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

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PART FOUR: RETENTION SCHEDULE

USING THIS RETENTION SCHEDULE

Records in this schedule are grouped under topics. The records under each topic constitute a records series. Each record in the series is given a number consisting of the series designation plus a number designating the order in which the record is listed within the series. For example, Activity Reports under Animal Control are in Record Series A and have the record number A-1. The series designation and the record number should be useful in referring to records during both storage and disposition.

You may notice that there are topics that appear not to be covered. We have attempted to use general topics to the extent possible to keep the schedule from being too voluminous. If you have a record that appears not to be covered, you should look for the record in a related topic that is included in the schedule. For example, a contract involving the airport authority would have the same retention period as other contracts noted under the General Administration topic. We also have attempted to use the index at the end of the schedule to help in finding retention periods for records for which there is no separate topic or series.

Under *Tennessee Code Annotated* 10-7-702, records manuals compiled by MTAS must “be used as guides by municipal officials in establishing retention schedules for all records created by municipal governments...” Since this manual is a guide rather than the final word, a municipality may add more records or records series to the retention schedule if needed.

The following schedules have been reviewed by MTAS staff, the State Library and Archives and several city officials. We recommend their adoption. The retention periods marked with asterisks are required by state or federal law. All other retention periods are based on the record’s administrative, legal and historical value.

As noted in the Records Manual, municipalities have a great deal of flexibility in adopting the retention schedule. It can be adopted, with any needed modification, by ordinance, resolution, motion, citywide policy, or by a records commission if the municipality has one, or applicable portions can be adopted as a departmental policy.

If you have questions about a record and cannot find it in the schedule, contact your MTAS management consultant. If there is any way this manual or retention schedule can be improved, please let us know.

RETENTION SCHEDULES TABLE OF CONTENTS

*Airports	Index
A. Animal Control	57
B. Cemeteries, City Operated	59
C. Courts	60
D. Elections	66
E. Engineering	67
F. Finance	69
G. Fire	74
H. Fleet Services	76
I. General Administration	77
*Hospitals and Nursing Homes	Index
J. Permits	82
K. Personnel	83
L. Planning and Zoning	93
M. Police	94
N. Property Tax	97
O. Purchasing	100
P. Recreation and Parks	101
Q. Schools	102
R. Solid Waste	112
S. Utilities (Billing and Collection)	114
T. Utilities (Operation and Maintenance)	116
U. Utilities (Wastewater and Water Records)	117

*These topics do not have a separate records series.

A. ANIMAL CONTROL

Description of Record	Retention Period	Legal Authority/Rationale
A-1. Activity Reports - Monthly reports showing the 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.
A-2. Adoption Contracts - May include agreement to have animal spayed/neutered when it is 6 months old.	Retain 4 years.	Keep to show proof of ownership/ patterns of behavior on part of animal or owners.
A-3. Annual Reports - Annual reports showing the activity of the animal control operations.	Permanent record.	Keep to aid in planning.
A-4. Bite Reports - Documents investigations of dog bites.	Retain 4 years.	Retention period based on likely time of complaint or legal action.
A-5. Complaints, Record of - May contain date; time of complaint; complainant's name, address and telephone number; owner's name and address; animal's license number and details of problem.	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
A-6. Controlled Substances, Log of	Retain 3 years.	Tenn. Admin. Rule 1730-4-.09
A-7. Dispatching Logs	Retain 4 years, unless legal action is pending.	Retention period based on likely time of complaint or legal action.
A-8. 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 3 years. May want to retain 4 years if 4-year retention period adopted for other animal control records.	Tenn. Admin. Rule 1730-4-.09
A-9. Field Reports (Daily) - Report of officer's daily activities.	Retain 1 year.	Used to compile activity reports.
A-10. 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.
A-11. Rabies Certificate - Rabies vaccination is required by T.C.A. 8-8-104. 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 vaccine lasts 3 years.
A-12. Return to Owner, Record of	Retain 4 years.	Keep to prove ownership of animal and assign liability to owner if the animal is ever in violation of ordinances or statutes.

**Indicates a mandatory retention period based on state or federal law.*

A. ANIMAL CONTROL

Description of Record	Retention Period	Legal Authority/Rationale
A-13. Spay/Neuter Deposit, Record of - Deposit is required by T.C.A. 44-17-503 for every animal not already spayed or neutered that is adopted from an animal shelter.	Retain 4 years.	Keep as part of history of animals and owners.
A-14. Surrender of Animal, Record of	Retain 4 years.	Keep to defend against liability for taking animal. Based on statute of limitations for offenses against property plus 1 year.

**Indicates a mandatory retention period based on state or federal law.*

B. CEMETERIES, CITY OPERATED

Description of Record	Retention Period	Legal Authority/Rationale
B-1. Deed Books - May contain deed number, purchaser's name, deed date, lot number, etc.	Permanent record.	Establishes property rights.
B-2. Interment 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.	Keep for historical purposes.
B-3. Perpetual Care Records - Records regarding funds for the continued upkeep of the cemetery.	Permanent record.	Keep for historical purposes.

C. COURTS

Description of Record	Retention Period	Legal Authority/Rationale
C-1. Affidavit of Complaint - A written statement alleging that a person has committed an offense and alleging the essential facts instituting the offense charged made upon oath before a magistrate or court clerk.	*Permanent record.	T.C.A. 18-1-202(a)
C-2. 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)
C-3. 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)
C-4. 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)
C-5. 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)
C-6. 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)
C-7. 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 case.	T.C.A. 18-1-202(a)

**Indicates a mandatory retention period based on state or federal law.*

C. COURTS

Description of Record	Retention Period	Legal Authority/Rationale
C-8. Bills of Costs - Courts with Concurrent Jurisdiction - Certified bills of costs 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.
C-9. Bills of Costs - Ordinance Violation Cases - Bills 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.
C-10. 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)
C-11. Briefs, Civil Cases - Statements of the case, legal theory and arguments for a party in a case.	*Maintain 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)
C-12. Capias - The general name for several types of writs which require an officer to take the body of the defendant into custody; they are writs of attachment or arrest.	*Permanent record.	Original process must be kept permanently. T.C.A. 18-1-202(a)
C-13. Case Ledgers - Record of case funds received and distributed.	Permanent record.	Recommended by the comptroller in the <i>Internal Control and Compliance Manual for Tennessee Municipalities</i> .

**Indicates a mandatory retention period based on state or federal law.*

C. COURTS

Description of Record	Retention Period	Legal Authority/Rationale
C-14. Citation - A demand that the defendant cited appear in court at a stated time to answer to a misdemeanor or civil offense charge. The citation states the name and address of the person cited, the name of the issuing officer and the offense charged.	*Permanent record.	Original process must be kept permanently. T.C.A. 18-1-202(a)
C-15. 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 principal and sureties.	*Maintain 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)
C-16. Criminal Actions, Record of - All original process, case papers and documents in criminal cases, including judge's orders, in both felony and misdemeanor cases.	*Permanent record.	T.C.A. 18-1-202(a)
C-17. Delinquent Tax Collections 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)
C-18. 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)
C-19. Discovery Records, Civil Cases - Interrogatories, depositions and other legal devices to obtain information concerning a case prior to trial.	*Maintain 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)
C-20. Distress Warrants and Warrant Stubs - Original warrants and warrant stubs issued against persons, showing name and address of person for 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.

**Indicates a mandatory retention period based on state or federal law.*

C. COURTS

Description of Record	Retention Period	Legal Authority/Rationale
C-21. 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)
C-22. General Account Ledgers (execution docket) - Ledger accounts of 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 from which entry was posted.	*Permanent record.	T.C.A. 18-1-202(a)
C-23. 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.
C-24. Habeas Corpus, Writs of - Writs issued to change the place of trial, to move from custody of one court to another, directing that a detained person be produced, etc.	*Permanent record.	Original process must be kept permanently. T.C.A. 18-1-202(a)
C-25. Judge's Opinions - Statements by the judge of the decision reached in regard to a cause heard before him relating the law as applied to the case and giving reasons on which the judgment is based.	*Permanent record.	T.C.A. 18-1-202(a)
C-26. 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.
C-27. 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.

**Indicates a mandatory retention period based on state or federal law.*

C. COURTS

Description of Record	Retention Period	Legal Authority/Rationale
C-28. Mittimuses - 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)
C-29. 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.	Keep permanently as a basic record of the actions of the court.
C-30. Processes Served, Record of - Record of warrants, capiases, summonses, and other papers served.	Retain 3 years after last entry. NOTE: Do not confuse this record with original process which must be kept as a permanent record to comply with T.C.A. 18-1-202(a).	Keep for audit purposes.
C-31. Receipts for Papers - Record of all files and papers removed from the office, showing date and by whom taken, and date returned.	Retain until all files and papers are returned.	Working papers as defined in T.C.A. 10-7-301(14)
C-32. Reports - Municipal Court with Concurrent Jurisdiction - Duplicates of monthly reports to the county and the 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.
C-33. Rule Dockets and Indexes - A record of original processes issued and filed 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)

**Indicates a mandatory retention period based on state or federal law.*

C. COURTS

Description of Record	Retention Period	Legal Authority/Rationale
C-34. 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)
C-35. 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
C-36. Summonses - A writ notifying a person that a court action has been 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)
C-37. 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)
C-38. Unclaimed Funds, Record of - Record of funds in hands of clerk unclaimed for 7 years and turned over to state, showing style of case, case number, respondent, and amount.	Retain 10 years.	Keep record for audit purposes and a reasonable period to allow interested parties to make inquiries.
C-39. 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)
C-40. 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)

**Indicates a mandatory retention period based on state or federal law.*

D. ELECTIONS

Description of Record	Retention Period	Legal Authority/Rationale
D-1. Candidate Lists - Lists of candidates participating in elections.	Retain 4 years after election or for duration of term.	Based on standard election cycle.
D-2. 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.
D-3. Election Results	Permanent record.	Has historical significance.
D-4. Precinct Maps - Geographical descriptions of polling units.	Permanent record.	Possible historical significance.
D-5. 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.
D-6. Reapportionment 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.

E. ENGINEERING

Description of Record	Retention Period	Legal Authority/Rationale
E-1. Aerial Photographs - Aerial photographs of flyovers. Negatives may be available at the state Department of Transportation's photographic lab.	Permanent Record.	Keep for operational purposes through reappraisal appeals process and greenbelt re-certification appeal period. This record series has a high historical and archival value and should be preserved for those reasons.
E-2. 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 one year. T.C.A. 28-3-109
E-3. Building Plans - Blueprints and specifications for all municipal buildings including school buildings.	Retain for the life of the building (plus additional time if litigation could arise from a building's early demise). Consider donating to archive.	Necessary for maintenance and operation of physical plant.
E-4. City Street List - Record of all streets under the control of the city.	Permanent record.	Necessary for street regulation and maintenance and to protect street department from allegations of working on private property.
E-5. Complaints - Citizen service request for maintenance and repair issues.	Retain 5 years.	Could constitute notice of unsafe condition.
E-6. Deeds, Easements, Highway Rights-of-way, etc. - Instruments of conveyance of interests in real property. Shows signature of property owner, date, width of easement, and name of road.	Permanent record in city recorder's office.	Recorded copy is necessary to preserve city property rights. City should retain its own copy as a record of its property rights.
E-7. 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.
E-8. 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 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.

