



Board of Commissioners

October 10, 2019

6:30 PM

City Hall – Massie Chambers

Agenda:

1. Call to order by the Mayor

Prayer

Pledge of Allegiance

2. Roll call by the Recorder.

3. Reading of the minutes of the September 26, 2019 regular meeting of the Board of Commissioners by the Recorder for approval or correction.

4. Comments from citizens.

5. Comments of the City Manager and staff.

6. Reports and comments from committees, members of the Board of Commissioners and other officers.

7. Old Business.

- a. Consider Ordinance 19-954, an ordinance to amend the City of Goodlettsville Municipal Code Title 14, Chapter 2, Section 201 Subsection (3)(l) and (3)(zzzz) and Section 213 Subsection (9)(H) by deleting Section 201 Subsection (3)(i) and (3)(zzzz) and Section 213, Subsection (9)(H) in their entirety and replacing them with a new Section 201 Subsection (3)(i) and (3)(zzzz) and Section 213, Subsection (9)(H). **SECOND READING – PUBLIC HEARING**

- b. Consider Ordinance 19-955, an ordinance to amend the City of Goodlettsville Municipal Code Title 12 by creating a new Chapter 5, entitled Short Term Rental and Bed and Breakfast Homestay Facilities. **SECOND READING – PUBLIC HEARING**

8. New Business.

- a. Consider Ordinance 19-956, an ordinance to amend the Hill Place Master Plan for six additional residential units for a HDRPUD, High Density Residential Planned Unit Development on Old Brick Church Pike. **FIRST READING**

- b. Consider Resolution 19-878, a resolution authorizing an application for a Congestion Mitigation and Air Quality Grant Administered by the State of Tennessee Department of Transportation for Traffic Signalization Enhancements.

- c. Consider Resolution 19-879, a resolution establishing a retention policy for all public records.
 - d. Resolution 19-880, a resolution of the Board of Commissioners of the City of Goodlettsville, Tennessee recommending that the Goodlettsville Regional Planning Commission make certain amendments to the city's Comprehensive Plan.
 - e. Resolution 19-881, a resolution of the City of Goodlettsville Board of Commissioners approving a site plan for a limited access drive connection on Long Hollow Pike for the Publix/Caldwell Square Center. Property referenced as Sumner County Tax Map 143J, Group G Parcel 04.00.
 - f. Resolution 19-882, a resolution adopting the official list of city streets as of October 1, 2019.
9. Adjournment.

For more information regarding this agenda, please contact the city recorder by email at:

abaker@goodlettsville.gov

A government committed to operating with efficiency and integrity in all we do as we strive to enhance the quality of life for the community we serve.

105 S. Main Street – Goodlettsville, TN 37072 – 615-851-2200 – Fax 615-851-2212

www.goodlettsville.gov

ORDINANCE 19-954

AN ORDINANCE TO AMEND THE CITY OF GOODLETTSVILLE MUNICIPAL CODE TITLE 14, CHAPTER 2, SECTION 201 SUBSECTION (3)(i), 3(zzzz), SECTION 202 SUBSECTION (6)(s) AND SECTION 213, SUBSECTION (9) (H) BY DELETING SECTION 201 SUBSECTION (3) (i) AND (3) (zzzz), SECTION 202 SUBSECTION (6) (s) AND SECTION 213, SUBSECTION (9) (H) IN THEIR ENTIRETY AND REPLACING THEM WITH A NEW SECTION 201 SUBSECTION (3) (i), (3) (zzzz), SECTION 202 SUBSECTION (6) (s) AND SECTION 213, SUBSECTION (9)(H).

