Circle NW, Parcel 21. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001
2010 1737 Taynton Circle NW, Parcel 19. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001
2010 1743 Taynton Circle NW, Parcel 24. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001
2010 1745 Taynton Circle NW, Parcel 25. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001
2010 1751 Taynton Circle NW, Parcel 26. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001
2010 1730 Tuscan Heights Blvd, Parcel 33. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001
2010 2057 N. Cobb Pkwy., Parcel 39. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001

2010 1762 Stanwood Dr., Parcel 27. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001
2010 1758 Stanwood Dr., Parcel 22. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001
2010 1611 Heyford Cir, Parcel 8. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001
2010 2049 N. Cobb Pkwy., Parcel 38. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001
2010 1735 Tuscan Heights Blvd., Parcel 33B. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001
2010 1780 Old Hwy 41, Parcel 12. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001
2010 1900 Old Hwy 41, Parcel 31. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001
2010 1910 Old Hwy 41, Parcel 32. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001

2010 1810 Old Hwy 41, Parcel 17. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001
2010 1815 Old Hwy 41, Parcels 18 & 18B. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001
2010 1650 N. Cobb Pkwy., Parcel 29. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001
2010 1750 Old Hwy 41, Parcel 11. Certificate of Title and title chain for Splost Project: Old Hwy 41 Road Widening and ROW. Project completed in 2019	2010 Eligible 2024	June 2025	5 years	LG-18-001
2013 2384 Arlington Pointe Way NW, Parcel 106. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	June 2025	5 years	LG-18-001
2013 Parcel 91. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	June 2025	5 years	LG-18-001
2013 6000 Pine Mountain Rd., Parcel 94. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	June 2025	5 years	LG-18-001
2013 4000 Pine Mountain Rd., Parcel 69. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	June 2025	5 years	LG-18-001

2013 6010 Pine Mountain Rd., Parcel 95. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	June 2025	5 years	LG-18-001
2013 2000 Wellcrest Dr, Parcel 76. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	June 2025	5 years	LG-18-001
2013 2001 Wellcrest Dr., Parcel 77. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	June 2025	5 years	LG-18-001
2013 Pine Mountain Rd., Parcel 81. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	June 2025	5 years	LG-18-001
2013 5035 Pine Mountain Rd., Parcel 80. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	June 2025	5 years	LG-18-001
2013 3988 Pine Mountain Rd., Parcel 59. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	June 2025	5 years	LG-18-001
2013 2708 Ellis Rd., Parcel 105. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	June 2025	5 years	LG-18-001
2013 2223 Pine Mountain Rd., Parcel 44. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	June 2025	5 years	LG-18-001

2013 5030 Pine Mountain Rd, Parcel 75. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	June 2025	5 years	LG-18-001
2013 3984 Pine Mountain Rd., Parcel 57. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	June 2025	5 years	LG-18-001
2013 5080 Pine Mountain Rd., Parcel 88. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	June 2025	5 years	LG-18-001
2013 Pine Mountain Rd., Parcel 60. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	June 2025	5 years	LG-18-001
2009 DUPLICATE Right of Way Deed for Pine Mountain Rd. [Adjacent to 2779 N. Cobb Pkwy] WG Drugstore, LLC (Grantor)	2009 Eligible 2009	July 2025	DUPLICATE	DUPLICATE
2009 Closing documents, including correspondence, Appraisal, Certificate of Title, and Purchase Agreement for Pine Mountain Rd [adjacent to 2779 N. Cobb Pkwy] Right of Way. WG Drugstore, LLC (Grantor). Part of Splost Project No. 1 which was completed in 2018	2009 Eligible 2023	July 2025	5 years after project completion	LG-18-001
2009 Temporary Construction Easement for Pine Mountain Rd [adjacent to 2779 N. Cobb Pkwy] w/ WG Drugstore, LLC. Splost Project No. 1, completed in 2018	2009 Eligible 2023	July 2025	5 years after project completion	LG-020-040
2009 Temporary Driveway Easement for Pine Mountain Rd [adjacent to 2779 N. Cobb Pkwy] w/ WG Drugstore, LLC. Splost Project No. 1, completed in 2018	2009 Eligible 2023	July 2025	5 years after project completion	LG-020-040

2009 Temporary Driveway Easement for 6030 Pine Mountain Rd with Robert G. Hrisak and Elizabeth L. Hrisak. Splost Project No. 1, completed in 2018	2009 Eligible 2023	July 2025	5 years after project completion	LG-020-040
2009 Certificate of Title for 6030 Pine Mountain Rd. Splost Project No. 1, completed in 2018	2009 Eligible 2023	July 2025	5 years after project completion	LG-18-001
2009 Temporary Driveway Easement for 6040 Pine Mountain Rd with Cory B. Sauvageau. Splost Project No. 1, completed in 2018	2009 Eligible 2023	July 2025	5 years after project completion	LG-020-040
2009 Certificate of Title for 6040 Pine Mountain Rd. Splost Project No. 1, completed in 2018	2009 Eligible 2023	July 2025	5 years after project completion	LG-18-001
2009 Temporary Driveway Easement for 6101 Pine Mountain Rd [Corner of Pine Mountain Ct. at Pine Mountain Way] with Pine Mountain Corners, LLC. Splost Project No. 1, completed in 2018	2009 Eligible 2023	July 2025	5 years after project completion	LG-020-040
2009 Closing documents, including correspondence, Appraisal, Certificate of Title, and chain of title for 6101 Pine Mountain Rd [corner of Pine Mountain Ct and Pine Mountain Way]. Pine Mountain Corners, LLC (Grantor). Part of Splost Project No. 1 which was completed in 2018	2009 Eligible 2023	July 2025	5 years after project completion	LG-18-001
2009 Temporary Driveway Easement for 6010 Pine Mountain Rd with Secretary of Housing and Urban Development. Splost Project No. 1, completed in 2018	2009 Eligible 2023	July 2025	5 years after project completion	LG-020-040
2009 Certificate of Title, chain of title, and correspondence for 6010 Pine Mountain Rd. Splost Project No. 1, completed in 2018	2009 Eligible 2023	July 2025	5 years after project completion	LG-18-001

2009 Temporary Driveway Easement for 6020 Pine Mountain Rd with Rodolpho and Ninfa Garcia. Splost Project No. 1, completed in 2018	2009 Eligible 2023	July 2025	5 years after project completion	LG-020-040
2009 Temporary Driveway Easement for 6101 Pine Mountain Rd [Corner of Pine Mountain Ct. at Pine Mountain Way] with Thomas H. Turner, Jr. and Lonnie Ayers, Sr. a/k/a L.W. Ayers, Sr. Splost Project No. 1, completed in 2018	2009 Eligible 2023	July 2025	5 years after project completion	LG-020-040
2009 Certificate of Title, chain of title (vested in Thomas H. Turner, Jr. and Lonnie Ayers, Sr. a/k/a L. W. Ayers, Sr.) and correspondence for 6101 Pine Mountain Rd. Splost Project No. 1, completed in 2018	2009 Eligible 2023	July 2025	5 years after project completion	LG-18-001
2019 Temporary Driveway Easement for 1983 Old Hwy 41 with Steven R. McNabb and Cynthia S. McNabb. Splost Project No. 2, completed in 2019	2019 Eligible 2024	July 2025	5 years after project completion	LG-020-040
2010 Certificate of Title, chain of title vested in Cinwins, LLC for 1983 Old Hwy 41 Splost Project No. 2, completed in 2019	2010 Eligible 2024	July 2025	5 years after project completion	LG-18-001
January – October 2022 Open Records Request	2022 Eligible 2025	October 2025	3 years	LG-01-027
2017 KPD Complaint Report Incident 1706-1037 [DUPLICATE]	DUPLICATE	October 2025	DUPLICATE	DUPLICATE
2019 Summons in a Civil Action: Matthew Solon (P) vs Joshua A. Hale, Michael O'Brien & Michael Horton (D) [DUPLICATE]	DUPLICATE	October 2025	DUPLICATE	DUPLICATE
1992 Sewer Agreement between Cobb County and Kennesaw [DUPLICATE]	DUPLICATE	October 2025	DUPLICATE	DUPLICATE
8/2014 Civil Action Case, City of Kennesaw (Condemnor) v. Cedarcrest Homeowners Association, Inc. Settled 9/2014	2014 Eligible 2020	October 2025	6 years after settlement	LG-11-001

2016 Civil Action Case, Ronald Lee Macks, Jr. (P) v. Chuan Darnell Jones (D) Settled Summary Settled Summary Judgement 6/2016	2016 Eligible 2022	October 2025	6 years after settlement	LG-11-001
2010 Civil Action Case-City of Kennesaw v. June Wick/Swift-Wheels, Inc. Non payment of loan.	2010 (pd in full 2016) Eligible 2022	October 2025	6 years after settlement	LG-11-001
2016/2017 Ante Litem – Bella Webster, Legacy Park Injury	2017 Eligible 2023	October 2025	6 years after settlement	LG-11-001
2016 Petition in Rem – City of Kennesaw v. Gary M Ouimette, et al	2016 Eligible 2022	October 2025	6 years after settlement	LG-11-001
2016 Petition in Rem – City of Kennesaw v, Cheick T. Kounta, et al	2016 Eligible 2022	October 2025	6 years after settlement	LG-11-001
2015 Civil Action Case, Victoria Ledbetter v. City of Kennesaw, William Westenberger	2015 Eligible 2021	October 2025	6 years after settlement	LG-11-001
2002 Dispute with Cobb Co regarding water system	2002 Eligible 2008	October 2025	6 years after settlement	LG-11-001
2008 DUPLICATE - Kennesaw Depot Area Analysis and Transportation Study – Resolution No. 2008-30	2008 DUPLICATE	November 2025	DUPLICATE	DUPLICATE
2006 DUPLICATE Phase 1 – Archaeological Survey of the Hamby Tract	2006 DUPLICATE	November 2025	DUPLICATE	DUPLICATE
1992 FEMA Flood Insurance Study, Cobb County	1992 Eligible 2002	November 2025	10 years	LG-17-001
2014 Croy Engineering Traffic Impact Study for Dallas Street Area	2014 Eligible 2024	November 2025	10 years	LG-17-001
2001 Landscape design proposal by the University of Ga School of Environmental Design	2001 Eligible 2012	November 2025	11 years	LG-08-005A
1992 GMA District Boundary Study	1992 Eligible 2002	November 2025	10 years	LG-17-001
2001 A&R Engineering Inc. Jiles Rd at Legacy Park Boulevard, prepared for Dexter Companies, Inc.	2001 Eligible 2011	November 2025	10 years	LG-17-001
1999 Proposal from Street Smarts for Citywide Traffic Study	1999 Eligible 2006	November 2025	7 years	LG-08-005B

1990 LRE Engineering, Inc. Traffic Study	1990 Eligible 2000	November 2025	10 years	LG-17-001
1989 LRE Engineering, Inc. Traffic Study	1989 Eligible 1999	November 2025	10 years	LG-17-001
2003 Nova Engineering and Environmental, Inc. Soil Study, Kennesaw Police Department	2003 Eligible 2013	November 2025	10 years	LG-17-001
2000 GMA Year Readiness Survey	2000 Eligible 2010	November 2025	10 years	LG-17-001
1992 Camp Dresser & McKee, Inc. Storm Water Monitoring Program Study prepared for Atlanta Regional Commission	1992 Eligible 2002	November 2025	10 years	LG-17-001
1999 Water Distribution System Study Prepared by Mayes, Sudderth & Etheredge, Inc.	1999 Eligible 2009	November 2025	10 years	LG-17-001
2014 DUPLICATE – Fuqua Development Application – Referenced in Ordinance No. 214-0, 2014	2014 DUPLICATE	November 2025	DUPLICATE	DUPLICATE
2013 Sovereign Funding, LLC v. City of Kennesaw – 2726 S. Main St., & Release of Outstanding Lien 2018	2018 Eligible 2024	November 2025	6 years after settlement	LG-11-001
2007 Copy of Beatty Construction Co Bid Proposal for Museum Education Center	2007 Eligible 2018	November 2025	11 years	LG-08-005A
2007 Copy of Ward General Contractors Inc. Bid Proposal for Museum Education Center	2007 Eligible 2018	November 2025	11 years	LG-08-005A
2007 Copy of Davidson Southern, Inc. Bid Proposal for Museum Education Center	2007 Eligible 2018	November 2025	11 years	LG-08-005A
2007 Copies (2) of Performance Bond, Professional Construction Group, LLC Bond #21BCSEG1165 \$1,002,901.90	2007 Eligible 2012	November 2025	5 years	LG-08-004
2008 Certificate of Liability Insurance – Professional Construction Group, LLC	2008 Eligible 2015	November 2025	7 years	LG-01-007

