

RESOLUTION NO. 32678

A RESOLUTION AMENDING RESOLUTION NO. 28466  
ADOPTING A REVISED RECORD AND INFORMATION  
MANAGEMENT POLICY AND REVISED RECORDS  
RETENTION SCHEDULE FOR THE CITY OF  
CHATTANOOGA.

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BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA,  
TENNESSEE, That it hereby amends Resolution No. 28466 adopting a revised Record and  
Information Management Policy and revised Records Retention Schedule for the City of  
Chattanooga.

The revised policy and retention schedule is attached hereto and made a part hereof by  
reference.

ADOPTED October 21, 2025.

/vmm



# **CITY OF CHATTANOOGA**

## **RECORD AND INFORMATION MANAGEMENT POLICY**

**Adopted** October 21, 2025.

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**The City of Chattanooga acknowledges its use of *Records Management for Municipal Governments* created by the Municipal Technical Advisory Service (MTAS) as the foundation for this Guide with additions as necessary to better address the specific business needs of the City of Chattanooga.**

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## **SECTION 1: Purpose**

Tennessee law authorizes the Municipal Technical Advisory Service (MTAS) to compile and print records retention manuals to be used as guides by municipal officials in establishing record retention schedules for all records created by municipal governments in Tennessee. T.C.A. § 10-7- 702. Tennessee law also permits a municipality to adopt reasonable rules and policies related to the making, filing, storing, exhibiting, copying and disposal of municipal records. T.C.A. 10-7-702(b). In 2012, the City of Chattanooga adopted the MTAS Guidelines as the City's Record Retention Schedule.

While still utilizing MTAS as a guide for record retention, the City has updated its Record and Information Management Policy (“Policy”) and its Records Retention Schedule to better address the ever-growing record and information management needs of the City.

The purpose of the Policy is to provide adequate and proper control over the City of Chattanooga's records in order to meet legal, business and individual needs. The Policy will be administered by the Office of the City Attorney. In coordination with the City Attorney, the City's Public Records Manager will be responsible for developing the supporting procedures and guidelines to ensure compliance with the Policy and for updating and maintaining the Policy and Records Retention Schedule, attached hereto as [Appendix A](#).

By facilitating the strategic management of the City of Chattanooga's information, the Policy will:

- (1) Protect the integrity and availability of business critical information;
- (2) Facilitate access to necessary information;
- (3) Leverage information capital to enhance decision-making;
- (4) Reduce risk and potential exposure during litigation, investigations or audits;
- (5) Reduce operating and storage costs;
- (6) Improve efficiency and productivity;
- (7) Preserve the City memory; and
- (8) Comply with applicable legal retention obligations.

In addition, by authorizing the creation and enforcement of the Records Retention Schedule, the Policy facilitates City of Chattanooga's compliance with retention obligations arising out of existing or reasonably anticipated audits, investigations or litigation, which may be broader and more extensive than statutory and regulatory obligations.

## **SECTION 2: Scope**

This Policy governs the management of records and information across all Departments of the City of Chattanooga. This Policy is applicable to all City of Chattanooga employees and third parties, who

interact with City of Chattanooga information in any way. **This Policy is applicable to information in all formats, regardless of storage medium.**

This Policy is to be construed in conjunction with other City of Chattanooga policies addressing litigation holds, security, privacy, and appropriate use of technology and electronic communications.

## **SECTION 3: Definitions**

City Departments: The Departments, divisions or functional areas within the City of Chattanooga.

City Information: Content created, used or stored by any City of Chattanooga employee or third party, to satisfy a legal requirement or to transact City of Chattanooga business. City of Chattanooga owns all information created for and received by the City. Employees have no property interest in such information.

Disposition: The final decision pertaining to a record, not necessarily destruction. RIMT shall conduct a round of disposition twice a year. To be eligible for disposition, a record or non-record must meet the following criteria: (1) It is past its calculated disposition date; (2) the retention schedule for that series or file plan has been approved by City's Public Records Manager and the City Attorney; and (3) no Holds have been assigned to that record or non-record.

Hold: A request may be made to retain a particular record series beyond its scheduled disposition due to a Hold Order issued by the Office of the City Attorney to respond to investigations, current court orders or reasonably anticipated litigation, audit, or pending project. The record series can be placed on temporary hold only for valid, specific administrative reasons. The status of the material will be reviewed again at the next disposition round. If a specific reason cannot be found for continuing the Hold, it may indicate a need to review the retention schedule to reassess the retention period.

Non-Records: Non-records are information retained for convenience, reference, or research, and are not subject to the retention requirements specified in the Records Retention Schedule. Examples of non-records include, but are not limited to, emails sent and received unrelated to business transacted on behalf of the City (e.g. personal appointments, lunch schedules, emails exchanges unrelated to work, text messages unrelated to work responsibilities, IM/Chat unrelated to work responsibilities).

Non-Records that are covered by a Hold Order must be retained until the termination of that Order. Examples of such include reference materials such as copies of original documents, e.g. magazine articles, copies of memos, forms, external professional development materials and letterhead and printed legal research.

Permanent Records. Permanent records are records of such value that they must always be retained in some kind of permanent format.

Record Retention Schedule: The record retention schedule dictates what City information should be kept, for how long, and in what form it should be kept, if a specific form or storage medium is required. The Records Retention Schedule provides a description of the records contained in that category, sets forth a retention period, and explains the reason for retaining the record for that time period.

The Office of the City Attorney is authorized to amend the Records Retention Schedule from time to time as it coincides with the disposition review meeting. Such amendments shall be submitted to the Mayor and City Council for informative purposes only. The Schedule and changes to it shall be posted on the City website to inform the public.

A retention period may be extended due to an active Hold Order.

Records: Records are City information created or received by City of Chattanooga in connection with the transaction of City of Chattanooga business that is preserved or is appropriate for preservation by City of Chattanooga. These records may offer evidence of City of Chattanooga's departments, functions, policies, decisions, procedures, operations, or other business matters, or they may have value because of data in them. Records subject to retention include, but are not limited to, books, papers, maps, photographs, machine readable materials or other documentary materials, regardless of physical form or storage medium. These records are described in the City of Chattanooga Records Retention Schedule as having a specified period for retention based upon provisions of law, judicial decisions, standards of practice, or specified business need. Records may be designated as confidential under federal, state and local law, court rules and common law. Any records designated as confidential must be retained, and when appropriately destroyed, in a manner such that the record cannot be read, interpreted or reconstructed by someone who is not the record custodian.

Retention Trigger: The activity that causes the retention period to begin.

Temporary Records. Temporary records are defined as "material which can be disposed of in a short period of time as being without value in documenting the functions of the agency." T.C.A. § 10-7-301. These records often must be kept for a specific period of time to comply with federal or state statutes and regulations, and potentially in the case of an audit.

Third Party: Absent specific written agreement to the contrary, Third Parties referred to in this Policy are business entities or individuals with a contractual relationship with City of Chattanooga that have access to City information to conduct City activities with City of Chattanooga or to provide services to City of Chattanooga.

Working Papers: Working papers are defined as “those records created to serve as input for final reporting documents, including electronic data processed records and/or computer output microfilm, and those records which become obsolete immediately after agency use or publication. T.C.A. § 10-7-301. Examples may include rough drafts of documents and reports or notes from a meeting.

## **SECTION 4: Requirements**

All City of Chattanooga information will be retained and destroyed in accordance with this Policy, its supporting procedures, the Records Retention Schedule, and the advice and recommendations of a Certified Record Management professional as set forth in the supporting procedures, to comply with applicable legal, regulatory and business requirements.

Alternative Formats & Electronic Records: Any records required to be kept by a government official in Tennessee may be maintained on a computer or removable computer storage media, instead of bound books or as paper records provided certain standards are met. T.C.A. § 10-7-702. However, destruction of original physical records or transition to an electronic format and the resulting destruction of the original, physical record must first be approved by the Public Records Manager and the City Attorney to ensure compliance with federal law, any funding requires, as well as to ensure the record is maintained in an appropriate archival format, where necessary.

Email/Chat/Instant Messaging: It is the City’s policy to generally retain emails for five (5) years. Chat messaging is generally retained for sixty (60) days. However, retention is based on the subject matter of the email or chat (refer to the Records Retention Schedule). The appropriate retention period for the specific record type should be applied and the email or chat communication stored in a manner that ensures it is retained for the duration of the retention period or any applicable hold.

Personnel and Finance records: All records pertaining to Personnel and Finance, including contract documents, must be retained consistent with the appropriate records category as identified in the Human Resources and/or Finance Record Series. Please refer to these record series to identify the appropriate category and adhere to the appropriate retention period.

Record Preservation and Storage: For all Records, preservation and storage practices shall be documented in supporting procedures to assure authenticity, reliability, integrity and usability. The retention and storage practices shall provide for efficient data retrieval and assembly to meet appropriately identified business and legal discovery time frames and shall include provisions concerning records located in any disaster recovery, backup or third-party systems, as well as in archival systems.

Retention of Non-Records: Non-Records generally have personal value and not business value. If a non-record is determined to possess business value, then consistent with the appropriate procedure, it should be included as a record and subject to retention. Otherwise, non-records are not subject to the retention requirements set forth in the City Record Retention Schedule and do not require RIMT approval prior to destruction, unless it has been determined they are subject to a Hold Order.

Retention and Electronic Preservation of Permanent Records. All permanent records should be kept in such a manner as to preserve them indefinitely. City Council may, by resolution, authorize the disposal of any permanent paper record of the City when the record has been photocopied, microfilmed, or reproduced onto computer or removal computer media, or any appropriate electronic medium, in accordance with T.C.A. § 10-7-121.

The City Department of Technology Services (DTS) is responsible for ensuring proper backup and data recovery for all electronically stored records on City maintained systems or City records stored in a manner whereby the storage medium or system is maintained by a third party on behalf of the City. The City Information Technology Department must ensure that electronic records are maintained in, or transferred to, a storage medium to protect them from obsolescence. Where necessary, DTS must perform data migration to ensure that records outlined in this schedule are being retained as required under the law. Moreover, the storage medium utilized must allow for full compliance with all public records laws.

Retention of Temporary Records. Once a Temporary Record is retained for the period defined in the Records Retention Schedule, it may be disposed of consistent with the approved disposition policy.

Retention of Working Papers: Any public record defined as a “working paper” may be destroyed without retaining the originals of the record and without further review by the Public Records Manager and the City Attorney.

Storage Medium: The timelines set forth in this schedule apply to any medium used to collect and share information. This includes, but is not limited to, email, social media, online forums, text messaging, instant messaging and chat. To remain consistent with the retention requirements set forth in the Records Retention Schedule, records that exist in a temporary medium such as email, chat or text may need to be moved to a different storage medium to ensure ongoing compliance with the retention timeline.

## **SECTION 5: Records Administration**

Processes and procedures will be implemented to classify and manage all City records. The following capabilities will be included:

- Capture of data concerning each Record, including, at a minimum: storage location, record type, retention period, and retention trigger;
- Capture of appropriate additional data concerning each Record to facilitate search, retrieval, and disposition scheduling;
- View and report capabilities concerning the data associated with Record Categories;
- Capture of data concerning dispositions of records to allow for posting on the open data portal and City Website;
- Capture of appropriate data concerning all Hold Orders applicable to City of Chattanooga information in a manner that they can be related to a specific record category;
- A demonstrably reliable process to ensure that City of Chattanooga information subject to Hold Order is not altered or destroyed.

After a determination that no Hold Order applies, City information that has reached the end of the retention period, as set forth in the Records Retention Schedule, will be disposed. Records eligible for destruction shall be disposed of in a manner that precludes the record from being reassembled or recognized and protects any private or confidential information.

All disposition of records, in any format regardless of storage medium, must first be approved by the Public Records Manager and the City Attorney, consistent with the following guidelines:

1. Physical records shall be destroyed by a trusted vendor as approved by City Purchasing rules and regulations.
2. Unless specified otherwise, or otherwise required by law, records may be imaged, microfilmed or electronically reproduced and the paper copy destroyed upon verification of archival quality reproduction.
3. Records may be disposed of by a method approved by the Public Records Manager and the City Attorney which includes, but is not limited to, the following methods:

**Discard/Recycle:** This is the standard, non-confidential destruction method. Information scheduled under this method may be purged of reusable stock (such as binders or folders) and then sent for recycling.

**Shred:** Information under this method is processed under strict security. For paper records, destruction is accomplished by a trusted vendor as approved by City Purchasing rules and regulations. Non-record material may also be shredded. For

electronic records, they are deleted using secure technology that ensures they cannot be recovered.

**Archives:** Information that is permanently stored is archived in a location, physically or electronically, that has been approved by the City Attorney.

**Imaging:** Physical records falling under this designation will be converted to digital images, after which, the original paper documents will be destroyed. The digital images shall then receive a new classification, which includes a new record retention schedule. The Public Records Manager, in coordination with the City Attorney, will conduct a careful review and approval to ensure that the physical record is not required for auditing or legal reasons.

**Partial Destruction:** This is a special designation that includes records which need to be purged before destruction. Usually this means removing material based on specified criteria. The remaining material is then re-cataloged under a separate record classification with an appropriate retention schedule.

4. Where permissible under the law and standards set for maintaining records of historical value, physical records required to be retained permanently may be destroyed after verification of an archival quality electronic reproduction.
5. Records Liaisons, under the oversight of their Department Administrators, have the authority and responsibility to prepare the appropriate records for disposition review by the Public Records Manager and the City Attorney in accordance with approved records disposition processes and procedures. A form Records Disposition and Authorization Form is attached as [Appendix B](#).

Prior to the destruction of any records, the Liaison must determine if the action should be delayed due to audit or litigation requirements as communicated by the City Attorney's Office. After approval, these specific records can be retained in a suspense file, while all other records not under pending investigation should be disposed of in accordance with established disposition procedures. If there is a partial destruction, the remaining records shall be reclassified with the appropriate retention period assigned.

Upon disposal or destruction of records, the date and method of disposal or destruction shall be noted on the inventory sheet.

6. The public shall be notified of all record disposition decisions through the local media.

The City Attorney will authorize the utilization of a Certificate of Destruction form in order to track the volume of records destroyed and to insure that records have met the criteria necessary for destruction.

## **SECTION 6: Training**

**City of Chattanooga Employees: Training shall be developed and delivered to all employees of City of Chattanooga and its subsidiaries concerning this Policy, the Records Retention Schedule, and any supporting procedures.**

Compliance with this Policy, the Records Retention Schedule, and the supporting procedures shall be a condition of employment for all employees and a contractual requirement for all Third Parties. Compliance will be monitored and enforced. Failure to comply with this Policy, the supporting procedures and the City of Chattanooga Records Retention Schedule shall result in appropriate disciplinary action and/or sanctions.

## **SECTION 7: Responsibilities**

**City of Chattanooga Employees:** All City of Chattanooga employees are expected to read, understand and adhere to this Policy, the supporting procedures and the City of Chattanooga Records Retention Schedule. Department Heads shall appoint a record liaison who shall represent that Department. The liaison shall certify annually that he/she is familiar with the provisions of this Policy.

**City of Chattanooga Administrators:** Administrators responsible for management of City of Chattanooga departments have ultimate responsibility to monitor the business activities under their control and the information and records-related activities of those City of Chattanooga employees and third parties under their supervision and will enforce the provisions of this Policy, the supporting procedures and the City of Chattanooga Records Retention Schedule.

**City of Chattanooga Employees with Management or Supervisory Duties:** All managers and supervisors will monitor the information and records-related activities of those City of Chattanooga employees and third parties under their supervision and will enforce the provisions of this Policy, the supporting procedures and the Records Retention Schedule.

**City of Chattanooga Department Records Liaisons:** All Records Liaisons shall be responsible for maintaining a complete inventory of all records being maintained in off-site storage or storage medium. A sample Box Inventory Sheet is attached as **Appendix C**. All physical records shall be

boxed in a standard or legal size banker's box, unless otherwise permitted (i.e., plans, maps, etc.); and a detailed list of the contents of each box shall be maintained in order to easily identify records contained within each box.

The Office of the City Attorney in concert with the Public Records Manager will oversee the City of Chattanooga Records and Information Management and ensure that all appropriate interests and organizational needs are recognized.

## **SECTION 8: Administrative Provisions**

Approval: Adoption of this policy or changes to this policy must be approved by the Chattanooga City Council.

Effective Date: \_\_\_\_\_, 2025.

Policy and Schedule Maintenance (review cycle): Reviews and changes to this Policy and Schedule, with the appropriate due diligence performed on all laws and regulations affecting this Policy, as determined by the City Attorney will occur at minimum (1) annually, commencing January 1, 2027, and/or (2) upon the passage of new legislation or guidance impacting Information retention. The City Attorney shall be responsible for approving changes to the Policy and Schedule, with changes reported to the City Council and Mayor.

Exceptions: Exceptions to the provisions of this Policy may be issued by the City Attorney, for a specific period. Exceptions will be documented.



# **CITY OF CHATTANOOGA**

## **Records Retention Schedule**

Adopted: \_\_\_\_\_, 2025.