WHEREAS, the City's Zoning Ordinance intent and purpose includes but is not limited to protecting the character and maintaining the stability of residential areas within the city, and to promote the orderly and beneficial development of such area: and,

WHEREAS, the City's Zoning Ordinance intent and purpose includes prohibiting uses, building or structures which are incompatible with the character of development or the permitted uses within specified zoning districts; and,

WHEREAS, the Goodlettsville Board of Zoning and Sign Appeals received multiple conditional use applications for bed and breakfast homestay uses that while met the City's limited requirements defined decades ago do not meet the traditional idea of a bed and breakfast homestay and the current requirements do not define a difference between a bed and breakfast homestay uses and the recently popular short term rentals units. The Board of Zoning and Sign Appeals requested amendments to define the City's intention and limit application of the bed and breakfast homestay conditional use: and,

WHEREAS, The Goodlettsville City Commission on June 27, 2019 approved Ordinance 19-940 defining a one hundred and eighty (180) day moratorium on new bed and breakfast homestay applications; and,

WHEREAS, The State of Tennessee Short Term Rental Act of 2018 includes provisions regarding city ordinances developed for the regulation short term rental units defined as transient uses and includes an exemption to bed and breakfast homestay uses: and,

WHEREAS, The Goodlettsville Planning Commission at the September 9, 2019 regularly scheduled meeting reviewed and discussed these proposed amendments and voted to recommend its passage to the Board of Commissioners.

NOW, THEREFORE, BE IT ORDAINED AND IT IS HEREBY ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE, AS FOLLOWS:

SECTION 1. That Ordinance No. O6-674 adopted on second and final reading on June 22, 2006, being the municipal zoning ordinance of Goodlettsville, Tennessee, be and the same is hereby amended by deleting and replacing the following sections in their entirety 14-201 (3)(i), 14-201 (3)(zzzz), 14-202 (6)(s), and 14-213 (9)(h)(ii) as listed in "EXHIBIT A".

SECTION 2. That the Commissioners of the City of Goodlettsville, Tennessee, hereby certify that this Ordinance has been submitted to the Planning Commission of the City of Goodlettsville for a recommendation, and a notice of hearing thereon has been ordered after at least fifteen (15) days notice of the time and place of said meeting has been published in a newspaper circulated in the City of Goodlettsville, Tennessee. This Ordinance shall take effect fifteen (15) days

from the date of its final passage, the public welfare demanding it.

SECTION 3. If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision, or portion, of this Ordinance which is not itself invalid or unconstitutional.

SECTION 4. In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of Goodlettsville, the most restrictive shall in all cases apply.

MAYOR JEFF G. DUNCAN

CITY RECORDER

APPROVED AS TO LEGALITY AND FORM:

CITY ATTORNEY

Passed First Reading: _____

Passed Second Reading: _____

ORDINANCE 19-954

“EXHIBIT A”

Referenced Zoning Ordinance Sections: (Draft Amendments)

Amendment#1

14-201. Provisions relating to construction of language and definitions. (3) Definitions (i)

~~(i) "Bed and breakfast homestay." An owner-occupied building or portion thereof offering transient lodging accommodations and breakfast to guests where rent is paid in money. Such building shall be considered as a one-family detached dwelling or an extension of the one-family dwelling with detached accessory guest buildings under the provisions of Item (I) for purposes of use classification and shall be permitted only through a conditional use permit issued by the board of appeals.~~

- (i) "Bed and breakfast homestay," Based on the definition of Tennessee Code Annotated Section 68-14-502 (1)(B) is a building, private home, inn or other unique residential facility offering bed and breakfast accommodations and one (1) daily meal and having less than four (4) guest rooms furnished for pay, with guests staying not more than fourteen (14) days, and where the owner resides on the premises or property. Guest rooms shall be established and maintained distinct and separate from the owner's quarters. Such building shall be considered as a one-family detached dwelling or an extension of the one-family dwelling with detached accessory guest buildings under the provisions of Item (I) for purposes of use classification and shall be permitted only through a conditional use permit issued by the board of appeals.

Amendment#2

14-201. Provisions relating to construction of language and definitions. (3) Definitions (zzzz)

(zzzz) Transient any person who exercises occupancy or is entitled to occupancy of any rooms, lodgings or accommodations for a period of less than thirty (30) continuous days

Amendment#3

14-202. Use classification. (6) Commercial actives (s) Transient habitation

(s) Transient habitation includes the provision of lodging services for transient guests. The term shall include **five (5)** different types of activities as defined in § 14-201(3).