E. ENGINEERING

Description of Record	Retention Period	Legal Authority/Rationale
E-9. 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.	Necessary for maintenance and operation of city infrastructure. Eligible for recordation. T.C.A. 13-3-402
E-10. 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.
E-11. Underground Utilities, Location of - Record of location of all underground utilities maintained by the city.	Permanent record.	Necessary for 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.
E-12. Work Orders - For repair and maintenance of streets, traffic signs, traffic signals and utilities.	Retain 5 years.	Evidence in lawsuit.

F. FINANCE

Description of Record	Retention Period	Legal Authority/Rationale
F-1. 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 statute of limitations for legal actions for breach of contract plus one year. T.C.A.28-3-109
F-2. Accounts Payable	Retain 10 years.	Recommendation of the comptroller set forth in the <i>Internal Control and Compliance Manual for Tennessee Municipalities</i> .
F-3. Accounts Receivable	Retain 10 years.	Recommendation of the comptroller set forth in the <i>Internal Control and Compliance Manual for Tennessee Municipalities</i> .
F-4. Annual Reports to City Officials - Submitted by city departments, boards or agencies.	Permanent record.	Keep for historical purposes.
F-5. Appropriation Ordinance or Resolution - Record of appropriations made by the municipal legislative body for maintenance of city offices and departments, and for 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.
F-6. 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 <i>Internal Control and Compliance Manual for Tennessee Municipalities</i> . Record has high historical value. NOTE: T.C.A. 6-56-104 requires the city to place a copy of the audit in the main branch of the public library.
F-7. Bank Deposit Books - Bank books showing name and location of bank, and amounts and dates of deposits.	Retain 6 years plus 1 year after last entry.	Based on statute of limitations for legal actions for breach of contract plus one year. T.C.A. 28-3-109
F-8. Bank Deposit Slips - Slips showing name and location of bank, and amounts and dates of deposits.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract plus one year. T.C.A. 28-3-109

F. FINANCE

Description of Record	Retention Period	Legal Authority/Rationale
F-9. 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 one year. T.C.A. 28-3-109
F-10. Bids, On Equipment and Supplies - Records showing bidder's name, complete description of item(s), delivery date, amount of bid, and any correspondence with the bidder. Include record of unsuccessful bids in this file.	Retain 7 years after contract expires.	Based on statute of limitations for legal action based on breach of contract plus one year. T.C.A. 28-3-109
F-11. 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.	Bonds and coupons may be destroyed after the audit is complete for the fiscal year during which the bonds were duly paid and canceled. Register book must be kept until all bonds are paid and canceled.	Based on procedures established in T.C.A. 9-21-123
F-12. Budget Records and Reports - These pertain to the general fund and street fund, debt service fund, and 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.
F-13. 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 legal actions for breach of contract plus one year. T.C.A. 28-3-109
F-14. Cash Journals - Record 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 this record important for demonstrating patterns in investigations of misappropriation of funds. Prior to the advent of general budgetary practices, the <i>Recorder's Cash Journal</i> was the best record for tracking the total revenue stream of the city and has historical value. For this reason, older records should be kept permanently.

F. FINANCE

Description of Record	Retention Period	Legal Authority/Rationale
F-15. Cash Reconciliation Report - Shows balances at beginning of 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.
F-16. 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 legal actions for breach of contract plus one year. <i>T.C.A. 28-3-109</i>
F-17. Check Stubs - From all city accounts and accounts of all its departments.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract plus one year. <i>T.C.A. 28-3-109</i>
F-18. 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. <i>T.C.A. 28-3-109</i>
F-19. Financial Reports 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> .
F-20. 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> .

F. FINANCE

Description of Record	Retention Period	Legal Authority/Rationale
F-21. 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. This information is included in the journal package of most software in computerized cities. If stored electronically in compliance with electronic data processing 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 legal actions for breach of contract plus one year. T.C.A. 28-3-109
F-22. 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 statute of limitations for legal actions for breach of contract plus one year. T.C.A.28-3-109
F-23. Investment Ledgers - Surplus cash investments, rate of interest, date and amount collected.	Retain 10 years.	Keep for audit purposes and to address arbitrage concerns.
F-24. 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 one year. T.C.A. 28-3-109
F-25. 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 one year. T.C.A. 28-3-109
F-26. 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 payment of 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 one year. T.C.A. 28-3-109

F. FINANCE

Description of Record	Retention Period	Legal Authority/Rationale
F-27. Sales Tax Reports - Report from the state showing total tax collection less cost of state collection. Report shows amounts distributed to incorporated municipalities.	Retain 10 years.	This record series is kept longer than the usual audit standard in case of a dispute regarding city/county distribution of revenues.
F-28. Travel Authorizations	Retain 5 years.	Keep for audit purposes.
F-29. Unclaimed Funds, Record of - Record 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 record for audit purposes and a reasonable period to allow interested parties to make inquiries.

G. FIRE

Description of Record	Retention Period	Legal Authority/Rationale
G-1. 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.
G-2. Bloodborne Pathogens/ Infectious Material Standard - Protects employees who may be occupationally exposed to blood or other infectious materials. - Written exposure plan - Medical records - Training records - Employee exposure records	No retention period specified. Must be available to workers and kept current. *Retain for duration of employment plus 30 years. *Retain 3 years. *Retain 30 years.	Occupational Safety and Health Act (29 CFR 1910.1030) Occupational Safety and Health Act (29 CFR 1910.1020) Occupational Safety and Health Act (29 CFR 1910.1030) Occupational Safety and Health Act (29 CFR 1910.1020)
G-3. 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 granted.	General recommendation is based on statute of limitations for malicious burning plus one 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.
G-4. 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.
G-5. Fire Safety Inspection and Similar Reports - Reports made by the Tennessee Department of Insurance, Division of Fire Prevention, or local fire department showing date, name of inspector, location inspected, etc.	Retain current inspection report until a new inspection report is received, as a minimum. Retaining 3 years is recommended.	Keep for enforcement purposes. Keeping one generation back allows the department to show a history of inspection.
G-6. Firefighter Annual Certification of Fitness to Perform Job Functions	*Retain until next certification completed to comply with OSHA. Retaining 3 years is recommended.	Required by OSHA. (29 CFR 1910.156(b)(2)) and (29 CFR 1910.135(m)). Department of Labor can request information going 3 years back. Retention allows the fire department to show a history of testing and compliance.

**Indicates a mandatory retention period based on state or federal law.*

G. FIRE

Description of Record	Retention Period	Legal Authority/Rationale
G-7. Firefighter Annual Facemask Fit Test Records	*Retain until next certification completed to comply with OSHA. Retaining 3 years is recommended.	Required by OSHA. (29 CFR 1910.156(f)) and (29 CFR 1910.135(m)). Department of Labor can request information going 3 years back. Retention allows the fire department to show a history of testing and compliance.
G-8. Material Safety Data Sheets (MSDS) - Employers must have MSDS on file for each hazardous chemical they use and ensure 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.	No specific time - must be maintained in a current fashion. *Retain for 30 years.	Occupational Safety and Health Act (29 CFR 1910.1020(d)(1)(ii) (B)) Occupational Safety and Health Act (29 CFR 1910.1020(d)(1)(ii) (B))
G-9. 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 CFR 1910.1020)
G-10. 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.
G-11. Training Records	Retain for duration of employment plus 3 years.	Proof of training for ISO and OSHA.
G-12. Vehicle and Equipment Maintenance Records	Retain for life of vehicle or equipment.	Determination of replacement, proof of maintenance.

**Indicates a mandatory retention period based on state or federal law.*

H. FLEET SERVICES

Description of Record	Retention Period	Legal Authority/Rationale
H-1. Vehicle and Equipment Purchase and Maintenance Records	Retain for life of vehicle or equipment.	Determination of replacement, proof of maintenance.

I. GENERAL ADMINISTRATION

Description of Record	Retention Period	Legal Authority/Rationale
I-1. Affidavits 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 and 10 years thereafter; if license not granted, retain one year.	Keep for audit purposes. T.C.A. 67-4-712(a)
I-2. Alcoholic Beverage Commission Applications	If application granted, retain for life of permit. If application 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.
I-3. 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 permit is terminated.	Keep for audit purposes.
I-4. 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)
I-5. 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, and signature of applicant; fee/ tax paid and license number.	Retain 5 years after license has expired.	Keep for audit purposes.
I-6. 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 one year. T.C.A. 28-3-109
I-7. 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 statute of limitations for actions for breach of contract plus one year. T.C.A. 28-3-109

I. GENERAL ADMINISTRATION

Description of Record	Retention Period	Legal Authority/Rationale
I-8. Correspondence Files (including e-mail) - Correspondence with citizens and government officials regarding policy and procedures or program administration.	Generally retain 5 years but appraise for continuing administrative usefulness or historical value.	Maintain for reasonable period of time in case of continued action related to the correspondence.
I-9. 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.
I-10. Facility Inspection and Maintenance Records - Records documenting inspection of and repairs or improvements made to municipal buildings and structures.	Retain 5 years.	Possible significance in tort cases.
I-11. Fixed Assets - Comprehensive inventory of all fixed assets.	Retain 5 years after disposal of property.	Audit standard authorized by Tenn. Admin. Rule 0520-1-2-.13
I-12. General (Non-financial) 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 for preparation of budgets in following years.
I-13. Insurance Policies - 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 one year. T.C.A. 28-3-109
I-14. Leases (Real Property) - Copies of leases or rental contracts on real estate, showing names of lessor and lessee, description of property, terms of the contract, date of execution, and signatures of parties involved.	Permanent record.	Keep to track property rights. NOTE: If lease is for more than 3 years, eligible for recordation under T.C.A. 66-24-101(a)(15).
I-15. 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 one year. T.C.A. 28-3-109

I. GENERAL ADMINISTRATION

Description of Record	Retention Period	Legal Authority/Rationale
I-16. Legal Opinions and Court Decisions - Records, including correspondence, stating or referencing court decision or legal opinions dealing with or affecting the department.	Retain 20 years or until record no longer relevant, whichever is later.	Court opinions can have continuing impact on operations.
I-17. 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.
I-18. 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, adoption of a budget, receiving financial reports from city officials and departments, appropriation of 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.
I-19. (Rough) Minutes and Roll Calls of City Legislative Body - Notes taken at meeting of city legislative body and used to compile minutes. Includes audio tapes.	Retain until minutes are approved by city legislative body.	Working papers as defined in T.C.A. 10-7-301(14).
I-20. Minutes of Other Boards - Minutes of the meetings of other boards, such as a planning commission, utility board, beer board, etc., including members present, votes and actions taken.	Permanent record. NOTE: Rough minutes are working papers and may be destroyed after final version of minutes is approved.	Actions recorded in minutes are effective until superseded/amended or rescinded/repealed. Also keep for historical purposes.
I-21. Motor Vehicle City Stickers - Copies of applications for city stickers for motor vehicles; evidence of compliance.	Retain 5 years.	Keep for audit purposes.