2007 Copies (3) List of Subcontractors from Alcon General Contractor for the Southern Museum project with Professional Construction Group, LLC	2007 Eligible 2017	November 2025	10 years	LG-08-010A
2004 State of Georgia Transportation Enhancement Application for Railroad Education Center [Acceptance 2009]	2004 Eligible 2012	November 2025	3 years	LG-08-012
2005 Copy of YLH Construction Co., LLC Bid Proposal for Museum Education Center	2005 Eligible 2016	November 2025	11 years	LG-08-005A
2005 Copy of Alcon Associates, Inc. Bid Proposal for Museum Education Center	2005 Eligible 2016	November 2025	11 years	LG-08-005A
2006 Copy – Rosser International, Inc. Project Manual Bid Requirements for Museum Education Center	2006 Eligible 2017	November 2025	11 years	LG-08-005A
1990 Correspondence with Jerry & Sherrell Dvorsky, Lily Hsieh, John Collins, Dennis Stevens, Hiroshi Hasegawa, Charlie and Sylvia Honea and City of Kennesaw regarding a Subdivision Development Survey circulated by Councilman Ben Robertson	1990 Eligible 1995	November 2025	5 years	LG-01-012
1986 & 1987 Street Survey and Engineering Study for Ben King at City Limits	1987 Eligible 1997	November 2025	10 years	LG-17-001
2004 Correspondence with City of Kennesaw, Diane Coker and Leah Blasingame, Research Intern with GMA regarding Legal Advertisement Cost	2004 Eligible 2004	November 2025	Retain for Useful life	LG-01-013
2004 Ga Dept of Community Affairs, Government Management Indicators Survey	2004 Eligible 2009	November 2025	5 years	LG-01-017
2000 Municipal Water Survey, Stevenson & Palmer Engineering, Inc	2000 Eligible 2010	November 2025	10 years	LG-17-001

2004 Ga DNR survey/report for Stormwater system	2004 Eligible 2024	November 2025	20 years	LG-20-030
1999 National League of Cities Elected Official Report Survey and Questionnaire on Youth Curfews	1999 Eligible 2009	November 2025	10 years	LG-17-001
1998 (2) copies of DCA Report of Local Government Finances Georgia Municipalities	1998 Eligible 2003	November 2025	5 years	LG-01-017
1998 Y@K Compliance Survey from GIRMA	1998 Eligible 2005	November 2025	5 years	LG-01-020
2007 Depot Study	2007 Eligible 2017	November 2025	10 years	LG-17-001
2004 Robert G. Betz, AICP, Inc. HDR Engineering, Inc. City of Kennesaw Parks, Recreation and Open Space Master Plan plus (2) copies	2004 Eligible 2014	November 2025	10 years	LG-17-001
1993 ADA Accessibility Survey prepared for City of Kennesaw by Janet C. Clifton	1993 Eligible 1996	November 2025	3 years	0409-0004
2004 DUPLICATE September/October Grand Jury Report	2004	November 2025	DUPLICATE	DUPLICATE
2002 GaEPD Storm Sewer Annual Report (copy)	2002 Eligible 2012	November 2025	10 years	LG-17-001
2000 Dept of Community Affairs Hotel/Motel Tax Report	2000 Eligible 2005	November 2025	5 years	LG-01-017
2002 Dept of Community Affairs Hotel/Motel Tax Report blank form	2002 Eligible 2007	November 2025	5 years	LG-01-017
2003 Dept of Community Affairs Water Quality Survey	2003 Eligible 2008	November 2025	5 years	LG-01-017
2003 Ga EPD Storm Sewer Annual Report (2 copies)	2003 Eligible 2013	November 2025	10 years	LG-17-001
2001 Ga EPD Consumer Confidence Report, Water System	2001 Eligible 2011	November 2025	10 years	LG-17-001
2002 (2) copies of DCA Report of Local Government Finances Georgia Municipalities	2002 Eligible 2007	November 2025	5 years	LG-01-017

2001 (1) Copy of DCA Report of Local Government Finances Georgia Municipalities	2001 Eligible 2006	November 2025	5 years	LG-01-017
2003 (1) Copy of DCA Report of Local Government Finances Georgia Municipalities	2003 Eligible 2008	November 2025	5 years	LG-01-017
1999 Robert G. Betz, AICP, Inc. HDR Engineering, Inc. City of Kennesaw Downtown Master Plan	1999 Eligible 2009	November 2025	10 years	LG-17-001
1986-1989 Property Tax Collection Surveys from Bureau of the Census	1989 Eligible 1994	November 2025	5 years	LG-01-017
1976, 1978, 1979, 1981- 1985, 2000-2003 Boundary and Annexation Survey from U.S. Census Bureau	2003 Eligible 2008	November 2025	5 years	LG-01-017
2001 GMA Report of Current Uses of Technology in Georgia Municipalities	2001 Eligible 2011	November 2025	10 years	LG-17-001
2000 DUPLICATE COPIES (4) of the City of Kennesaw Comprehensive Annual Financial Report FY Ended Sept 30, 2000	2000	November 2025	DUPLICATE	DUPLICATE
2001 DUPLICATE COPY of the City of Kennesaw Comprehensive Annual Financial Report FY Ended Sept 30, 2001	2001	November 2025	DUPLICATE	DUPLICATE
2002 DUPLICATE COPIES (3) of the City of Kennesaw Comprehensive Annual Financial Report FY Ended Sept 30, 2002	2002	November 2025	DUPLICATE	DUPLICATE
2003 DUPLICATE COPIES (3) of the City of Kennesaw Comprehensive Annual Financial Report FY Ended Sept 30, 2003	2003	November 2025	DUPLICATE	DUPLICATE
2005 DUPLICATE COPY of the City of Kennesaw Comprehensive Annual Financial Report FY Ended Sept 30, 2005	2005	November 2025	DUPLICATE	DUPLICATE

2006 DUPLICATE COPIES (2) of the City of Kennesaw Comprehensive Annual Financial Report FY Ended Sept 30, 2006	2006	November 2025	DUPLICATE	DUPLICATE
1991 Copy of GMA Island Annexation Survey	1991 Eligible 1996	November 2025	5 years	LG-01-017
1985 Copy of US Dept of HUD Instructions for Completing the 1985 HUD Report	1985 Eligible 1990	November 2025	5 years	LG-01-012
2004 GMA Capital Needs Survey	2004 Eligible 2009	November 2025	5 years	LG-01-017
1984 Copy of Georgia Development Authority Environmental Facilities Inventory Survey	1984 Eligible 1989	November 2025	5 years	LG-01-017
1988 Copy of GA EPD/Surface Water Program, Water System Personnel Survey	1988 Eligible 1993	November 2025	5 years	LG-01-017
1988 Copy of letter to Arthur Anderson & Co. in response to Cobb County Regional Sewer System Development Fee Program	1988 Eligible 1993	November 2025	5 years	LG-01-012
1990 Copy of Atlanta Regional Commission Policy Regarding Water and Wastewater Rate Setting Report	1990 Eligible 2000	November 2025	10 years	LG-17-001
2009 City of Kennesaw Temporary Driveway Easement with Atlanta Quicktrip, LLC for City of Kennesaw Intersection Improvements SPLOST Project No. 1	2009 Eligible 2023	November 2025	5 years after completed	LG-020-040
2009 City of Kennesaw Temporary Construction Easement with O'Reilly Automotive, Inc. for SPLOST Project No. 1	2009 Eligible 2023	November 2025	5 years after completed	LG-020-040
2009 Closing documents, correspondence, emails, for purchase of right-of-way property located at 2761 Cobb Pkwy, Kennesaw. Seller- Atlanta Quicktrip, LLC (SPLOST Project 1), plus 2 additional copies	2009 Eligible 2023	November 2025	5 years after completed	LG-18-001

2009 Chain of title for 2761 Cobb Pkwy, Kennesaw (SPLOST Project 1), Pine Mnt Project, plus 1 copy	2009 Eligible 2023	November 2025	5 years after completed	LG-18-001
2009 City of Kennesaw Temporary Driveway Easement with Bank of America, property 2781 Cobb Pkwy, Kennesaw, for City of Kennesaw Intersection Improvements SPLOST Project No. 1	2009 Eligible 2023	November 2025	5 years after completed	LG-020-040
2009 Closing documents, correspondence, emails, for purchase of right-of-way property located at 2781 Cobb Pkwy, Kennesaw. Seller- Bank of America (SPLOST Project 1), plus 2 additional copies	2009 Eligible 2023	November 2025	5 years after completed	LG-18-001
2009 Chain of title for 2781 Cobb Pkwy, Kennesaw (SPLOST Project 1), Pine Mnt Project, plus 1 copy	2009 Eligible 2023	November 2025	5 years after completed	LG-18-001
2009 City of Kennesaw Temporary Driveway Easement with King's Crossing Management, LLC, property Pine Mountain Rd., for City of Kennesaw Intersection Impr. SPLOST Project No. 1	2009 Eligible 2023	November 2025	5 years after completed	LG-020-040
2009 Closing documents, correspondence, emails, for purchase of right-of-way property located at Pine Mountain Rd., Kennesaw. Seller- King's Crossing Management, LLC (SPLOST Project 1), plus 2 additional copies	2009 Eligible 2023	November 2025	5 years after completed	LG-18-001
2009 Chain of title for tax parcel 2001400060, Pine Mountain Rd., Kennesaw (SPLOST Project 1), Pine Mnt Project, plus 1 copy	2009 Eligible 2023	November 2025	5 years after completed	LG-18-001
2008 City of Kennesaw Temporary Driveway Easement with Estate of Mary Estelle Holcombe, property 6045 Pine Mountain Rd., for City of Kennesaw Intersection Improvement SPLOST Project No. 1	2008 Eligible 2023	November 2025	5 years after completed	LG-020-040

2008 City of Kennesaw Temporary Construction Easement with Estate of Mary Estelle Holcombe, property 6045 Pine Mountain Rd., for City of Kennesaw Intersection Improvement SPLOST Project No. 1	2008 Eligible 2023	November 2025	5 years after completed	LG-020-040
2008 Closing documents, correspondence, emails, for purchase of right-of-way property located at 6045 Pine Mountain Rd., Kennesaw. Seller- Estate of Mary Estelle Holcombe (SPLOST Project 1), plus 2 additional copies	2008 Eligible 2023	November 2025	5 years after completed	LG-18-001
2008 Chain of title for Parcel 4, 6045 Pine Mountain Rd., Kennesaw (SPLOST Project 1), Pine Mnt Project, plus 1 copy	2008 Eligible 2023	November 2025	5 years after completed	LG-18-001
2008 City of Kennesaw Temporary Construction Easement with Estate of Mary Estelle Holcombe, property 6101 Pine Mountain Rd., Parcel 6, for City of Kennesaw Intersection Improvement SPLOST Project No. 1	2008 Eligible 2023	November 2025	5 years after completed	LG-020-040
2008 Closing documents, correspondence, emails, for purchase of right-of-way property located at 6101 Pine Mountain Rd., Kennesaw. Parcel 6 Seller- Estate of Mary Estelle Holcombe (SPLOST Project 1), plus 2 additional copies	2008 Eligible 2023	November 2025	5 years after completed	LG-18-001
2008 Chain of title for Parcel 6, 6101 Pine Mountain Rd., Kennesaw (SPLOST Project 1), Pine Mnt Project, plus 1 copy	2008 Eligible 2023	November 2025	5 years after completed	LG-18-001
2009 City of Kennesaw Temporary Construction Easement with AutoZone, Inc., property 2769 Cobb Pkwy., for City of Kennesaw Intersection Improvement SPLOST Project No. 1	2009 Eligible 2023	November 2025	5 years after completed	LG-020-040