(i) Hotel

- (ii) Motel
- (iii) Extended stay hotel/motel
- (iv) Single room occupancy residential facility (SRO)

(v) Short term rental property (STRP)

(Bed and Breakfast Homestay is considered an accessory use to a permanent residential use and approved only by conditional use in the defined residential zoning district)

Amendment#4

14-213. Administration and Enforcement. (9) Conditional Use Permits. (H) Specific Standards for Residential Activities. (ii)

(ii) Bed and breakfast homestay.

(A) A property proposed for a bed and breakfast homestay shall include public street frontage and shall either contain a minimum of five (5) acres or shall be located on property that contains a structure of historical significance. A historical significant structure is listed on the National Register of Historic Places, or is determined by the state historical commission to be eligible to be placed on the National Register of Historic Places, or is a structure that is within an area designated by the local governing body as a historical or conservation district;

(B) The owner of the property must reside permanently in the home. If there is more than one (1) owner, the owner with the largest share of the ownership shall reside permanently in the home. If two (2) or more owners own equal shares, at least one (1) of the owners shall reside permanently in the home.

(C) A maximum of one (1) off-street parking space shall be provided for each guest room. The design of the parking spaces and their number and location shall also take into account the owner's parking spaces. Fencing, screening and landscaping shall be required to buffer and protect adjoining properties. Large expanses of paved area shall be avoided. No more than two (2) such spaces shall be located in the front yard.

(D) A maximum of ~~four~~ three (4) (3) guest rooms shall be available for rent, and such rooms shall not occupy more than fifty percent (50%) of the total habitable floor area. A guest register shall be maintained and made available to the codes administrator or other enforcing officer.

(E) Meal service shall be limited to breakfast and

shall be restricted to overnight guests only. No cooking facilities shall be available in any guest room. **Application shall be in compliance with County Health Department requirements and applicable inspections.**

(F) No exterior structural or architectural alterations or expansions **exceeding twenty (20) percent of the building square footage including those necessary to ensure the safety of the building,** shall be made to the building for the purpose of providing a bed and breakfast homestay.

(G) The maximum length of stay for any guest(s) shall be fourteen (14) consecutive days.

(H) The building shall comply with the ~~International Residential Code~~ **City's adopted building and residential code standards** and shall be inspected prior to occupancy by the codes administrator and the fire chief or other enforcement officials. In the event the home is a **registered** historic building the board may consider the varying the strict application of the code requirements as long as the safety of the guests is not compromised.

(I) One (1) incidental sign may be permitted in accordance with the Goodlettsville Sign Ordinance.

(J) Detached accessory guest building alternative bed and breakfast homestay use to meet the provisions of (ii) Bed and breakfast homestay **items (A) through (H) (I)** but the application may also be reviewed through the Conditional Use process defined by the Zoning Ordinance including the following additional sections:

-Detached accessory building quest buildings shall only be permitted for properties five (5) acres or larger; and,

-Existing accessory residential dwellings unit buildings constructed prior to the effective date of this section (I) may be reviewed in current condition; and,

-Detached accessory building quest buildings shall only be permitted on the property of the primary single family dwelling unit; and,

-The total number **of four three quest units (4) (3)** shall apply to the entire property and guest accessory buildings shall not contain any kitchen or cooking facilities; and,

-The accessory quest buildings units shall be constructed per the requirements of the Zoning Ordinance accessory building requirements regarding location, maximum floor area ratio and lot coverage, maximum building height; and,

-The accessory quest buildings units shall be constructed to be consistent with the wall and roof materials of the primary single family dwelling unit; and

-The accessory quest buildings units shall be constructed to meet the minimum side and rear setbacks of the residential zoning district; and,

*-The accessory buildings shall be permanent buildings meeting the requirements of the ~~International Residential Building Code~~ **City's adopted building and residential code standards** and shall not include any portable structures; and,*

-The accessory quest buildings shall be connected to the primary single family. ~~residence building where a meal is provided to overnight quests only.~~ The connection shall be either a vehicular or pedestrian connections and the accessory quest buildings shall be accessible for emergency services. A scaled site plan shall be submitted to the Board of Zoning and Sign Appeals as part of the Conditional Use application process to ensure the compliance with this item; and,