I. GENERAL ADMINISTRATION

Description of Record	Retention Period	Legal Authority/Rationale
I-22. 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 principal, 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
I-23. Ordinances - Code of Ordinances and ordinance books; copies of amended and 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.
I-24. 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.
I-25. 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 disbursing 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 formally revoked.	Keep for audit purposes.
I-26. Privilege Licenses - See Business and Privilege Licenses		

I. GENERAL ADMINISTRATION

Description of Record	Retention Period	Legal Authority/Rationale
I-27. Reports of City Officials, Departments, Commissions and Committees - Reports submitted to the municipal legislative body containing data 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.
I-28. Settlement Agreements - Instruments evidencing the 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 one year. T.C.A. 28-3-109

J. PERMITS

Description of Record	Retention Period	Legal Authority/Rationale
J-1. Approved Permit Applications for Solid Waste Disposal Facilities - Records of all data and supplemental information used to complete permit applications. Includes copy of the permit and the approved Part I and Part II application. Maintain at the facility or another location with the approval of the department.	Retain throughout active life of the facility and through the post-closure care period.	Keep to show compliance with regulations in order to defend against superfund liability. Tenn. Admin. Rules 1200-1-7-.02(2)(a)4 & 1200-1-7-.02(4)(a)7
J-2. Building Permits and Inspections, copies of - Show name of owner, amount of money to be expended, type of structure, location, date, and name of contractor.	Retain 1 year after issuance of certificate of occupancy or final inspection.	These are used to find new construction. Once improvement is assessed, the record has no use. NOTE: Notify property assessor of completion before record is destroyed.
J-3. 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 chairman 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.
J-4. 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.
J-5. Violation Notices - Notices of violations of building codes.	Retain 5 years.	Retain to document municipal actions concerning violations and for reference purposes.

K. PERSONNEL

Description of Record	Retention Period	Legal Authority/Rationale
K-1. Advertisements Regarding Job Openings and 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. ____ (2004).
K-2. Age Records	*Retain 3 years.	Fair Labor Standards Act (29 CFR 516); Age Discrimination in Employment Act (29 CFR 1627.3)
K-3. 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 CFR 1602.31)
K-4. Applications, Resumes or Other Replies to Job Advertisements, including Temporary Positions, etc.	Retain 5 years from date record was made or human resources action is taken, whichever is later. NOTE: If the city has adopted a policy of not accepting unsolicited resumes, they do not have to be retained. Otherwise, they should be kept 5 years.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S. ____ (2004).
K-5. Bloodborne Pathogens/ Infectious Material Standard - Protect employees who may be occupationally exposed to blood or other infectious materials. • Written exposure plan • Medical records • Training records • Employee exposure records	Retention period not specified. Must be available to workers and kept current. *Retain for duration of employment plus 30 years. *Retain 3 years. *Retain 30 years.	Occupational Safety and Health Act (29 CFR 1910.1030) Occupational Safety and Health Act (29 CFR 1910.1020) Occupational Safety and Health Act (29 CFR 1910.1030) Occupational Safety and Health Act (29 CFR 1910.1020)
K-6. 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 CFR 274A.2)

**Indicates a mandatory retention period based on state or federal law.*

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84

K. PERSONNEL

Description of Record	Retention Period	Legal Authority/Rationale
K-12. EEOC Information - Records kept by local governments. Any political subdivision with 15 or more employees must keep records and information which are necessary for the 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 of the making of the record or the personnel action involved whichever occurs later.	29 CFR 1602.31
K-13. 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 CFR 1627.3); Fair Labor Standards Act (29 CFR 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.
K-14. Employer Information Report - 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 a copy of the report at each central office for 3 years.	Title VII of the Civil Rights Act (29 CFR 1602.32)
K-15. Employer Records of Leave Under FMLA - Non-Exempt Employees - Employers shall keep records pertaining to their obligations under the act in accordance with the record keeping requirements of the Fair Labor Standards Act (FLSA). Records kept must disclose the following: • 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. • Dates FMLA leave is taken. • Hours of the leave if FMLA is taken in increments. <i>continued</i>	*Retain 3 years. No particular order or form of records is required.	Family and Medical Leave Act (29 CFR 825.500)

**Indicates a mandatory retention period based on state or federal law.*

K. PERSONNEL		
Description of Record	Retention Period	Legal Authority/Rationale
- Copies of employee notices of leave furnished to the employer and copies of all general and specific notices given to employees. - Documents describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leaves. - Premium payments of employee benefits. - Records of any dispute between the employer and an employee regarding the designation of leave as FMLA leave.		
K-16. 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 CFR 516.5) Equal Pay Act (29 CFR 1620.32 (b)) 28 U.S.C. § 1658
K-17. Employment Tax Records	Retain 4 years.	Internal Revenue Code (26 CFR 31.6001-1)
K-18. Family and Medical Leave Act (FMLA) Employer Records of Leave Under FMLA - Exempt Employees - 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: - Eligibility for FMLA leave is presumed for any employee who has been employed for 12 months. - 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.	*Retain 3 years. No particular order or form of records is required.	Family and Medical Leave Act (29 CFR 825.500) Family and Medical Leave Act (29 CFR 825.110) Family and Medial Leave Act (29 CFR 825.206)

**Indicates a mandatory retention period based on state or federal law.*

K. PERSONNEL

Description of Record	Retention Period	Legal Authority/Rationale
K-19. 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 CFR 516.5) requires 3-year retention. Equal Pay Act (29 CFR 1620.32(c)) requires 2-year retention. Keep to comply with longer period.
K-20. Group Health Insurance Coverage After Certain Qualifying Events - Employers need records showing covered employees and their spouses and dependents: • Have received written notice of continuing group health insurance and COBRA rights • Whether the employee and his/her spouse and dependents elected or rejected coverage.	Retain 7 years.	Internal Revenue Code (26 CFR 54.4980B)
K-21. Hiring Records	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. ____ (2004).
K-22. Insurance/Retirement Plans • Benefit plan descriptions • Records providing the basis for all required plan descriptions and reports necessary to certify the information including vouchers, worksheets, receipts, and applicable resolutions.	*Retain during the period that the plan or system is in effect, plus 1 year after termination of the plan. *Retain not fewer than 6 years after filing date of documents.	Age Discrimination in Employment Act (29 CFR 1627.3(b)(2)) Employee Retirement Income Security Act (29 CFR 2520.101-1 through 2520.104b-30)
K-23. Layoff Selection	Retain 5 years from date record made or personnel action taken.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S. ____ (2004).
K-24. Material Safety Data Sheets (MSDS) - • Employers must have MSDS on file for each hazardous chemical they use and ensure 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.	No specific retention time set by statute. Must be maintained in a current fashion. *Retain 30 years.	Occupational Safety and Health Act (29 CFR 1910.1020(d)(1) (ii)(B)) Occupational Safety and Health Act (29 CFR 1910.1020(d)(1) (ii)(B))

**Indicates a mandatory retention period based on state or federal law.*

K. PERSONNEL

Description of Record	Retention Period	Legal Authority/Rationale
K-25. Minimum Wage and Overtime Charges - <i>See also the following in this section</i> • Citizenship or Authorization to Work • Americans with Disabilities Act - Employer Record • Insurance/Retirement Plans • Occupational Injuries & Illness • Payroll-Basis on which wages are paid • Physical/Medical Exams • Veterans-Military Leave	*Retain 3 years.	Fair Labor Standards Act (29 CFR 516.6) requires retention for 2 years, but Department of Labor can request documents going back 3 years.
K-26. 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 the records relate. *Retain 5 years following the end of the year to which the records relate. *Retain 5 years.	Occupational Safety and Health Act (29 CFR 1904.9) Occupational Safety and Health Act (29 CFR 1904.9) Occupational Safety and Health Act (29 CFR 1904.9)
K-27. Older Workers Benefit Protection Act - Employer Records - Same employer record retention requirements as the Age Discrimination in Employment Act (ADEA). Waiver of Age Discrimination in Employment Act rights.	*Retain 3 years to comply with statute. Retaining as a permanent record is recommended.	Age Discrimination in Employment Act (29 CFR 1627.3, 29 CFR 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.
K-28. 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. ____ (2004).
K-29. 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. ____ (2004).

**Indicates a mandatory retention period based on state or federal law.*

K. PERSONNEL

Description of Record	Retention Period	Legal Authority/Rationale
K-30. 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 payment of wages, wage rates, job evaluation, merit and incentive programs and seniority systems. - The basic reason for these records is to give the Wage and Hour Division an indication of whether or not sex discrimination exists. - Although there is no specific form furnished by the Wage and Hour Division for calculation of benefit costs, the data necessary to calculate these cost should be readily available to Wage and Hour audit personnel.	Retain 5 years.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S. ____ (2004).
K-31. Payroll Records for FLSA-Exempt Employees - (Bona-fide executive, administrative and professional employees) - Name of employee (as used for social security record purposes) and identifying number or symbol, if such is used on payroll records. - Home address, including ZIP code - Date of birth, if under 19 years of age - Sex and occupation - Time of day and day of week in which employee's work week begins, if this varies between employees; otherwise, a single notation for the entire establishment will suffice. - Total wages paid each pay period. - Dates of payment and pay period covered.	Retain 5 years.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S. ____ (2004). Records of hours worked are recommended for Department of Labor Wage and Hour audits.

**Indicates a mandatory retention period based on state or federal law.*

K. PERSONNEL

Description of Record	Retention Period	Legal Authority/Rationale
K-32. Payroll Records - FLSA Non-Exempt Employees - All required for exempt employees plus: • 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 data.) • Daily hours worked and total hours worked each workweek. (Workday may be any consecutive 24-hour period, and workweek is any fixed and regularly recurring period of 7 consecutive days.) • Total daily or weekly straight-time earnings or wages due for hours worked during the workday or workweek. • Total premium pay for overtime hours. This premium pay for overtime hours excludes the straight-time earnings for overtime hours recorded under the above item. • 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.	Retain 5 years.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S.____ (2004).
K-33. Payroll Records - Title VII Purposes - Rates of pay or other terms of compensation.	Retain 5 years from date record is made or personnel action taken, whichever is later.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S.____ (2004).
K-34. Permit-Required Confined Space - Canceled permit entry forms and training certification.	*Retain 1 year.	Occupational Health and Safety Act (29 CFR 1910.146(e)(6)), 29 CFR 1910.146(g)(4))
K-35. 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. *Retain exposure records for at least 30 years.	Based on 5-year statute of limitations for personnel actions plus 2 years. (29 CFR 1910.1020(d)(1))

**Indicates a mandatory retention period based on state or federal law.*

K. PERSONNEL

Description of Record	Retention Period	Legal Authority/Rationale
K-36. 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 by law 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 5 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 on request.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S. ____ (2004).
K-37. Physical/Medical Records - Results of physical examinations considered in connection with personnel action.	Retain 5 years.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S. ____ (2004).
K-38. Physical/Medical Records Under FMLA - Records and documentation including a 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: - Supervisors and managers may be informed regarding necessary restrictions and accommodations, not the true nature of the condition. - First aid and safety personnel may be informed (when appropriate) if the employee might require emergency treatment. - Government officials investigating compliance with FMLA shall be provided relevant information.	*Retain 3 years. No particular order or form of records is required.	Family and Medical Leave Act (29 CFR 825.500)
K-39. Physical/Medical Records Under OSHA - 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 CFR 1910.1020)
K-40. 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. ____ (2004).

