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Records Management for Municipal Governments: A Reference Guide for City Officials and Municipal Public Records Custodians

Dennis Huffer

Municipal Technical Advisory Service

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Records Management for Municipal Governments

A Reference Guide for
City Officials and
Municipal Public
Records Custodians

Prepared by
Dennis Huffer
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and
Ann O'Connell
MTAS Legal Assistant



MTAS

**MUNICIPAL TECHNICAL
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**Prepared by
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July 2002



Dear City Official:

This manual is presented as a basic summary of laws, regulations and practices regarding records management by city governmental offices. It is intended to replace the previous publication of this office written in 1987 by Harold Yungmeyer entitled *Records: What to Save, What to Toss...and When*. This more comprehensive manual contains additional information on records management, including new provisions addressing the many changes in technology in recent years.

We have tried to make this publication as timely and accurate as possible. Please be aware, however, that laws and regulations affecting local governments are in a constant state of change. When relying on information in this publication about a specific law or regulation, one should always consult the specific statute or regulation itself to ensure that the law has not been amended or repealed. Consult with your city attorney or other legal counsel when necessary.

The MTAS staff hopes this manual will be useful to you and will help increase the efficiency and effectiveness of your offices. Please contact us if you have questions or comments regarding this publication. As you will note in the Acknowledgments, a number of people have assisted us in the preparation of this document. We are indebted particularly to the County Technical Assistance Service, whose *Records Management Manual for County Governments* we have adapted here for use by cities.

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TABLE OF CONTENTS

PART ONE: INTRODUCTION	7
Reasons for Records Management	7
Space	7
Records Serve as a Legal Foundation	7
Open Records Requirements	8
Historical Preservation of Documents	8
Purposes of this Manual	8
 PART TWO: LEGAL ISSUES	 9
Introduction	9
Laws That Require Records to be Kept	9
Federal Laws and Regulations	9
State Laws and Regulations	9
Basic Record Keeping Statutes	10
The State Public Records Commission	10
Public Access	10
Tennessee Public Records Statutes	11
Who Has Access?	11
How Should Access Be Provided?	12
Which Records May Be Subject to Public Access?	13
Maintenance of Confidentiality	15
Other Issues	15
Student Records	16
 PART THREE: RECORDS MANAGEMENT	 17
The Basics	17
Step One: Evaluate	17
Step Two: Develop RDAs	19
Step Three: Develop Written Policies and Procedures	20
Step Four: Continuing Maintenance	20
Conclusion	21
Establishing a Records Management Program	21
Becoming Active and Progressive	21
Lamination	23
Copying Charges	23
Disposal of Records	23
Checks and Balances	23
What Kind of Record is It?	23
Working Papers	23
Temporary Records	24
Alternative Formats for Temporary Records	24
Permanent Records	24
Photographic or Electronic Preservation of Permanent Records	24

Special Considerations	25
Audits	25
Exhibits and Evidence in Court Cases	25
City Hospital and Other Health Records	26
Proper Storage Conditions	26
Records Centers	27
Establishing Archives	28
Specifications	29
Archives Storage and Management Space	29
Technical Assistance	30
Disaster Preparedness	31
Contingency Plans	31
Vital Records Protection	31
Microfilm	33
State Microfilming Program	33
Technical Guidelines	34
Technical Assistance	35
Electronic Records	35
Caveats and Concerns	35
Conclusion	36
 APPENDICES	
A: Statutory Provisions Governing Municipal Public Records	37
B: Tennessee Archives Management Advisory (TAMA) 99-007	38
C: Sources of Additional Information	48
D: Records Inventory Worksheet	51
E: Records Disposition Request and Authorization Form	52
F: City of Knoxville Certificate of Records Disposal	53
 PART FOUR: RETENTION SCHEDULE	 55

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