2009 City of Kennesaw Temporary Driveway Easement with AutoZone, Inc., property 2769 Cobb Pkwy., for City of Kennesaw Intersection Improvement SPLOST Project No. 1	2009 Eligible 2023	November 2025	5 years after completed	LG-020-040
2009 Closing documents, correspondence, emails, for purchase of right-of-way property located at 2769 Cobb Pkwy., Kennesaw. Seller- AutoZone, Inc. (SPLOST Project 1), plus 2 additional copies	2009 Eligible 2023	November 2025	5 years after completed	LG-18-001
2009 Chain of title for 2769 Cobb Pkwy., Kennesaw (SPLOST Project 1), Pine Mnt Project, plus 1 copy	2009 Eligible 2023	November 2025	5 years after completed	LG-18-001
2009 City of Kennesaw Temporary Construction Easement with O'Reilly Automotive, Inc., property 6120 Pine Mountain Court, for City of Kennesaw Intersection Improvement SPLOST Project No. 1	2009 Eligible 2023	November 2025	5 years after completed	LG-020-040
2009 Closing documents, correspondence, emails, for purchase of right-of-way property located at 6120 Pine Mountain Court, Kennesaw. Seller- O'Reilly Automotive, Inc. (SPLOST Project 1), plus 2 additional copies	2009 Eligible 2023	November 2025	5 years after completed	LG-18-001
2009 City of Kennesaw Temporary Driveway Easement with O'Reilly Automotive, Inc., property 6120 Pine Mountain Court, for City of Kennesaw Intersection Improvement SPLOST Project No. 1	2009 Eligible 2023	November 2025	5 years after completed	LG-020-040
2009 Chain of title for 6120 Pine Mountain Court, Kennesaw (SPLOST Project 1), Pine Mnt Project, plus 1 copy	2009 Eligible 2023	November 2025	5 years after completed	LG-18-001
1998 Allied Consulting Group, Inc. Phase I Environmental Site Assessment for 2751 Watts Dr. (Dollar General Shopping Center)	1998 1998 purchased by City Eligible 2018	November 2025	10 years	LG-17-001

2013 [DIGITAL] CDBG Sidewalk Construction Bid Results, including Bid Log, Sign in sheet, RFB, RFP, Bid Documents, Legal Ad, Thank you letters, Federal Certification for RFPs over \$100,000 with Section 3 Requirements	2013 Eligible 2024	November 2025	11 years	LG-08-005A
2013 [DIGITAL] Dollar General Store Culvert Rehabilitation Bid Results, including Bid Log, Sign in sheet, RFB, RFP, Bid Documents, Legal Ad, Thank you letters	2013 Eligible 2024	November 2025	11 years	LG-08-005A
2013 [DIGITAL] Jail Renovations Phase I Bid Results, including Bid Log, Sign in sheet, RFB, RFP, Bid Documents, Legal Ad, Decision Matrix KPD Jail, All bid docs from Croy	2013 Eligible 2024	November 2025	11 years	LG-08-005A
2013 [DIGITAL] Mill and Resurface 9 City Streets Bid Results, including Bid Log, RFB, Bid Documents, Legal Ad, Thank you letters	2013 Eligible 2024	November 2025	11 years	LG-08-005A
2013 [DIGITAL] Railroad Education Center Library and Archives Bid Results, including Inspection Docs, Bid Log, RFP, Bid Documents, Legal Ad, Thank you letters	2013 Eligible 2024	November 2025	11 years	LG-08-005A
2013 [DIGITAL] Railroad Education Center Library and Archives Rebid Bid Results, including Inspection Docs, Bid Log, RFB, Bid Documents, Legal Ad, Southern Museum Kennesaw Addendum, Construction Cost Analysis, meeting attendees, Thank you letters	2013 Eligible 2024	November 2025	11 years	LG-08-005A
2016 [DIGITAL] Citizen Satisfactory Survey Bid Results, including RFP, Legal Ad, City Bid Log	2016 Eligible 2023	November 2025	7 years	LG-08-005B
2016 [DIGITAL] Collection of Delinquent Property Taxes Bid Results, including Bid Log, Legal Ad, RFP, Thank you letter	2016 Eligible 2023	November 2025	7 years	LG-08-005B

2017 [DIGITAL] Audio/Visual System Bid Results, including Bid Log, RFP, Bid Documents, Legal Ad, Thank you letters	2017 Eligible 2024	November 2025	7 years	LG-08-005B
2017 [DIGITAL] Audit Services Bid Results, including Bid Log, RFP, Bid Documents, Audit Services Proposal Addendum, Audit Services RFP FY17, Legal Ad, Thank you letters	2017 Eligible 2024	November 2025	7 years	LG-08-005B
2017 [DIGITAL] Branding Logo Bid Results, including Bid Log, RFP, Bid Documents, Legal Ad,	2017 Eligible 2024	November 2025	7 years	LG-08-005B
2017 [DIGITAL] Bridges of Kennesaw Trail Bid Results, including Addendums 1, 2, 3, Project Manual, Trail-Ph3 Schedule Worksheet, Bid Documents, Legal Ad	2017 Eligible 2024	November 2025	7 years	LG-08-005B
2017 [DIGITAL] Property, Casualty, Worker's Comp Insurance Bid Results, including, Bid Log, RFP, Bid Documents, Legal Ad, thank you letters, Bid Award Letter to GIRMA	2017 Eligible 2024	November 2025	7 years	LG-08-005B
1994 Code of Georgia Annotated 1994 Revision (10 copies)	1994 Eligible 1997	November 2025	3 years	GASC-07-008
1997 Code of Georgia Annotated 1997 Supplement to 1994 Revision (11 copies)	1997 Eligible 2000	November 2025	3 years	GASC-07-008
1998 Code of Georgia Annotated 1998 Supplementary Insert to 1994 Revision (11 copies)	1998 Eligible 2001	November 2025	3 years	GASC-07-008
2003 International Existing Building Code	2003 Eligible 2006	November 2025	3 years	GASC-07-008
2003 International Fire Code	2003 Eligible 2006	November 2025	3 years	GASC-07-008
2003 International Property Maintenance Code	2003 Eligible 2006	November 2025	3 years	GASC-07-008
2002 National Electrical Code	2002 Eligible 2005	November 2025	3 years	GASC-07-008

2000 International Energy Conservation Code	2000 Eligible 2003	November 2025	3 years	GASC-07-008
2000 International Fuel Gas Code	2000 Eligible 2003	November 2025	3 years	GASC-07-008
2000 International Building Code	2000 Eligible 2003	November 2025	3 years	GASC-07-008
2000 International Residential Code	2000 Eligible 2003	November 2025	3 years	GASC-07-008
2000 International Mechanical Code	2000 Eligible 2003	November 2025	3 years	GASC-07-008
2000 International Private Sewage Disposal Code	2000 Eligible 2003	November 2025	3 years	GASC-07-008
2000 International Plumbing Code	2000 Eligible 2003	November 2025	3 years	GASC-07-008
2013 2384 Arlington Pointe Way. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001
2013 2720 Ellis Rd NW. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001
2013 5030 Pine Mountain Rd. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001
2013 5020 Wellcrest Ct. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001
2013 Elmhurst Blvd/Princeton Ridge Homeowners Association (Pool). Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001

2013 2708 Ellis Rd. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001
2013 5120 Pine Meadow PTE. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001
2013 2001 Wellcrest Dr. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001
2013 3994 Pine Mountain Rd. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001
2013 4006 Pine Mountain Rd. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001
2013 5035 Pine Mountain Rd. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001
2013 3998 Pine Mountain Rd. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001
2013 5050 Pine Mountain Rd. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001

2013 2090 Black Gum Dr. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001
2013 2000 Wellcrest Dr. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001
2013 2383 Arlington Pointe Way. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001
2013 4005 Pine Mountain Rd. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001
2013 2080 Black Gum Dr. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001
2013 4004 Pine Mountain Rd. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001
2013 2005 Wellcrest Dr. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001
2013 3996 Pine Mountain Rd. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project completed	LG-18-001

2013 5045 Pine Mountain Rd. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project is completed	LG-18-001
2013 4002 Pine Mountain Rd. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project is completed	LG-18-001
2013 4003 Pine Mountain Rd. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project is completed	LG-18-001
2013 5055 Pine Mountain Rd. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project is completed	LG-18-001
2013 2070 Black Gum Dr. Certificate of Title and title chain for Splost Project: Pine Mountain Road Widening and ROW. Project completed in 2018	2013 Eligible 2023	November 2025	5 years after project is completed	LG-18-001
1997 Manning Appraisal Pine Mountain Rd West of Watts Dr	1997 Eligible 2008	November 2025	11 years	LG-18-022
2015 Temporary Driveway Easement, Parcel 82A. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Driveway Easement, Parcel 82B. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 84. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040

2015 Temporary Construction Easement, Parcel 85. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 86 and 89. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 91. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 82. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 78. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 77. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 76. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 64. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 55. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 50. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040

2015 Temporary Construction Easement, Parcel 97. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 99. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 100. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 102. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 106. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 107. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 109. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Driveway Easement, Parcel 98. Pine Mountain Road Improvement Project, Completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 52. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 50. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040

2014 Temporary Construction Easement, Parcel 44. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 43. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 42. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 41. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 40. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 36. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 35. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 34. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 33. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Right of Way Deed for Construction Easement, Parcel 27A. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040

2015 Temporary Construction Easement, Parcel 11. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 10. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 9. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 8. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 6. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 5. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 4. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 52. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 17. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 16. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040

2015 Temporary Construction Easement, Parcel 15. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 14. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 13. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 12. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 2. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 96. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 97. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 98. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 99. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 100. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040

2015 Temporary Construction Easement, Parcel 103. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 104. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 105. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 106. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 107. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 108. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2016 Temporary Construction Easement, Parcel 83. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2016 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 82. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2015 Temporary Construction Easement, Parcel 71. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2015 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 72. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040

2014 Temporary Construction Easement, Parcel 76. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 77. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 68. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 67. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 66. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 62. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Easement for Construction of Slopes and Maintenance of Slopes and Drainage, Parcel 61. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2014 Temporary Construction Easement, Parcel 54. Stanley-Collins Rd Improvements. 2005 SPLOST Project, completed 2018	2014 Eligible 2023	November 2025	5 years	LG-020-040
2015 DUPLICATE Copy of Limited Warranty Deed for 3000 Black Gum Dr.	2015 Eligible 2015	November 2025	DUPLICATE	DUPLICATE
2015 DUPLICATE Copy of Limited Warranty Deed for 3010 Black Gum Dr.	2015 Eligible 2015	November 2025	DUPLICATE	DUPLICATE

1998 Memorandum of Understanding with The Little General Cloggers and The City of Kennesaw	1998 Eligible 2005	November 2025	7 years	LG-08-010B
2000-2009 Memorandum of Understanding with The Little General Cloggers and The City of Kennesaw	2000 Eligible 2007-2016	November 2025	7 years	LG-08-010B
2012 DUPLICATE Resolution 2012-11. Resolution Approving the Memorandum of Understanding with The Little General Cloggers and The City of Kennesaw	2012 Eligible 2012	November 2025	DUPLICATE	DUPLICATE
2002 City of Kennesaw Association Use Agreement with Kennesaw Baseball Association	2002 Eligible 2009	November 2025	7 years	LG-08-010B
2003 IBM Lease for Hardware Upgrade, 3 year lease	2006 Eligible 2013	November 2025	7 years	LG-08-010B
1998 Little General Cloggers City Funds Treasurer's Report for January	1998 Eligible 2004	November 2025	6 years	LG-08-006
1999 Little General Cloggers City Funds Treasurer's Report for Aug, Sept, Oct, Dec	1999 Eligible 2005	November 2025	6 years	LG-08-006
2000 Little General Cloggers City Funds Treasurer's Report for August and October	2000 Eligible 2006	November 2025	6 years	LG-08-006
2002 Little General Cloggers City Funds Treasurer's Report for December	2002 Eligible 2008	November 2025	6 years	LG-08-006
01/1999 – 05/2002 Little General Cloggers City Funds Quarterly Reports	2002 Eligible 2008	November 2025	6 years	LG-08-006
07/2003-10/2003, 12/2003-02/2004, 06/2004-10/2004, 11/2004-03/2005, 04/2005-06/2005 Little General Cloggers City Funds Quarterly Reports	2003-2005 Eligible 2009-2011	November 2025	6 years	LG-08-006
2003 911 Cell Phone Agreement w/ AT&T and City of Kennesaw 911	2003 Eligible 2010	November 2025	7 years	LG-08-010B