**Indicates a mandatory retention period based on state or federal law.*

K. PERSONNEL

Description of Record	Retention Period	Legal Authority/Rationale
K-41. 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. ____ (2004).
K-42. Termination Records	Retain 5 years from the date record is made or personnel action taken, whichever is longer.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S. ____ (2004).
K-43. 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. ____ (2004).
K-44. Transfer Records	Retain 5 years from date record is made or personnel action taken, whichever is later.	28 U.S.C. § 1658; Jones v. R.R. Donnelley & Sons Co., 541 U.S. ____ (2004).
K-45. Travel Authorizations	Retain 5 years after creation of record.	Keep for audit purposes.
K-46. 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 in active duty and still be eligible for re-employment. Employees are re-employed to their former positions or a position of like status and pay with seniority and vacation as if they had not taken a military leave.	Retain 7 years.	Uniform Services Employment and Re-employment Rights Act (5 CFR 1208) NOTE: Retention period not specified by regulations. The service limit on the time an employee may spend in active duty and still be eligible for re-employment can be up to 5 years.
K-47. W-2s - Annual wage and tax statements.	Retain 5 years.	Keep for audit purposes.
K-48. W-4s - Withholding allowance certificates.	Retain 5 years after superseded or upon separation of employee.	Keep for audit purposes.
K-49. Wage Rate Tables - All tables or schedules (from their last effective date) of the employer that provide rates used in computing straight-time earnings, wages, or salary or overtime pay computation.	*Retain 3 years.	Fair Labor Standards Act (29 CFR 516.6) requires 2-year retention, but the Department of Labor can request records going back 3 years.

**Indicates a mandatory retention period based on state or federal law.*

L. PLANNING AND ZONING

Description of Record	Retention Period	Legal Authority/Rationale
L-1. Board of Zoning Appeals Action - Application or documentation for hearing and decision before Board of Zoning Appeals.	Application – 1 year after application Disapproval – 1 year after action Approved Action – permanent	Statute of limitations. Variance runs with land.
L-2. 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.
L-3. 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.
L-4. 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.
L-5. Request for Zoning Change - Request for permanent change to zoning map.	Retain for 5 years.	Appeals.
L-6. Studies and Reports of the Planning Commission - All studies and reports, including comprehensive plans, future facilities plans, etc.	Permanent record.	Keep for historical purposes.
L-7. Subdivision Regulations	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.
L-8. Zoning Map and 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.

M. POLICE

Description of Record	Retention Period	Legal Authority/Rationale
M-1. Accident Reports - Motor vehicle accident reports giving location of 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 based on statute of limitations for actions for injuries to personal property plus 1 year. T.C.A. 28-3-105
M-2. Armory Records - Records regarding acquisitions, requisitions, check-ins, etc.	Retain for 10 years.	Keep in case of potential liability.
M-3. Arrest Records - Includes offense and incident reports and indexes 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, signature of arresting officer.	Retain 100 years. If the subject is found "not guilty," then original arrest records should be retained until the records are transferred to an acceptable storage medium such as microfilm. If subject is convicted, retain original until the 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. Consider donating to archive.	Retention of originals is necessary for continuing investigative purposes. Retention of record in space-saving storage medium is based on life of individual.
M-4. Case Files - Copies of all pertinent records of whatever nature relevant to a particular case under or pending investigation, accumulated in a single file by the investigator or agency to facilitate the investigation or prosecution of offenders. May include copies of incident reports; supplementary report; missing person/runaway report; arrest report if part of a 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.	Retain originals until 1 year after statute of limitation has run. After statute of limitation has run, retain in an acceptable space-saving storage medium 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. (NCIC requirement may vary based on specific contract provisions.) Consider donating to archive.	Retention of originals is necessary for continuing investigative purposes. Retention of record in space-saving storage medium is based on life of individual.

M. POLICE

Description of Record	Retention Period	Legal Authority/Rationale
M-5. Fingerprinting Records	Death of subject or reasonable presumption of death, <i>i.e.</i> , 100 years. NOTE: See T.C.A. 37-1-155 for detailed information regarding treatment of fingerprint records of juveniles.	Retention period based on life of subject.
M-6. 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>i.e.</i> , 100 years.	Retention period based on life of subject.
M-7. Incident Reports (Offense or Complaint Reports) - Show 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, Runaway Reports (individual and collective).	Retain misdemeanors for 2 years. Retain felonies for 16 years. Retain capital offenses permanently. 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. 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. (NCIC requirements may vary based on specific contract provisions.)	Retention period based on statute of limitations of incident.
M-8. 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.

M. POLICE

Description of Record	Retention Period	Legal Authority/Rationale
M-9. Missing Person/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 is necessary for continuing investigative purposes and is based on life of individual.
M-10. 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.
M-11. Parking Tickets	Retain 3 years.	Statistical data.
M-12. Processes Served, Record of - Record of warrants, capiases, summonses, and other papers served.	Retain 3 years after last entry.	Keep for non-financial audit purposes.
M-13. Radio Logs - A record of radio calls giving time called, car or station calling, car or station called, car location, nature of call, and acknowledgment.	Retain 3 years, unless legal action is pending.	Retention period based on likely time of complaint or legal action.
M-14. Traffic Citations, Copies - (Originals are kept by court. See page 64 on court records.)	Retain 3 years.	Statistical data.
M-15. 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 in determining employment and promotion decisions and for continuing education program. Also vital record in defending lawsuits against department alleging improper actions of employees.

N. PROPERTY TAX

Description of Record	Retention Period	Legal Authority/Rationale
N-1. Aerial Photographs - Aerial photographs of flyovers. Negatives may be available at the State Department of Transportation's photographic lab.	Permanent Record.	Keep for operational purposes through correction period and greenbelt re-certification to cover appeal period. This record series has a high historical and archival value and should be preserved for those reasons.
N-2. 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. <i>Consider getting copies from the Assessor's Office.</i>	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.
N-3. 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. <i>Consider getting copies from the Assessor's Office.</i>	Retain 2 years.	Keep to identify exempt property owners.
N-4. Board of Equalization, Certification of Assessments, Copies of - Certificate required by T.C.A. 67-5-1410 wherein members of board of equalization certify that all appeals of the assessments and classifications of property have been examined and changes made that are proper, just and equitable and are prescribed by law. <i>Consider getting copies from the Assessor's Office.</i>	Retain 2 years.	Keep for audit purposes.
N-5. Certificates of Public Utilities Tax Valuations by Office of State Assessed Properties, Copy of - Tax roll listing total assessment of public utilities in the city by the Office of State Assessed Properties.	Retain annual assessments 1 year, then destroy. State office maintains the record.	This record is like a tax roll for public utilities that are assessed by the state.

N. PROPERTY TAX

Description of Record	Retention Period	Legal Authority/Rationale
N-6. 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 10 years past due date. T.C.A. 67-5-1806
N-7. Delinquent Tax Receipt Books - Receipts issued for payment of delinquent realty and personalty 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 10 years past due date. T.C.A. 67-5-1806
N-8. 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. This 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 10 years past due date. T.C.A. 67-5-1806
N-9. Land Sold for Taxes, Record of - Copy 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.
N-10. 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.
N-11. Personal Property, Audit Records - Supporting information and documentation for audit. <i>Consider obtaining from Assessor's office.</i>	Retain 2 years.	Retain in case of forced assessments. Destroy after use.

N. PROPERTY TAX

Description of Record	Retention Period	Legal Authority/Rationale
N-12. Property Tax Relief Applications 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). Tenn. Admin. Rules 0600-03.-10(1)(c)
N-13. 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 4 years.	Retention based on time period for corrections and rollback issues. This record is stored for a longer term with the trustee.
N-14. Tax Bills	Retain 1 year.	Working papers.
N-15. 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.
N-16. 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 the office but if removed, should be transferred to an archive or library.	As working papers, no mandatory retention 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 the Assessor's office.

O. PURCHASING

Description of Record	Retention Period	Legal Authority/Rationale
O-1. Bids - Records showing bidder's name, complete description of item(s), delivery date, amount of bid, and any correspondence with the bidder. Includes any advertisements. Includes unsuccessful bids.	Retain 7 years after contract expires.	Based on statute of limitations for legal action based on breach of contract plus one year. T.C.A. 28-3-109
O-2. Contracts - Contracts between the city and other contractors.	Retain 7 years after termination of contract.	Based on statute of limitations for actions for breach of contract. T.C.A. 28-3-109
O-3. 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.
O-4. Purchase Orders	Retain 5 years after creation of record.	Keep for audit purposes.
O-5. Requisitions and Requisitions for Purchase - Records of requests for supplies and equipment in cities with centralized purchasing departments or offices.	Retain 5 years after creation of record.	Keep for audit purposes.
O-6. Street Contracts and Bonds - Contracts entered into between the city and street contractors for the construction and upkeep of roads. May include bonds of contractors guaranteeing compliance with terms of contract, 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 contract. Retain bonds 7 years after release, replacement, or expiration.	Based on statute of limitations for breach of contract actions plus 1 year. T.C.A. 28-3-109

P. RECREATION AND PARKS

Description of Record	Retention Period	Legal Authority/Rationale
P-1. Liability Releases - Forms signed by participants in recreation activities absolving municipality of liability.	Retain 2 years. (If subject of lawsuit, keep until final determination.)	Based upon statute of limitations for tort actions plus 1 year.
P-2. Rosters of Activity Participants Lists of persons participating in recreation activities.	Retain 2 years. (If subject of lawsuit, keep until final determination.)	Based upon statute of limitations for tort actions plus 1 year.
P-3. 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.
P-4. 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.)	Based upon statute of limitations for tort actions plus 1 year.