ORDINANCE 19-955

AN ORDINANCE TO AMEND THE CITY OF GOODLETTSVILLE MUNICIPAL CODE TITLE 12 BY CREATING A NEW CHAPTER 5, ENTITLED SHORT TERM RENTAL AND BED AND BREAKFAST HOMESTAY FACILITIES

WHEREAS, the City's adopted Building Code and Residential Code intent and purpose includes establishing minimum requirements to safeguard the public safety, health, and general welfare through means of egress facilities and safety to life from fire; and,

WHEREAS, Occupants of short term rentals and bed and breakfast home stay uses familiarity to the buildings including emergency egress is similar to occupants of transient hotel and motel uses and additional code requirements for these specific units in one and two family building designs are need to provide additional protections for occupant safety from fire; and,

NOW, THEREFORE, BE IT ORDAINED AND IT IS HEREBY ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE, AS FOLLOWS:

SECTION 1. The municipal code of Goodlettsville, Tennessee, be and the same is hereby amended by including new section 12-105 as listed in "EXHIBIT A".

SECTION 2. That the Commissioners of the City of Goodlettsville, Tennessee, hereby certify that a notice of hearing thereon has been ordered with fifteen (15) days notice of the time and place of said meeting has been published in a newspaper circulated in the City of Goodlettsville, Tennessee. This Ordinance shall take effect fifteen (15) days from the date of its final passage, the public welfare demanding it.

SECTION 3. If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision, or portion, of this Ordinance which is not itself invalid or unconstitutional.

SECTION 4. In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of Goodlettsville, the most restrictive shall in all cases apply.

MAYOR JEFF G. DUNCAN

CITY RECORDER

APPROVED AS TO LEGALITY AND FORM:

CITY ATTORNEY

Passed First Reading: _____

Passed Second Reading: _____

ORDINANCE 19-955

“EXHIBIT A”

TITLE 12 BUILDING, UTILITY, ETC CODES

Section 12-105 Short Term Rental and Bed and Breakfast Homestay Facilities:

Short term rentals and bed and breakfast homestay uses shall be considered a one and two family dwellings per the State of Tennessee Transient Rental Home and Cabin ruling and the following additional fire and life and safety protection requirements shall apply:

1. Any short term rental facility building containing more than two (2) separate and fully independent dwelling units with kitchen, living space, bedrooms, and bathrooms shall require the building to be protected with a fire sprinkler system meeting requirements of an NFPA 13D or 13R system. The NFPA 13D sprinkler system is for one and two family residential structures only. Fire separation requirements of the City's Residential Code would apply between separate and fully independent dwelling units.
2. All rental units in short term rentals and bed and breakfast homestay uses shall include an exterior door in the unit to the building exterior or shall require the building to be protected with a fire sprinkler system meeting the requirements of an NFPA 13D or 13R system. The NFPA 13D sprinkler system is for one and two family residential structures only. All sleeping rooms shall contain emergency egress per the City's Residential Code requirements and the exterior exit door would meet that requirement if the door is in the sleeping room. The City may permit a single residential rental sleeping room in an owner occupied short term rental and bed and breakfast homestay facility with emergency egress per the City's Residential Code and without a fire sprinkler system if the rental room is on the same level as other non-rental residential rooms.
3. A multi-station interconnected fire and smoke detection and alarm system and if applicable a carbon monoxide detection and alarm system shall be installed for all short term rental and bed and breakfast homestay uses per the City's Residential Code.