1972 Contract between City of Kennesaw and Dr. Phillip Secrist, Mr. Robert Gibson, and Mr. Billy Townsend, dated 01/11/1972, to build and provide exhibits and lighting for the Big Shanty Museum. Completed (anticipated) 04/01/1972	1972 Eligible 1982	December 2025	10 years	LG-08-010A
1973 [DUPLICATE] Agreement with City of Kennesaw and Cobb County, dated 04/02/1973, to collect Ad Valorem Taxes	1973 Eligible 1973	December 2025	DUPLICATE	DUPLICATE
1973 Parking Lot and Advertising Agreement for the General Locomotive, dated 12/17/1973, between the City of Kennesaw and the Dept of Community Relations of the State of Georgia, stating they will pay \$10,000 for this project	1973 Eligible 1983	December 2025	10 years	LG-08-010A
1977 Water and Sewer Service Boundary Area Agreement with Cobb County. Water System sold in 2004	1977 Eligible 2011	December 2025	7 years	LG-08-005B
1984 [DUPLICATE] Agreement with Cobb County to Collect Ad Valorem Taxes	1984 Eligible 1984	December 2025	DUPLICATE	DUPLICATE
1985 Wometco Cable TV payments	1985 Eligible 1992	December 2025	7 years	LG-08-014
1984 (2 copies) Kennesaw Senior Citizen Center Agreement Exp 1986	1984 Eligible 1993	December 2025	7 years	LG-08-005B
1983 CDBG Cooperative Agreement. Exp 1985	1983 Eligible 1988	December 2025	3 years	LG-08-012
1985 Interjurisdictional Pretreatment Agreement with Cobb County regarding wastewater system. Water/Sewer system sold in 2004	1985 Eligible 2014	December 2025	10 years	LG-08-010A
1985 Agreement Trust with Woods of Kennesaw and Reliance Trust Co. Exp 1990	1990 Eligible 1997	December 2025	7 years	LG-08-010B
1986 [DUPLICATE] CDBG Agreement dated 1/6/1986	1986 Eligible 1986	December 2025	DUPLICATE	DUPLICATE

1986 (2 copies) Tailored Business Systems Licensed Programs Agreement. Last signed in 1999	1986 Eligible 2006	December 2025	7 years	LG-08-010B
1986 Liberty National Insurance Co. Payroll Deduction Agreement dated 08/19/1986. Effective date of Termination at or around 2018	1986 Eligible 2025	December 2025	7 years	LG-08-010B
1986 Hold Harmless and Indemnity Agreement for Kennesaw Jaycees to use old Police Station, Certificate of Insurance (exp 1986)	1986 Eligible 1993	December 2025	7 years	LG-01-007
1986 Kennesaw Jaycees Hold Harmless and Indemnity Agreement for Haunted House	1986 Eligible 1993	December 2025	7 years	LG-08-010B
1986 Marietta Water Authority Contract dated 09/30/1986. Water/Sewer system sold in 2004	1986 Eligible 2014	December 2025	10 years	LG-08-010A
1986 IBM Maintenance Agreement, dated 10/21/1986. [Cancellation Agreement dated 2000]	1986 Eligible 2007	December 2025	7 years	LG-08-010B
2003 Facilities Lease between City of Kennesaw and SprintCom, Inc. for Telecommunications Facilities. Term, 5 yrs + (2) addtl 5 yr terms	2003 Eligible 2025	December 2025	7 years	LG-08-010B
1987 Kennesaw Senior Citizen Center Agreement. Exp 1988	1988 Eligible 1995	December 2025	7 years	LG-08-010B
1987 Sewer Development Fee Agreement with Cobb County. Exp 2002	2002 Eligible 2009	December 2025	7 years	LG-08-010B
1987 CDBG Program with Cobb County. Exp 1991	1991 Eligible 1998	December 2025	7 years	LG-08-010B
2003 Comcast Rate & Channel Change	2003 Eligible 2010	December 2025	7 years	LG-08-014
2003 Correspondence regarding the Affordable Housing Program	2003 Eligible 2008	December 2025	5 years	LG-01-012
2003 Sprint-Facilities Lease for Telecommunications Facilities dated 01-06-2003 (5 yr term + (2) 5 yr renewals)	2003 Eligible 2025	December 2025	7 years	LG-08-010B

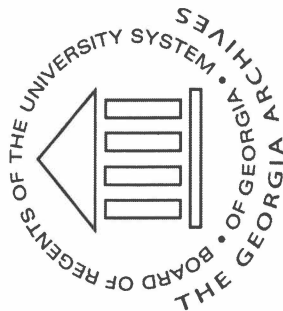
2001 (2) copies General Election with Cobb County, Agreement of Understanding between Local Elected Official to create a Private Industry Council for Cobb. Exp 2014	2001 Eligible 2021	December 2025	7 years	LG-08-010B
1990 Multi-Material Drop-off Program Site Owners Agreement	1990 Eligible 1997	December 2025	7 years	LG-08-010B
2014 [DUPLICATE] Intergovernmental Agreement Regarding Millage Rate. RES 2014-36	2014 Eligible 2014	December 2025	DUPLICATE	DUPLICATE
2012 Inter-Governmental Agreement between The City of Kennesaw and Cobb county Board of Commissioners. Exp 2014	2012 Eligible 2021	December 2025	7 years	LG-08-010B
2014 Development Incentive Agreement between City of Kennesaw and SCP Kennesaw Main Owner, LLC. Closed 2016	2014 Eligible 2023	December 2025	7 years	LG-08-010B
2006 [DUPLICATE] Cobb County DOT – Various Streets, Plant Mix Resurfacing. RES 2006-10	2006 Eligible 2006	December 2025	DUPLICATE	DUPLICATE
1998 CDBG Grant B-98-UC-13-0002. Term date 1999	1998 Eligible 2002	December 2025	3 years	LG-08-012
1988 (2) copies Kennesaw Senior Citizen Center Agreement. Exp 1989	1988 Eligible 1996	December 2025	7 years	LG-08-010B
1988 Kennesaw Jaycees Hold Harmless and Indemnity Agreement for Haunted House	1988 Eligible 1995	December 2025	7 years	LG-08-010B
1988 IBM Computer and Maintenance Agreement dated 03-09-88. Cancellation date 2000	1988 Eligible 2007	December 2025	7 years	LG-08-010B
1989 Tax Mileage Rate Agreement with Cobb Tax Collection Service Dated 07/17/89. Exp.12/31/1989	1989 Eligible 1996	December 2025	7 years	LG-08-010B
1989 (2) copies Kennesaw Senior Citizen Center Agreement. Exp 1990	1989 Eligible 1997	December 2025	7 years	LG-08-010B

1989 (2) copies Kennesaw Jaycees Hold Harmless and Indemnity Agreement to Use Old Police Station	1989 Eligible 1996	December 2025	7 years	LG-08-010B
1991 Cobb County CDBG Cooperation Agreement between City of Kennesaw and Cobb County. 3 year term	1991 Eligible 2000	December 2025	7 years	LG-08-010B
1990 Property Tax Collection Agreement between City of Kennesaw and Cobb Co. Exp 12/31/1990	1990 Eligible 1997	December 2025	7 years	LG-08-010B
1990 Road Sales Tax Revenue with Cobb County.	1990 Eligible 1997	December 2025	7 years	LG-08-010B
1988 Tax Collection and Expenditure Agreement with Cobb Chamber	1988 Eligible 1995	December 2025	7 years	LG-08-010B
1991 Renewal of Exhibit Case Loan (Museum). [Superseded by 06/93 Agreement]	1991 Eligible 2000	December 2025	7 years	LG-08-010B
1991 Amendment to Sewer Development Fee Agreement with Cobb Co. [Water/Sewer System sold in 2004]	1991 Eligible 2014	December 2025	10 years	LG-08-010A
1991 Waste Management Curbside Recycling Agreement. Exp 1992	1991 Eligible 1999	December 2025	7 years	LG-08-010B
1991 Marietta Communications Service Contract. Renewal 1993	1991 Eligible 2000	December 2025	7 years	LG-07-010B
1993 Chiefs Public Safety Maintenance Agreement [The City entered into an Agreement with Vision Software, Inc. in 1999]	1993 Eligible 2006	December 2025	7 years	LG-08-010B
1993 LARP Agreement Correspondence	1993 Eligible 1998	December 2025	5 years	LG-01-012
1993 CDBG Multi-Year Agreement Exp 1998	1993 Eligible 2001	December 2025	3 years	LG-08-012
1993 Renewal of Exhibit Cases Loan Agreement (Museum) [Renewed in 1994]	1993 Eligible 2001	December 2025	7 years	LG-08-010B

1993 Contract with Cobb to Conduct City Election on 11/2/93	1993 Eligible 1997	December 2025	4 years	LG-07-008
1993 Marietta Communications Service for Police Radios – Bearcom [City entered into an Agreement with Metricom, Inc. for wireless radios in 2000	1993 Eligible 2007	December 2025	7 years	LG-08-010B
1993 CDBG Sub-Recipient Agreement. Term exp 1995	1993 Eligible 1998	December 2025	3 years	LG-08-012
1994 Purchase of Elgin Pelican Mechanical Sweeper. Exp date 1996. Machine traded in referenced in 1998 Lease	1994 Eligible 2001	December 2025	5 years	LG-18-006
1994 Georgia Crime Network Maintenance and Computer Agreement. Exp 1995	1994 Eligible 2002	December 2025	7 years	LG-08-010B
1994 DUPLICATE Modems Plus Maintenance Agreement	1994	December 2025	DUPLICATE	DUPLICATE
1994 Sales Tax, Road, Revenues Agreement with Cobb Co	1994 Eligible 2006	December 2025	7 years	LG-08-010B
1994 Probation Supervision and Rehabilitation Services. Superseded in 2017	1994 Eligible 2024	December 2025	7 years	LG-08-010B
1994 Renewal of Exhibit Cases Loan Agreement	1994 Eligible 2004	December 2025	7 years	LG-08-010B
1994 Contract with Vandy Forrester for Storytelling and Tour Guide	1994 Eligible 2002	December 2025	7 years	LG-08-010B
1994 DUPLICATE Ordinance No. 227-1 Transferring Franchise to US West, Inc	1994	December 2025	DUPLICATE	DUPLICATE
1994 Modems Plus Agreement for Maintenance of Computers. Exp 1994	1994 Eligible 2001	December 2025	7 years	LG-08-010B
1995 Environmental Partners Inc Agreement	1995 Eligible 2002	December 2025	7 years	LG-08-010B
1995 Big Ed's Tree Service Waiver of Responsibility	1995 Eligible 2002	December 2025	7 years	LG-08-010B

1995 DUPLICATE Agreement with Cobb County for the Payment of 1994 Road Sales Tax	1995	December 2025	DUPLICATE	DUPLICATE
1995 Contract for State Grant 412 590409 Adams Park. Completed 1997	1995 Eligible 2000	December 2025	7 years	LG-08-012
1995 Interlocal Agreement for Kennesaw Due West Road and North Cobb Parkway Improvements. Completed 1995	1995 Eligible 2005	December 2025	10 years	LG-08-010A
1995 Contract with Cobb to conduct city election.	1995 Eligible 1999	December 2025	4 years	LG-07-008
1995 Kennesaw Dance Troup letter of nonsupport	1995 Eligible 1995	December 2025	5 years	LG-01-012
1995 Interlocal Agreement Cobb County DOT regarding resurfacing contract with CW Matthews. Completed in 1996	1995 Eligible 2006	December 2025	10 years	LG-08-010A

[illegible]



State Records Center
7815 Third Flag Parkway
Suite 400
Austell, GA 30168
Tel: 770-732-5631
Fax: 770-818-6821
StateRecordsCenter@usg.edu

CERTIFICATE OF RECORDS DISPOSAL	
CERTIFICATE OF RECORDS DISPOSAL The information described on the attached was destroyed in the normal course of business pursuant to the provisions of the "Georgia Records Act," section O.C.G.A. § 50-18-102 and established records management best practices.	I hereby certify that the records listed on the attached were disposed of as indicated. STATE RECORDS CENTER Christine Garrett Print Name DATE 04/14/2025 <i>Christine Garrett</i> Signature

STATE RECORDS CENTER: DESTRUCTION NOTICE

4th Qtr.



BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

Consignment Number 20200406R
Agency Code 1007 Cubic Feet 1

Pulled by Randy Fullington
Date pulled 4.14.25

According to our database the records of the attached sheets should be eligible for destruction. Before these records can be destroyed this form must be signed by an authorizing official. **PLEASE Note that it is the responsibility of the agency to verify that (a) the proper schedule has been applied to these records, that (b) the records have been retained for the full retention period, and (c) they are not subject to further audit or litigation, and that (d) they are eligible for destruction.** By signing and/or initialing this form, the authorizing official acknowledges that the State Records Center bears no responsibility for making these determinations. **The initials authorize an extension of said documents.**

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Records must be retained for	☐	Audit	☐	Litigation	☐	Other	
Please send a new Destruction Notice to the agency on (date)							

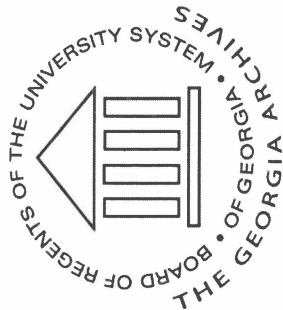
<u>lea Alvarez</u>	<u>[Signature]</u>	<u>03/12/25</u>
Authorizing Agency Official (Print)	Signature	Date
<u>lea Alvarez</u>	<u>[Signature]</u>	<u>03/12/25</u>
Records Management Officer (Print)	Signature	Date
<u>Randy Fullington</u>	<u>[Signature]</u>	<u>4.14.25</u>
For the State Records Center	Signature	Date

Box Verification/Space Management Report

Additional Field

State Records Center, Board of Regents of the University System of Georgia			Owner 1007 City of Kennesaw		20200406R	
Record Number	Box Number	Title	Retention Schedule	Home Space	Additional f	Destroy On

SRC-353783	MC-31	Local Government - Financial - Bids and Competitive Selection Records - 2013 Capital Improvement Bids	LG-08-005A Bids and Competitive Selection Records		12/31/2013	
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STATE RECORDS CENTER: DESTRUCTION NOTICE

4th Qtr.



**BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA**

Consignment Number 20200414R
Agency Code 1007 Cubic Feet 1

Pulled by Randy Fullington
Date pulled 4.14.25

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Records must be retained for	☐	Audit	☐	Litigation	☐	Other
Please send a new Destruction Notice to the agency on (date)						

<u>Luke Howe</u>	<u>Luke Howe</u>	<u>03/18/25</u>
Authorizing Agency Official (Print)	Signature	Date

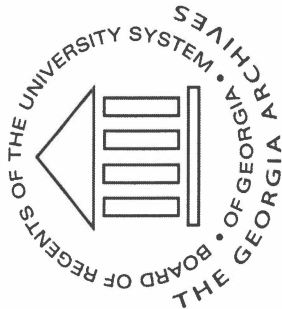
<u>Lea Alvarez</u>	<u>Lea Alvarez</u>	<u>03/21/25</u>
Records Management Officer (Print)	Signature	Date

<u>Randy Fullington</u>	<u>Randy Fullington</u>	<u>4.14.25</u>
For the State Records Center	Signature	Date

Box Verification/Space Management Report

Additional Field

State Records Center, Board of Regents of the University System of Georgia			Owner 1007 City of Kennesaw		20200414R	
Record Number	Box Number	Title	Retention Schedule	Home Space	Additional f	Destroy On
SRC-353835	KDDA-01	Local Government - Personnel - Official Bonds and Oaths - KDDA Multi-Family Revenue Bonds (refinanced 2019)	LG-08-004 Capital Improvement Bonds, Retired			12/31/2019



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CERTIFICATE OF RECORDS DISPOSAL The information described on the attached was destroyed in the normal course of business pursuant to the provisions of the "Georgia Records Act," section O.C.G.A. § 50-18-102 and established records management best practices.	
CERTIFICATE OF RECORDS DISPOSAL Name of Records Management Officer Lea Alvarez Agency Name and Address City of Kennesaw 2529 J.O. Stephenson Ave. Kennesaw, GA 30144	I hereby certify that the records listed on the attached were disposed of as indicated. STATE RECORDS CENTER Christine Garrett Print Name DATE 04/14/2025 <i>Christine Garrett</i> Signature

STATE RECORDS CENTER: DESTRUCTION NOTICE

4th Qtr.



BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

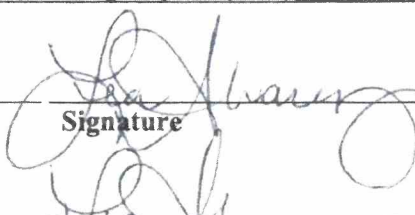
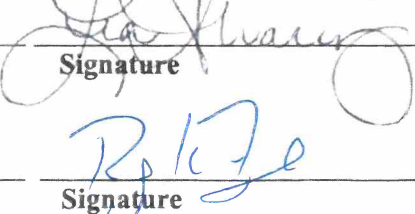
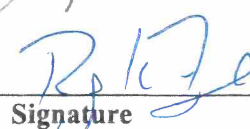
Consignment Number 20200498R
Agency Code 1007 Cubic Feet 1

Pulled by Randy Fullington
Date pulled 4.14.25

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Records must be retained for	☐	Audit	☐	Litigation	☐	Other	_____
Please send a new Destruction Notice to the agency on (date) _____							

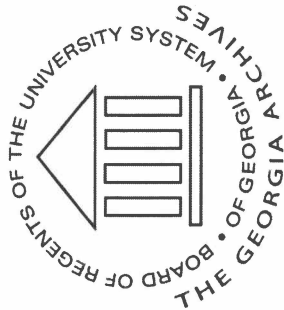
<u>Lea Alvarez</u>		<u>03/12/25</u>
Authorizing Agency Official (Print)	Signature	Date
<u>Lea Alvarez</u>		<u>03/12/25</u>
Records Management Officer (Print)	Signature	Date
<u>Randy Fullington</u>		<u>4.14.25</u>
For the State Records Center	Signature	Date

Box Verification/Space Management Report

Additional Field

State Records Center, Board of Regents of the University System of Georgia			Owner 1007 City of Kennesaw		20200498R	
Record Number	Box Number	Title	Retention Schedule	Home Space	Additional I	Destroy On

SRC-355241	MC-67	Local Government - Financial - Bids and Competitive Selection Records - Capital Improvement Projects- 2012	LG-08-005A Bids and Competitive Selection Records		12/31/2012	
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Austell, GA 30168
Tel: 770-732-5631
Fax: 770-818-6821
StateRecordsCenter@usg.edu

CERTIFICATE OF RECORDS DISPOSAL

Name of Records Management Officer

Lea Alvarez

Agency Name and Address

**City of Kennesaw
2529 J.O. Stephenson Ave.
Kennesaw, GA 30144**

CERTIFICATE OF RECORDS DISPOSAL

The information described on the attached was destroyed in the normal course of business pursuant to the provisions of the "Georgia Records Act," section O.C.G.A. § 50-18-102 and established records management best practices.

I hereby certify that the records listed on the attached were disposed of as indicated.

STATE RECORDS CENTER

Christine Garrett

Print Name

DATE **04/14/2025**

Christine Garrett
Signature

STATE RECORDS CENTER: DESTRUCTION NOTICE

4th Qtr.



BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

Consignment Number 20200615R

Pulled by Randy Fullington

Agency Code 1007 Cubic Feet 8

Date pulled 4.14.25

According to our database the records of the attached sheets should be eligible for destruction. Before these records can be destroyed this form must be signed by an authorizing official. **PLEASE Note that it is the responsibility of the agency to verify that (a) the proper schedule has been applied to these records, that (b) the records have been retained for the full retention period, and (c) they are not subject to further audit or litigation, and that (d) they are eligible for destruction.** By signing and/or initialing this form, the authorizing official acknowledges that the State Records Center bears no responsibility for making these determinations. **The initials authorize an extension of said documents.**

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Records must be retained for ☐ Audit ☐ Litigation ☐ Other _____

Please send a new Destruction Notice to the agency on (date) _____

Jennifer Gordy
Authorizing Agency Official (Print)

Jennifer Gordy
Signature

3/13/25
Date

La. Alvarez
Records Management Officer (Print)

La. Alvarez
Signature

03/13/25
Date

Randy Fullington
For the State Records Center

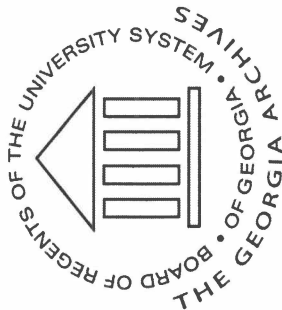
Randy Fullington
Signature

4.14.25
Date

Box Verification/Space Management Report

Additional Field

State Records Center, Board of Regents of the University System of Georgia				Owner 1007 City of Kennesaw	20200615R	
Record Number	Box Number	Title		Retention Schedule	Home Space	Additional f Destroy On
SRC-358184	FIN-93	Local Government - Financial - Accounting Records - 2018		LG-08-001 Accounting Records Notes: Records include:		09/30/2018
SRC-358185	FIN-94	Local Government - Financial - Accounting Records - 2018		LG-08-001 Accounting Records Notes: Records include:		09/30/2018
SRC-358186	FIN-95	Local Government - Financial - Accounting Records - 2018		LG-08-001 Accounting Records Notes: Records include:		09/30/2018
SRC-358187	FIN-96	Local Government - Financial - Accounting Records - 2018		LG-08-001 Accounting Records Notes: Records include:		09/30/2018
SRC-358188	FIN-97	Local Government - Financial - Accounting Records - 2018		LG-08-001 Accounting Records Notes: Records include:		09/30/2018
SRC-358189	FIN-98	Local Government - Financial - Accounting Records - 2018		LG-08-001 Accounting Records Notes: Records include:		09/30/2018
SRC-358190	FIN-99	Local Government - Financial - Accounting Records - 2018		LG-08-001 Accounting Records Notes: Records include:		09/30/2018
SRC-358191	FIN-100	Local Government - Financial - Accounting Records - 2018		LG-08-001 Accounting Records Notes: Records include:		09/30/2018



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CERTIFICATE OF RECORDS DISPOSAL Name of Records Management Officer Lea Alvarez Agency Name and Address City of Kennesaw 2529 J.O. Stephenson Ave. Kennesaw, GA 30144	STATE RECORDS CENTER Christine Garrett DATE 04/14/2025 <i>Christine Garrett</i> Signature Print Name

STATE RECORDS CENTER: DESTRUCTION NOTICE

4th Qtr.

BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIAConsignment Number 20200620RPulled by Randy FullingtonAgency Code 1007 Cubic Feet 6Date pulled 4.14.25

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Please send a new Destruction Notice to the agency on (date)							

<u>Jennifer Goredy</u>	<u>Jennifer Goredy</u>	<u>3/13/25</u>
Authorizing Agency Official (Print)	Signature	Date

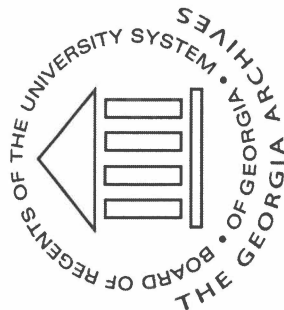
<u>Ua Alvarez</u>	<u>Ua Alvarez</u>	<u>03/13/25</u>
Records Management Officer (Print)	Signature	Date

<u>Randy Fullington</u>	<u>R/cf</u>	<u>4.14.25</u>
For the State Records Center	Signature	Date

Box Verification/Space Management Report

Additional Field

State Records Center, Board of Regents of the University System of Georgia			Owner 1007 City of Kennesaw	20200620R		
Record Number	Box Number	Title	Retention Schedule	Home Space	Additional f	Destroy On
SRC-358204	FIN-113	Local Government - Financial - Accounting Records - Sanitation 2018	LG-08-001 Accounting Records Notes: Records include:			09/30/2018
SRC-358205	FIN-114	Local Government - Financial - Accounting Records - Sanitation 2018	LG-08-001 Accounting Records Notes: Records include:			09/30/2018
SRC-358206	FIN-115	Local Government - Financial - Accounting Records - Sanitation 2018	LG-08-001 Accounting Records Notes: Records include:			09/30/2018
SRC-358207	FIN-116	Local Government - Financial - Accounting Records - Sanitation 2018	LG-08-001 Accounting Records Notes: Records include:			09/30/2018
SRC-358208	FIN-117	Local Government - Financial - Accounting Records - Sanitation 2018	LG-08-001 Accounting Records Notes: Records include:			09/30/2018
SRC-358209	FIN-118	Local Government - Financial - Accounting Records - Sanitation 2018	LG-08-001 Accounting Records Notes: Records include:			09/30/2018



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CERTIFICATE OF RECORDS DISPOSAL Name of Records Management Officer Lea Alvarez Agency Name and Address City of Kennesaw 2529 J.O. Stephenson Ave. Kennesaw, GA 30144	I hereby certify that the records listed on the attached were disposed of as indicated. STATE RECORDS CENTER Christine Garrett DATE 04/14/2025 <i>Christine Garrett</i> Signature Print Name

STATE RECORDS CENTER: DESTRUCTION NOTICE

4th Qtr.

BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

Consignment Number 20200667R
 Agency Code 1007 Cubic Feet 17

Pulled by Randy Fullington
 Date pulled 4.14.25

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Please send a new Destruction Notice to the agency on (date) _____							

<u>Brittany Swiney</u> Authorizing Agency Official (Print)	<u>[Signature]</u> Signature	<u>3/13/2025</u> Date
<u>Ilea Alvarez</u> Records Management Officer (Print)	<u>[Signature]</u> Signature	<u>03/21/25</u> Date
<u>Randy Fullington</u> For the State Records Center	<u>[Signature]</u> Signature	<u>4.14.25</u> Date

Box Verification/Space Management Report

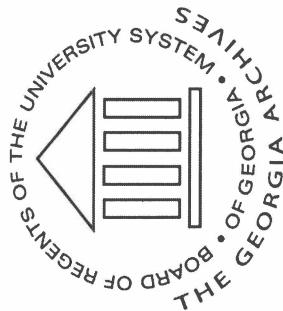
Additional Field

State Records Center, Board of Regents of the University System of Georgia				Owner 1007 City of Kennesaw	20200667R	
Record Number	Box Number	Title	Retention Schedule	Home Space	Additional f	Destroy On
SRC-359810	CC73	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2016	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2016	
SRC-359811	CC74	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2016	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2016	
SRC-359812	CC75	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2016	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2016	
SRC-359813	CC76	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2016	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2016	
SRC-359814	CC77	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2016	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2016	
SRC-359815	CC78	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2016	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2016	
SRC-359816	CC79	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2016	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2016	
SRC-359817	CC80	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2016	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2016	
SRC-359818	CC81	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2016	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2016	
SRC-359819	CC82	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2016	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2016	
SRC-359820	CC83	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2016	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2016	
SRC-359821	CC84	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2016	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2016	
SRC-359822	CC85	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2016	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2016	
SRC-359823	CC86	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2016	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2016	

Box Verification/Space Management Report

State Records Center, Board of Regents of the University System of Georgia				Owner 1007 City of Kennesaw	20200667R	
Record Number	Box Number	Title	Retention Schedule	Home Space	Additional I	Destroy On
SRC-359824	CC87	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2016	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2016	
SRC-359825	CC88	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2016	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2016	
SRC-359826	CC89	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2016	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2016	

Additional Field



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CERTIFICATE OF RECORDS DISPOSAL	
CERTIFICATE OF RECORDS DISPOSAL The information described on the attached was destroyed in the normal course of business pursuant to the provisions of the "Georgia Records Act," section O.C.G.A. § 50-18-102 and established records management best practices.	I hereby certify that the records listed on the attached were disposed of as indicated. DATE 04/14/2025 STATE RECORDS CENTER Christine Garrett Signature <i>Christine Garrett</i> Print Name
CERTIFICATE OF RECORDS DISPOSAL Name of Records Management Officer Lea Alvarez Agency Name and Address City of Kennesaw 2529 J.O. Stephenson Ave. Kennesaw, GA 30144	

STATE RECORDS CENTER: DESTRUCTION NOTICE

4th Qtr.

BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

Consignment Number 20200668R
 Agency Code 1007 Cubic Feet 13

Pulled by Randy Fullington
 Date pulled 4.14.25

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Records must be retained for ☐ Audit ☐ Litigation ☐ Other _____

Please send a new Destruction Notice to the agency on (date) _____

Brittany Swiney
 Authorizing Agency Official (Print)

Brittany Swiney 3/13/2025
 Signature Date

Lea Alvarez
 Records Management Officer (Print)

Lea Alvarez 03/21/25
 Signature Date

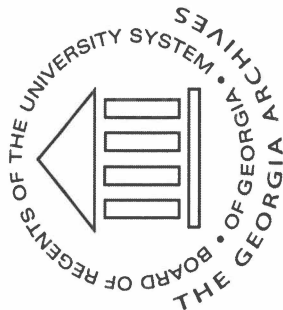
Randy Fullington
 For the State Records Center

Randy Fullington 4.14.25
 Signature Date

Box Verification/Space Management Report

Additional Field

State Records Center, Board of Regents of the University System of Georgia			Owner 1007 City of Kennesaw		20200668R	
Record Number	Box Number	Title	Retention Schedule	Home Space	Additional f	Destroy On
SRC-359827	CC90	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2017	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2017	
SRC-359828	CC91	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2017	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2017	
SRC-359829	CC92	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2017	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2017	
SRC-359830	CC93	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2017	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2017	
SRC-359831	CC94	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2017	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2017	
SRC-359832	CC95	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2017	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2017	
SRC-359833	CC96	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2017	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2017	
SRC-359834	CC97	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2017	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2017	
SRC-359835	CC98	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2017	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2017	
SRC-359836	CC99	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2017	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2017	
SRC-359837	CC100	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2017	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2017	
SRC-359838	CC101	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2017	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2017	
SRC-359839	CC102	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2017	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy		12/31/2017	



State Records Center
7815 Third Flag Parkway
Suite 400
Austell, GA 30168
Tel: 770-732-5631
Fax: 770-818-6821
StateRecordsCenter@usg.edu

CERTIFICATE OF RECORDS DISPOSAL	
CERTIFICATE OF RECORDS DISPOSAL The information described on the attached was destroyed in the normal course of business pursuant to the provisions of the "Georgia Records Act," section O.C.G.A. § 50-18-102 and established records management best practices.	
CERTIFICATE OF RECORDS DISPOSAL Name of Records Management Officer Lea Alvarez Agency Name and Address City of Kennesaw 2529 J.O. Stephenson Ave. Kennesaw, GA 30144	I hereby certify that the records listed on the attached were disposed of as indicated. STATE RECORDS CENTER Christine Garrett _____ Print Name DATE 04/14/2025 <i>Christine Garrett</i> _____ Signature

STATE RECORDS CENTER: DESTRUCTION NOTICE

4th Qtr.



BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

Consignment Number 20200671R
Agency Code 1007 Cubic Feet 2

Pulled by Randy Fullington
Date pulled Bk 7e

According to our database the records of the attached sheets should be eligible for destruction. Before these records can be destroyed this form must be signed by an authorizing official. **PLEASE Note that it is the responsibility of the agency to verify that (a) the proper schedule has been applied to these records, that (b) the records have been retained for the full retention period, and (c) they are not subject to further audit or litigation, and that (d) they are eligible for destruction.** By signing and/or initialing this form, the authorizing official acknowledges that the State Records Center bears no responsibility for making these determinations. **The initials authorize an extension of said documents.**

If these records may not be destroyed because of pending audit or litigation, please complete the separate section of this form. Failure to return form to the Center within 30 days may result in OVERDUE Destruction fees.

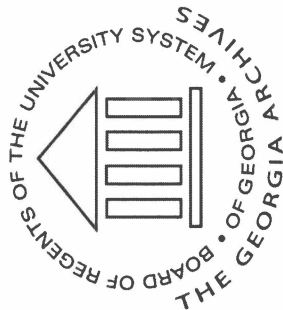
Records must be retained for	☐	Audit	☐	Litigation	☐	Other	
Please send a new Destruction Notice to the agency on (date)							

<u>Brittany Swiney</u> Authorizing Agency Official (Print)	<u>Brittany Swiney</u> Signature	<u>3/13/2025</u> Date
<u>Lea Bwary</u> Records Management Officer (Print)	<u>Lea Bwary</u> Signature	<u>03/13/2025</u> Date
<u>Randy Fullington</u> For the State Records Center	<u>Bk 7e</u> Signature	<u>4.14.25</u> Date

Box Verification/Space Management Report

Additional Field

State Records Center, Board of Regents of the University System of Georgia			Owner 1007 City of Kennesaw		20200671R	
Record Number	Box Number	Title	Retention Schedule	Home Space	Additional f	Destroy On
SRC-359857	CC120	Judicial Branch - Municipal Records - Court Docket - 2016	JB-096 Court Docket Notes: Books which generally contain essential		12/31/2016	
SRC-359858	CC121	Judicial Branch - Municipal Records - Court Docket - 2016	JB-096 Court Docket Notes: Books which generally contain essential		12/31/2016	



State Records Center
7815 Third Flag Parkway
Suite 400
Austell, GA 30168
Tel: 770-732-5631
Fax: 770-818-6821
StateRecordsCenter@usg.edu

CERTIFICATE OF RECORDS DISPOSAL Name of Records Management Officer Lea Alvarez Agency Name and Address City of Kennesaw 2529 J.O. Stephenson Ave. Kennesaw, GA 30144	CERTIFICATE OF RECORDS DISPOSAL The information described on the attached was destroyed in the normal course of business pursuant to the provisions of the "Georgia Records Act," section O.C.G.A. § 50-18-102 and established records management best practices.
	I hereby certify that the records listed on the attached were disposed of as indicated. STATE RECORDS CENTER Christine Garrett DATE 04/14/2025 <i>Christine Garrett</i> Signature Print Name

STATE RECORDS CENTER: DESTRUCTION NOTICE

4th Qtr.



BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

Consignment Number 20200672R
Agency Code 1007 Cubic Feet 1

Pulled by Randy Fullington
Date pulled 4.14.25

According to our database the records of the attached sheets should be eligible for destruction. Before these records can be destroyed this form must be signed by an authorizing official. **PLEASE Note that it is the responsibility of the agency to verify that (a) the proper schedule has been applied to these records, that (b) the records have been retained for the full retention period, and (c) they are not subject to further audit or litigation, and that (d) they are eligible for destruction.** By signing and/or initialing this form, the authorizing official acknowledges that the State Records Center bears no responsibility for making these determinations. **The initials authorize an extension of said documents.**

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Records must be retained for	☐	Audit	☐	Litigation	☐	Other	
Please send a new Destruction Notice to the agency on (date)							

<u>Brittany Swiney</u>	<u>[Signature]</u>	<u>3/13/2025</u>
Authorizing Agency Official (Print)	Signature	Date
<u>Lea Awaing</u>	<u>[Signature]</u>	<u>03/21/25</u>
Records Management Officer (Print)	Signature	Date
<u>Randy Fullington</u>	<u>[Signature]</u>	<u>4.14.25</u>
For the State Records Center	Signature	Date

Box Verification/Space Management Report

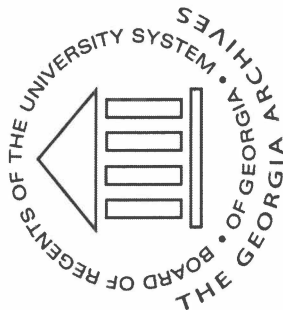
Additional Field

State Records Center, Board of Regents of the University System of Georgia			Owner 1007 City of Kennesaw	20200672R		
Record Number	Box Number	Title	Retention Schedule	Home Space	Additional I	Destroy On

SRC-359859 CC122 Judicial Branch - Municipal Records - Court Docket - 2017

JB-096 Court Docket
Notes: Books which
generally contain essential

12/31/2017



State Records Center
7815 Third Flag Parkway
Suite 400
Austell, GA 30168
Tel: 770-732-5631
Fax: 770-818-6821
StateRecordsCenter@usg.edu

CERTIFICATE OF RECORDS DISPOSAL Name of Records Management Officer Lea Alvarez Agency Name and Address City of Kennesaw 2529 J.O. Stephenson Ave. Kennesaw, GA 30144	CERTIFICATE OF RECORDS DISPOSAL The information described on the attached was destroyed in the normal course of business pursuant to the provisions of the "Georgia Records Act," section O.C.G.A. § 50-18-102 and established records management best practices.
I hereby certify that the records listed on the attached were disposed of as indicated.	
STATE RECORDS CENTER Christine Garrett Print Name	DATE 04/14/2025 <i>Christine Garrett</i> Signature

STATE RECORDS CENTER: DESTRUCTION NOTICE

4th Qtr.



BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

Consignment Number 20200675R
Agency Code 1007 Cubic Feet 1

Pulled by Randy Fullington
Date pulled 4.14.25

According to our database the records of the attached sheets should be eligible for destruction. Before these records can be destroyed this form must be signed by an authorizing official. **PLEASE Note that it is the responsibility of the agency to verify that (a) the proper schedule has been applied to these records, that (b) the records have been retained for the full retention period, and (c) they are not subject to further audit or litigation, and that (d) they are eligible for destruction.** By signing and/or initialing this form, the authorizing official acknowledges that the State Records Center bears no responsibility for making these determinations. **The initials authorize an extension of said documents.**

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Records must be retained for	☐	Audit	☐	Litigation	☐	Other	
Please send a new Destruction Notice to the agency on (date)							

Brittany Swiney Randy Fullington 3/13/2025
Authorizing Agency Official (Print) Signature Date

Lea Alvarez [Signature] 03/21/25
Records Management Officer (Print) Signature Date

Randy Fullington [Signature] 4.14.25
For the State Records Center Signature Date

Box Verification/Space Management Report

Additional Field

State Records Center, Board of Regents of the University System of Georgia			Owner 1007 City of Kennesaw		20200675R	
Record Number	Box Number	Title	Retention Schedule	Home Space	Additional f	Destroy On

12/31/2019

LG-08-001 Accounting
Records
Notes: Records include:

Local Government - Financial - Accounting Records - Probation Receipts
2016-2019

CC126

SRC-359863

STATE RECORDS CENTER: DESTRUCTION NOTICE



BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

Consignment Number 20200679R
Agency Code 1007 Cubic Feet 1

Pulled by _____
Date pulled _____

According to our database the records of the attached sheets should be eligible for destruction. Before these records can be destroyed this form must be signed by an authorizing official. **PLEASE Note that it is the responsibility of the agency to verify that (a) the proper schedule has been applied to these records, that (b) the records have been retained for the full retention period, and (c) they are not subject to further audit or litigation, and that (d) they are eligible for destruction.** By signing and/or initialing this form, the authorizing official acknowledges that the State Records Center bears no responsibility for making these determinations. **The initials authorize an extension of said documents.**

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Records must be retained for	☐	Audit	☐	Litigation	☐	Other	_____
Please send a new Destruction Notice to the agency on (date) _____							

Brittany Swiney Brittany Swiney 3/21/2025
Authorizing Agency Official (Print) Signature Date

Lea Alvarez Lea Alvarez 03/24/25
Records Management Officer (Print) Signature Date

For the State Records Center Signature Date

Box Verification/Space Management Report

Additional Field

State Records Center, Board of Regents of the University System of Georgia			Owner 1007 City of Kennesaw		20200679R	
Record Number	Box Number	Title	Retention Schedule	Home Space	Additional I	Destroy On
SRC-359867	CC130	Local Government - Financial - Accounting Records - Court Receipts 2018	LG-08-001 Accounting Records Notes: Records include:	0005-0002-0014-4090	12/31/2018	12/31/2023



State Records Center
7815 Third Flag Parkway
Suite 400
Austell, GA 30168
Tel: 770-732-5631
Fax: 770-819-6821
StateRecordsCenter@usg.edu

State Records Center Transmittal Form

This transmittal form for temporary records should accompany all records transfer to the State Records Center (SRC) storage facility. This form will be verified at the time of transfer. Transfer may be refused in part or whole. Records transfers should be scheduled with the RC staff in advance.

RC Consignment (Transmittal) Number: 20200679R Agency Code: 1007
Agency Name and Department: City of Kennesaw
Agency Contact Name and Telephone Number: LINDA JOHNSON
Contact E-Mail Address: LJOHNSON@KENNESAW-GA.GOV
Mailing Address: 2529 J.O. Stephenson Ave, Kennesaw, GA 30144
Title of Records to be Transferred: COURT RECEIPTS 2018
Retention Schedule Number: LG-08-001 Destruction Date: 12/31/2023
Total Number of boxes transferred to RC: 1

Box #	Contents (Beginning and Ending Record)	Date Span	Location # (RC use only)
CC130	COURT RECEIPTS	1/1/2018 - 12/31/2018	

Approved for transfer by:

L Johnson

Date:

4/17/20

Received for Storage by:

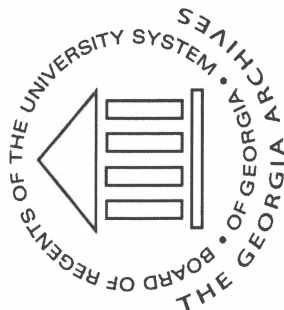
Linda Johnson

Date Received:

4/17/2020

Page _ Of _

1 62x



State Records Center
7815 Third Flag Parkway
Suite 400
Austell, GA 30168
Tel: 770-732-5631
Fax: 770-818-6821
StateRecordsCenter@usg.edu

CERTIFICATE OF RECORDS DISPOSAL	
CERTIFICATE OF RECORDS DISPOSAL The information described on the attached was destroyed in the normal course of business pursuant to the provisions of the "Georgia Records Act," section O.C.G.A. § 50-18-102 and established records management best practices.	I hereby certify that the records listed on the attached were disposed of as indicated. STATE RECORDS CENTER Christine Garrett _____ Print Name DATE 04/14/2025 <i>Christine Garrett</i> _____ Signature

STATE RECORDS CENTER: DESTRUCTION NOTICE

4th Qtr.



BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

Consignment Number 20200680R
Agency Code 1007 Cubic Feet 1

Pulled by Randy Fullington
Date pulled 4.14.25

According to our database the records of the attached sheets should be eligible for destruction. Before these records can be destroyed this form must be signed by an authorizing official. **PLEASE Note that it is the responsibility of the agency to verify that (a) the proper schedule has been applied to these records, that (b) the records have been retained for the full retention period, and (c) they are not subject to further audit or litigation, and that (d) they are eligible for destruction.** By signing and/or initialing this form, the authorizing official acknowledges that the State Records Center bears no responsibility for making these determinations. **The initials authorize an extension of said documents.**

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Records must be retained for	☐	Audit	☐	Litigation	☐	Other	
Please send a new Destruction Notice to the agency on (date)							

Brittany Swiney [Signature] 3/13/2025
Authorizing Agency Official (Print) Signature Date

Lea Alvarez [Signature] 03/21/25
Records Management Officer (Print) Signature Date

Randy Fullington [Signature] 4.14.25
For the State Records Center Signature Date

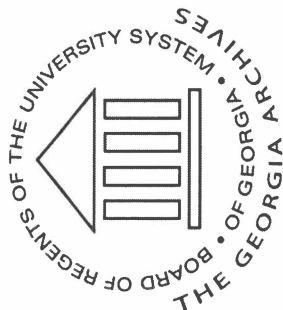
Box Verification/Space Management Report

Additional Field

State Records Center, Board of Regents of the University System of Georgia			Owner 1007 City of Kennesaw	20200680R		
Record Number	Box Number	Title		Retention Schedule	Home Space	Additional f Destroy On

SRC-359868	CC131	Local Government - Financial - Accounting Records - Court Receipts 2019	LG-08-001 Accounting Records	12/31/2019		
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Notes: Records include:



State Records Center
7815 Third Flag Parkway
Suite 400
Austell, GA 30168
Tel: 770-732-5631
Fax: 770-818-6821
StateRecordsCenter@usg.edu

CERTIFICATE OF RECORDS DISPOSAL Name of Records Management Officer Lea Alvarez Agency Name and Address City of Kennesaw 2529 J.O. Stephenson Ave. Kennesaw, GA 30144	CERTIFICATE OF RECORDS DISPOSAL The information described on the attached was destroyed in the normal course of business pursuant to the provisions of the "Georgia Records Act," section O.C.G.A. § 50-18-102 and established records management best practices.
	I hereby certify that the records listed on the attached were disposed of as indicated. STATE RECORDS CENTER Christine Garrett _____ Print Name DATE 04/14/2025 <i>Christine Garrett</i> _____ Signature

STATE RECORDS CENTER: DESTRUCTION NOTICE

4th Qtr.

BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

Consignment Number 20220462R
 Agency Code 1007 Cubic Feet 2

Pulled by Randy Fullington
 Date pulled 4.14.25

According to our database the records of the attached sheets should be eligible for destruction. Before these records can be destroyed this form must be signed by an authorizing official. **PLEASE Note that it is the responsibility of the agency to verify that (a) the proper schedule has been applied to these records, that (b) the records have been retained for the full retention period, and (c) they are not subject to further audit or litigation, and that (d) they are eligible for destruction.** By signing and/or initialing this form, the authorizing official acknowledges that the State Records Center bears no responsibility for making these determinations. **The initials authorize an extension of said documents.**

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Records must be retained for ☐ Audit ☐ Litigation ☐ Other _____

Please send a new Destruction Notice to the agency on (date) _____

Brittany Swiney
 Authorizing Agency Official (Print)

[Signature] 3/13/2026
 Signature Date

La. Alvarez
 Records Management Officer (Print)

[Signature] 05/21/25
 Signature Date

Randy Fullington
 For the State Records Center

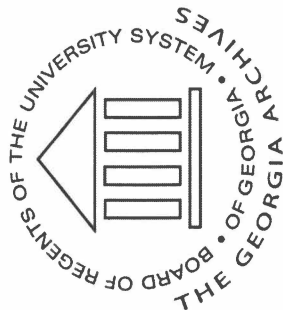
[Signature] 4.14.25
 Signature Date

Box Verification/Space Management Report

Page 1

Additional Field

State Records Center, Board of Regents of the University System of Georgia			Owner 1007 City of Kennesaw	20220462R		
Record Number	Box Number	Title	Retention Schedule	Home Space	Additional f	Destroy On
SRC-374398	CC146	Local Government - Financial - Accounting Records - COURT RECEIPTS- 2019	LG-08-001 Accounting Records Notes: Records include:		12/31/2019	
SRC-374399	CC147	Local Government - Financial - Accounting Records - COURT RECEIPTS- 2019	LG-08-001 Accounting Records Notes: Records include:		12/31/2019	



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Tel: 770-732-5631
Fax: 770-818-6821
StateRecordsCenter@usg.edu

CERTIFICATE OF RECORDS DISPOSAL

Name of Records Management Officer

Lea Alvarez

Agency Name and Address

City of Kennesaw

2529 J.O. Stephenson Ave.

Kennesaw, GA 30144

CERTIFICATE OF RECORDS DISPOSAL

The information described on the attached was destroyed in the normal course of business pursuant to the provisions of the "Georgia Records Act," section O.C.G.A. § 50-18-102 and established records management best practices.

I hereby certify that the records listed on the attached were disposed of as indicated.

