

**CURRENT AND CONTINUED SERVICES
OF THE
MIDDLE GEORGIA RESA
RECORDS MANAGEMENT DEPARTMENT
February 2014**

CRAWFORD COUNTY:

Services for Crawford County for the month are as follows:

- Verified student information for Crawford County High School; 5 times
- Checked Crawford County Elementary School and Crawford County Middle School 2012-2013 student permanent withdrawal records corrections DVDs.

JONES COUNTY:

Services for Jones County for the month are as follows:

- Verified student information for Jones County High School; 15 times
- Checked Jones County High School 2012-2013 student permanent withdrawal records corrections DVDs.
- Jones County High School delivered 38 boxes of records approved for destruction and 5 boxes were placed in shred bins.

MONROE COUNTY:

Services for Monroe County for the month are as follows:

- Verified student information for Monroe County Student Services: 1 time; Mary Persons High School: 1 time; Monroe County Board of Education; 2 times
- Checked Hubbard Elementary School, K.B. Sutton Elementary School, T.G. Scott Elementary School and Monroe County Middle School 2012-2013 student permanent withdrawal records DVDs
- Checked Hubbard Elementary School 2007-2008 student permanent withdrawal records corrections DVD.

PEACH COUNTY:

Services for Peach County for the month are as follows:

- Verified student information for the Board of Education; 5 times

- Delivered Fort Valley Middle School, Hunt Elementary School, Byron Elementary School and Byron Middle School 2102-2013 student permanent withdrawal records to Integrated Document Solutions
- Checked 2005-2006 Inactive Personnel corrections DVD.

TWIGGS COUNTY:

Services for Twiggs County for the month are as follows:

- Verified student information for Twiggs County Board of Education; 2 times
- Returned 2011-2012 and 2012-2013 board minutes and DVDs to the board office
- Checked Jeffersonville Elementary School and Twiggs County Middle/High School 2012-2013 student permanent withdrawal and graduate records DVDs
- Checked 2011-2012 and 2012-2013 board minutes DVDs
- Checked Jeffersonville Elementary School and Twiggs County Middle/High School student permanent withdrawal and graduate records and Inactive Personnel records corrections DVDs for 2005-2010
- Checked Special Education miscellaneous years corrections DVD.

MIDDLE GEORGIA RESA:

Services for Middle Georgia RESA for the month are as follows:

- Prepared monthly report
- Prepared travel report
- Made bank deposits
- Distributed mail
- Inventoried material
- Did daily backups of computer server
- Placed new supplies in supply cabinets
- Delivered materials and projector to Dr. Robin Smith for meeting in Macon at Holiday Inn Express
- Checked in inventoried items returned by Ina Chanin
- Delivered 3 boxes of general office records to the shred area and placed the records into the shred bin.