# CITY OF CHATTANOOGA

## RECORDS RETENTION SCHEDULE

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Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
McKamey Animal Center	MAC-001	Animal Control. Activity Reports.	Monthly report showing activity of the animal control operations	Retain 2 years, unless there is no annual report. If no annual report, retain as permanent record.	Keep to aid in planning.
McKamey Animal Center	MAC-002	Animal Control. Adoption Contracts.	Adoption agreements. May include agreement to have spayed/neutered when it is 6 months old.	Retain 4 years.	Keep to show proof of ownership/patterns of behavior of animals or owners.
McKamey Animal Center	MAC-003	Animal Control. Annual Reports.	Annual reports showing the activity of the animal control operations.	Permanent record.	Keep to aid in planning.
McKamey Animal Center	MAC-004	Animal Control. Bite Reports.	Documents investigations related to dog bites.	Retain 4 years.	Retention period based on likely time of complaint or legal action.
McKamey Animal Center	MAC-005	Animal Control. Complaints, Record of.	May contain date, time of complaint, complaint's name, address, and telephone number, owner's name and address, animal's license number, and details of problems.	Retain 4 years or until resolution of any litigation, whichever is later.	Record may be used in litigation. Retention period based on statute of limitations for actions for injuries to personal property, plus 1 year. T.C.A. § 28-3-105.
McKamey Animal Center	MAC-006	Animal Control. Controlled Substances, Log of.		Retain 3 years	Tenn. Admin. Rule 1730-4-.09.
McKamey Animal Center	MAC-007	Animal Control. Dispatching Logs.		Retain 4 years, unless legal action is pending.	Retention period based on likely time of complaint or legal action.
McKamey Animal Center	MAC-008	Animal Control. Euthanasia Report.	Must be kept for each animal euthanized; includes date, estimated age, breed, weight, sex, amount of euthanasia solution administered, and description of verification of death	*Retain for 3 years. May want to retain for 4 years if 4-year retention period adopted for other animal control records.	Tenn. Admin. Rule 1730-4-.09.
McKamey Animal Center	MAC-009	Animal Control. Field Reports (Daily).	Report of officer's daily activities.	Retain 1 year.	Used to compile monthly activity reports.
McKamey Animal Center	MAC-010	Animal Control. Impound Log.	Log of all animals brought into the animal shelter and whether animal was adopted or euthanized.	Retain 4 years.	Keep as part of history of animals and owners and to track activity at shelter. Can be useful in returning lost animals to owners.
McKamey Animal Center	MAC-011	Animal Control. Rabies Certificate.	Proof of rabies vaccination is required by T.C.A. § 68-8-104. Certificates are forwarded to animal control by veterinarians.	Retain 4 years.	Keep to provide proof of vaccination and to facilitate return of lost animals to owners. Rabies vaccines lasts 3 years.
McKamey Animal Center	MAC-012	Animal Control. Return to Owner, Record of.	Log of animals being returned to owner.	Retain 4 years.	Retain as proof of ownership and/or assignment of liability to owner if the animal is ever in violation of ordinances or statutes.
McKamey Animal Center	MAC-013	Animal Control. Spay/Neuter Deposit, Record of.	Deposit is required by T.C.A. § 44-17-503 for every animal not already neutered that is adopted from an animal shelter.	Retain 4 years.	Retain as part of history of animals and owners.
McKamey Animal Center	MAC-014	Animal Control. Surrender of Animal, Record of.	Record of owner surrender of animal.	Retain 4 years.	Retain to defend against liability for taking animals. Based on statute of limitations for offenses against property, plus 1 year.

Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
City Council	CCL-101	Council. Minutes of City Legislative Body.	Recorded minutes of the meetings of the municipal legislative body, including special call meetings. All recorded actions of the legislative body, including records of members present and their votes on matters of business presented, nature and results of votes; various items such as fixing the tax levy, adopting a budget, receiving financial reports from city officials and departments, appropriating funds for the maintenance and operations of city offices and institutions, and other items of a similar nature.	PERMANENT RECORD	City Charter requirement, T.C.A. §§ 8-44-101, et seq. (Open Meetings law). Keep also for historical purposes.
City Council	CCL-102	Council. Minutes (Rough) and Roll Calls of City Legislative Body.	Notes taken at meeting of city legislative body and used to compile minutes, including audio tapes.	Retain until minutes are approved by city legislative body.	Working papers as defined in T.C.A. § 10-7-301(14).
City Council	CCL-103	Council. Official Bonds and Oaths of City Officials	Loose and bound original and recorded copies of the bonds and oaths of all officials required to file official bonds and/or oaths with the city recorder. Originals of many of the official bonds of city officials and constables have been deposited with the state comptroller of the treasury since 1957. Bonds generally show name of principal and sureties, amount of bond, date executed, condition of the obligation, date acknowledged and approved, signatures of principals, sureties and attorney-in-fact for bonding company, if any.	Retain 10 years after term covered by bond or oath.	Based on statute of limitations for actions on public officers' bonds. T.C.A. § 28-3-110.
City Council	CCL-104	Council. Ordinances.	Code of ordinances, ordinance book, copies of amended & repealed ordinances, resolutions.	PERMANENT RECORD	Charter requirements. Ordinances must be retained to provide evidence of their existence and proof of their lawful enactment. Superseded ordinances have historical and legal value.
City Council	CCL-105	Council. Reports of City Officials, Departments, Commissions, and Committees.	Reports submitted to the municipal legislative body containing date on finances, work performed, plans, personnel, etc. Some reports submitted annually at the end of the fiscal year. These reports should be recorded in the municipal legislative body's minutes.	If reports are not recorded in legislative body's minutes, preserve permanently one copy of annual reports, or if there is no annual report, preserve permanently one copy of all monthly, quarterly, or semiannual reports.	The city recorder's office serves as a repository of these reports, which constitute a historical record of the operation of the various offices, departments, and committees of the City.
City Council	CCL-106	Elections. Candidate List.	List of candidates participating in elections.	Retain 4 years after election or for duration of term.	Based on standard election cycle.
City Council	CCL-107	Elections. Certificate of Election.	Copies of original certificate provided to elected officials.	Retain 4 years after election or for duration of term.	Based on standard election cycle.
City Council	CCL-108	Elections. Election Results.		PERMANENT RECORD	Has historical significance.
City Council	CCL-109	Elections. Precinct Maps.	Geographical descriptions of polling units.	PERMANENT RECORD	Possible historical significance.
City Council	CCL-110	Elections. Public Notices.	Copies of all public notices published by the Election Commission.	Retain 4 years after election or for duration of term.	Based on standard election cycle. May be useful in future elections.
City Council	CCL-111	Elections. Reapportioned Records (if City has districts or wards).		Retain until next reapportionment.	May have legal significance until completion of next reapportionment. May assist in next reapportionment.

Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
City Court	CCT-201	Courts. Affidavit of Complaint	A written statement alleging that a person has committed an offense and alleging essential facts constituting the offense charged made upon oath before a magistrate or court clerk.	PERMANENT RECORD	T.C.A. § 18-1-202(a).
City Court	CCT-202	Courts. Appearance and Bail Bond Records.	Bonds and recordings of bonds executed by defendants and sureties showing defendant's name, name of person serving as surety, amount of bond, and signatures of the accused and sureties.	Retain 10 years after final judgment.	T.C.A. § 18-1-202(a).
City Court	CCT-203	Courts. Mittimus.	Commitments to jail, showing name of person committed, offense charged, name of prosecutor, amount of bail, date, and signature of clerk of the court.	Retain 10 years.	T.C.A. § 18-1-202(a).
City Court	CCT-204	Courts. Municipal Court with Concurrent Jurisdiction Docket Book, Criminal (State).	Dockets showing date of trial, case number, name of defendant, action of the court, name of returning officer, and list of witnesses claiming fees.	PERMANENT RECORD	Retain permanently as a basic record of actions of the court.
City Court	CCT-205	Courts. Appeal Dockets.	Record of cases going to appellate courts showing style of case, date, and ruling of the court; may show court costs.	Retain 10 years after last entry.	T.C.A. § 18-1-202(a).
City Court	CCT-206	Courts. Appearance and Rule Dockets.	Record of first appearance of all causes in court, showing date filed, names of attorneys, style of case, security and action taken.	PERMANENT RECORD	T.C.A. § 18-1-202(a).
City Court	CCT-207	Courts. Attachment and Injunction Bonds.	Bonds executed in attachment and injunction cases insuring defendant against damages likely to occur as a result of wrongful suing, showing date of bond, names of principal and sureties, amount of bond, condition of the obligation, and signatures of principal and sureties.	Retain 10 years after final judgment.	T.C.A. § 18-1-202(a).
City Court	CCT-208	Courts. Attachments on Personal Property.	Writs issued during court action to seize the personal property of the defendant to be held as security for the satisfaction of such judgment as the plaintiff may recover.	Retain 10 years after final settlement of case.	T.C.A. § 18-1-202(a).
City Court	CCT-209	Courts. Attachments on Real Property.	Writs issued during court action to seize the real property of the defendant to be held as security for the satisfaction of such judgment as the plaintiff may recover.	Retain 10 years after final settlement of the case.	T.C.A. § 18-1-202(a).
City Court	CCT-210	Courts. Bill of Costs- Courts with Concurrent Jurisdiction.	Certified bills of cost in criminal cases in courts having concurrent general sessions court jurisdiction and submitted for payment by the city court clerk, showing names of plaintiff and defendant, offense charged, date of initial action, items of cost, amount of each, date process issued, signature of officer issuing warrant, date filed with circuit court clerk for trial (if applicable), clerk's certification, date judgment paid, and number of warrant issued in payment.	Retain 5 years after close of case.	Keep for audit and review purposes.

City Court	CCT-211	Courts. Bill of Costs-Ordinance Violation Cases.	Bill of costs submitted for payment, showing names of plaintiff and defendant, date of initial action, items of cost, amount of each, date process issued, signature of official issuing warrant, date filed with court for trial, clerk's certification, date judgment paid, and number of warrant issued in payment.	Retain 5 years after close of case.	Keep for audit and review purposes.
City Court	CCT-212	Courts. Bond Books, Miscellaneous.	Receivers, appearance, cost, etc., bonds, showing names of principal and sureties, style of case, amount and date of bond, condition of the obligation, and signatures of principal and sureties.	Retain 10 years after release, replacement, or expiration of all bonds in book.	T.C.A. § 18-1-202(a).
City Court	CCT-213	Courts. Briefs, Civil Cases.	Statements of the case, legal theory and arguments for a party in a case.	Retain for 3 years after final disposition of the case, then destroy after notice is given to parties.	Notice permits parties to retrieve records. T.C.A. § 18-1-202(b).
City Court	CCT-214	Courts. Capias.	The general name of several types of writs that require an officer take the body of the defendant into custody; writs of attachment or arrest.	PERMANENT RECORD	Original process must be kept permanently. T.C.A. § 18-1-202(a).
City Court	CCT-215	Courts. Case Ledgers.	Records of case funds received and distributed.	PERMANENT RECORD	Recommended by Comptroller in the Internal Control and Compliance Manual for Tennessee Municipalities.
City Court	CCT-216	Courts. Citation.	A demand that Defendant cited appear in court at a stated time to answer a misdemeanor or civil offense charge. The citations states the name and address of person cited, name of issuing officer, and the offense charged.	PERMANENT RECORD	Original process must be kept permanently. T.C.A. § 18-1-202(a).
City Court	CCT-217	Courts. Cost Bonds, Civil Cases.	Bonds executed to insure payment of court costs, showing names of plaintiff and defendant, amount and date of bond, condition of the obligation, and signatures of the principal and sureties.	Retain for 3 years after final disposition of the case, then destroy after notice is given to parties.	T.C.A. § 18-1-202(a).
City Court	CCT-218	Courts. Criminal Actions.	All original process, case papers, and documents in criminal cases (including judge's orders in felony and misdemeanor cases).	PERMANENT RECORD	T.C.A. § 18-1-202(a).
City Court	CCT-219	Courts. Court Action Papers.		Retain 10 years	Keep for audio purposes.
City Court	CCT-220	Courts. Delinquent Tax Collection Reports.	Copies of reports made by the clerk to the cities, county and state of tax collections in litigation, showing docket number, case number, names of complainant, and respondent, amount collected, total and date of report.	Retain 10 years.	T.C.A. § 18-1-202(a).
City Court	CCT-221	Courts. Detainer Warrants.	Instrument authorizing the keeper of a prison to keep a person in custody. Shows name of person in custody, length of time to be detained, and signature of issuing official.	Retain 10 years.	T.C.A. § 18-1-202(a).
City Court	CCT-222	Courts. Discovery Records, Civil Cases.	Interrogatories, depositions, and other legal devices to obtain information concerning a case prior to trial.	Retain for 3 years after final disposition of the case, then destroy after notice is given to parties.	T.C.A. § 18-1-202(b).
City Court	CCT-223	Courts. Distress Warrants and Warrant Stubs.	Original warrants and warrant stubs issued against persons, showing name and address of person to whom warrant is issued, date of issue, amount of tax due, fees, and penalties.	If court action results, retain until final settlement of case; if no court action, retain 5 years.	Keep for audit purposes.

City Court	CCT-224	Courts. Executions.	Writs or orders providing that an act or course of conduct be carried out.	Retain 10 years after issuance.	T.C.A. § 18-1-202(a).
City Court	CCT-225	General Account Ledgers (execution docket).	Ledger accounts or funds received from payments of judgments and court costs; money distributed by the clerk showing style and number of case, date of collection, name of person from whom received, and amount; date of payment, name of payee, number of check issued, and amount; may show cash book and page number form which entry was posted.	PERMANENT RECORD	T.C.A. § 18-1-202(a).
City Court	CCT-226	Courts. General Index.	Index to all original case papers, showing file number and names of complainant and respondent.	PERMANENT RECORD	Necessary for use of other permanent records.
City Court	CCT-227	Courts. Habeas Corpus, Writs.	Writs issued to change the place of trial, to move from custody of one court to another, directing the detainee to be produced, etc.	PERMANENT RECORD	Original must be kept permanently. T.C.A. § 18-1-202(a).
City Court	CCT-228	Courts. Judge's Opinions.	Statements by the judge of decision reached in regard to a cause heard before him/her relating to laws as applied to the case and giving reasons on which the judgment is based.	PERMANENT RECORD	T.C.A. § 18-1-202(a).
City Court	CCT-229	Courts. Litigation Tax Reports.	A record of all state and city litigation taxes collected by the clerk showing number of cases and amount received.	Retain 10 years after last entry.	Keep for audit purposes.
City Court	CCT-230	Courts. Minute Books and Indexes.	Minutes show the course and proceedings in all cases from their origin to termination, giving name of defendant, offense charged, date of trial, verdict, and sentence of the court.	PERMANENT RECORD	Necessary for use of other permanent records.
City Court	CCT-231	Courts. Processes Served, Record of.	Record of warrants, capias, summonses, and other papers served.	Retain 3 years after last entry.  NOTE: Do not confuse this record with original process that must be kept as a permanent record.	T.C.A. § 18-1-202(a). Keep for audit purposes.
City Court	CCT-232	Courts. Receipts of Papers.	Record of all files and papers removed from the office showing by whom, date taken, date returned.	Working papers - Retain until all files and papers are returned.	Working paper as defined by T.C.A. § 10-7-301(14).
City Court	CCT-233	Courts. Reports, Municipal Court with Concurrent Jurisdiction.	Duplicates of monthly reports to the county and state of all revenue collected by the clerk, showing dates of quarter, from whom received or source of collection, costs, fees and mileage of witnesses, and fees, commissions and emoluments of the sheriff, his deputies, constables, game wardens, state highway patrolmen, and other officers for services to the court, the fines and forfeitures adjudged by the court, and all other funds coming into the hands of the clerk and judge.	Retain 10 years after clerk's tenure is broken.	Keep for audit purposes.
City Court	CCT-234	Courts. Rule Dockets and Indexes.	A record of original processes issued and files incident to cases tried in court showing number of case, date and hour filed, names of complainant, respondent, and solicitors; also date and nature of process, names of bondsmen, date process served, note of officer's return, and rules and orders of the court.	PERMANENT RECORD	T.C.A. § 18-1-202(a).

City Court	CCT-235	Courts. Search Warrants.	A written order issued in the name of the state and directed to a law enforcement officer commanding him to search a specific house, business establishment, or other premises.	Retain 10 years.	T.C.A. § 18-1-202(a).
City Court	CCT-236	Courts. Subpoenas.	Copies of summonses to appear in court as witnesses in lawsuits, showing name of person summoned, day and hour to appear, in whose behalf, and signature of the clerk.	In criminal cases, retain 10 years. In civil cases, retain 3 years.	T.C.A. § 18-1-202.
City Court	CCT-237	Courts. Summons.	A writ notifying a person that a court action has commenced against him and that he is required to appear on a day named and answer the complaint in such action.	PERMANENT RECORD	T.C.A. § 18-1-202(a).
City Court	CCT-238	Courts. Trial Exhibits and Evidence.	Any evidence and exhibits presented at trial that become part of the record of the case.	Retain 10 years after final judgment, unless local rule of court provides for a different retention period.	T.C.A. § 18-1-202(a).
City Court	CCT-239	Courts. Unclaimed Funds, Record of.	Record of funds in hands of clerk unclaimed for 7 years and turned over to the state, showing style of case, case number, respondent, and amount.	PERMANENT RECORD	Retain for audit purposes and a reasonable period to allow interested parties to make inquiries.
City Court	CCT-240	Courts. Warrants.	Writs issued in both civil and criminal cases requiring an officer of the law to arrest the person named therein and bring him before the court to answer charges of some offense that he is alleged to have committed.	PERMANENT RECORD	T.C.A. § 18-1-202(a).
City Court	CCT-241	Courts. Witness Books.	Record of witnesses appearing in court cases, showing date of court term, style of case, names of witnesses for complainant, names of witnesses for respondent, number of days attended, miles traveled, amount due, and date of payment.	Retain 10 years after last entry.	T.C.A. § 18-1-202(a).

Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
Community Development	CD-301	General Administration. Project Files.	Includes Harriet Tubman demolition files.	Retain 5 years from date of project completion.	
Community Development	CD-302	General Administration. OMA History.	Records related to the history of the Office of Multicultural Affairs.	PERMANENT RECORD	Historical purposes.
Community Development	CD-303	Office of Family Empowerment. Commodity Distributions.	Applications with approving documentation, distribution sign-in sheets, distribution reports, invoices and payments.	Retain 7 years after completion.	T.C.A. § 28-3-109.
Community Development	CD-304	Office of Family Empowerment. LIHEAP Program.	Applications, with approval documentation; LIHEAP proof of payment lists; copies of vouchers and voucher payments.	Retain 7 years after completion.	T.C.A. § 28-3-109.

Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
Early Learning	EL-401	Early Learning. Budget, Annual Operating.	Annual approved budget document conforming to standards. Document shows anticipated revenues from all sources and estimated expenditures for the fiscal year.	Retain 5 years.	Audit standard authorization by the Tennessee Department of Education Administration Rule 0520-1-02-.13.
Early Learning	EL-402	Early Learning. Census Records.	Census of all school-age children in the City, showing name, age, and address of child, district number, names of parties, and name of Early Learning program attended.	PERMANENT RECORD	Audit standard authorization by the Tennessee Department of Education Administration Rule 0520-1-02-.13.
Early Learning	EL-403	Early Learning. Certificates and Certified Personnel.	Permanent certificates issued to employed teachers and other certified personnel by the City's Early Learning program.	Retain until employment of the person is terminated, then return to the person or to the next of kin if the person is deceased.	Necessary record for length of employment.
Early Learning	EL-404	Early Learning. Child Care Services; Child Participant Records.	Child File includes: State Fee Certification, Enrollment Form, Authorization for Release, Emergency Authorization, Authorization to pick up, Certification of Immunization, Health issue form, Health history form, Health history checklist, Community Health Center Registration, Influenza Form, Pre-enrollment Checklist, Grievance form, Policy Statement, Social Security Card, Birth Certificate, Personal Safety Curriculum Notification – signed, Photo Release Form.	Retain until child is terminated from program plus 1 year.	Per child care licensing regulations of the TN Department of Human Services, children's files must be kept for one year following the child leaving the agency.
Early Learning	EL-405	Early Learning. Child Care Services; Program Administration.	Daily attendance, Inspections, Insurance, Licensing reviews, volunteer timesheets, field trip log, staff records, and reports of incidents, accidents, injuries and fatalities.	Retain until child is terminated from program plus 5 years.	Per child care licensing regulations of the TN Department of Human Services, children's files must be kept for one year following the child leaving the agency.
Early Learning	EL-406	Head Start. Contracts, Employee.	Contracts between the City's Early Learning and all employees.	Retain 7 years after termination of employment.	Based on statute of limitations for breach of contract actions plus 1 year. T.C.A. § 28-3-109.
Early Learning	EL-407	Early Learning. Facility License and Report Card.	Documentation of right to operate facility.	Retain until superseded plus 2 years.	Keep current and posted in visible location.
Early Learning	EL-408	Early Learning. Federal Title Projects Records.	Records of federal "title" projects of all types, including funds received and disbursed.	Current year records, plus the previous 3 years of records must be maintained. Other records to facilitate an effective audit, whether in process or not, must be maintained. (An example of this is International Association of Sound and Audiovisual Archives (IASA), Title I projects, which are written for 5 years. Toward the end of the 5-year cycle, records should not be destroyed so that an effective audit can be conducted.)	Audit standard authorization by the Tennessee Department of Education Administration Rule 0520-1-02-.13.
Early Learning	EL-409	Early Learning. Fire Safety Inspection and Similar Reports.	Duplicates of reports made by the Tennessee Department of Insurance, Division of Fire Protection, showing date, name of inspector, name and location of school, condition, etc.	Retain until new inspection report is received.	Important for liability purposes to keep a record of the most recent inspection.

Early Learning	EL-410	Early Learning. Immunization Records.	Described in T.C.A. § 49-6-5002. Original records of immunizations must remain with each student's active cumulative folder. Original accompanies student's cumulative folder when transferring to another school. A copy of the immunization record should be kept with the student's inactive cumulative record.	Retain 100 years after student graduates or leaves program.	Important health record for establishing proof of immunization.
Early Learning	EL-411	Early Learning. Minutes of Head Start Board.	Record of regular and called meets of the Head Start Board, showing place of meeting, date, members present, record or proceedings and action taken, date of final approval, and signature of chairman and secretary.	PERMANENT RECORD	Actions recorded in minutes are effective until superseded or rescinded. Keep for historical purposes.
Early Learning	EL-412	Early Learning. Monthly Trustee's Report	Monthly record or funds collected, showing amounts distributed to the City's Early Learning program.	Retain 5 years.	Audit standard authorization by the Tennessee Department of Education Administration Rule 0520-1-02-.13.
Early Learning	EL-413	Early Learning. Program Administration and Development.	All program fiscal, administrative and development documentation for all programs, including: Career Development, Head Start/Early Head Start and Foster Grandparents, including: Applications with approving documentation, invoices and payments.  Foster Grandparent Program documentation includes: Notice of grant award, grant application, Financial Status Reports, Program Progress Reports, Volunteer data, Volunteer station MOUs, Participant data, Participant enrollment forms, Participant Designation of Beneficiary, Stipend payments to volunteers (report), copy of reported outcomes for each childcare plan, income eligibility review documentation, annual program performance appraisal, budget documentation, Program Staff timesheets, Volunteer timesheets, Documentation of in-kind contributions, Reimbursement claims for volunteer expenses, staff reimbursement documentation, liability insurance policy information, Accident claims, Sponsor's policies for program staff and volunteers, documentation of data collection, advisory council minutes and reports.  Career Development records include program forms and sign-in sheets.	Retain 7 years after project completion.	
Early Learning	EL-414	Early Learning. System-Wide Personnel Compliance Sheet.	Reprot shows the system-wide personnel by name and teacher number for positions for which there is a state employment record.	Retain 3 years.	Keep as supporting documentation for annual report required by T.C.A. § 49-1-302(a)(5)(A)(i).

Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
Economic Development	ED-501	General Administration. Federal Programs and Grant Compliance Files.	Federal Program and Grant Compliance, including EPA Brownfield, HUD Section 108, DOE EE/RE and QECB Programs.	PERMANENT RECORD	Permanent record for programs and grants involving real property. For all others, retain for life of the program, grant or bond, plus 7 years,
Economic Development	ED-502	Real Property. Cemeteries; Deed Books	May contain deed number, purchaser's name, deed date, lot number, etc.	PERMANENT RECORD	Establishes property rights.
Economic Development	ED-503	Real Property. Cemeteries; Internment Records	May contain name of the deceased, burial permit number, dates of death and interment, sex and age of deceased, place of death, location of grave, date and place of birth, owner of lot, deed number and removal information.	PERMANENT RECORD	Historical purposes.
Economic Development	ED-504	Real Property. Cemeteries; Perpetual Care Records	Records regarding funds for the continued upkeep of the cemetery.	PERMANENT RECORD	Historical purposes.
Economic Development	ED-505	Real Property. Deeds for City Properties, Copies of.	Copies of warranty deeds.	Destroy when obsolete or when purpose of retention has been served.	Working papers as defined in T.C.A. § 10-7-301(14). Filed permanently with the county register of deeds.
Economic Development	ED-506	Real Property. Deeds, Easements, Highway Rights-of-Way, etc.	Instruments of conveyance of interests in real property. Shows signatures of property owner, date, tax map number of parcels, width of easement, and name of road. Includes copies of warranty deeds evidencing proof of city's ownership of real property.	PERMANENT RECORD	Recorded copy is necessary to preserve City property rights. City should retain its own copy as a record of its property right.
Economic Development	ED-507	Real Property. Leases (Real Property).	Copies of leases or rental contracts on real estate, showing names of lessor and lessee, description of property including tax map number of parcel, terms of the contract, date of execution, and signatures of parties involved.	PERMANENT RECORD	Keep to track property rights. NOTE: If lease is more than 3 years, eligible for recordation under T.C.A. § 66-24-101(a)(15).
Economic Development	ED-508	Real Property. Property File.	Documentation related to the Property. Includes a copy of request and report received from Air Pollution Control by ED re whether a property is regulated (per HUD and City regs) (Per consultant: Property File should include the request and report; maintain a separate log to document the request and destroy the log once the report has been received and filed)	PERMANENT RECORD	

Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
Finance	FIN-601	Finance. Accounts Paid Files and Ledgers.	Paid invoices filed by vendor showing company, date, amount, date paid, and invoice number. Ledgers show name of vendor, amount of each invoice, amount paid on each account, and amount outstanding.	Retain 7 years	Based on the statute of limitations for breach of contract, plus 1 year. T.C. A. § 28-3-109.
Finance	FIN-602	Finance. Accounts Payable.	Record of money owed by the City (short-term debts).	Retain 10 years.	Recommendation of the Comptroller set forth in the <i>Internal Control and Compliance Manual for Tennessee Municipalities</i> .
Finance	FIN-603	Finance. Accounts Receivable.	Record of money owed to the City for goods or services that have been delivered or used but not yet paid for.	Retain 10 years.	Recommendation of the Comptroller set forth in the <i>Internal Control and Compliance Manual for Tennessee Municipalities</i> .
Finance	FIN-604	Finance. Annual Reports to City Officials.	Submitted by city departments, boards, or agencies.	PERMANENT RECORD	Keep for historical purposes.
Finance	FIN-605	Finance. Appropriation Ordinance or Resolution.	Record of appropriations made by the municipal legislative body for maintenance of city offices and departments, and for the payment of claims against the city, showing date of meeting, date claim filed, to whom payable, nature of claim or purpose of appropriation, and amount.	PERMANENT RECORD	Keep for audit and historical purposes.
Finance	FIN-606	Finance. Audit Reports.	All audit reports relative to city finances. Audit reports show name of office, name of fund or account, account of all receipts and disbursements, date of audit, and signature of auditor.	PERMANENT RECORD	Recommendation of the Comptroller set forth in the Internal Control and Compliance Manual for Tennessee Municipalities. Audit working papers of an internal audit staff are confidential. T.C.A. § 10-7-504(22)(A)
Finance	FIN-607	Finance. Bank Deposit Books.	Bank books showing name and location of bank, amounts and dates of deposits.	Retain 6 years, plus 1 year after last entry.	Based on the statute of limitations for breach of contract, plus 1 year. T.C. A. § 28-3-109.
Finance	FIN-608	Finance. Bank Deposit Slips.	Slips showing name and location of bank, amounts and dates of deposits.	Retain 7 years.	Based on statute of limitations for breach of contract, plus 1 year. T.C. A. § 28-3-109.
Finance	FIN-609	Finance. Bank Statements.	Statements showing name and location of bank, and amounts and dates of deposits, amounts and dates of check withdrawals, and running balance.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract, plus 1 year. T.C. A. § 28-3-109.
Finance	FIN-610	Finance. Beer Tax Reports and Receipts	Reports from wholesale beer distributors showing brands of beer, number of units sold, unit prices, and tax remitted. Receipts from money submitted should also be in file.	Retain 3 years.	Source documents must be kept by wholesalers and retailers for 2 years. T.C.A. § 57-5-206(b).
Finance	FIN-611	Finance. Bonded Indebtedness, Record of.	Register book shows bond issue, date, and amount set up by year; as bonds and coupons are returned, these are shown in the book. Other records include trust indenture, loan agreements, bond counsel opinion, documentation on expenditure of bond proceeds, copies of management contracts and research agreements, documentation of all sources of payment or security for the bonds, and documentation of investment of bond proceeds. Other records may also include documentation specific to any single and multifamily housing bonds and small issue industrial development bonds.	Bonds and coupons may be destroyed 15 years after the maturity date of such bonds.	Based on procedures established in T.C.A. § 9-21-123. Based on the length of time a bond payee has to take action against the issuer. T.C. A. § 28-3-113.

Finance	FIN-612	Finance. Budget Records and Reports.	These pertain to the general fund and the street fund, debt service fund, the general purpose school fund and all other city funds. They show anticipated revenues, anticipated expenditures for the year, and fund balance at the end of the year.	The annual budget is preserved permanently in city legislative body minutes. Retain other budget records and reports 5 years.	Keep for audit purposes.
Finance	FIN-613	Finance. Business Tax Returns	Returns filed under the Business Tax Act under T.C.A. § 67-4-715.	Retain 7 years after January of the year in which the taxes accrue.	T.C.A. § 67-1-1501(a); Westinghouse Electric Corp. v. King, 678 S.W. 2d 19 (Tenn. 1984).
Finance	FIN-614	Finance. Canceled checks.	Canceled checks showing date check issued, name of bank on which drawn, check number, to whom payable, purpose of payment, amount of check, and date canceled.	Retain 7 years.	Based on statute of limitations for breach of contract, plus 1 year. T.C.A. § 28-3-109.
Finance	FIN-615	Finance. Cash Journals.	Records of all receipts and disbursements as distributed to various city accounts, showing date of entry, amount, source of receipt or purpose of payment, amount of debit or credit, and name of account credited or charged.	PERMANENT RECORD	Recommendation of the Comptroller set forth in the <i>Internal Control and Compliance Manual for Tennessee Municipalities</i> . Comptroller's Office considers the record important for demonstrating patterns in investigations of misappropriation of funds.
Finance	FIN-616	Finance. Cash Reconciliation Report.	Shows balances at beginning of the month, outstanding checks, cash balances, checks issued during month, checks paid, cash and outstanding checks at end of the month.	Retain 1 year after audit.	Keep for audit and review purposes.
Finance	FIN-617	Finance. Check Books.	Books containing stubs of checks issued by the recorder showing check number, date issued, name of payee, amount, and purpose of payment.	Retain 7 years after date of last check.	Based on statute of limitations for breach of contract, plus one year. T.C.A. § 28-3-109.
Finance	FIN-618	Finance. Check Stubs.	From all city accounts and accounts of all its departments.	Retain 7 years.	Based on statute of limitations for breach of contract, plus 1 year. T.C.A. § 28-3-109.
Finance	FIN-619	Finance. Contracts.	Contracts between the City and other contractors.	Retain 7 years after termination of contract.	Based on statute of limitations for breach of contract plus 1 year. T.C.A. § 28-3-109.
Finance	FIN-620	Finance. Contracts, Construction.	Contracts between the departments and contractors for construction work, showing name of contractor, date, building specifications, and amount of consideration.	Retain 7 years or until expiration of guarantees. If no guarantees are involved, retain 7 years after completion of contract.	Based on the statute of limitations for actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
Finance	FIN-621	Finance. Development and Proposal Files.	Reports, planning memos, correspondence, studies, and similar records created for and used in the development of grant proposals submitted to state or federal agencies and contracts relating to the grant.	Retain all unsuccessful applications for 5 years. Retain all records regarding grants that are received for life of grant, plus 7 years.	Keep unsuccessful proposals in case of appeal or for administrative use in re-application. Keep records of grants received based on statute of limitations for contract actions. T.C.A. § 28-3-109.
Finance	FIN-622	Finance. Financial Report to City Legislative Body.	(1) General; (2) Final – Report gives information on different accounts, balances on last report, receipts, disbursements, commissions, transfers, balances on this report, totals, bank balances of city accounts in different banks, and classification of receipts (sources received from, e.g., state, local, etc.). Reports of street department chief administrative officer and other officials when required by law.	PERMANENT RECORD	These reports should be recorded in the minutes of the city legislative body. Permanent retention is recommended by the Comptroller in the <i>Internal Control and Compliance Manual for Tennessee Municipalities</i> .