STATE RECORDS CENTER

Christine Garrett

Print Name

DATE **04/14/2025**

Christine Garrett
Signature

STATE RECORDS CENTER: DESTRUCTION NOTICE

4th Qtr.



BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

Consignment Number 20220463R
Agency Code 1007 Cubic Feet 1

Pulled by Randy Fullington
Date pulled 4.14.25

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Records must be retained for	☐	Audit	☐	Litigation	☐	Other	
Please send a new Destruction Notice to the agency on (date)							

<u>Brittany Swiney</u>	<u>Brittany Swiney</u>	<u>3/13/2025</u>
Authorizing Agency Official (Print)	Signature	Date
<u>va guarez</u>	<u>[Signature]</u>	<u>03/21/25</u>
Records Management Officer (Print)	Signature	Date
<u>Randy Fullington</u>	<u>Rk Fy</u>	<u>4.14.25</u>
For the State Records Center	Signature	Date

Box Verification/Space Management Report

Page 1

Additional Field

State Records Center, Board of Regents of the University System of Georgia			Owner 1007 City of Kennesaw		20220463R	
Record Number	Box Number	Title	Retention Schedule	Home Space	Additional f	Destroy On
SRC-374397	CC148	Judicial Branch - Municipal Records - Misdemeanor Case Files, Traffic Court - Closed Court Cases- 2017	JB-103 Misdemeanor Case Files, Traffic Court Action Summary: Destroy			12/31/2017



State Records Center
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Suite 400
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StateRecordsCenter@usg.edu

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STATE RECORDS CENTER: DESTRUCTION NOTICE

4th Qtr.

BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIAConsignment Number 20220562RAgency Code 1007 Cubic Feet 4Pulled by Randy FullingtonDate pulled 4.14.25

According to our database the records of the attached sheets should be eligible for destruction. Before these records can be destroyed this form must be signed by an authorizing official. **PLEASE Note that it is the responsibility of the agency to verify that (a) the proper schedule has been applied to these records, that (b) the records have been retained for the full retention period, and (c) they are not subject to further audit or litigation, and that (d) they are eligible for destruction.** By signing and/or initialing this form, the authorizing official acknowledges that the State Records Center bears no responsibility for making these determinations. **The initials authorize an extension of said documents.**

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Records must be retained for ☐ Audit ☐ Litigation ☐ Other _____

Please send a new Destruction Notice to the agency on (date)

Jennifer Gordy
Authorizing Agency Official (Print)Jennifer Gordy
Signature3/13/25
DateLea Alvarez
Records Management Officer (Print)Lea Alvarez
Signature03/13/25
DateRandy Fullington
For the State Records CenterRandy Fullington
Signature4.14.25
Date

Box Verification/Space Management Report

Additional Field

State Records Center, Board of Regents of the University System of Georgia				Owner 1007 City of Kennesaw	20220562R	
Record Number	Box Number	Title		Retention Schedule	Home Space	Additional f Destroy On
SRC-375536	FIN-139	Local Government - Financial - Accounting Records - Property Tax: End of Day Cash Receipts		LG-08-001 Accounting Records Notes: Records include:		12/31/2019
SRC-375537	FIN-140	Local Government - Financial - Accounting Records - Property Tax: End of Day Cash Receipts		LG-08-001 Accounting Records Notes: Records include:		12/31/2019
SRC-375538	FIN-141	Local Government - Financial - Accounting Records - Property Tax: End of Day Cash Receipts		LG-08-001 Accounting Records Notes: Records include:		12/31/2019
SRC-375539	FIN-142	Local Government - Financial - Accounting Records - Property Tax: End of Day Cash Receipts		LG-08-001 Accounting Records Notes: Records include:		12/31/2019



Item Report

TO: The Honorable Mayor and City Council
FROM:
DATE: January 5, 2026
TITLE: Reports, Discussions, and Updates

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None



Item Report

TO: The Honorable Mayor and City Council

FROM:

DATE: January 5, 2026

TITLE: **Appointment: Mayor Pro Tem**
Consideration for the appointment of the 2026 Mayor Pro Tem.

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None



Item Report

TO: The Honorable Mayor and City Council

FROM: Lea Alvarez, City Clerk

DATE: January 5, 2026

TITLE: **Registration: 2026 Lobbyist Session**
Consideration for approval for the Mayor to sign a lobbyist registration letter authorizing Fred Bentley, Jr. and Randall Bentley, Sr. to lobby on behalf of the City of Kennesaw.

Summary:

Recommendation:

City Clerk recommends approval and authorization for the Mayor to sign the registration letter.

Fiscal Impact:

Attachments:

1. 2026 Lobbyist Registration Letter

BENTLEY, BENTLEY & BENTLEY

Attorneys at Law

241 WASHINGTON AVENUE
MARIETTA, GEORGIA 30060
(770) 422-2300
THEBENTLEYFIRM.COM

FRED D. BENTLEY, JR.*
R. RANDALL BENTLEY, SR.

ESTABLISHED 1948

FACSIMILE No.:
(770) 424-5820

*ADMITTED TO PRACTICE IN
LOUISIANA AND TEXAS

**ADMITTED TO PRACTICE IN
CALIFORNIA

FRED D. BENTLEY, SR.
(1926 - 2019)

OF COUNSEL

SAM P. HENSLEY, JR.
JAMIE S. WINGLER
LAUREN L. MCKENZIE
STAN D. BABB
LINDA W. BRUNT
NIK ERRAMILLI**

December 8, 2025

Via Hand-Delivery

Mayor Derek Easterling
City of Kennesaw
2529 J.O. Stephenson Ave.
Kennesaw, GA 30144

RE: 2026 Legislative Session

Dear Mayor Easterling:

This will serve to outline the firm's proposal for lobbying services for the 2026 legislative term. In this regard, we encourage you to approve the list of names in advance so that we can effectively and expeditiously address any specific legislative needs. As you are aware, the legislature often moves matters very quickly and it is critical to mount an effort over a limited time period. As we have performed in years past, we have worked with the City Manager's office, and we request that the firm be engaged to monitor and provide input to State elected officials on your behalf to protect City interests.

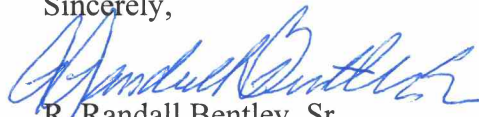
The State Ethics Commission implemented a new Lobbyist E-Filing System, Peachfile, beginning with the 2026 calendar year. In the past, the rule required the client to also create an account with the lobbyist system. For Peachfile, we are able to confirm your express permission with the State Ethics Commission upon registration as lobbyist on the City's behalf. If you have any questions regarding this, please don't hesitate to contact us.

We would also propose that we prepare and shepherd the annual clean up annexation bill so that the City remains protected from any legal challenges involving the City boundaries. We, of course, will be happy to involve whomever the City Council and Mayor designates in this process to ensure continuity is achieved.

We trust this arrangement will provide the City the flexibility to ensure that its interests are adequately protected during this session.

Thank you and I look forward to working with the City of Kennesaw.

Sincerely,


R. Randall Bentley, Sr.


Fred D. Bentley, Jr.

Names of Lobbyists for City of Kennesaw

Fred D. Bentley, Jr.
R. Randall Bentley, Sr.

Authorized by :

City of Kennesaw

Derek Easterling, Mayor

Attest:

Lea Alvarez, City Clerk



Item Report

TO: The Honorable Mayor and City Council
FROM: Jennifer Gordy, Finance Director
DATE: January 5, 2026
TITLE: **Resolution: 2026 Alternate Check Signer**
Consideration for the appointment of an alternate check signer and approval of a resolution to designate an alternate check signer for 2026.

Summary:

On the occasions that the Mayor and Mayor Pro Tem are unavailable to sign checks, an alternate check signer is necessary in accordance with Kennesaw Code of Ordinances § 2-154.

Recommendation:

Finance Director recommends approval.

Fiscal Impact:

Attachments:

1. RES 2026- Alternate Check Signer

**CITY OF KENNESAW
GEORGIA**

RESOLUTION NO. 2026- , 2026

RESOLUTION DESIGNATING AN ALTERNATE CHECK SIGNER

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF KENNESAW, COBB COUNTY, GEORGIA, AS FOLLOWS:

WHEREAS, pursuant to Section 2-154 of the Code of Ordinances of the City of Kennesaw only certain people are authorized to sign and execute official documents for the City, including but not limited to checks, drafts and money orders; and

WHEREAS, documents of the City requiring execution, including but not limited to checks, drafts and money orders shall bear signatures of the Mayor, or in his absence, the Mayor Pro Tern, or an alternate designated by the Mayor and Council; and

WHEREAS, on January 5 , 2026, members of the elected body of the City of Kennesaw selected an alternate Council designated signer.

NOW THEREFORE, BE IT RESOLVED, the 2026 alternate signer for the City of Kennesaw shall be Councilmember _____ who is authorized to execute documents including but not limited to checks, drafts, and money orders for said City.

PASSED AND ADOPTED by the Kennesaw City Council on this 5th day of January 2026.

ATTEST:

CITY OF KENNESAW

Lea Alvarez, City Clerk

Derek Easterling, Mayor



Item Report

TO: The Honorable Mayor and City Council
FROM: Jennifer Gordy, Finance Director
DATE: January 5, 2026
TITLE: **Resolution: 2026 Bank Signature Cards**
Consideration for approval of a resolution authorizing signatures for the City of Kennesaw and transmission of documents to the bank for 2026 new signature cards.

Summary:

Kennesaw Code of Ordinances § 2-154 states documents of the City requiring execution, including but not limited to, checks, drafts, and money orders, shall bear signatures of the Mayor, or in his/her absence, the Mayor Pro Tem, or an alternate designated by the Mayor and City Council. When required, the second signature shall be that of the City Clerk, or in his/her absence, the Deputy City Clerk or the City Manager. This resolution is for the approval of the list of designated people authorized to sign documents as appointed tonight and authorization to submit the information to the bank for new signature cards.

Recommendation:

Finance Director recommends approval and authorization.

Fiscal Impact:

Attachments:

1. RES 2026 Bank Signatures

**CITY OF KENNESAW
GEORGIA**

RESOLUTION NO. 2026-____

**RESOLUTION AUTHORIZING SIGNATURES FOR THE CITY OF KENNESAW AND
TO TRANSMIT DOCUMENT TO THE BANK FOR NEW SIGNATURE CARDS**

**BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF KENNESAW,
COBB COUNTY, GEORGIA, AS FOLLOWS:**

WHEREAS, pursuant to Section 2-154 of the Code of Ordinances of the City of Kennesaw only select people are authorized to sign and execute official documents for the City, including but not limited to checks, drafts and money orders; and

WHEREAS, on January 5, 2026, members of the elected body of the City of Kennesaw selected a new Mayor Pro Tern and authorized an alternate Council designated signer.

NOW THEREFORE, BE IT RESOLVED, that the following officers and staff of the City of Kennesaw shall be authorized to execute documents including but not limited to checks, drafts and money orders for said City.

Derek Easterling, Mayor

_____, Mayor Pro Tem

_____, Council designated authorized signature

Lea Alvarez, City Clerk

Nick Simpson, Deputy City Clerk

Jeff Drobney, City Manager

PASSED AND ADOPTED by the Kennesaw City Council on this 5th day of January 2026.

ATTEST:

CITY OF KENNESAW

Lea Alvarez, City Clerk

Derek Easterling, Mayor



Item Report

TO: The Honorable Mayor and City Council

FROM:

DATE: January 5, 2026

TITLE: **Appointments: 2026 City Appointments**

Consideration for the ratification of the following City appointments: H. Luke Mayes, IV (Chief Judge/Probable Cause Judge); Charles Chesbro (Associate Judge); Randall Bentley, Sr. (Solicitor); Jamie Wingler (Solicitor); Bentley, Bentley, and Bentley (City Attorney); Patterson & Dewar Engineers (City Engineer); City Manager; and City Clerk.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

None



Item Report

TO: The Honorable Mayor and City Council

FROM:

DATE: January 5, 2026

TITLE: **Appointments: 2026 Boards and Commissions**
Consideration for the ratification of (re) appointments to any board, committee, authority or commission.

Summary:

Recommendation:

Fiscal Impact:

Attachments:
None