Q. SCHOOLS

Description of Record	Retention Period	Legal Authority/Rationale
Q-1. Accountability for 200 Days - Record details use of 200 required school days and in-service training.	Retain 5 years.	Audit standard authorized by the Dept. of Educ. Admin. Rule 0520-1-2-.13. T.C.A. 49-6-3004
Q-2. Annual Report of Professional Personnel - Report made to the Tennessee Department of Education listing alphabetically all teachers and other professional personnel in the school system. This report shows for each professional the name of the school assigned, grades taught, whether full-time or part-time, and the number of months paid. The report also shows the number of principals, the number of teachers or other professionals in the school, kind of certificates or permits, expiration date, and data on training, experience, salary, and such other information as required by the Tennessee Department of Education.	Retain 10 years, before eligible for destruction. NOTE: This record may be useful as a back-up to payroll records for determining retirement status. Consider keeping this record 40 years if there is any question of availability or accuracy of payroll records.	Audit standard authorized by the Dept. of Educ. Admin. Rule 0520-1-2-.13. (No retention schedule in rule.)
Q-3. Attendance Agreements of Out-of-District and Out-of-State Students - Agreements from the superintendent of education regarding students attending schools out of the district and/or state in which the student resides.	Retain 5 years.	Audit standard authorized by the Dept. of Educ. Admin. Rule 0520-1-2-.13.
Q-4. Audits of Internal School Activity Funds - Audit report of activity funds handled by individual schools.	Permanent record.	T.C.A. 6-56-105
Q-5. Audits of Local School Systems - Audits of funds administered by superintendent of education showing date of audit, balances under previous audits, receipts and disbursements, balances carried forward, and total figures.	Permanent record.	T.C.A. 6-56-104
Q-6. Budget, Annual Operating - Annual approved budget document conforming to standards of the Tennessee Department of Education. Document shows anticipated revenues from all sources and estimated expenditures for the fiscal year.	Retain 5 years.	Audit standard authorized by the Dept. of Educ. Admin. Rule 0520-1-2-.13.

Q. SCHOOLS

Description of Record	Retention Period	Legal Authority/Rationale
Q-7. Building Plans - Blueprints and specifications for buildings in the city school system.	Retain for the life of the building (plus additional time if litigation could arise from a building's early demise). Consider donating to archive.	Necessary for maintenance and operation of physical plant.
Q-8. Bus Operator's Bonds (Blanket Bonds) -Yearly bonds, executed by school bus drivers acting as independent contractors, to insure faithful performance of the driver as specified in contract with the city school system.	Retain 3 years after release, replacement, or expiration of the bond, or 3 years after termination of contract.	Keep for reasonable period of time for claims to be made against bond.
Q-9. Career Ladder - Certification Recommendation Form - Record advances licensed personnel through credentialing system.	*Permanent record. Must be photographically recorded in a procedure approved pursuant to T.C.A. 10-7-501. Keep originals for one year, then either return originals to educator if requested, or destroy them.	Dept. of Educ. Admin. Rule 0520-2-2-.07
Q-10. Career Ladder - Local Evaluation Report Form for Probationary, Apprentice, and Career Level I Teachers - Reports results of local evaluation of teachers.	*Permanent record. Must be photographically recorded in a procedure approved pursuant to T.C.A. 10-7-501. Keep originals for one year after certification decision including appeals, then return originals to educator, if requested, or destroy them.	Dept. of Educ. Admin. Rule 0520-2-2-.07
Q-11. Census Records - Census of all school age children in the city, showing name, age, and address of child; district number, names of parents, grade in school, and name of school attended. This record is no longer required.	Permanent record.	Audit standard authorized by Dept. of Educ. Admin. Rule 0520-1-2-.13.
Q-12. Certificates of Certificated Personnel - Permanent certificates issued to employed teachers and other certificated personnel by the Tennessee Department of Education.	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.

**Indicates a mandatory retention period based on state or federal law.*

Q. SCHOOLS

Description of Record	Retention Period	Legal Authority/Rationale
Q-13. Contracts, Construction - Contracts between the school system 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 statute of limitations for actions for breach of contract plus one year. T.C.A. 8-3-109
Q-14. Contracts, Employee - Contracts between board of education and all employees.	Retain until 7 years after termination of employment.	Based on statute of limitations for actions for breach of contract plus one year. T.C.A. 28-3-109
Q-15. Contracts, Personal Service of Independent Contractor - Contracts between the board of education and operators of school buses and other independent contractors.	Retain 7 years after termination of contract.	Based on statute of limitations for actions for breach of contract plus one year. T.C.A. 28-3-109
Q-16. Cumulative Pupil Record - Record of each pupil in the school system, showing the pupil's name, address, parents' names and occupations, complete school record, achievement test results, health record, school activities and counselors' notes, and other information deemed appropriate by the Tennessee Department of Education.	Permanent record.	Historical document. Proof of education. Keep permanently to comply with procedures established by the Tenn. Dept. of Education Office of Accountability.
Q-17. Deeds - Original deeds to school property, showing date, description, and location of property, consideration, and signature of grantor.	Permanent record.	Establishes property rights.
Q-18. Eighth Grade Graduates Report - Duplicates of reports to the Tennessee Department of Education of those eligible to receive diplomas, showing year of graduation, name of school, name of student, and date of report. This record is no longer required.	Permanent Record.	Historical document. Proof of education.

Q. SCHOOLS

Description of Record	Retention Period	Legal Authority/Rationale
Q-19. Federal Title Projects Records - Record 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 authorized by Tenn. Dept. of Educ. Admin. Rule 0520-1-2-.13.
Q-20. Final BEP Accountability Summary - Report showing how the local school district has spent improvement funds received from the state through the Basic Education Program (BEP).	Retain 5 years.	Audit standard authorized by Tenn. Dept. of Educ. Admin. Rule 0520-1-2-.13.
Q-21. Financial Report, Annual Public School - An annual report of the school system's financial condition made to the Tennessee Commissioner of Education.	Retain 10 years. NOTE: These reports can be important for research purposes and performing statistical analysis of the school system. May want to keep for 25 years for those purposes.	Audit standard authorized by Tenn. Dept. of Educ. Admin. Rule 0520-1-2-.13.
Q-22. Fire Safety Inspection and Similar Reports - Duplicates of reports made by the Tennessee Department of Insurance, Division of Fire Prevention, showing date, name of inspector, name and location of school condition, etc.	Retain until a new inspection report is received.	Important for liability purposes to keep a record of the most recent inspection.
Q-23. Fixed Assets - Comprehensive inventory of all school assets.	Retain 5 years.	Audit standard authorized by Tenn. Dept. of Educ. Admin. Rule 0520-1-2-.13.
Q-24. General Ledger Accounts - Record of all receipts and disbursements for the department, showing date of entry, amount, source of receipt or purpose of payment, amount of debit or credit, and name of account credited or charged. (Also see F-14 and F-21).	Permanent record	Audit standard authorized by the Tenn. Dept. of Educ. Admin. Rule 0520-1-2-.13. Permanent retention is recommended by the comptroller in the <i>Internal Control and Compliance Manual for Tennessee Municipalities</i> .

Q. SCHOOLS

Description of Record	Retention Period	Legal Authority/Rationale
Q-25. High School Diploma Certification and Roster of Graduates - List of graduating seniors and preparation of diplomas.	Permanent record.	Important historical value and useful for proof of graduation.
Q-26. Home School Registration Form - Application for conducting a home school as described in T.C.A. 49-6-3050(b). Approved home schools must also provide test results for students at grades 2, 5, 7, and 9. Requests for waivers should be included in records as appropriate.	Retain 5 years after student graduates or drops.	Keep for audit purposes.
Q-27. Immunization Records - Described in T.C.A. 49-6-5002. Original record of immunizations must remain with each pupil's active cumulative folder. Original accompanies pupil's cumulative folder when transferring to another school. A copy of the immunization record should be kept with the pupil's inactive cumulative record.	Retain 100 years after student graduates or drops.	Important health record for establishing proof of immunization.
Q-28. Insurance Policies - Policies of all types insuring the school system against various risks of loss.	Retain 7 years after expiration or replacement by a new policy; then destroy if all claims on the policy have been settled.	Based on statute of limitations for breach of contract actions plus one year. T.C.A. 28-3-109
Q-29. Invoices (Also Purchase Orders, Requisitions, etc.) - Original invoices, purchase orders, and requisitions used in purchasing goods for the school system.	Retain 5 years.	Audit standard authorized by Tenn. Dept. of Educ. Admin. Rule 0520-1-2-.13.
Q-30. Legal Opinions and Court Decisions - Records, including correspondence, stating or referencing court decisions or legal opinions dealing with or affecting the school system.	Retain 20 years or until record no longer relevant, whichever is later.	Court opinions can have continuing impact on operations.

Q. SCHOOLS

Description of Record	Retention Period	Legal Authority/Rationale
Q-31. Membership/Attendance Reports - Described in T.C.A. 49-6-3007. 1. Superintendent's Membership/Attendance Report (SMAR) - Districtwide report of membership and attendance in academic, vocational, special education, and adult education for each 20 day reporting period of the school year. 2. Superintendent's Annual Membership/Attendance Report (SAMAR) - Districtwide year-end cumulative report of membership and attendance in academic, vocational, special education, and adult education. 3. School-level Monthly Attendance Report - Report of membership and attendance in academic, vocational, special education, and adult education at the school-level. 4. Transportation Report Generated by the Membership/Attendance Information System - School-level report generated by the automated membership/attendance information system that provides statistical data on students transported. 5. Attendance records (teachers attendance records, sign-in/out rosters, absentee lists) - Records of original entry that document student attendance on a daily basis. 6. Average Daily Membership Special Education Options by Primary and Secondary Report - Report generated by the D&A Census Program showing average daily membership of students receiving special education services for each 20-day reporting period of the school year. 7. File dump from the membership/attendance information system - An electronic file dump from the membership/attendance information system data file, including demographic and event data for each student.	*Retain 5 years. *Retain 5 years. *Retain 5 years. *Retain 5 years. *Retain 5 years. *Retain 5 years. *Permanent record.	Procedures established by the Tenn. Dept. of Education, Office of Accountability.

**Indicates a mandatory retention period based on state or federal law*

Q. SCHOOLS

Description of Record	Retention Period	Legal Authority/Rationale
Q-32. Minutes, Board of Education - Record of regular and called meetings of the board of education, showing place of meeting, date, members present, record of 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.
Q-33. Monthly Trustee's Report - Monthly record of funds collected, showing amounts distributed to the city school system, and to any special school district in the county.	Retain 5 years.	Audit standard authorized by Dept. of Educ. Admin. Rule 0520-1-2-.13.
Q-34. Petitions - Petitions submitted to the superintendent or the board of education requesting that the superintendent or the board take certain actions.	If attached to minutes, retain until acted upon by the board of education. Otherwise, retain 3 years from the submittal date.	Keep for reasonable time in case there are inquiries regarding the petition.
Q-35. Preliminary Report - Grades PK-12 School Report - Report made to the Tennessee Department of Education showing the school's name, the number of full-time and part-time teachers, the number of boys and girls in each grade for each school, and such other information as the state requires for school approval decisions.	Retain 3 years.	Audit standard authorized by Dept. of Educ. Admin. Rule 0520-1-2-.13.
Q-36. Preliminary Staff Report - Report prepared by each teacher in the local school district and sent to the Tenn. Dept. of Education. The report shows the teacher's classroom assignments period by period.	Retain 3 years.	Keep for reasonable review period.
Q-37. Report of School System/ School Compliance - Local school district report to the Tenn. Dept. of Education certifying that the school district/school is in compliance with laws, rules, regulations, and minimum standards governing K-12 education.	Retain 5 years.	Audit standard authorized by Dept. of Educ. Admin. Rule 0520-1-2-.13.