Finance	FIN-623	Finance. General Ledger Accounts.	Record of all receipts and disbursements for the various city accounts, showing date of entry, amount, source of receipt or purpose of payment, amount of debit or credit, and name of account credited or charged.	PERMANENT RECORD	Recommendation of the Comptroller set forth in the <i>Internal Control and Compliance Manual for Tennessee Municipalities</i> .
Finance	FIN-624	Finance. General (Miscellaneous) Receipt Ledgers.	Record of funds received on general accounts, including such payments as state and city taxes, interest, fees, and penalties on delinquent taxes, showing date of payment, name of payer, amount, funded credited, and balance. This information is retained in the electronic system of record used by the City. If stored electronically in compliance with EDP standards, paper copy is not necessary.	Retain 7 years after last entry. If stored electronically, retain 7 years after date of creation of record.	Based on statute of limitations for breach of contract, plus 1 year. T.C. A. § 28-3-109.
Finance	FIN-625	Finance. Grant Documentation and Files.	Records and materials regarding grants applied for and/or money received through state and federal grants.	Retain for life of grant plus 7 years.	Based on the statute of limitations for legal actions for breach of contract, plus 1 year. T.C. A. § 28-3-109.
Finance	FIN-626	Finance. Investment Ledgers.	Surplus cash investments, rate of interest, date, and amount collected.	Retain 10 years.	Keep for audit purposes and to address arbitrage concerns.
Finance	FIN-627	Finance. Invoices.	Original invoices, purchase orders, and requisitions used in purchasing goods.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract, plus 1 year. T.C. A. § 28-3-109.
Finance	FIN-628	Finance. Miscellaneous Receipts from other Offices Receiving Money, Records of.	Records of receipts collected by other city offices and departments. Examples: fees collected by the ambulance service, building permits, etc.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract, plus 1 year. T.C. A. § 28-3-109.
Finance	FIN-629	Finance. Receipt Books.	Receipts for revenue collected, showing from whom received, date receipt given, receipt number, amount and purpose of payment, and account credited. Receipts may be or may have been issued for funds received from other city offices for payments or transfer tax, delinquent taxes, state funds, utilities tax, etc. Receipts may be loose rather than in books.	Retain 7 years after last entry. If stored electronically, destroy file 7 years after date of creation. Additional copies of the receipts that are not needed for any purpose are working papers that may be destroyed as soon as it is determined they are superfluous.	Based on statute of limitations for legal actions for breach of contract, plus 1 year. T.C. A. § 28-3-109.
Finance	FIN-630	Finance. Sales Tax Report.	Report from the state showing total tax collection less cost of state collection. Report shows amounts distributed to incorporated municipalities.	Retain 10 years.	The record series is kept longer than the usual audit standard in case of dispute regarding city/county distribution of revenues.
Finance	FIN-631	Finance. Travel Authorizations.		Retain 5 years.	Keep for audit purposes.
Finance	FIN-632	Finance. Unclaimed Funds, Record Of.	Records of funds in hands of official unclaimed for 7 years and turned over to state, showing information about source of funds and amount.	Retain 10 years.	Keep for audit purposes and a reasonable time to allow interested parties to make inquiries.
Finance	FIN-633	Payroll. Payroll Records - Additions or Deductions from Wages Paid.	All records used by the employer in determining additions to or deductions from wages paid.	Retain 5 years.	28 U.S.C. § 1658; Jones v. R.R Donnelley & Sons Co., 541 U.S. 369 (2004).
Finance	FIN-634	Payroll. Payroll Records - Age Discrimination in Employment Act.	Payroll or other records containing each employee's name, address, date of birth, occupation, rate of pay, and compensation earned per week.	Retain 5 years.	28 U.S.C. § 1658; Jones v. R.R Donnelley & Sons Co., 541 U.S. 369 (2004).
Finance	FIN-635	Payroll. Annual Wage and Tax Statements.		Retain 7 years from date of termination of employee.	Retain for audit purposes.

Finance	FIN-636	Payroll. Payroll Records - Basis on Which Wages are Paid.	The basis on which wages are paid must be documented in sufficient detail to permit calculation for each pay period. The records may include payments of wages, wage rates, job evaluation, merit and incentive programs, and seniority systems.	Retain 5 years.	28 U.S.C. § 1658; Jones v. R.R Donnelley & Sons Co., 541 U.S. 369 (2004).
Finance	FIN-637	Payroll. Garnishment Documents.	Federal garnishment laws are enforced under the Fair Labor Standards Act. (Refer to "Payroll Records – Additions or Deductions from Wages Paid.")	Retain 3 years.	Fair Labor Standards Act (29 C.F.R. 516.5) requires a 3-year retention. Equal Pay Act (29 C.F.R. 1620.32 (c)) requires a 2-year retention. Keep to comply with longer period.
Finance	FIN-638	Payroll. Rate of Pay, Compensation.		Retain 5 years from date of termination of employee.	At minimum, must retain for 4 years after the due date of the tax per 26 C.F.R. § 31.6001-1.
Finance	FIN-639	Payroll. Records for FLSA-Exempt Employees.	<p>Bona fide executive, administrative, and professional employees.</p> <ul style="list-style-type: none"> <li>• Name of employee (as used for Social Security purposes) and identifying number or symbol, if such is used on payroll records.</li> <li>• Home address, including ZIP code.</li> <li>• Date of birth, if under 19 years of age. <ul style="list-style-type: none"> <li>• Sex and occupation.</li> </ul> </li> <li>• Time of day and day of week in which employee's workweek begins, if this varies between employees; otherwise, a single notation for the entire establishment will suffice.</li> <li>• Total wages paid each pay period.</li> <li>• Dates of payment and pay period covered.</li> </ul>	Retain 5 years.	28 U.S.C. § 1658; Jones v. R.R Donnelley & Sons Co., 541 U.S. 369 (2004); Records of hours worked for Department of Labor Wage and Hour Audits

Finance	FIN-640	Payroll. Records - FLSA Non-Exempt Employees.	<p>All required for exempt employees, plus:</p> <ul style="list-style-type: none"> <li>Regular hourly rate of pay for any week when overtime is worked and overtime compensation is due (may be in the form of vouchers or other payment date).</li> <li>Daily hours worked and total hours worked each work week (workday may be any consecutive 24-hour period, and work week is any fixed and regularly recurring period of 7 consecutive days).</li> <li>Total daily or weekly straight-time earnings or wages due for hours worked during the workday or work week.</li> <li>Total premium pay for overtime hours (this premium pay for overtime hours excludes the straight-time earnings for overtime hours recorded under the foregoing item).</li> <li>Total additions to or deductions from wages paid each pay period, including employee purchase orders or wage assignments. Also, in individual employee records, the dates, amount, and nature of the items that make up the total additions and deductions.</li> </ul>	Retain 5 years.	28 U.S.C. § 1658; Jones v. R.R Donnelley & Sons Co., 541 U.S. 369 (2004).
Finance	FIN-641	Payroll. Payroll Records - Title VII Purposes.	Rates of pay or other terms of compensation.	Retain 5 years from date record is made or personnel action is taken, whichever is late.	28 U.S.C. § 1658; Jones v. R.R Donnelley & Sons Co., 541 U.S. 369 (2004).
Finance	FIN-642	Payroll. Time Worked Records.	All basic time and earnings cards or sheets and work production sheets of individuals where all or part of the employee's earnings are determined.	Retain 5 years.	28 U.S.C. § 1658; Jones v. R.R Donnelley & Sons Co., 541 U.S. 369 (2004).
Finance	FIN-643	Payroll. W-2s - Annual Wage and Tax Statements.		Retain 7 years.	Keep for audit purposes.
Finance	FIN-644	Payroll. Wage Rate Tables.	All tables or schedules (from their last effective date) of the employer that provides rates used to compute straight-time earnings, wages, or salary or overtime compensation.	Retain 3 years.	Fair Labor Standards Act (29 C.F.R. 516.5) requires 2-year retention, but Department of Labor can request records going back 3 years.
Finance	FIN-645	Payroll. W-4s - Withholding Allowance Certificates.		Retain 5 years after superseded or upon separation of employee.	Keep for audit purposes.
Finance	FIN-646	Permits & Licenses. Affidavit of Exemption from Business Licenses under T.C. A. § 67-4-712.	Affidavits of blind persons or disabled former members of the armed services made for the purpose of obtaining free ad valorem or privilege license, showing duration of service, nature of disability, if any, amounts of affidavit, signature of affiant, and clerk's acknowledgment.	If license is granted, retain until expiration of license, plus 10 years. If license is not granted, retain 1 year.	Keep for audit purposes. T.C.A. § 67-4-712(a).
Finance	FIN-647	Permits & Licenses. Alcoholic Beverage Commission Applications.		If application is granted, retain for life of permit. If application is denied, retain for 1 year past final action.	Retain successful applications for audit purposes. Retain denied applications to have available in case of appeal(s) under T.C.A. § 27-9-101 et seq.

Finance	FIN-648	Permits & Licenses. Beer Applications and Permits	The application and permits issued to persons selling legalized beverages (beer), showing name of licensee, business address, date issued, permit number, and signature of beer board approving the issuance of the license.	Retain 5 years after the permit is terminated.	Keep for audit purposes.
Finance	FIN-649	Permits & Licenses. Business and Privilege Licenses.	Original applications and licenses to engage in business or for exercising taxable privileges, showing name of applicant, kind of license, duration of license, date filed, signature of applicant, fee/tax paid, and license number.	Retain 5 years after license has expired.	Keep for audit purposes.
Finance	FIN-650	Permits and Licenses. Pawnbroker's Licenses, Applications for and related Records.	Record of application for pawnbroker's license, related affidavits and certificates, copies of bonds or insurance policies.	Retain 5 years after license is terminated.	Permits do not expire after a certain term. Keep record for audit purposes and to maintain accurate record of licensed pawnbrokers.
Finance	FIN-651	Property Tax. Appeals and Reports to the State Board of Equalization and Court Appeals.	These records consist of notice of hearing, name of property owner, appeal from county board of equalization, assessment, address, and time and place of hearing. Also included in this group of documents are documents involving appeal to the courts. Consider getting copies from the assessor's office.	Retain until final determination of issue.	Keep to make certain the ruling is properly applied and that all parties understand the final determination of the issue.
Finance	FIN-652	Property Tax. Assessment Exemptions, Applications for.	Copies of applications showing property owner's name, address, ward or district, date acquired, lot size or acreage, value, how property used, other purposes to be used for, signature of applicant, and notarization. Consider getting copies from the assessor's office.	Retain 2 years.	Keep to identify exempt property owners.
Finance	FIN-653	Property Tax. Bankruptcy, Notice of.		Retain 11 years.	Based on statute of limitations for collection of property taxes, plus 1 year. T.C.A. § 67-5-1806.
Finance	FIN-654	Property Tax. Board of Equalization, Certification of Assessment, Copies of.	Certificate required by T.C. A. § 67-5-1410 wherein members of board of equalization certify that all appeals of assessments and classifications of property have been examined and changes made that are proper, just, and equitable and are prescribed by law. Consider getting copies from the Assessor's office.	Retain 2 years.	Keep for audit purposes.
Finance	FIN-655	Property Tax. Certificates of Public Utilities Tax Valuations By Office of State Assessments, Copies of.	Tax roll listing total assessment of public utilities in the city by the Office of State Assessed Properties.	Retain annual assessment 1 year then destroy. State office maintains record.	This record is like a tax roll for public utilities that are assessed by the state.
Finance	FIN-656	Property Tax. Delinquent Real Estate Tax Reports.	Annual reports to the county trustee by the collector of city taxes of all delinquent taxpayers.	Retain 15 years after date of creation.	Keep for audit purposes. Report is required by T.C. A. § 67-5-1903(a). Collection is barred after 10 years past due date. T.C.A. § 67-5-1806.
Finance	FIN-657	Property Tax. Delinquent Tax Receipt Books.	Receipts issued for payment of delinquent realty and personal taxes, showing receipt number, date issued, name of taxpayer, amount, year of assessment, etc. Does not have to be kept in book. The book or receipt is obsolete if computerized and in compliance with electronic data processing (EDP) standards.	Retain 15 years after issuance of last receipt in book or 15 years after creation of receipt if not in book or information is stored electronically.	Keep for audit purposes. Collection is barred after 10 years past due date. T.C.A. § 67-5-1806.

Finance	FIN-658	Property Tax. General (Miscellaneous) Receipt Ledgers.	Record of funds received on general accounts, including such payments as state and city taxes, interest, fees, and penalties on delinquent taxes, showing date of payment, name of payor, amount, fund credited, and balance.  The information is included in the journal package of most software in computerized cities. If stored electronically in compliance with electronic data processing (EDP) standards, paper copy is not necessary.	Retain 15 years after last entry.  If stored electronically, retain 15 years after date of creation of record.	Keep for audit purposes. Collection is barred after 10 years past due date. T.C.A. § 67-5-1806.
Finance	FIN-659	Property Tax. Land Sold Taxes, Record of.	Record of court land sales, showing name of the court, style of case, location and description of property, by what process land was sold, and date of sale.	PERMANENT RECORD	Record affects land title.
Finance	FIN-660	Property Tax. Liens, Tax.	Record of tax lien notices filed against property owners, including violators of the internal revenue law, showing name and address of property owner, date of filing, amount of assessment and penalty, and discharge notice date.	PERMANENT RECORD	Impractical to ascertain expiration of lien to know when record could be destroyed.
Finance	FIN-661	Property Tax. Personal Property, Audit Records.	Supporting information and documentation for audit.	Retain 2 years.	Retain in case of forced assessments. Destroy after use.
Finance	FIN-662	Property Tax. Property Tax Relief Application and Reports.	Record of property tax deferrals for elderly low-income homeowners, disabled homeowners, and disabled veterans.	Retain until audited and updated version received.	Working paper as defined in T.C.A. § 10-7-301(14).
Finance	FIN-663	Property Tax. Tax/Assessment Rolls.	Record of all assessments on real and personal property showing name of taxpayer, civil district or ward, location and description of property, assessed valuation, date of assessments, acreage of farm land, and number of town lots.	Retain 15 years.	Retention based on time period of corrections, rollback issues, and delinquent property tax lawsuits. General statute of limitations on property tax actions is 10 years from April 1 of the year following the year the taxes became delinquent. T.C.A. § 67-5-1806. Additional time is given for cases that may be delayed due to bankruptcy or appeals.
Finance	FIN-664	Property Tax. Tax Bills.		Retain 1 year.	Working papers.
Finance	FIN-665	Property Tax. Tax Cases Sent to Clerk and Master, Record of.	Record of delinquent land tax cases filed in chancery court (sometimes circuit court) showing property owner's name, district or ward, property boundaries, acres, valuation, total tax due, and remarks.	Retain 15 years.	General statute of limitations on property tax actions is 10 years from April 1 of year following year taxes became delinquent. T.C.A. § 67-5-1806. Additional time is given for cases that may be delayed due to bankruptcy.
Finance	FIN-666	Property Tax. Tax Maps (Ownership Maps and Index, Rural and Urban).	These maps reflect the status of real property as of January 1 of each year.	Consider keeping as working papers. Retain only current and one previous generation of ownership maps and indexes. Older generations of photographs may be removed from office but, if removed, should be transferred to archive or library.	As working papers, no mandatory retention is required. Useful in office for tracking property changes and as evidence in challenges to tax sales. This record series has a high historical and archival value and should be preserved for those reasons, although it is not necessary to maintain the older records that are in assessor's office.

Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
Fire Department	CFD-701	Fire. Arson Investigation Reports.		Retain 30 years or until the convicted perpetrator is released from prison, whichever is longer.	Keep for use if there is a new trial.
Fire Department	CFD-702	Fire. Bloodborne Pathogens/Infectious Material Standard. Employee Exposure Records	Protects employees who may be occupationally exposed to blood or other infectious materials.	Retain for 30 years.	Occupational Safety and Health Act (39 C.F.R. 1910.1020).
Fire Department	CFD-703	Fire. Bloodborne Pathogens/Infectious Material Standard. Medical Records	Protects employees who may be occupationally exposed to blood or other infectious materials.	Retain for duration of employment, plus 30 years.	Occupational Safety and Health Act (39 C.F.R. 1910.1020).
Fire Department	CFD-704	Fire. Bloodborne Pathogens/Infectious Material Standard. Training Records	Protects employees who may be occupationally exposed to blood or other infectious materials.	Retain 3 years.	Occupational Safety and Health Act (39 C.F.R. 1910.1030).
Fire Department	CFD-705	Fire. Bloodborne Pathogens/Infectious Material Standard. Written Exposure Plan.	Protects employees who may be occupationally exposed to blood or other infectious materials.	No retention period specified.	Occupational Safety and Health Act (39 C.F.R. 1910.1030).
Fire Department	CFD-706	Fire. Burn Permits.	Record of permission granted for open burning within the city limits.	Retain 2 years unless issued in conjunction with a building permit, in which case retain until certificate of occupancy is granted.	General recommendation is based on statute of limitations for malicious burning, plus 1 year. Recommendation for burn permits issued with building permits based on the increased likelihood of a lawsuit against the City before certificate of occupancy is granted.
Fire Department	CFD-707	Fire. Fire Incident Reports.		Retain 5 years. Consider donating to archive.	Keep to track history of property, loss claims, repeats. Retention term based on statutes of limitations for foreseeable causes of action.
Fire Department	CFD-708	Fire. Fire Safety Inspection and Similar Reports.	Reports made by Tennessee Department of Insurance, Division of Fire Prevention, or local fire department showing date, name of inspector, location inspected, etc.	Retain 3 years, or until new inspection report is received.	Keep for enforcement purposes. Keeping one generation back allows the department to show a history of inspection.
Fire Department	CFD-709	Fire. Firefighter Annual Certification of Fitness to Perform Job Functions.		Retain 3 years, or until next certification is completed to comply with OSHA.	Required by OSHA. (29 C.F.R. 1910.156(b)(2) and 29 C.F.R. 1910.135 (m)). Department of Labor can require information going back 3 years. Retention allows the department to show a history of testing and compliance.
Fire Department	CFD-710	Fire. Firefighter Annual Facemask Fit Test Records.		Retain 3 years, or until next certification completed to comply with OSHA.	Required by OSHA. (29 C.F.R. 1910.156 (f)) and (29 C.F.R. 1910.135 (m)). Department of Labor can request information going back 3 years. Retention allows the fire department to show a history of testing and compliance.
Fire Department	CFD-711	Fire. Material Safety Data Sheets (MSDSs).	Employers must have an MSDS on file for each hazardous chemical they use and ensure that copies are readily accessible to employees in their work area; Employer must keep records of chemicals used, where they were used, when they were used, and for how long.	Retain 30 years,	Occupational Safety and Health Act (29 C.F.R. 1910.1020(d)(1)(ii)(B)).
Fire Department	CFD-712	Fire. Physical/Medical Records.	Complete and accurate records of all medical examinations required by OSHA law.	Retain for duration of employment, plus 30 years, unless specific OSHA standard provides a different time period.	Occupational Safety and Health Act (29 C.F.R. 1910.1020).

