

RESOLUTION NO. 32786

A RESOLUTION AMENDING RESOLUTION NO. 32678  
ADOPTING A REVISED RECORDS RETENTION SCHEDULE  
FOR THE CITY OF CHATTANOOGA TO INCLUDE  
RETENTION REQUIREMENTS FOR THE FAMILY JUSTICE  
CENTER.

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BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA,  
TENNESSEE, That it hereby amends Resolution No. 32678 adopting a revised Records Retention  
Schedule for the City of Chattanooga to include retention requirements for the Family Justice  
Center.

The retention requirements for the Family Justice Center are attached hereto and made a  
part hereof by reference, to be included as page 47 to the Revised Retention Schedule.

ADOPTED: January 27, 2026.

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Record Custodian	Record Series	Record Name	Record Description	Retention Period	Legal Authority/Rationale
Family Justice Center	FJC-1901	Family Justice Center. Board and Governance Records.	Recorded minutes of the meetings, including special call meetings. All recorded actions and other items of a similar nature.	PERMANENT RECORD	
Family Justice Center	FJC-1902	FJC. Client Records (Adults)	Intakes, notes, safety plans, referrals, counseling, advocacy.	Retain 7 years after last contact.	
Family Justice Center	FJC-1903	FJC. Client Records (Minors)	Intakes, notes, safety plans, referrals, counseling, advocacy.	Retain 7 years after minor reaches the age of eighteen (18) years.	
Family Justice Center	FJC-1904	FJC. Financial Records.	Billing, payroll, budgets, audits, receipts.	Retain 7 years.	
Family Justice Center	FJC-1905	FJC. Grant Files.	Records and materials regarding grants applied for and/or money received through state and federal grants.	Retain 7 years after final closeout.	
Family Justice Center	FJC-1906	FJC. Legal/Incident Files.	Legal documents, lawsuits, investigations, subpoenas, claims, etc.	Retain 10 years.	
Family Justice Center	FJC-1906	Family Justice Center. Personnel Files.	File for each employee tracking pay, benefits, performance evaluations, personnel actions, and employee's hiring and termination.	Retain 7 years after separation.	