Q. SCHOOLS

Description of Record	Retention Period	Legal Authority/Rationale
Q-38. Requisition for Equivalency High School Diplomas - Record of students passing GED examination and earning equivalent diplomas.	Permanent record.	Historical document. Proof of education.
Q-39. School Food Service Reports - Described in T.C.A. 49-6-2303. Record of all pertinent information required by the Tennessee Department of Education dealing with school food service.	Retain all items except payroll records for the current year plus the 3 previous years unless there is an active audit or investigation, in which case, the records must be retained until the audit or investigation is completed.	Audit standard authorized by Dept. of Educ. Admin. Rule 0520-1-2-.13.
Q-40. School Registers - Obsolete record. A daily record showing name, grade, age and address of each pupil, name of parent(s) or guardian(s), schools attended, and record of attendance. School registers may be computerized or on paper.	Permanent record. This record is no longer created, but old copies should be kept permanently.	Keep for historical purposes.
Q-41. Special Education Census - Detailed count of all students with disabilities with option(s) of service. Required by T.C.A. 49-10-302(c)(2) and Tenn. Dept. of Educ. Admin. Rule 0520-1-9-.03(4). This record is the basis for state and federal funding.	Permanent record.	Keep in case of litigation regarding services rendered to or withheld from a student.
Q-42. Special Education – Certification of Services and Listing of Inappropriately Served and of Suspected Students with Disabilities - Court requires report of number of students with disabilities in special categories.	Permanent record.	Keep in compliance with court order.
Q-43. Special Education Record - A cumulative record that contains all specific information relating to the referring process, assessment, placement, and option of service for each special education child. Required by T.C.A. 49-10-302(c)(2) and Tenn. Dept. of Educ. Admin. Rule 0520-1-9.	Permanent record.	Keep in case of litigation regarding services rendered to or withheld from a student.

Q. SCHOOLS

Description of Record	Retention Period	Legal Authority/Rationale
Q-44. Statistical Report, Annual - Report submitted to the Tennessee Department of Education by the superintendent showing for each school system the grades in the schools, total enrollment, number of students previously enrolled elsewhere, net enrollment (boys and girls), total number of days present, number of days in the school session, average daily attendance, and other statistical information.	Retain 3 years.	Keep as supporting documentation for the annual report by the commissioner of education, which is required by <i>T.C.A. 49-1-211</i> .
Q-45. Superintendent's Report of Suspensions and Expulsions - End-of-year report containing statistical data on suspensions and expulsion as required by the Tennessee Department of Education.	Retain 3 years.	Keep as supporting documentation for annual report by the commissioner of education, which is required by <i>T.C.A. 49-1-211(a)(8)(A)</i> .
Q-46. System-Wide Personnel Compliance Sheet - Report shows the system-wide personnel by name and teacher number for those positions for which there is a state employment standard.	Retain 3 years.	Keep as supporting documentation for annual report required by <i>T.C.A. 49-1-302(a)(5)(A)(I)</i> .
Q-47. Textbook Reports - a. Certification of Adoption by Local Board of Education - Official list of adopted textbooks required by <i>T.C.A. 49-6-2207</i> . b. Certification of Compliance - Assurance that local system has furnished required textbooks to students, signed by the superintendent. c. Plan for Estimating School System Expenditures for Library and Instructional Material and Supplies and School Health Services - Report details estimated expenditures for funds allocated for the items noted above.	Retain 7 years after termination date of contract	<i>T.C.A. 28-3-109 (a)(3)</i>

Q. SCHOOLS

Description of Record	Retention Period	Legal Authority/Rationale
Q-48. Transportation Report, Annual Pupil - Report to the Tennessee Department of Education giving information on the age, size, condition, etc. of school buses; average daily transported; and miles traveled.	*Retain 5 years.	Procedure set by Tenn. Dept. of Educ., Office of Accountability, requires that the report be kept for 5 years.
Q-49. Vocational Education Final Expenditure Report - Reports final expenditures for federal reporting and any carry-over funds to be allocated.	Retain 3 years.	Audit standard authorized by Dept. of Educ. Admin. Rule 0520-1-2-.13.
Q-50. Vocational Education – Mgt. Info. Svs. (MIS) Enrollment Form - Record provides statistical data on students and class enrollment necessary for funding purposes.	Retain 3 years or until monitored.	Audit standard authorized by Dept. of Educ. Admin. Rule 0520-1-2-.13.
Q-51. Vocational -Technical Education (Adult) Statistical Report - Reports class titles, student demographic information, total hours, and funding sources for adult vocational education classes provided by local school districts.	Retain 3 years.	Audit standard authorized by Dept. of Educ. Admin. Rule 0520-1-2-.13.

**Indicates a mandatory retention period based on state or federal law.*

R. SOLID WASTE

Description of Record	Retention Period	Legal Authority/Rationale
R-1. Amount of Solid Waste (in Tons) Received at Municipal Solid Waste Facilities, Records of - Required by T.C.A. 68-211-871(e). Records for current month shall be maintained at the facility and open for inspection by the Tenn. Dept. of Environment and Conservation. All other records shall be maintained at suitable office space to protect them from damage or loss.	*Retain 3 years.	Tenn. Admin. Rule 1200-1-7-.08(3) Mandatory only if city operates a landfill.
R-2. 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. Report is required by T.C.A. 68-211-871.	Retain 10 years.	Retention period based on planning cycle of the 10-year regional plan. Mandatory only if city operates a landfill.
R-3. Approved Permit Applications for Solid Waste Disposal Facilities - Records of all data and supplemental information used to complete permit applications. Includes copy of the permit and the approved Part I and Part II application. Maintain at the facility or another location with the approval of the dept.	*Retain throughout active life of the facility and through the post-closure care period.	Tenn. Admin. Rules 1200-1-7-.02(a)(2)4. and 1200-1-7-.02(4)(a)7 Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.
R-4. 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. Admin. Rule 1200-1-7-.03(2) (b)2.(iii) Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.
R-5. Gas Migration Control Standard - Records of monitoring to insure compliance with gas migration control standards. Monitoring must occur at least quarterly and must conform to standards for Monitoring Records listed in R-7.	*Retain throughout the active life of the facility and through the post-closure care period.	Tenn. Admin. Rule 1200-1-7-.04(5) (a)4 Keep to show compliance with regulations in order to defend against superfund liability. Mandatory only if city operates a landfill.

**Indicates a mandatory retention period based on state or federal law.*

R. SOLID WASTE

Description of Record	Retention Period	Legal Authority/Rationale
R-6. 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 the active life of the facility and through the post-closure care period.	Tenn. Admin. Rule 1200-1-7-.04(7) (a)4.(vii) Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.
R-7. Monitoring Records - Records of facility monitoring, including date, place and time of sampling or measurements; individual performing measurements; date of analysis; individual performing the analysis; analytical techniques used; and, the results of the analysis.	*Retain throughout the active life of the facility and through the post-closure care period.	Tenn. Admin. Rule 1200-1-7-.02(4) (a)9 Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.
R-8. Permit-By-Rule Authorizations and Records - Copy of authorization from Dept. of Environment and Conservation to operate as a permit-by-rule facility and additional related records required by the dept.	*Retain throughout active life of the facility and through the post-closure care period.	Tenn. Admin. Rule 1200-1-7-.02(1) (c)1 Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.
R-9. 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. Admin. Rule 1200-1-7-.01-(4)(d)2 Keep to show compliance with regulations in order to defend against Superfund liability. Mandatory only if city operates a landfill.

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S. UTILITIES (BILLING AND COLLECTION)

Description of Record	Retention Period	Legal Authority/Rationale
S-1. Applications for Service - Customer request 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 to service.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.
S-2. Audit Reports - Independent audit of financial records.	Permanent record.	Recommended by the comptroller in the <i>Internal Control and Compliance Manual for Tennessee Municipalities</i> .
S-3. 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.
S-4. 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.
S-5. Billing Register - Listing of monthly customer billings (account number, amount, etc.).	Retain 7 years. If record kept in electronic format, the paper copy may be destroyed after audit.	Keep to help resolve billing disputes with customers.
S-6. Collection Agency Reports - Listing of accounts turned over for collection and how resolved.	Retain 7 years.	Keep to help resolve billing disputes with customers.
S-7. Complaints by Customers - Records of meter rechecks, billing inquiries, service problems, etc.	Retain 5 years.	Keep in case of litigation.
S-8. 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.
S-9. Disconnection Notices - Notice to discontinue service after nonpayment of bill.	Retain 3 years.	Keep in case of billing errors. Tennessee courts have allowed utilities to back bill customers 3 years.
S-10. General Ledger - Financial information of the utility. (Also see G-14 and G-21).	Permanent record. If maintained 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 the comptroller in the <i>Internal Control and Compliance Manual for Tennessee Municipalities</i> .

S. UTILITIES (BILLING AND COLLECTION)

Description of Record	Retention Period	Legal Authority/Rationale
S-11. 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.
S-12. Meter Records - Size, type, meter number, date service began and ended, serial number.	Retain 1 year after meter is retired and disposed of.	Keep to aid in settling billing disputes involving the accuracy of the meter.
S-13. Meter Tests/Repairs - Record of meter testing and any repairs.	Retain 1 year after meter is retired and disposed of.	Keep to aid in settling billing disputes involving the accuracy of the meter.
S-14. Rate Schedules - Listing of rates for utility services.	Permanent record.	Keep for historical purposes.
S-15. Tap Records - Including when tap installed, size, location.	Permanent record.	Keep for historical purposes.
S-16. 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.

T. UTILITIES (OPERATION AND MAINTENANCE)

Description of Record	Retention Period	Legal Authority/Rationale
T-1. Bacteriological Records - Records indicating disinfection of mains, tanks, filters, wells.	*Retain 5 years.	Tenn. Admin. Rule 1200-5-1-.17(8)
T-2. Complaint Logs	*Retain 5 years.	Tenn. Admin. Rule 1200-5-1.20 (1)(h)
T-3. Daily Worksheets and Shift Logs	*Retain until next sanitary survey.	Tenn. Admin. Rule 1200-5-1-.20 (1)(g)
T-4. Facility Maintenance Records	*Retain 5 years.	Tenn. Admin. Rule 1200-5-1-.20 (1)(h)
T-5. Flush and Free Chlorine Residual for New Taps Where Main Is Uncovered, Measurement of	*Retain until next sanitary survey or 3 years.	Tenn. Admin. Rule 1200-5-1-.17(32)
T-6. 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 12 years.	Tenn. Admin. Rule 1200-5-1-.33(12)
T-7. 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 the facilities are located and the name, title, address and telephone number of the operator's representative. The county keeps this record permanently.	Permanent record.	These records allow the city to know the location and history of its underground utilities.