Fire Department	CFD-713	Fire. Medical Records of Patients in EMS Run Records.	Patients medical histories, reports, summaries, diagnosis, prognosis, records of treatment, medication, X-ray and radiology interpretation, physical therapy charts and lab reports.	Retain 10 years following discharge of patient or patients death during treatment. For patients under mental disability or minority, records should be retained for period of minority or disability, plus 1 year or 10 years following discharge, whichever is longer.	T.C.A. §§ 68-11-305 and 68-140-319.
Fire Department	CFD-714	Fire. Radio and Telephone Logs.	Dispatching and telephone communications with outside agencies.	Retain 5 years.	Keep for use in defense of lawsuits. Retention term based on statutes of limitations for foreseeable causes of action.
Fire Department	CFD-715	Fire. Training Records.		Retain for duration of employment, plus 3 years.	Proof of training for ISO and OSHA.
Fire Department	CFD-716	Fire. Vehicle and Equipment Maintenance Records.		Retain for life of vehicle or equipment, plus 1 year.	Determination of replacement, proof of maintenance; possible tort action.

Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
All Departments	GG-801	General Administration. Annual Reports.	Includes annual reports made to any local, state or federal entity.	PERMANENT RECORD	Retain for historical and audit purposes.
All Departments	GG-802	General Administration. (Nonfinancial) Monthly and Quarterly Reports to City Officials	Reports from all departments, boards, or agencies of the City. These reports should be recorded in the minutes of the legislative body.	These are working papers to keep until the information is incorporated into the minutes or an annual report. If not included in the minutes, or no annual report is prepared, retain monthly and quarterly reports for 2 years.	Useful in preparation of budgets in following years.
All Departments	GG-803	General Administration. Correspondence Files.	Correspondence with citizens and government officials regarding policy and procedures or program administration.	Generally retain based on subject matter, or 5 years, whichever is longer, but appraise for continuing administrative usefulness or historical value.	Maintain for reasonable time period in case of continued action related to the correspondence.

Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
Human Resources	HR-901	Personnel. Accident Investigation Files, Copy of.	Documentation related to accidents involving city personnel.	Retain 7 years after termination.	Based on 5-year statute of limitations for personnel actions plus 2 years. (29 C.F.R. 1910.1020(d)(1)).
Human Resources	HR-902	Personnel. Advertisements Regarding Job Openings, Records of Promotions, Training Programs, and Overtime Work.		Retain 5 years.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S. 369 (2004).
Human Resources	HR-903	Personnel. Age Records.	Includes Child Labor- verification of minors.	Retain 3 years.	Fair Labor Standards Act (29 C.F.R. 516). Age Discrimination in Employment Act (29 C.F.R. 1627.3).
Human Resources	HR-904	Personnel. Americans with Disabilities Act - Employer Records.	Requests for reasonable accommodations.	Retain 2 years.	Same employer record retention requirements as the Civil Rights Act of 1964 as amended. Title VII of the Civil Rights Act (29 C.F.R. 1602.31).
Human Resources	HR-905	Personnel. Applications, Resumes, or Other Replies to Job Advertisements, including Temporary Positions, etc.		Retain 5 years from date record was made or HR action was taken, whichever is later.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S. 369 (2004).  NOTE: If the City has adopted a policy of not accepting unsolicited resumes, they do not have to be retained.
Human Resources	HR-906	Personnel. Bloodborne Pathogens/Infectious Material Standard (Employee Exposure Records).	Protect employees who may be occupationally exposed to blood or other infectious materials.	Retain 30 years.	Occupational Safety and Health Act (29 C.F.R. 1910.1020).
Human Resources	HR-907	Personnel. Bloodborne Pathogens/Infectious Material Standard (Medical Records).	Protect employees who may be occupationally exposed to blood or other infectious materials.	Retain for duration of employment plus 30 years.	Occupational Safety and Health Act (29 C.F.R. 1910.1020).
Human Resources	HR-908	Personnel. Bloodborne Pathogens/Infectious Material Standard (Training Records).	Protect employees who may be occupationally exposed to blood or other infectious materials.	Retain 3 years.	Occupational Safety and Health Act (29 C.F.R. 1910.1030).
Human Resources	HR-909	Personnel. Bloodborne Pathogens/Infectious Material Standard. (Written Exposure Plan).	Protect employees who may be occupationally exposed to blood or other infectious materials.	Retention period not specified. Must be available to workers and kept current.	Occupational Safety and Health Act (29 C.F.R. 1910.1030).
Human Resources	HR-910	Personnel. Citizenship or Authorization to Work.	Immigration and Naturalization Services Form I-9 (employment eligibility verification form) for all employees hired after November 6, 1986.	Retain 3 years from date of hire or year after separation, whichever is later (minimum of 3 years).	Immigration Reform and Control Act (8 C.F.R. 274A.2).
Human Resources	HR-911	Personnel. Contracts, Employee.	Contracts between City and employee.	Retain until 7 years after termination of employment.	Based on statute of limitations for breach of contract plus 1 year. T.C. A. § 28-3-109.
Human Resources	HR-912	Personnel. Contracts, Personal Service of Independent Contractor.	Contracts between the City and Independent Contractors	Retain 7 years after termination of contract.	Based on statute of limitations for breach of contract plus 1 year. T.C. A. § 28-3-109.
Human Resources	HR-913	Personnel. Demotion Records.	Including transfer, layoff and termination records.	Retain 5 years.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S. 369(2004)
Human Resources	HR-914	Personnel. Discrimination or Enforcement Changes.	Personnel records relevant to a charge of discrimination or enforcement against employer, including records relating to charging party and to all other employees holding positions similar or sought after, such as application forms or performance documentation.	Retain until final disposition of charge of action.	Age Discrimination in Employment Act (29 C.F.R. 1627.3(b) (3)). Title VII of the Civil Rights Act (29 C.F.R. 1602.31). Executive Order 11246.

Human Resources	HR-915	Personnel. Drug Testing Records (Required by DOT).	<ul style="list-style-type: none"> <li>• Breath alcohol test with results of .02 or higher. <ul style="list-style-type: none"> <li>• Positive controlled substance test.</li> </ul> </li> <li>• Documentation of refusal of test. <ul style="list-style-type: none"> <li>• Calibration documentation.</li> </ul> </li> <li>• Evaluation of referrals.</li> <li>• Copy of calendar year summary.</li> <li>• Substance abuse professional reports.</li> <li>• Records related to administration of drug and alcohol testing.</li> <li>• Follow-up tests and schedules for follow up.</li> <li>• Information on the alcohol and controlled substances testing process.</li> <li>• Records of inspection and maintenance.</li> <li>• Information on training.</li> <li>• Negative and canceled controlled test results.</li> <li>• Alcohol test results of less than .02 alcohol concentration.</li> </ul>	Retain 5 years.	Omnibus Transportation Employee Testing Act of 1991 (49 C.F.R. 40.83, 49 C.F.R. 653.71(b)).
Human Resources	HR-916	Personnel. EEOC Information.	Records kept by local governments. Any political subdivision with 15 or more employees must keep records and information that are necessary for completion of Report EEO-4 (Local Government Information Reports) regardless of whether or not the political jurisdiction is required to file a report.	Retain 2 years from the date making the record or personnel action, whichever occurs later.	29 C.F.R. 1602.31.
Human Resources	HR-917	Personnel. Employee Earnings Records.		Retain office record for 3 years. After this time, microfilm or archive record and keep for 70 years.	Age Discrimination in Employment Act (29 C.F.R. 1627.3); Fair Labor Standards Act (29 C.F.R. 516.5). Retention period of 70 years is due to retirement concerns and is based on approximate lifespan of employee. May destroy earlier if employee and any potential claimants are deceased.
Human Resources	HR-918	Personnel. Employee Evaluations.		Retain 5 years from date of termination of employee.	Not specifically required under 29 C.F.R. § 516.5 or 516.6. Jones v. R.R. Donnelley & Sons Co., 514 U.S. 369 (2004).
Human Resources	HR-919	Personnel. Employment Contracts - FLSA.	Individual employment contracts (where contracts or agreements are not in writing, a written memorandum summarizing the terms), including collective bargaining agreements, plans and trusts.	Retain 5 years.	Fair Labor Standards Act (29 C.F.R. 516.5); Equal Pay Act (29 C.F.R. 1620.32 (b)); 28 U.S.C. § 1658.
Human Resources	HR-920	Personnel. Employer Information Report (EEO-4).	For political jurisdictions with 100 or more employees and other political jurisdictions with 15 or more employees from whom the commission requests an EEO-4 report, a copy of EEO-4 form (Employer Information Report) must be kept.	Retain 3 years.	Title VII Civil Rights Act (29 C.F.R. 825.500).

Human Resources	HR-921	Personnel. Employer Records of Leave under FMLA - Non-Exempt Employees.	<p>Employers shall keep records pertaining to their obligations under the act in accordance with the recordkeeping requirements of the Fair Labor Standards Act (FLSA). Records kept must disclose the following:</p> <ul style="list-style-type: none"> <li>• Basic payroll identifying employee data (name, address, and occupation), rate or basis of pay and terms of compensation, daily and weekly hours worked per pay period, additions to or deductions from wages, total compensation paid.</li> <li>• Dates FMLA leave is taken.</li> <li>• Hours of the leave if FMLA is taken in increments.</li> <li>• Copies of employee notices of leave furnished to the employer and copies of all general and specific notices given to employees.</li> <li>• Documents describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leave.</li> <li>• Premium payments of employee benefits.</li> <li>• Records of any dispute between employer and an employee regarding the designation of leave as FMLA leave.</li> </ul>	Retain 3 years.	Family and Medical Leave Act (29 C.F.R. 825.500).
Human Resources	HR-922	Personnel. Employment Tax Records.		Retain 4 years.	Internal Revenue Code (26 C.F.R. 31.6001-1) requires retaining for 4 years minimum.
Human Resources	HR-923	Personnel. Family and Medical Leave Act (FMLA) Employer Records of Leave Under FMLA - Exempt Employees.	<p>If employees are not subject to FLSA's record-keeping regulations for purposes of minimum wage or overtime compliance, an employer need not keep a record of actual hours worked provided that:</p> <ul style="list-style-type: none"> <li>• Eligibility for FMLA leave is presumed for any employee who has been employed for 12 months; and</li> <li>• A written record is maintained as to the agreement between the employer and employee regarding reduced or intermittent leave and the employee's normal schedule or average hours.</li> </ul>	Retain 3 years.	Family and Medical Leave Act (29 C.F.R. 825.500, 29 C.F.R. 825.110 & 29 C.F.R. 825.206).
Human Resources	HR-924	Personnel. Group Health Insurance Coverage After Certain Qualifying Events.	<p>Employers need records showing covered employees and their spouses and dependents:</p> <ul style="list-style-type: none"> <li>• Have received written notice of continuing group health insurance and COBRA rights; and</li> <li>• Whether the employee and his or her spouse and dependents elected or rejected coverage.</li> </ul>	Retain 7 years.	Internal Revenue Code (26 C.F.R. 54.4980B).

Human Resources	HR-925	Personnel. Hiring Records.	Includes HR Screening Tests	Retain 5 years from date records are made or personnel action is taken, whichever is later.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S. 369 (2004).
Human Resources	HR-926	Personnel. Insurance / Retirement Plans.	<ul style="list-style-type: none"> <li>• Benefit plan descriptions. <ul style="list-style-type: none"> <li>• Records providing the basis for all required plan descriptions and reports necessary to clarify the information, including vouchers, worksheets, receipts and applicable resolutions.</li> </ul> </li> </ul>	Retain during the period that the plan or system is in effect, plus one year after the termination of the plan. Retain not fewer than 6 years after filing date of documents.	Age Discrimination in Employment Act (29 C.F.R. 1627.3 (b) (2)); Employee Retirement Income Security Act (29 C.F.R. § 2520.101-1 through 2520.104b-30).
Human Resources	HR-927	Personnel. Layoff Selection.		Retain 5 years from date record made or personnel action was taken.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S. 369 (2004).
Human Resources	HR-928	Personnel. Material Data Safety Sheets (MSDSs).	<ul style="list-style-type: none"> <li>• Employers must have MSDSs on file for each hazardous chemical they use and ensure that copies are readily accessible to employees in their work area.</li> <li>• Employer must keep records of chemicals used, where they were used, when they were used, and for how long.</li> </ul>	Retain 30 years.	Occupational Safety and Health Act (29 C.F.R. 1910.1020 (d) (1) (ii) (B).
Human Resources	HR-929	Personnel. Minimum Wage and Overtime Charges.		Retain 3 years.	Fair Labor Standards Act (29 C.F.R. 516.6) requires retention for 2 years, but Department of Labor can request documents going back 3 years.
Human Resources	HR-930	Personnel. Occupational Injuries and Illness Records.	OSHA Form 300 Log of Work Related Injuries and Illnesses; OSHA Form 300A Summary of Work Related Injuries and Illnesses; OSHA Form 301 Injury and Illness Incident Report (effective January 1, 2002).	Retain 5 years following the end of the year to which records relate.	Occupational Safety and Health Act (29 C.F.R. 1904.9).
Human Resources	HR-931	Personnel. Older Workers Benefit Protection Act-Employer Records.	Waiver of Age Discrimination in Employment Act rights.	Retain 3 years to comply with statute.	Age Discrimination in Employment Act. 29 C.F.R. 1627.3, 29 C.F.R. § 1602.30. Keeping waiver forever will assure that record is available to use in defense of an Older Workers Benefit Protection Act waiver of rights discrimination charge.
Human Resources	HR-932	Personnel. Permit - Required Confined Space.	Canceled permit entry forms and training certification.	Retain 1 year.	Occupational Health and Safety Act (29 C.F.R. 1910.146(e) (6)), (29 C.F.R. 1910.146 (g) (4).
Human Resources	HR-933	Personnel. Personnel Files.	File for each employee tracking pay, benefits, performance evaluations, personnel actions, and employee's hiring and termination.	Retain 7 years after termination.  NOTE: Retain medical records for 30 years after termination; and retain exposure records for at least 30 years.	Based on 5-year statute of limitations for personnel actions plus 2 years. (29 C.F.R. 1910.1020(d)(1)).
Human Resources	HR-934	Personnel. Personnel Policies	Policies of the office regarding hiring procedures, leave, benefits, personnel rules and regulations, fair and reasonable complaint conference and hearing procedures for employees dismissed, demoted, or suspended, etc. Certain policies are required under T.C.A. §§ 6-54-123, et seq. Additional policies would be optional. The policy may not grant a property right or contract rights to a job to any employee.	Retain 3 years after the policy is superseded.  NOTE: A copy of the resolution or ordinance adopting the policy, or its caption, shall be published in a newspaper of general circulation in the municipality before final adoption. A copy of the personnel policy shall be kept in the office of the city recorder or clerk and made available to an employee upon request.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S. 369 (2004).

Human Resources	HR-935	Personnel. Physical/Medical Records.	Results of physical exams considered in connection with personnel action.	Retain 5 years.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S. 369 (2004).
Human Resources	HR-936	Personnel. Physical/Medical Records Under FMLA.	Records and documentation, including an FMLA leave request relating to medical certifications, re-certifications, or medical histories of employees or employee's family members shall be maintained in separate files/records and be treated as confidential medical records, except that: <ul style="list-style-type: none"> <li>• Supervisors and managers may be informed regarding necessary restrictions and accommodations, not the true nature of the condition.</li> <li>• First aid and safety personnel may be informed (when appropriate) if the employee may require emergency treatment.</li> <li>• Government officials investigating compliance with FMLA shall be provided relevant information.</li> </ul>	Retain 3 years.	Family Medical Leave Act (29 C.F.R. 825.500).
Human Resources	HR-937	Personnel. Physical/Medical Records under OSHA.	Complete and accurate records of all medical examinations required under OSHA law.	Retain for duration of employment, plus 30 years, unless specific OSHA standard provides a different time period.	Occupational Safety and Health Act (29 C.F.R. 1910.1020).
Police Department	HR-938	Police. Polygraph Tests.		Retain 5 years from date of termination of employee.	2 U.S.C.A. §§ 1314, 414, 2002.
Human Resources	HR-939	Personnel. Promotion Records or Notices.		Retain 5 years from date record is made or personnel action is taken, whichever is later.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S. 369 (2004).
Human Resources	HR-940	Personnel. Seniority or Merit Rating Systems.		Retain for the period that the plan or system is in effect, plus 5 years.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S. 369 (2004).
Human Resources	HR-941	Personnel. Surveys, Employee Satisfaction.	Annual employee surveys regarding employee satisfaction and suggestions for improvement.	PERMANENT RECORD	Retain permanently to provide year to year comparison.
Human Resources	HR-942	Personnel. Termination Records.		Retain 5 years from the date the record is made or personnel action is taken, whichever is longer.	29 C.F.R. 1627.3(b)(1)(i)-(vi)
Human Resources	HR-943	Personnel. Training Records.	Employee training records and certifications.	Retain 3 years after termination of employee.	
Human Resources	HR-944	Personnel. Transfer Records.		Retain 5 years from the date record is made or personnel action is taken, whichever is later.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S. 369 (2004).
Human Resources	HR-945	Personnel. Travel Authorizations.		Retain 5 years after creation of record.	Keep for audit purposes.
Human Resources	HR-946	Personnel. Veterans, Military Leave.	Organizations must grant leaves of absence to perform military obligations. Service limits are set on the amount of time an employee may spend on active duty and still be eligible for reemployment. Employees are reemployed to their former positions or a position of like status and pay with seniority and vacation as if they had not taken military leave.	Retain 7 years.	Uniform Services Employment and Reemployment Rights Act (5 C.F.R. 1208). NOTE: Retention period is not specified by regulations. The service limit on the time an employee may spend in active duty and still be eligible for reemployment can be up to 5 years.

Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
Office of the City Attorney	OCA-1001	Legal. Bonds [HEB, IDB].	Bond documentation for all bonds issued by the HEB and the IDB.	PERMANENT RECORD	
Office of the City Attorney	OCA-1002	Legal. Legal Opinions and Court Decisions	Records, including correspondence, stating or referencing court decision or legal opinions dealing with or affecting City departments.	Retain 20 years or until record is no longer relevant, whichever is later.	Court opinions can have continuing impact on operations.
Office of the City Attorney	OCA-1003	Legal. Minutes of Boards.	Minutes of the meetings of city boards, such as a planning commission, utility board, beer board, etc., including members present, votes, and actions taken.	PERMANENT RECORD	<p>Actions recorded in minutes are effective until superseded, amended, or rescinded/repealed. Also keep for historical purposes.</p> <p>NOTE: Rough minutes are working papers and may be destroyed after final version of minutes is approved.</p>
Office of the City Attorney	OCA-1004	Legal. Powers of Attorney, Record of.	Record of legal appointment of persons to act as agents for individuals or estates in such matters as signing documents, giving receipts, collecting and distributing funds, paying utility deposits and bills; shows name of appointee and person making appointment, date of appointment, and contains requirements of notarization.	Retain permanently or until power of attorney is revoked.	Keep for audit purposes
Office of the City Attorney	OCA-1005	Legal. Recorded Liens, Release of Liens.	Liens recorded with the Register of Deeds indicating debts owed for work performed by the City and recorded releases after final pay-off.	PERMANENT RECORD	
Office of the City Attorney	OCA-1006	Legal. Settlement Agreements.	Instruments evidencing settlement of claims against the City.	Retain 7 years after the terms of the agreement have been met.	Based on statute of limitations for breach of contract plus 1 year. T.C. A. § 28-3-109.

Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
Parks & Outdoors	PO-1101	Public Art. Collection Inventory	An inventory of all artwork, temporary and permanent, in the City's collection. Includes artist name, date purchased, date to be de-installed, if applicable, insured value, location, funding source, dimensions, materials, etc.	PERMANENT RECORD	Retain for insurance purposes.
Parks & Outdoors	PO-1102	Public Art. Contracts / Maintenance Conservation Forms for artwork	Contracts for all purchased artwork and specifications for maintenance and conservation for all artworks in the City's Public Art collection	PERMANENT RECORD	Retain purchase record for specifications for future repairs, deaccessioning, or relocation of artwork.
Parks & Outdoors	PO-1103	Recreation. Documentation for Playgrounds and Playground Equipment.	Original manufacturer's plans, original purchasing documents, warranty documents, reports of injuries, work orders, etc.	Retain for life of equipment plus 2 years.	
Parks & Outdoors	PO-1104	Recreation. Liability Releases.	Forms signed by participants in recreation activities absolving municipality of liability.	Retain 2 years. (If subject of lawsuit, keep until final determination).	Retain based on statute of limitations for tort actions plus 1 year.
Parks & Outdoors	PO-1105	Recreation. Rosters of Activity Participants.	Lists of persons participating in recreation activities.	Retain 2 years. (If subject of lawsuit, keep until final determination).	Retain based on statute of limitations for tort actions plus 1 year.
Parks & Outdoors	PO-1106	Recreation. Safety Inspections of Playgrounds and Equipment.	Records of inspections and maintenance or repairs to grounds and equipment.	Retain 5 years. (If subject of lawsuit, keep until final determination).	Possible significance in tort actions based upon defective structure.
Parks & Outdoors	PO-1107	Recreation. Swimming Pool Records.	Records relative to swimming pool use, including users, safety measures, and chemicals.	Retain 2 years. (If subject of lawsuit, keep until final determination).	Retain based on statute of limitations for tort actions plus 1 year.

Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
City Planning	CP-1201	Planning & Zoning, Board of Zoning Appeals Action.	Application or documentation for hearing and decision before the Board of Zoning Appeals.	Application - 1 year after the application. Disapproval - 1 year after action. Approved Action - PERMANENT RECORD	Statute of Limitations. Variance runs with land.
City Planning	CP-1202	Planning & Zoning, Minutes of Commissions and Boards.	Recorded minutes of the Planning Commission and Board of Zoning Appeals. All recorded actions of Planning Commission and Board of Zoning Appeals, including records of members present and their votes on matters presented, the nature and results of votes.	PERMANENT RECORD	Actions recorded in minutes are effective until superseded or rescinded. Keep for historical purposes.
City Planning	CP-1203	Planning & Zoning, Plan and Plat Records.	Drawings and blueprints of farms, subdivisions, cemeteries, city lots, and street improvements, showing name of subject, date of drawing, boundaries, scale used, location, name of engineer making survey, name of draftsman, and certificate of registration.	PERMANENT RECORD	Could have bearing on land title.
City Planning	CP-1204	Planning & Zoning, Reports/Recommendations of the Planning Commission to the Governing Body.	All transmittals to governing body with recommendations regarding zoning, annexations, etc.	PERMANENT RECORD	Keep for historical purposes.
City Planning	CP-1205	Planning & Zoning, Request for Zoning Change.	Request for permanent change to zoning map.	Retain 5 years.	Keep for use in any appeals.
City Planning	CP-1206	Planning & Zoning, Studies and Reports of the Planning Commission.	All studies and reports, including comprehensive plans, future facilities plans, etc..	PERMANENT RECORD	Keep for historical purposes.
City Planning	CP-1207	Planning & Zoning, Subdivision Regulations.	Regulations establishing the minimum requirements for the design standards of subdivisions; for the surveying and platting requirements thereof; providing for certain preliminary and final plat requirements; and for the submission, review, and approval of same; for the recording of the final plat; defining certain terms used herein; providing for the administrations and enforcement and the penalties for violation thereof; providing for the means of adoption and amendment; repealing all regulations, resolutions, ordinances and/or codes in conflict herewith.	PERMANENT RECORD	Documents must be retained to provide evidence of their existence and proof of their lawful enactment. Superseded documents have historical and legal value.
City Planning	CP-1208	Planning & Zoning, Zoning Map and Ordinance.	Zoning ordinance describes zones used to regulate and limit the height and size of buildings; regulate and limit intensity of the use of lot areas; regulate and determine the areas of open space within the surrounding buildings; classify, regulate, and restrict the location of trades and industries; and the location of buildings, designed for specified industrial business, residential and other uses. Zoning map contains the boundaries of these zones and all overlay boundaries as described in the zoning ordinance.	PERMANENT RECORD	Documents must be retained to provide evidence of their existence and proof of their lawful enactment. Superseded documents have historical and legal value.

Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
Police Department	CPD-1301	Police. Accident Reports.	Motor vehicle accident reports giving location of the accident, persons and vehicles involved, time of accident, injuries, witnesses, diagram of accident, and condition of persons involved.	Retain 4 years unless needed longer for local statistical analysis.	Record may be used in litigation. Retention period is based on the statute of limitations for actions for injury to personal property plus 1 year. T.C.A. § 28-3-105.
Police Department	CPD-1302	Police. Armory Records.	Records regarding acquisitions, requisitions, check-ins, etc.	Retain 10 years.	Keep in case of potential liability.
Police Department	CPD-1303	Police. Arrest Records.	Includes offense and incident reports, indexes, and citation in lieu of arrest form. Information includes: name, alias, address, date and time of offense, date of birth, age, place of birth, description, place of arrest, charge, disposition at time of arrest, warrant number, name of court, accomplices, vehicle information, arresting officer, remarks, and signature of arresting officer.	Retain 100 years.  If subject is found "not guilty," then original records should be retained until the records are transferred to an acceptable storage medium such as microfilm. If subject is convicted, retain original until exhaustion of all appeals or termination of probation or sentence; further, the originals are not to be destroyed thereafter until transferred to an acceptable space-saving medium for storage, or the retention period has elapsed.  Arrest index card should remain active until the death of the subject, which can be presumed 100 years after the event.	Retaining originals is necessary for continuing investigation purposes.  Retaining record in space-saving storage medium is based on life of individual.  Consider donating to archive.

Police Department	CPD-1304	Police. Body Warn Camera (BWC) Video Footage.	<p>Retain as long as needed for administrative purposes when the video captures NO criminal activity, arrest, conduct related to criminal activity, acts that could create civil liability for the law enforcement agency, or conduct that could result in an internal affairs investigation.</p> <p>When a video captures criminal activity or acts that create potential civil liability for the law enforcement agency, the video should be maintained until the statute of limitations runs on the criminal activity or civil liability (one year for civil rights claims, or 3 years for property damage claims). See Tennessee Code Annotated Title 9 for classifications of criminal offenses and T.C.A. §§ 40-2-101 and 40-2-102 for applicable statute of limitations for the offenses.</p> <p>When the video captures conduct that could result in an internal affairs investigation, the video should be maintained until the investigation is concluded.</p> <p>When the video captures and arrest, the video should be maintained until the final adjudication of the case, through the appeals process.</p>	Non-evidentiary footage - Retain for 30 days (consistent with the City's video retention for all City maintained cameras, if no citizen contact is recorded.)	
Police Department	CPD-1305	Police. Case Files.	Copies of all pertinent records for whatever nature relevant to a particular case under or pending investigation, accumulated in a single file by the investigator or the agency to facilitate the investigation or prosecution of offenders. May include copies of incident reports, supplementary report, missing persons/runaway report, arrest report if part of criminal case file, copies of citation-in-lieu of arrest, property receipt, vehicle tow slip, statement form, blood alcohol test and accident report, other relevant reports, and relevant photos or drawings.	<p>Retain originals 1 year after statute of limitations has run.</p> <p>After statute of limitations has run, retain in an acceptable space-saving medium 100 years, except for Missing Persons/Runaway records (which are not to be destroyed if needed by juvenile authorities), and destruction should not violate National Crime Information Center (NCIC) requirements.</p>	<p>Retaining originals is necessary for continuing investigation purposes.</p> <p>Retaining record in space-saving storage medium is based on life of individual.</p> <p>Consider donating to archive.</p>
Police Department	CPD-1306	Police. Domestic Violence Forms and Statements.	Form provided to a victim of domestic violence acknowledging receipt of information related to immediate assistance.	Retain for length of any investigative file opened involving the victim.	

Police Department	CPD-1307	Police. Drone Footage.	Use of drones by law enforcement agencies for public safety and criminal investigative purposes.	Must be destroyed after 15 days unless the evidence gathered is directly relevant to the lawful reason the drone was being used or to an investigation or criminal prosecution. If retained as relevant, must be deleted in accordance with the same criteria and time period used for evidence collected by other means. T.C.A. § 39-13-609.	Privacy concerns served by short retention period set by state law.
Police Department	CPD-1308	Police. Fingerprint Records.		Death of subject or reasonable presumption of death, i.e. 100 years.  NOTE: See T.C.A. § 37-1-555 for detailed information regarding treatment of fingerprint records of juveniles.	Retention period based on life of subject.
Police Department	CPD-1309	Police. Identification Files.	Records kept for identification purposes, including: fingerprints, photographs, measurements, descriptions, outline pictures, and other available information.	Death of subject or reasonable presumption of death, i.e. 100 years.	Retention period based on life of subject.

Police Department	CPD-1310	Police. In-Car Dash Camera (ICVAR) Video Footage.	<p>Retain as long as needed for administrative purposes when the video captures NO criminal activity, arrest, conduct related to criminal activity, acts that could create civil liability for the law enforcement agency, or conduct that could result in an internal affairs investigation.</p> <p>When a video captures criminal activity or acts that create potential civil liability for the law enforcement agency, the video should be maintained until the statute of limitations runs on the criminal activity or civil liability (one year for civil rights claims, or 3 years for property damage claims). See Tennessee Code Annotated Title 39 for classifications of criminal offenses and T.C.A. §§ 40-2-101 and 40-2-102 for applicable statute of limitations for the offenses.</p> <p>When the video captures conduct that could result in an internal affairs investigation, the video should be maintained until the investigation is concluded.</p> <p>When the video captures and arrest, the video should be maintained until the final adjudication of the case, through the appeals process.</p>	Non-evidentiary footage - Retain for 30 days (consistent with the City's video retention for all City maintained cameras, if no citizen contact is recorded.)
Police Department	CPD-1311	Police. Incident Reports (Offense or Complaint Reports).	<p>Shows name and address of person reporting offense, file and case number, place of occurrence, investigating officer, time, date, how report was made, and Officer assigned to the case. May include dispatcher cards regarding calls. This includes Tennessee Basic Law Enforcement Records System (TBLERS) Complaint, Offense, Supplementary, Missing Person, and Runaway Reports (individual and collective).</p>	<p>Retain felonies for 16 years.</p> <p>Retain capital cases permanently.</p> <p>If record is unrelated to a felony or other case under investigation, retain original 5 years if stored in an acceptable space-saving storage medium.</p> <p>If record is related to a felony or other case under investigation, retain 100 years, except for Missing Person/Runaway records, which are not to be destroyed if needed by juvenile authorities, and destruction should not violate National Crime Information Center (NCIC) requirements.</p>

Police Department	CPD-1312	Police. Internal Investigation Records.	Records of investigations resulting from a complaint against an employee of the police department. Includes notification of complaint, investigative files, any associated medical records, and any written decisions, orders, or disciplinary actions. Maintain security and confidentiality of files.	Retain for term of employment of officer, or 10 years, whichever is longer.	Record retains significance in personnel decisions, promotion, dismissal, etc., and for defense of litigation.
Police Department	CPD-1313	Police. License Plate Reader Captured Data.	Data including GPS (global positioning device coordinates), date and time, images, license plate numbers and any other data collection by LPR system. [Note: such data is confidential under T.C.A. § 10-7-504.]	Data must be deleted after 90 days unless needed in a criminal investigation. If used in an investigation, data must be destroyed at the conclusion of the investigation if no charges brought, or following prosecution.	T.C.A. § 55-10-302. State law designates the data as confidential, and destruction is ordered to protect data from misuse.
Police Department	CPD-1314	Police. Missing Persons/Runaway Records.		Retain 100 years, but not to be destroyed if needed by juvenile authorities or to comply with National Crime Information Center (NCIC) requirements.  Moving information to an acceptable space-saving storage medium is recommended.	Retention necessary for continuing investigative purposes and is based on life of individual.
Police Department	CPD-1315	Police. Mittimus (Committal Records).	Commitments to jail, showing name of person committed, offense charged, name of prosecutor, amount of bail, date, and signature of judicial officer.	Retain 10 years.	Record may be used as back-up documentation for board bill and cost summaries.
Police Department	CPD-1316	Police. Parking Tickets.	Copies of parking tickets issued.	Retain 3 years.	Statistical data.
Police Department	CPD-1317	Police. Processes Served, Record of.	Record of warrants, capias, summonses, and other papers served.	Retain 3 years after last entry.	Keep for non-financial audit purposes.
Police Department	CPD-1318	Police. Radio Logs.	A record of radio calls giving time called, car or station calling, car or station called, car location, nature of call, and acknowledgement.	Retain 3 years, unless legal action is pending.	Retention period based on likely time of complaint or legal action.

Police Department	CPD-1319	Police. Security / Surveillance Video for Public Buildings.	[Note: confidential under T.C.A. § 10-7-504(m).]	<p>Retain as long as needed for administrative purposes when the video captures no criminal activity, arrest, conduct related to criminal activity, acts that could create civil liability for the law enforcement agency or conduct that could result in an internal affairs investigation.</p> <p>When a video captures criminal activity or acts that create potential civil liability, the video should be maintained until the statute of limitations runs on the criminal activity or the civil liability (1 year for civil rights claims or 3 years for property damage claims). See Tennessee Code Annotated Title 39 for classifications of criminal offenses and T.C.A. § 40-2-101 and § 40-2-202 for applicable statutes of limitations for the offenses.</p> <p>When the video captures conduct that could result in an internal affairs investigation, the video should be maintained until the investigation is concluded.</p> <p>When the video captures an arrest, the video should be maintained until the final adjudication of the case, through the appeals process.</p>	Retention period based on likely time of complaint or legal action.
Police Department	CPD-1320	Police. Traffic Citations, Copies.	Copies of traffic citations issued. Originals are kept by court.	Retain 3 years.	Statistical data.
Police Department	CPD-1321	Police. Training Records.	Records of participation in training programs, sign-in sheets, lesson plans, videotapes, certifications, etc.	Retain for career of officer, plus 10 years where information is kept in personnel file.	Records useful to make employment and promotion decisions and for continuing education program. Also, vital record in defending lawsuits against department alleging improper action of employees.

Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
Public Library	LIB-1401	Library. Book Inventory.	A record of all collections retained by the library.	Keep Current	Maintain an up-to-date collection inventory. Currently electronic.
Public Library	LIB-1402	Library. Director's Reports.	Reports, meeting minutes, correspondence, studies and photographs from the Director.	PERMANENT RECORD	Retain for historical and archival purposes.
Public Library	LIB-1403	Library. Equipment and Services Records.	Records related to maintenance of library buildings and equipment.	Retain for life of buildings and/or equipment.	
Public Library	LIB-1404	Library. Facility / Room Rental Documentation.	Information on requests to rent rooms in the libraries.	Retain 1 year.	Time necessary to gather any statistical information for operations use.
Public Library	LIB-1405	Library. Grants, Copies of.	Records and materials regarding grants applied for and/or money received through state and federal grants.	Retain for life of grant plus 7 years.	Based on the statute of limitations for legal actions for breach of contract, plus 1 year. T.C. A. § 28-3-109.
Public Library	LIB-1406	Library. Library Board.	Minutes from Library Board meetings, By-Laws, etc.	PERMANENT RECORD	Retain for historical and archival purposes.
Public Library	LIB-1407	Library. Marketing, Promotions.	Information used for advertising library events and programs, including photographs, flyers, ads, etc.	Retain 180 days.	
Public Library	LIB-1408	Library. Passport Applications.	Information pertaining to passport applications.	Retain 1 year.	Submit originals to State Department. Subject to the Privacy Act of 1974, as amended 5 U.S.C. § 552a. Requests for passport information go through Passport Services for the U.S. Department of State.
Public Library	LIB-1409	Library. Patron Incident Reports.	Documentation of patron incidents that do not result in contacting CPD or instituting formal claims process with City Attorney for purposes of monitoring banned patrons.	Retain 2 years.	
Public Library	LIB-1410	Library. Patron Use of Services Documentation.	Visitor logs, meeting sign-in sheets, photo release forms, laptop checkout forms, comment/feedback forms	Retain 1 year.	Certain patron use information (circulation records, internet sign-up, computer search history may be subject to Section 215 of the Patriot Act. Federal Government can issue an order requesting this information.
Public Library	LIB-1411	Library. Standard Operating Procedures, Reports and Policies.	Procedures, reports, and operations documentation, including manuals, reports, software manuals, etc.	Retain until superseded plus 2 years.	
Public Library	LIB-1412	Library. Statistical Data & Analytics	Program statistics, data on, services used, equipment and books borrowed	Retain 1 year.	

Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
Public Works	PW-1501	Citywide Services. Citizen Service Requests for Maintenance and Repair Issues.	Original citizen complaint; investigation notes, Photographs, video, contributing drainage basin delineations; sizing calculations; plan and profile drawings; survey data; letters from property owners	Retain 5 years after resolution of complaint.	Potential notice of unsafe condition.
Public Works	PW-1502	Citywide Services. Complaints, Record of.	Citizen complaints pertaining to quality of service.	Retain 5 years.	Retain as potential evidence in lawsuits.
Public Works	PW-1503	Citywide Services. Container Warranty Sheets.	List of serial number, manufacturer and description of damage sustained. Necessary for warranty process.	Retain 5 years.	Retain to ensure accuracy and efficacy of container part warranty claims.
Public Works	PW-1504	Citywide Services. Daily Trip Sheets.	Information from drivers on job address and vehicle information.	Retain 5 years.	Retain for evidence of where work was performed.
Public Works	PW-1505	Citywide Services. Work / Service Orders and Requests.	All work orders (from all sources including 311) for repair, maintenance of streets, stormwater drainage, sidewalks, etc.	Retain 5 years after completion.	Retain as evidence in lawsuits.
Public Works	PW-1506	Code Enforcement. Demolition Orders.	Documentation for municipal-ordered and privately initiated demolitions of substandard and/or hazardous buildings.	Retain 5 years.	Retain for research and litigation purposes.
Public Works	PW-1507	Code Enforcement. Violation Notices.	Notices of violation of building codes.	Retain 5 years.	Retain to document municipal actions concerning violations and for reference purposes.
Public Works	PW-1508	Engineering. Aerial Photographs.	Aerial photographs of flyovers. Negatives may be available at the state DOT's photographic lab.	PERMANENT RECORD	Keep for operational purposes through reappraisal appeals process and greenbelt recertification appeal period. This record series has high historical and archival value and should be preserved for those reasonings.
Public Works	PW-1509	Engineering. Bridge and Street Project Files, Federal, State and Local.	Project files, including contracts and invoices.	Retain 7 years after completion of project.	Based on statute of limitations for legal actions for breach of contract, plus 1 year. T.C.A. § 28-3-109.
Public Works	PW-1510	Engineering. Building Plans.	Blueprints and specifications for all municipal buildings, including school buildings.	Retain for life of the building (plus additional time if litigation arises from building's early demise). Consider donating to archive.	Necessary for maintenance and operation of physical plant.
Public Works	PW-1511	Engineering. Maps and Map Books.	City and civil district maps, as well as single parcel maps (not part of subdivision).	PERMANENT RECORD	Keep for historical purposes.
Public Works	PW-1512	Engineering. Ownership maps and index, Rural and Urban.	These maps reflect the status of real property as of January 1 of each year.	Retain only current and one previous generation of ownership maps and indexes. Older generations of photographs may be removed from the office but, if removed, should be transferred to an archive or library.	Useful in office for tracking property changes to tax sales. This record series has a high historical and archival value and should be preserved for those reasons.
Public Works	PW-1513	Engineering. Plats, Plat Books, Surveyors' Books and Indexes.	Drawings of subdivisions, cemeteries, utilities, city lots and street improvements showing name of subject, date drawn, boundaries, scale used, location, name of engineer making survey, name of draftsman, and register's certificate of registration.	PERMANENT RECORD	Eligible for recordation. T.C.A. § 13-3-402.
Public Works	PW-1514	Engineering. Sewer Easements.	Sewer utility easements.	PERMANENT RECORD	Retain for historical purposes.
Public Works	PW-1515	Engineering. Sewer Index.		PERMANENT RECORD	
Public Works	PW-1516	Engineering. Stormwater Mapping.	Completed maps for stormwater structures with facility IDs.	PERMANENT RECORD	Maintain up-to-date facility IDs for asset management.

Public Works	PW-1517	Engineering. Underground Utilities, Location of.	Record of location of all underground utilities maintained by the City.	PERMANENT RECORD	Necessary for the maintenance and operation of City infrastructure.  NOTE: Under T.C.A. § 65-31-105, the City must record location of utilities with county, listing where the facilities are located and the name, title, address and telephone number of the operator's representative. The county keeps this record permanently.
Public Works	PW-1518	Engineering. Water Quality Correspondence	Notification and other enforcement letters sent; site schematics (piping, other structures); map of anomaly location; letters and emails from property owners; proof of anomaly correction by home owner; receipts; photographs, etc.	Retain 10 years.	Based on EPA order requiring corrections.
Public Works	PW-1519	Engineering. Water Quality Fee Exemption and Credit Request.	Copies of Water Quality Fee exemption and credit request applications and corresponding letters.	Retain 10 years after final resolution.	City Code Sec. 31-355 and Sec. 31-356.
Public Works	PW-1520	Engineering. Water Quality MS4 Permit Files.	Includes all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation; Copies of all reports required by the MS4 permit, copy of the MS4 permit, and records of all data used to complete the application of the permit and data used to complete the annual report; Copies of all field inspections and site inspection reports. Copies of all training records.	Retain 10 years after expiration of permit.	
Public Works	PW-1521	Facilities. Building Plans.	Blueprints and specifications for all municipal buildings.	Retain for life of building.	Consider retaining for additional time if litigation could arise from a building's early demise. Necessary for maintenance and operation of City-owned facilities.
Public Works	PW-1522	Facilities. Facility Inspection and Maintenance Records.	Records documenting inspection of and repairs or improvements made to municipal buildings and structures.	Retain for life of building.	Necessary for maintenance and operation of city-owned facilities. Potential significance in tort cases.
Public Works	PW-1523	Facilities. Fixed Assets.	Comprehensive inventory of all fixed assets.	Retain 5 years after disposal of property.	Keep for audit purposes.
Public Works	PW-1524	Fleet. Global Position System (GPS) Vehicle Tracking and Equipment Monitoring.	Records related to GPS vehicle tracking and equipment monitoring data.	Retain 5 years.	
Public Works	PW-1525	Facilities. Insurance Policies, Property Insurance.	Insurance policies of all types insuring the city and all its departments for various risks of loss, showing name of company, name of agent issuing policy, date of policy, date of expiration, amount of premium, amount of coverage, and description of any property covered.	Retain 10 years after expiration or replacement of policy.	Based on statute of limitations for breach of contract actions plus 1 year. T.C.A. § 28-3-109.
Public Works	PW-1526	Fleet. Insurance Policies, General Liability, Automotive	Insurance policies of all types insuring the city and all its departments for various risks of loss, showing name of company, name of agent issuing policy, date of policy, date of expiration, amount of premium, amount of coverage, and description of any property covered.	Retain 10 years after expiration or replacement of policy.	Based on statute of limitations for breach of contract actions plus 1 year. T.C.A. § 28-3-109.
Public Works	PW-1527	Fleet. Leases and Agreements for Use of Equipment.		Retain 7 years after completion or expiration of lease or agreement.	Based on statute of limitations for breach of contract actions plus 1 year. T.C.A. § 28-3-109.

Public Works	PW-1528	Fleet, Vehicle and Equipment Purchase and Maintenance Records.		Retain for life of vehicle or equipment, plus 1 year.	Determination of replacement, proof of maintenance; possible tort action.
Public Works	PW-1529	Land Development, Building Permits, Inspections, Certificates of Occupancy, Copies of.	Show name of owner, amount of money to be expended, type of structure, location, date, and name of contractor.	Retain 5 years after issuance of certificate of occupancy or final inspection.	These are used to find new construction. These records are also used in state audits, which must occur at least once every 3 years, of cities that choose to enforce their own codes. T.C.A. § 68-120-101(b)(4). In addition, T.C.A. § 28-3-202 provides for a four year statute of limitations on injuries from the date of substantial completion. Retention of 1 additional year will allow for any dispute of such date.  NOTE: Notify property assessor of completion before record is destroyed.
Public Works	PW-1530	Land Development, Contractor License Books.	Recorded copies of certificates of license issued to general contractors by the state Board for Licensing General Contractors showing certificate number, name of contractor, names of chairmen and secretary of the state board, date certificate issued, date recorded, and signature of the clerk.	Retain 5 years after all licenses in the book have expired.	Keep for audit purposes.
Public Works	PW-1531	Solid Waste and Recycling. Amount of Solid Waste (in Tons) Received at Municipal Solid Waste Facilities, Record of.	Records for the current month shall be maintained at the facility and open for inspection by the Tennessee Department of Environment and Conservation. All other records shall be maintained to protect them from damage or loss.	Retain 3 years.	Required by T.C.A. § 68-211-871 (e). Tenn. Admin. Rule 1200-1-7-08 (3).  Mandatory only if City operates a landfill.
Public Works	PW-1532	Solid Waste and Recycling. Annual Report of Materials Collected at Recycling Center by Operator.	Copy of annual report of recovered materials processed at the facility, listed by type of material sent to the Department of Environment and Conservation.	Retain 10 years.	Legal. Retention period based on planning cycle of 10-year regional plan.  Mandatory only if the City operates a landfill.
Public Works	PW-1533	Solid Waste and Recycling. Approval Permit Applications for Solid Waste Disposal Facilities.	Records of all data and supplemental information used to complete permit applications. Include copy of permit and the approved Part I and Part II application.	Retain throughout active life of the facility and through the post-closure care period.	Tenn. Comp. R. and Regs. 0400-11-01-02(3) (iv) and 0400-11-01-02.  Keep to show compliance with regulations in order to defend against Superfund liability.  Mandatory only if city operates a landfill.
Public Works	PW-1534	Solid Waste and Recycling. Closure / Post-Closure Landfill Plan.	Plan identifying the steps necessary to completely or partially close the facility at any point during its intended operating life and to completely close the facility at the end of its intended operating life, identifying the activities that will be carried on after closure and the frequency of these activities.	Retain up-to-date plan throughout the active life of the facility and through the post-closure care period.	Tenn. Comp. R. and Regs. 0400-11-01-08(3).  Keep to show compliance with regulations in order to defend against Superfund liability.  Mandatory only if city operates a landfill.
Public Works	PW-1535	Solid Waste and Recycling. Gas Migration Control Standard.	Records of monitoring to ensure compliance with gas migration control standards. Monitoring must occur at least quarterly and must conform to standards for Monitoring Records.	Retain throughout active life of the facility and through the post-closure care period.	Tenn. Comp. R. and Regs. 0400-11-01-04(5) (a)(4).  Keep to show compliance with regulations in order to defend against Superfund liability.  Mandatory only if city operates a landfill.
Public Works	PW-1536	Solid Waste and Recycling. Landfill and Wood Recycle.	Customer files, payments & adjustments, reports.	Retain 5 years.	

Public Works	PW-1537	Solid Waste and Recycling. Permit-By-Rule Authorization and Records.	Copy of authorization from Department of Environment and Conservation to operate as a permit-by-rule facility and additional related records required by the department.	Retain throughout active life of the facility and through the post-closure care period.	Tenn. Comp. R. and Regs. 0400-11-01-02. Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.
Public Works	PW-1538	Solid Waste and Recycling. Recycle Programs Information.	All information related to recycle programs, including: container registration logs, wood recycle center information, and recycle delivery route sheets.	Retain for life of program plus 5 years.	
Public Works	PW-1539	Solid Waste and Recycling. Refuse Collection Container Participation Log.	Log of recipients of refuse containers.	Retain 1 year.	
Public Works	PW-1540	Solid Waste and Recycling. Special Waste Approvals and Records.	Copies of approvals from the Dept. of Environment and Conservation authorizing a facility to accept special wastes and records of receipt and management of certain special wastes.	Retain throughout active life of the facility and through the post-closure care period.	Tenn. Comp. R. and Regs. 0400-11-01-02. Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.
Public Works	PW-1541	Transportation. City Street List.	Record of all streets under the control of the City.	PERMANENT RECORD	Necessary for street regulation and maintainence and to protect street department from allegations of working on private property.
Public Works	PW-1542	Transportation. Complaints.	Citizen service requests for maintenance and repair issues.	Retain 5 years.	Could constitute notice of unsafe condition.
Public Works	PW-1543	Transportation. Deeds, Easements, Highway Rights-of-way, etc.	Instruments of conveyance of interests in real property. Show signature of property owner, date, width of easement, and name of road.	PERMANENT RECORD	Recorded copy is necessary to preserve City property rights. City should retain its own copy as record of its property rights.
Public Works	PW-1544	Transportation. Flag Donation Forms.	Donor information and honorees' service highlights.	Retain 2 years.	Retain for recreation of Mayor proclamation, if necessary.
Public Works	PW-1545	Transportation. Mutual Aid Documents.	Declarations of a state of emergency, written requests for assistance, invoices for reimbursement.	Retain 2 years	Keep for possible litigation purposes.
Public Works	PW-1546	Transportation. Project Plans.	All project related materials, including maps, research, payments, vendor information, etc.	Retain 7 years after completion of project.	Retain for insurance and warranty purposes, and as-built information.
Public Works	PW-1547	Transportation. Sign Inventory.	List of all traffic signs and traffic signals in the City.	Retain a current copy at all times.	Necessary to track inventory and maintenance of signs.
Public Works	PW-1548	Transportation. Special Event Permit Applications.	Applications for permit for any event on city property.	Retain 2 years after event.	Information may be used in future events.
Public Works	PW-1549	Transportation. Temporary Use Applications / Abandonment Requests.	Applications for temporary use of ROW or abandonment of ROW.	Retain 2 years.	To incorporate into GIS and record of property changes. City Council retains application for resolution.
Public Works	PW-1550	Transportation. Work Orders.	For repair and maintenance of streets, traffic signs, traffic signals and utilities.	Retain 5 years.	Evidence in lawsuit.

Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
Purchasing	PUR-1601	Purchasing. Bids.	Records showing bidder's name, complete description of item(s), delivery date, amount of bid, and any correspondence with the bidder, including record of unsuccessful bids.	Retain 7 years after contract expires.	Based on statute of limitations for legal actions for breach of contract, plus 1 year. T.C. A. § 28-3-109.
Purchasing	PUR-1602	Purchasing. Contracts.	Contracts between the City and other contractors.	Retain 7 years after termination of contract.	Based on statute of limitations for legal actions for breach of contract, plus 1 year. T.C. A. § 28-3-109.
Purchasing	PUR-1603	Purchasing. Minutes of Bid Openings.	Record of bid openings showing item, vendor, bid price, and whether bid was successful.	Retain 1 year after award.	Necessary in case of challenge to bid award.
Purchasing	PUR-1604	Purchasing. Purchase Orders.		Retain 5 years after creation of the record.	Keep for audit purposes.
Purchasing	PUR-1605	Purchasing. Requisitions and Requisitions for Purchase.	Records for requests for supplies and equipment in cities with centralized purchasing departments or offices.	Retain 5 years after creation of the record.	Keep for audit purposes.
Purchasing	PUR-1606	Purchasing. Street Contracts and Bonds.	Contracts entered into between city and street contractors for the construction and upkeep of roads. May include bonds of contractors guaranteeing compliance with terms of contracts, showing names of principals and sureties, description, specifications, amount of consideration, dates of bonds, and signatures of principals and sureties, showing name of contractor, date, building specifications, and amount of consideration.	Retain contracts until expiration of guarantees. If no guarantees are involved, destroy 7 years after completion of the contract. Retain bonds y years after release, replacement, or expiration.	Based on statute of limitations for legal actions for breach of contract, plus 1 year. T.C. A. § 28-3-109.

Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
Technology Services	DTS-1701	DTS. E-Mails [spam and other e-mails that will not be relevant to any litigation].		May be discarded immediately.	No requirement for retention.
Technology Services	DTS-1702	DTS. E-mails [relative to contracts].		Retain 7 years, or until expiration of guarantee.	Based on statute of limitations for legal actions for breach of contract, plus 1 year. T.C. A. § 28-3-109.
Technology Services	DTS-1703	DTS. E-mails [that might be relative to tort litigation].		Retain 2 years.	Based on statute of limitations for legal actions for breach of contract, plus 1 year.
Technology Services	DTS-1704	DTS. E-mails [relative to personnel status of employees].		Retain 5 years.	Various statutes of limitations and requirements in different statutes.
Technology Services	DTS-1705	DTS. Emails [other e-mails].		Retain based on subject matter, or 5 years, whichever is longer, but appraise for continuing usefulness or historical value.	Maintain for reasonable time in case of continued action.
Technology Services	DTS-1706	DTS. Hardware Inventory.	Inventory of hardware maintained by city's IT department.	Retain for life of equipment.	Retain to provide evidence of equipment and to whom it is assigned.
Technology Services	DTS-1707	DTS. Network Performance Documentation.	Information related to the performance of the network, including downtime.	Retain 2 years.	
Technology Services	DTS-1708	DTS. Project Documentation.	All documentation and files related to projects undertaken by the city's IT department.	Retain 2 years after project completion and/or termination.	
Technology Services	DTS-1709	DTS. Response, Recovery Plans, Policies and Procedures.	Incident, disaster recovery, network use, and security policies.	PERMANENT RECORD	Disaster recovery plans and procedures are considered confidential.
Technology Services	DTS-1710	DTS. Service Orders.	User requests for support submitted to the IT Help Desk.	Retain 2 years.	Consider maintaining in the form of a quarterly or annual report.
Technology Services	DTS-1711	DTS. System and Software Documentation.		Retain for life of software.	
Technology Services	DTS-1712	DTS. Text Messages, Instant/Direct Messages, Social Media Posts.	Electronic messaging (other than e-mail) and/or social media posts sent and or received by city employees related to city business.	Retain 60 days	
Technology Services	DTS-1713	DTS. Video footage.	Video footage from all cameras and devices at all facilities and sites for the City.	Retain 30 days.	The default retention period for video footage is 30 days, unless the video is part of an ongoing investigation, record request, related to a hold, or necessary for an audit.
Technology Services	DTS-1714	DTS. Web Analytics, Reporting.	Any measurements, collection, analysis and reporting of web data for purposes of understanding and optimizing web usage.	Retain 2 years.	Retain for programming / planning purposes and/or marketing / communications needs.

Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
Wastewater	WRD-1801	Utilities. Application for Service.	Customer requests for service, including, name, address, phone, services, and signatures.	Retain 3 years after service is discontinued, but may want to keep in electronic format longer in case customer returns for service.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.
Wastewater	WRD-1802	Utilities. Audit Reports.	Independent audit of financial records.	PERMANENT RECORD	Recommended by comptroller in Internal Control and Compliance Manual for Tennessee Municipalities.
Wastewater	WRD-1803	Utilities. Billing Adjustment Reports.	Customer names and adjustment information.	Retain 3 years.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.
Wastewater	WRD-1804	Utilities. Billing Register	Listing of monthly customer billings (account number, amount, etc.)	Retain 7 years. If kept in electronic format, the paper copy may be destroyed after audit.	Keep to help resolve billing disputes with customers.
Wastewater	WRD-1805	Utilities. Billing Stubs.	Collection stubs of accounts paid.	Retain 3 years.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.
Wastewater	WRD-1806	Utilities. Collection Agency Reports.	Listing of accounts turned over for collection and how resolved.	Retain 7 years.	Keep to resolve billing disputes with customers.
Wastewater	WRD-1807	Utilities. Complaints by Customers.	Records of meter rechecks, billing inquiries, service problems, etc.	Retain 5 years.	Keep in case of litigation.
Wastewater	WRD-1808	Utilities. Deposits from Customers.	Customer name, date, services, amount of deposit.	Retain 3 years after service is discontinued and deposit applied or refunded.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.
Wastewater	WRD-1809	Utilities. Disconnection Notices.	Notice to discontinue service after non-payment of bill.	Retain 3 years.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.
Wastewater	WRD-1810	Utilities. General Ledger.	Financial information of utility.	PERMANENT RECORD  If maintain in electronic format, may destroy paper record after 7 years.  NOTE: The Tennessee State Library and Archives does not favor keeping permanent records in electronic format.	Recommended by comptroller in Internal Control and Compliance Manual for Tennessee Municipalities.
Wastewater	WRD-1811	Utilities. Meter Reading Records.	Meter sheets or printouts from hand-held devices.	Retain 3 years.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.
Wastewater	WRD-1812	Utilities. Meter Records.	Size, type, meter number, dates service began and ended, serial number.	Retain 1 year after meter is retired and disposed of.	Keep to aid in settling billings disputes involving the accuracy of the meter.
Wastewater	WRD-1813	Utilities. Meter Tests / Repairs.	Record of any meter testing and any repairs.	Retain 1 year after meter is retired and disposed of.	Keep to aid in settling billings disputes involving the accuracy of the meter.
Wastewater	WRD-1814	Utilities. Rate Schedules.	Listing of rates for utility services.	PERMANENT RECORD	Keep for historical purposes.
Wastewater	WRD-1815	Utilities. Work Orders for Customer Service.	Detail of meter number, installation date, readings, etc.	Retain 3 years.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.
Wastewater	WRD-1816	Wastewater. Bacteriological Records.	Records indicating disinfection of mains, tanks, filters, wells.	Retain 5 years.	Tennessee Rules and Regulations 0400-45-01.20(a).
Wastewater	WRD-1817	Wastewater. Biosolids Files.		Retain for life of application and agreement plus 7 years.	T.C.A. § 1200-01-07(4) (d)(2). T.C.A. § 1200-01-07-13 (d)(1-2).
Wastewater	WRD-1818	Wastewater. Chemical Analysis.		Retain 10 years.	Tennessee Rules and Regulations 0400-45-01.20(a).

Wastewater	WRD-1819	Wastewater. Complaint Logs.		Retain 5 years.	Tennessee Rules and Regulations 0400-45-01.20(h).
Wastewater	WRD-1820	Wastewater. Cross Connection Records		Retain 3 years.	Tenn. Comp. R. & Regs. 0400-45-01.35(5)(h).
Wastewater	WRD-1821	Wastewater. Consent Decree Files.	All files evidencing compliance with the EPA Consent Decree, and all other consent decrees entered into.	Retain for 30 years after expiration.	
Wastewater	WRD-1822	Wastewater. Consumer Confidence Reports.		Retain 5 years.	Tenn. Admin. Rule 1200-5-.35(5) (h).
Wastewater	WRD-1823	Wastewater. Daily Worksheets and Shift Logs.		Retain until next sanitary survey.	Tennessee Rules and Regulations 0400-45-01.20(g).
Wastewater	WRD-1824	Wastewater. Discharge Monitoring Reports (DMRs).		Retain 3 years or longer if so requested by Water Pollution Control as a minimum to comply with permit. Retention for life of the facility is recommended.	NPDES Permit Requirements Part 1 Subpart B.5.  Provides record of operations and loading to assist in planning.
Wastewater	WRD-1825	Wastewater. Facility Maintenance Records.		Retain 5 years.	Tennessee Rules and Regulations 0400-45-01.20(h).
Wastewater	WRD-1826	Wastewater. Flow and Rain Gauge Monitoring.	Describes the amount of sewage flow coming into the plant and the amount of monthly rainfall contributing to the flow.	Retain 5 years.	Used as part of internal audit, monthly operating reports, and capacity evaluation studies.
Wastewater	WRD-1827	Wastewater. Groundwater Sampling Records.	Records of all groundwater sampling activities conducted, sample analysis results, and associated groundwater surface elevation. Keep at the facility or another approved location.	Retain throughout active life of the facility and through the post-closure care period.	Tenn. Comp. R. and Regs. 0400-11-01-04(7) (a)(4).  Keep to show compliance with regulations in order to defend against Superfund liability.  Mandatory only if city operates a landfill.
Wastewater	WRD-1828	Wastewater. Industrial Pretreatment. All Information Resulting from Monitoring Activities.		Retain 3 years, longer in cases of unresolved litigation.	40 C.F.R. 403.12(o)(1-3).
Wastewater	WRD-1829	Wastewater. Inventory Files.	Inventory related to the warehouse operations, which includes pumps and electrical components (includes inventory on hand and history).	Retain for life of equipment plus 2 years.	
Wastewater	WRD-1830	Wastewater. Lab Reports [Mechanical and Equipment].	Includes all files related to lab equipment, servicing and maintenance of lab equipment, lab bench sheets, and calibration and maintenance of equipment.	Retain for life of equipment plus 5 years.	NPDES Permit Requirements Part I Subpart B.5.
Wastewater	WRD-1831	Wastewater. Lab Reports [Non-Industry],	Sampling data, bacteriological analysis.	Retain 5 years.	Tenn. Admin. Rule 1200-2-1.20(1)(b).
Wastewater	WRD-1832	Wastewater. Lab Reports [Raw Data Files].	Lab bench testing sheets.	Retain 3 years.	NPDES permit requirements. Part 1, Subpart B-5.
Wastewater	WRD-1833	Wastewater. Laboratory Bench Sheets, Calibration and Maintenance of Instruments.	QA/QC Data, Flow Charts.	Retain 3 years, or longer if requested by Water Pollution Control.	NPDES Permit Requirements Part I Subpart B.5.
Wastewater	WRD-1834	Wastewater. Land Application of Accumulative Pollutant Loading Rate Sludge Under 40 C.F.R. 503.13(a) (2)(I).		PERMANENT RECORD	40 C.F.R. 503.17(a)(5)(ii).
Wastewater	WRD-1835	Wastewater. Lead and Copper.	Original records of all sampling data and analyses, reports, surveys, letters, evaluations, schedules, state determinations, and any other information required by Tenn. Admin. Rules 1200-5-1-.33(2) through (9).	Retain for 12 years.	Tennessee Rules and Regulations 0400-45-01.20(j).

Wastewater	WRD-1836	Wastewater. Logs, Records and Reports [Daily, Monthly, Quarterly].	Daily crew records, daily batch reports, daily operator logs; monthly reports, quarterly reports. Includes Operator log books.	Retain 3 years.	
Wastewater	WRD-1837	Wastewater. Maps.	Sewer Basins priority map, sever and cannot issue I & I map, WWTA sewer map, and other miscellaneous maps.	PERMANENT RECORD	Legal. Necessary for maintenance and operations of City Infrastructure. T.C.A. § 13-3-402.
Wastewater	WRD-1838	Wastewater. Material Analysis Reports.	Reports detailing materials used within the wastewater treatment plant.	Retain 5 years.	Used as R&D on previously used materials, the life expectancy vs. actual life, and the material value as a whole.
Wastewater	WRD-1839	Wastewater. Mechanical / Equipment, Building and Fleet Maintenance Files.	Files related to equipment used and maintenance of and all plans related to the equipment and building layout; product manuals and warranty and maintenance information for every building or process inside the plant and pump stations; operational machinery log sheets for filter press and centrifuge; building maintenance including files for vendors used for maintenance and service, inspection records.	Retain for life of equipment or building plus 2 years.	
Wastewater	WRD-1840	Wastewater. Moccasin Bend History and Visitor Files.	Tour materials.	PERMANENT RECORD	Retain for historical and archival purposes. Records are also used in the annual biosolids audit as required by the National Biosolids Partnership.
Wastewater	WRD-1841	Wastewater. Monitoring Records.	Records of facility monitoring, including date, place, and time of sampling or measurements; individual performing the measurement; date of analysis; individual performing the analysis; analytical techniques used; and the results of the analysis.	Retain throughout active life of the facility and through the post-closure care period.	Tenn. Comp. R. and Regs. 0400-11-01-13. Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.
Wastewater	WRD-1842	Wastewater. Monthly Operating Reports (MORs).		Retain 3 years, or longer if requested by Water Pollution Control as a minimum to comply with permit. Retention for the life of the facility is recommended.	NPDES Permit Requirements Part I Subpart B.5. Provides record of operations and loading to assist in planning.
Wastewater	WRD-1843	Wastewater. Operations Plans, Policies, Procedures and Manuals.	Emergency Response Plan (EPA required), Org Chart, Operational Manuals for the entire plant and pump stations. Includes EPA certification of response plan completion.	Retain until superseded plus 5 years.	Maintain current copies of all required plans, policies and procedures.
Wastewater	WRD-1844	Wastewater. Oxygen Plant.	All documentation related to the operations of the Oxygen Plant.	Retain for life of plant plus 5 years.	
Wastewater	WRD-1845	Wastewater. Permits.	Copies of documentation on all permits retained by the Wastewater Resources Division, including NPDES permits.	Retain for 7 years after expiration of permit.	
Wastewater	WRD-1846	Wastewater. Polymer Trials Files.	Vendor files related to Polymer trials.	Retain for 7 years after trial.	T.C.A. § 28-3-109.
Wastewater	WRD-1847	Wastewater. Project Files.	All documentation related to specific projects. Includes project engineering reports and project design specifications.	Retain 7 years after project completion.	T.C.A. § 28-3-109.

Wastewater	WRD-1848	Wastewater. Pump Stations, Storm Stations, Lift Station, SCADA, Telemetry and Backflow Testing Files.	All information related to Pump Stations - facility information, map, correspondence re: pump stations, capacities, remote telemetry file, backup power spreadsheets, water meter files, electric meter files, flow rate files, spec files.	Retain for life of equipment plus 2 years.	
Wastewater	WRD-1849	Wastewater. Regional User Files.	All documentation related to entities that pay the city to treat its sewage.	Retain for 10 years after expiration of contract or agreement.	
Wastewater	WRD-1850	Wastewater. Remediation.	State and federal files regarding environmental clean up.	PERMANENT RECORD	
Wastewater	WRD-1851	Wastewater. Retainage Files.	Escrow information.	Retain for 10 years after project completion.	
Wastewater	WRD-1852	Wastewater. Sanitary Sewer Overflow (SSO).	Monthly reporting - data lives in the Monthly Operating Report.	Working Paper	Retain until incorporated into Monthly Operating Report.
Wastewater	WRD-1853	Wastewater. Scale Tickets, Biosolids.	BIOSOLIDS ONLY for land application sites or to landfill when special waste permit is required (Biosolids not meeting EPA requirement for land application).	Retain for life of facility plus 5 years.	T.C.A. § 1200-01-07-13 (d)(1-2).
Wastewater	WRD-1854	Wastewater. Scale Tickets, Non-Biosolids.	Dumpsters, haulers, etc. (every category except biosolids).	Retain for 1 year.	
Wastewater	WRD-1855	Wastewater. Storage Tank Inspections.		Retain 5 years to comply with rule. Retention for life of the tank is recommended.	Tenn. Comp. R. & Regs. 0400-45-01-20(h). Retention for the life of the tank is recommended to track depreciation and repairs.
Wastewater	WRD-1856	Wastewater. Studies and Surveys.	Includes solids studies and wastewater surveys.	Retain for 10 years.	Necessary for research and development.
Wastewater	WRD-1857	Wastewater. Turbidity.	Records include daily worksheets, calibration data, and strip charts.	Retain for 5 years or until the next sanitary survey.	Tenn. Comp. R. & Regs. 0400-45-01-20(f).
Wastewater	WRD-1858	Wastewater. Underground Utilities, Location of.	Record of location of all underground utilities maintained by the city.  NOTE: Under T.C.A. § 65-31-105, the city must record location of utilities with county, listing where facilities are located and the name, title, address, and telephone number of operator's representative. The county keeps this record permanently.	PERMANENT RECORD	These records allow the city to know the location and history of underground facilities.
Wastewater	WRD-1859	Wastewater. Variance or Exceptions Granted.		Retain 5 years following the expiration of such variance or exemption.	Tenn. Comp. R. & Regs. 0400-45-01-20(d).
Wastewater	WRD-1860	Wastewater. Violation, Corrective Action.		Retain 3 years after action.	Tenn. Comp. R. & Regs. 0400-45-01-20(b).
Wastewater	WRD-1861	Wastewater. Vulnerability Assessments.	An assessment of drinking water system vulnerability to terrorist attack or other intentional acts. Includes certified copy submitted to the EPA.	PERMANENT RECORD	Required by the Bioterrorism Act for drinking water systems serving 3,300 persons or more. Retain as proof of compliance.  Confidential documents.  Limit access to as-needed.
Wastewater	WRD-1862	Wastewater. Wastewater Sludge Disposal via Land Application, Surface Disposal, Incineration.		Retain 5 years.	(40 C.F.R. 503.17) Land Application; (503.27) Surface Disposal; (503.47) Incineration.
Wastewater	WRD-1863	Wastewater. Wastewater Systems.	Reports, manuals, industrial sampling, spill response, field screening, SCORE, auto sampler maintenance forms, illicit discharge, benthic, ambient, and wet weather sampling.	Retain 10 years.	

Wastewater	WRD-1864	Wastewater. Work Orders.	All work orders completed by the Wastewater Resources Division.	Retain 5 years.	Retain to defend against potential litigation.
Wastewater	WRD-1865	Wastewater. Written Reports, etc., Related to Sanitary Survey.		Retain 10 years after sanitary survey.	Tenn. Comp. R. & Regs. 0400-45-01-20(c).



## CITY OF CHATTANOOGA RECORDS DISPOSITION REQUEST AND AUTHORIZATION FORM

**Date:**

**Name of person requesting disposition authority:**

**Title/Department:**

**Action requested:** One-time records disposition

Continuous records disposition

Other (please explain)

**Description of Record(s): ATTACH SPREADSHEET**

**Date span of records:**

**Proposed disposition:**

**Signature of person making request:** \_\_\_\_\_

**Retention period pursuant to City's Records Retention Policy (to be completed by OCA):**

Approved

Not approved

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**City's Records Custodian**

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**Date**

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**City Attorney / Deputy City Attorney**

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**Date**