**Indicates a mandatory retention period based on state or federal law.*

U. UTILITIES (WASTEWATER AND WATER RECORDS)

Description of Record	Retention Period	Legal Authority/Rationale
WASTEWATER RECORDS		
U-1. Discharge Monitoring Reports (DMRs)	Retain 3 years or longer if so requested by Water Pollution Control as a minimum to comply to permit. But retention for life of the facility is recommended.	NPDES Permit Requirements Part I Subpart B.5 Provides record of operations and loading to assist in planning.
U-2. Industrial Pretreatment - All information resulting from monitoring activities.	*Retain 3 years, longer in cases of unresolved litigation.	(40 CFR 403.12(o)(1-3))
U-3. 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
U-4. Land Application of Cumulative Pollutant Loading Rate Sludge under 40 CFR 503.13(a)(2)(I)	*Permanent record.	(40 CFR 503.17(a)(5)(ii))
U-5. Monthly Operating Reports (MORs)	Retain 3 years or longer if requested by Water Pollution Control as a minimum to comply with permit. But 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.
U-6. Wastewater Sludge Disposal Via Land Application, Surface Disposal, Incineration	*Retain 5 years.	(40 CFR 503.17) Land Application; (503.27) Surface Disposal; (503.47) Incineration
DRINKING WATER RECORDS		
U-7. Bacteriological Analysis	*Retain 5 years.	Tenn. Admin. Rule 1200-5-1-.20 (1)(b)
U-8. Chemical Analysis	*Retain 10 years.	Tenn. Admin. Rule 1200-5-1-.20 (1)(a)
U-9. Consumer Confidence Reports	*Retain 5 years.	Tenn. Admin. Rule 1200-5-.35(5)(h)
U-10. Cross Connection Records	*Retain 5 years.	Tenn. Admin. Rule 1200-5-1-.20 (1)(h)
U-11. Monthly Operating Reports (MORs)	Retain until next survey at a minimum. Retention for life of the facility is recommended.	Provides record of operations and loading to assist in planning.
U-12. Storage Tank Inspections	*Retain 5 years to comply with rule. Retention for the life of the tank is recommended.	Tenn. Admin. Rule 1200-5-1-.20 (1)(h) Retention for life of the tank is recommended to track depreciation and repairs.

**Indicates a mandatory retention period based on state or federal law.*

U. UTILITIES (WASTEWATER AND WATER RECORDS)

Description of Record	Retention Period	Legal Authority/Rationale
DRINKING WATER RECORDS		
U-13. Turbidity - Records include daily worksheets, calibration data, and strip charts.	*Retain until the next sanitary survey.	Tenn. Admin. Rule 1200-5-1-.20 (1)(f)
U-14. Variance or Exceptions Granted	*Retain 5 years following the expiration of such variance or exemption.	Tenn. Admin. Rule 1200-5-1-.20 (1)(d)
U-15. Violation, Corrective Action - Records of actions taken to correct violations of primary drinking water regulations	*Retain 3 years after action.	Tenn. Admin. Rule 1200-5-1-.20 (1)(b)
U-16. Written Reports, Etc., Related to Sanitary Survey	*Retain 10 years after sanitary survey.	Tenn. Admin. Rule 1200-5-1-.20 (1)(c)

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MUNICIPAL RECORDS RETENTION SCHEDULE INDEX

AIRPORTS

O-1. Bids	100
E-3. Building Plans	67
E-5. Complaints	67
I-6. Contracts	77
I-7. Contracts, Construction	77
I-8. Correspondence Files (including e-mail)	78
I-9. Deeds for City Properties, Copies of	78
I-10. Facility Inspection and Maintenance Records	78
F. Finance (See finance section for relevant records.)	69
I-11. Fixed Assets	78
I-13. Insurance Policies	78
I-14. Leases (Real Property)	78
I-15. Leases and Agreements for Use of Equipment	78
O-3. Minutes of Bid Openings	100
I-20. Minutes of Other Boards	79
K. Personnel (See personnel section for relevant records.)	83
O-5. Requisitions and Requisitions for Purchase	100
E-12. Work Orders	68

A. ANIMAL CONTROL

A-1. Activity Reports	57
A-2. Adoption Contracts	57
A-3. Annual Reports	57
A-4. Bite Reports	57
A-5. Complaints, Record of	57
A-6. Controlled Substances, Log of	57
A-7. Dispatching Logs	57
A-8. Euthanasia Report	57
A-9. Field Reports (Daily)	57
A-10. Impound Log	57
A-11. Rabies Certificate	57
A-12. Return to Owner, Record of	57
A-13. Spay/Neuter Deposit, Record of	58
A-14. Surrender of Animal, Record of	58

B. CEMETERIES, CITY OPERATED

B-1. Deed Books	59
B-2. Interment Records	59
B-3. Perpetual Care Records	59

C. COURTS

C-1. Affidavit of Complaint	60
C-2. Appeal Dockets	60
C-3. Appearance and Rule Dockets	60
C-4. Appearance and Bail Bond Records	60
C-5. Attachment and Injunction Bonds	60
C-6. Attachments on Personal Property	60
C-7. Attachments on Real Property	60
C-8. Bills of Costs - Courts with Concurrent Jurisdiction	61
C-9. Bills of Costs - Ordinance Violation Cases	61
C-10. Bond Books, Miscellaneous	61
C-11. Briefs, Civil Cases	61
C-12. Capias	61
C-13. Case Ledgers	61
C-14. Citation	62
C-15. Cost Bonds, Civil Cases	62
C-16. Criminal Actions, Record of	62
C-17. Delinquent Tax Collections Reports	62
C-18. Detainer Warrants	62
C-19. Discovery Records, Civil Cases	62
C-20. Distress Warrants and Warrant Stubs	62
C-21. Executions	63
C-22. General Account Ledgers (execution docket)	63
C-23. General Index	63
C-24. Habeas Corpus, Writs of	63
C-25. Judge's Opinions	63
C-26. Litigation Tax Reports	63
C-27. Minute Books and Indexes	
C-28. Mittimuses	64
C-29. Municipal Court with Concurrent Jurisdiction Docket Book, Criminal (State)	64
C-30. Processes Served, Record of	64
C-31. Receipts for Papers	64

C-32. Reports - Municipal Court with Concurrent Jurisdiction	64
C-33. Rule Dockets and Indexes	64
C-34. Search Warrants	65
C-35. Subpoenas	65
C-36. Summonses	65
C-37. Trial Exhibits and Evidence	65
C-38. Unclaimed Funds, Record of	65
C-39. Warrants	65
C-40. Witness Books	65

D. ELECTIONS

D-1. Candidate Lists	66
D-2. Certificate of Election	66
D-3. Election Results	66
D-4. Precinct Maps	66
D-5. Public Notices	66
D-6. Reapportionment Records	66

E. ENGINEERING

E-1. Aerial Photographs	69
E-2. Bridge and Street Project Files, Federal, State and Local	67
E-3. Building Plans	67
E-4. City Street List	67
E-5. Complaints	67
E-6. Deeds, Easements, Highway Rights-of-way, etc.	67
E-7. Maps and Map Books	67
E-8. Ownership Maps and Index, Rural and Urban	67
E-9. Plats, Plat Books, Surveyors' Books and Indexes	68
E-10. Sign Inventory	68
E-11. Underground Utilities, Location of	68
E-12. Work Orders	68

F. FINANCE

F-1. Accounts Paid Files and Ledgers	69
F-2. Accounts Payable	69
F-3. Accounts Receivable	69
F-4. Annual Reports to City Officials	69
F-5. Appropriation Ordinance or Resolution	69
F-6. Audit Reports	69
F-7. Bank Deposit Books	69
F-8. Bank Deposit Slips	69
F-9. Bank Statements	70

F-10. Bids, On Equipment and Supplies	70
F-11. Bonded Indebtedness, Record of	70
F-12. Budget Records and Reports	70
F-13. Canceled Checks	70
F-14. Cash Journals	70
F-15. Cash Reconciliation Report	71
F-16. Check Books	71
F-17. Check Stubs	71
F-18. Development and Proposal Files	71
F-19. Financial Reports to City Legislative Body	71
F-20. General Ledger Accounts	71
F-21. General (Miscellaneous) Receipt Ledgers	72
F-22. Grant Documentation and Files	72
F-23. Investment Ledgers	72
F-24. Invoices	72
F-25. Miscellaneous Receipts from Other Offices Receiving Money, Records of	72
F-26. Receipt Books	72
F-27. Sales Tax Reports	73
F-28. Travel Authorizations	73
F-29. Unclaimed Funds, Record of	73

G. FIRE

G-1. Arson Investigation Reports	74
G-2. Bloodborne Pathogens/Infectious Material Standard	74
G-3. Burn Permits	74
G-4. Fire Incident Reports	74
G-5. Fire Safety Inspection and Similar Reports	74
G-6. Firefighter Annual Certification of Fitness to Perform Job Functions	74
G-7. Firefighter Annual Facemask Fit Test Records	75
G-8. Material Safety Data Sheets (MSDS)	75
G-9. Physical/Medical Records	75
G-10. Radio and Telephone Logs	75
G-11. Training Records	75
G-12. Vehicle and Equipment Maintenance Records	75

H. FLEET SERVICES

H-1. Vehicle and Equipment Purchase and Maintenance Records	77
--	----

I. GENERAL ADMINISTRATION

I-1. Affidavits of Exemption from Business Licenses under <i>T.C.A.</i> 67-4-712	77
I-2. Alcoholic Beverage Commission Applications	77
I-3. Beer Applications and Permits	77
I-4. Beer Tax Reports and Receipts	77
I-5. Business and Privilege Licenses	77
I-6. Contracts	77
I-7. Contracts, Construction	77
I-8. Correspondence Files (including e-mail)	78
I-9. Deeds for City Properties, Copies of	78
I-10. Facility Inspection and Maintenance Records	78
I-11. Fixed Assets	78
I-12. General (Non-Financial) Monthly and Quarterly Reports to City Officials	78
I-13. Insurance Policies	78
I-14. Leases (Real Property)	78
I-15. Leases and Agreements for Use of Equipment	78
I-16. Legal Opinions and Court Decisions	79
I-17. Liens, Tax	79
I-18. Minutes of City Legislative Body	79
I-19. (Rough) Minutes and Roll Calls of City Legislative Body	79
I-20. Minutes of Other Boards	79
I-21. Motor Vehicle City Stickers	79
I-22. Official Bonds and Oaths of City Officials	80
I-23. Ordinances	80
I-24. Pawnbroker's Licenses, Application for and Related Records	80
I-25. Powers of Attorney - Record of	80
I-26. Privilege Licenses - See Business and Privilege Licenses	80
I-27. Reports of City Officials, Departments, Commissions and Committees	81
I-28. Settlement Agreements	81

HOSPITALS AND NURSING HOMES

O-1. Bids	100
E-3. Building Plans	67
E-5. Complaints	67
I-10. Facility Inspection and Maintenance Records	78
F. Finance (See finance section for relevant records.)	69

I-13. Insurance Policies	78
I-14. Leases (Real Property)	78
I-15. Leases and Agreements for Use of Equipment	78
O-3. Minutes of Bid Openings	100
K. Personnel (See personnel section for relevant records.)	83
O-4. Purchase Orders	100
O-5. Requisitions and Requisitions for Purchase	100
E-12. Work Orders	68

J. PERMITS

J-1. Approved Permit Applications for Solid Waste Disposal Facilities	82
J-2. Building Permits and Inspections, Copies of	82
J-3. Contractor License Books	82
J-4. Demolition Orders	82
J-5. Violation Notices	82

K. PERSONNEL

K-1. Advertisements Regarding Job Openings, and Records of Promotions, Training Programs or Overtime Work	83
K-2. Age Records	83
K-3. Americans with Disabilities Act - Employer Records	83
K-4. Applications, Resumes or Other Replies to Job Advertisements, including Temporary Positions, etc.	83
K-5. Bloodborne Pathogens/Infectious Material Standard	83
K-6. Citizenship or Authorization to Work	83
K-7. Contracts, Employee	84
K-8. Contracts, Personal Service of Independent Contractor	84
K-9. Demotion Records (See also transfer, layoff, termination.)	84
K-10. Discrimination or Enforcement Charges	84
K-11. Drug Testing Records (Required by Department of Transportation.)	84
K-12. EEOC Information	85
K-13. Employee Earnings Records	85
K-14. Employer Information Report	85
K-15. Employer Records of Leave Under FMLA - Non-Exempt Employees	85
K-16. Employment Contracts - FLSA	85

K-17. Employment Tax Records	86
K-18. Family and Medical Leave Act (FMLA) Employer Records of Leave Under FMLA - Exempt Employees	86
K-19. Garnishment Documents	86
K-20. Group Health Insurance Coverage After Certain Qualifying Events	87
K-21. Hiring Records	87
K-22. Insurance/Retirement Plans	87
K-23. Layoff Selection	87
K-24. Material Safety Data Sheets (MSDS)	87
K-25. Minimum Wage and Overtime Charges	88
K-26. Occupational Injuries and Illness Records	88
K-27. Older Workers Benefit Protection Act - Employer Records	88
K-28. Payroll Records - Additions or Deductions from Wages Paid	88
K-29. Payroll Records - Age Discrimination in Employment Act	88
K-30. Payroll Records - Basis on Which Wages are Paid	89
K-31. Payroll Records for FLSA - Exempt Employees	89
K-32. Payroll Records - FLSA Non-Exempt Employees	90
K-33. Payroll Records - Title VII Purposes	90
K-34. Permit-Required Confined Space	90
K-35. Personnel Files	90
K-36. Personnel Policies	91
K-37. Physical/Medical Records	91
K-38. Physical/Medical Records Under FMLA	91
K-39. Physical/Medical Records Under OSHA	91
K-40. Promotion Records or Notices	91
K-41. Seniority or Merit Rating Systems	92
K-42. Termination Records	92
K-43. Time Worked Records	92
K-44. Transfer Records	92
K-45. Travel Authorizations	92
K-46. Veterans, Military Leave	92
K-47. W-2s	92
K-48. W-4s	92
K-49. Wage Rate Tables	92

L. PLANNING AND ZONING

L-1. Board of Zoning Appeals Action	93
L-2. Minutes of Commissions and Boards	93
L-3. Plan and Plat Records	93
L-4. Reports/Recommendations of the Planning Commission to the Governing Body	93
L-5. Request for Zoning Change	93
L-6. Studies and Reports of the Planning Commission	93
L-7. Subdivision Regulations	93
L-8. Zoning Map and Ordinance	93

M. POLICE

M-1. Accident Reports	94
M-2. Armory Records	94
M-3. Arrest Records	94
M-4. Case Files	94
M-5. Fingerprinting Records	95
M-6. Identification Files	95
M-7. Incident Reports (Offense or Complaint Reports)	95
M-8. Internal Investigation Records	95
M-9. Missing Person/Runaway Records	96
M-10. Mittimus (Committal Records)	96
M-11. Parking Tickets	96
M-12. Processes Served, Record of	96
M-13. Radio Logs	96
M-14. Traffic Citations, Copies	96
M-15. Training Records	96

N. PROPERTY TAX

N-1. Aerial Photographs	97
N-2. Appeals and Reports to the State Board of Equalization and Court Appeals	97
N-3. Assessment Exemptions, Applications for	97
N-4. Board of Equalization, Certification of Assessments, Copies of	97
N-5. Certificates of Public Utilities Tax Valuations by Office of State Assessed Properties, Copy of	97
N-6. Delinquent Real Estate Tax Reports	98
N-7. Delinquent Tax Receipt Books	98
N-8. General (Miscellaneous) Receipt Ledgers	98
N-9. Land Sold for Taxes, Record of	98
N-10. Liens, Tax	98

N-11. Personal Property, Audit Records	98	Q-15. Contracts, Personal Service of Independent Contractor	104
N-12. Property Tax Relief Applications and Reports	99	Q-16. Cumulative Pupil Record	104
N-13. Tax/Assessment Rolls	99	Q-17. Deeds	104
N-14. Tax Bills	99	Q-18. Eighth Grade Graduates Report	104
N-15. Tax Cases Sent to Clerk and Master, Record of	99	Q-19. Federal Title Projects Records	105
N-16. Tax Maps (Ownership Maps and Index, Rural and Urban)	99	Q-20. Final BEP Accountability Summary	105
O. PURCHASING		Q-21. Financial Report, Annual Public School	105
O-1. Bids	100	Q-22. Fire Safety Inspection and Similar Reports	105
O-2. Contracts	100	Q-23. Fixed Assets	105
O-3. Minutes of Bid Openings	100	Q-24. General Ledger Accounts	105
O-4. Purchase Orders	100	Q-25. High School Diploma Certification and Roster of Graduates	106
O-5. Requisitions and Requisitions for Purchase	100	Q-26. Home School Registration Form	106
O-6. Street Contracts and Bonds	100	Q-27. Immunization Records	106
P. RECREATION AND PARKS		Q-28. Insurance Policies	106
P-1. Liability Releases	101	Q-29. Invoices (Also Purchase Orders, Requisitions, etc.)	106
P-2. Rosters of Activity Participants	101	Q-30. Legal Opinions and Court Decisions	106
P-3. Safety Inspections of Playgrounds and Equipment	101	Q-31. Membership/Attendance Reports	107
P-4. Swimming Pool Records	101	Q-32. Minutes, Board of Education	108
Q. SCHOOLS		Q-33. Monthly Trustee's Report	108
Q-1. Accountability for 200 Days	102	Q-34. Petitions	108
Q-2. Annual Report of Professional Personnel	102	Q-35. Preliminary Report - Grades PK-12 School Report	108
Q-3. Attendance Agreements of Out-of- District and Out-of-State Students	102	Q-36. Preliminary Staff Report	108
Q-4. Audits of Internal School Activity Funds	102	Q-37. Report of School System/School Compliance	108
Q-5. Audits of Local School Systems	102	Q-38. Requisition for Equivalency High School Diplomas	109
Q-6. Budget, Annual Operating	102	Q-39. School Food Service Reports	109
Q-7. Building Plans	103	Q-40. School Registers	109
Q-8. Bus Operator's Bonds (Blanket Bonds)	103	Q-41. Special Education Census	109
Q-9. Career Ladder—Certification Recommendation Form	103	Q-42. Special Education-Certification of Services and Listing of Inappropriately Served and of Suspected Students with Disabilities	109
Q-10. Career Ladder—Local Evaluation Report Form for Probationary, Apprentice, and Career Level I Teachers	103	Q-43. Special Education Record	109
Q-11. Census Records	103	Q-44. Statistical Report, Annual	110
Q-12. Certificates of Certificated Personnel	103	Q-45. Superintendent's Report of Suspensions and Expulsions	110
Q-13. Contracts, Construction	104	Q-46. System-Wide Personnel Compliance Sheet	110
Q-14. Contracts, Employee	104	Q-47. Textbook Reports	110
		Q-48. Transportation Report, Annual Pupil	111

Q-49. Vocational Education Final Expenditure Report	111
Q-50. Vocational Education - Mgt. Info. Svs. (MIS) Enrollment Form	111
Q-51. Vocational - Technical Education (Adult) Statistical Report	111

R. SOLID WASTE

R-1. Amount of Solid Waste (in tons) Received at Municipal Solid Waste Facilities, Records of	112
R-2. Annual Report of Materials Collected at Recycling Center by Operator	112
R-3. Approved Permit Applications for Solid Waste Disposal Facilities	112
R-4. Closure/Post-Closure Landfill Plan	112
R-5. Gas Migration Control Standard	112
R-6. Groundwater Sampling Records	113
R-7. Monitoring Records	113
R-8. Permit-By-Rule Authorizations and Records	113
R-9. Special Waste Approvals and Records	113

S. UTILITIES (BILLING AND COLLECTION)

S-1. Applications for Service	114
S-2. Audit Reports	114
S-3. Billing Adjustment Reports	114
S-4. Billing Stubs	114
S-5. Billing Register	114
S-6. Collection Agency Reports	114
S-7. Complaints by Customers	114
S-8. Deposits from Customers	114
S-9. Disconnection Notices	114
S-10. General Ledger	114
S-11. Meter Reading Records	115
S-12. Meter Records	115
S-13. Meter Tests/Repairs	115
S-14. Rate Schedules	115
S-15. Tap Records	115
S-16. Work Orders for Customer Service	115

T. UTILITIES (OPERATION AND MAINTENANCE)

T-1. Bacteriological Records	116
T-2. Complaint Logs	116
T-3. Daily Worksheets and Shift Logs	116
T-4. Facility Maintenance Records	116
T-5. Flush and Free Chlorine Residual for New Taps Where Main is Uncovered, Measurement of	116
T-6. Lead and Copper	116
T-7. Underground Utilities, Location of	116

U. UTILITIES (WASTEWATER AND WATER RECORDS)

Wastewater Records

U-1. Discharge Monitoring Reports (DMRs)	117
U-2. Industrial Pretreatment	117
U-3. Laboratory Bench Sheets, Calibration and Maintenance of Instruments QA/QC Data, Flow Charts	117
U-4. Land Application of Cumulative Pollutant Loading Rate Sludge under 40 CFR 503.13(a)(2)(I)	117
U-5. Monthly Operating Reports (MORs)	117
U-6. Wastewater Sludge Disposal via Land Application, Surface Disposal, Incineration	117

Drinking Water Records

U-7. Bacteriological Analysis	117
U-8. Chemical Analysis	117
U-9. Consumer Confidence Reports	117
U-10. Cross Connection Records	117
U-11. Monthly Operating Reports (MORs)	117
U-12. Storage Tank Inspections	117
U-13. Turbidity	118
U-14. Variance or Exceptions Granted	118
U-15. Violation, Corrective Action	118
U-16. Written Reports, etc., Related to Sanitary Survey	118

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