ORDINANCE NO. 19-956

AN ORDINANCE TO AMEND THE HILL PLACE MASTER PLAN FOR SIX (6) ADDITIONAL RESIDENTIAL UNITS FOR A HDRPUD, HIGH DENSITY RESIDENTIAL PLANNED UNIT DEVELOPMENT ON OLD BRICK CHURCH PIKE

WHEREAS, the City's Zoning Ordinance intent and purpose includes but is not limited to dividing the city into zones and districts restricting and regulating therein the location, construction, and use of residential buildings, structures; and,

WHEREAS, the City's Zoning Ordinance intent and purpose includes but is not limited to protecting the character and maintain the stability of residential areas within the city, and to promote the orderly and beneficial development of such areas; and,

WHEREAS, The Goodlettsville Planning Commission has reviewed and discussed this proposed amendment and voted to recommend its passage to the Board of Commissioners based on the proposed amendment being consistent with the existing development and is within the density permitted of the High Density Residential Planned Unit Development zoning district, and,

WHEREAS, the Hill Place Master Plan currently includes twenty (20) residential units on 7.28 acres and the proposal is cover the existing unfinished portions of two (2) buildings for six (6) additional residential units for a total of twenty-six (26) residential units on 7.28 acres or 3.6 units per acre which is less than the 7.0 units per acre permitted in the High Density Residential Planned Unit Development Zoning district;

NOW, THEREFORE, BE IT ORDAINED AND IT IS HEREBY ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE, AS FOLLOWS:

SECTION 1. That the Official Zoning Map adopted by Ordinance No. 15-851 entered on second reading on November 12, 2015 being the municipal zoning map of Goodlettsville, Tennessee, be and the same is hereby amended as follows:

The existing The Hill Place Master Plan and High Density Residential Planned Unit Development property zoning classification is amended by replacing the existing master plan with a new master plan for twenty-six (26) residential dwelling units with the High Density Residential Planned Unit Development per the The Hill Place Master Plan dated August 30, 2019 for the properties attached as "EXHIBIT A" and described as follows:

PROPERTY TAX MAP/PARCELS 0181160A1100-CO - 0181160A100CO AND 018160A02100CO
CONTAINING APPROXIMATELY 7.28 ACRES AS SHOWN IN THE RECORDS OF THE ASSESSOR OF PROPERTY OF DAVIDSON COUNTY, TENNESSEE.

SECTION 2. That the Commissioners of the City of Goodlettsville, Tennessee, hereby certify that this Ordinance has been submitted to the Planning Commission of the City of Goodlettsville for a recommendation, and a notice of hearing thereon has been ordered after at least fifteen (15) days notice of the time and place of said meeting has been published in a newspaper circulated in the City of

Goodlettsville, Tennessee. This Ordinance shall take effect fifteen (15) days from the date of its final passage, the public welfare demanding it.

SECTION 3. If any section, clause, provision, or portion of this Ordinance is for any reason declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect any other section, clause, provision or portion of this Ordinance which is not itself invalid or unconstitutional.

SECTION 4. In case of conflict between this Ordinance or any part thereof and the whole or part of any existing or future Ordinance of the City of Goodlettsville, the most restrictive shall in all cases apply.

MAYOR JEFF G. DUNCAN

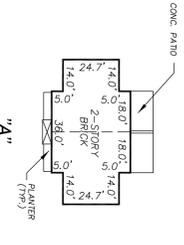
CITY RECORDER

APPROVED AS TO LEGALITY AND FORM:

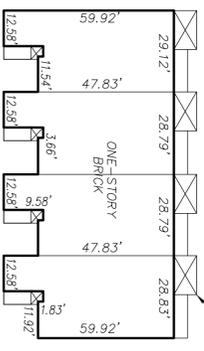
CITY ATTORNEY

Passed First Reading: _____

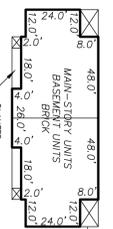
Passed Second Reading: _____



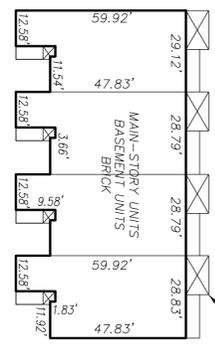
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BUILDING/UNIT (7) HALF UNIT DETAIL



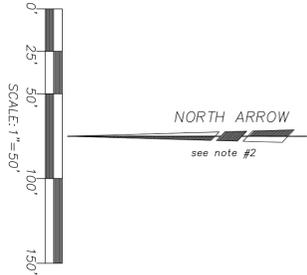
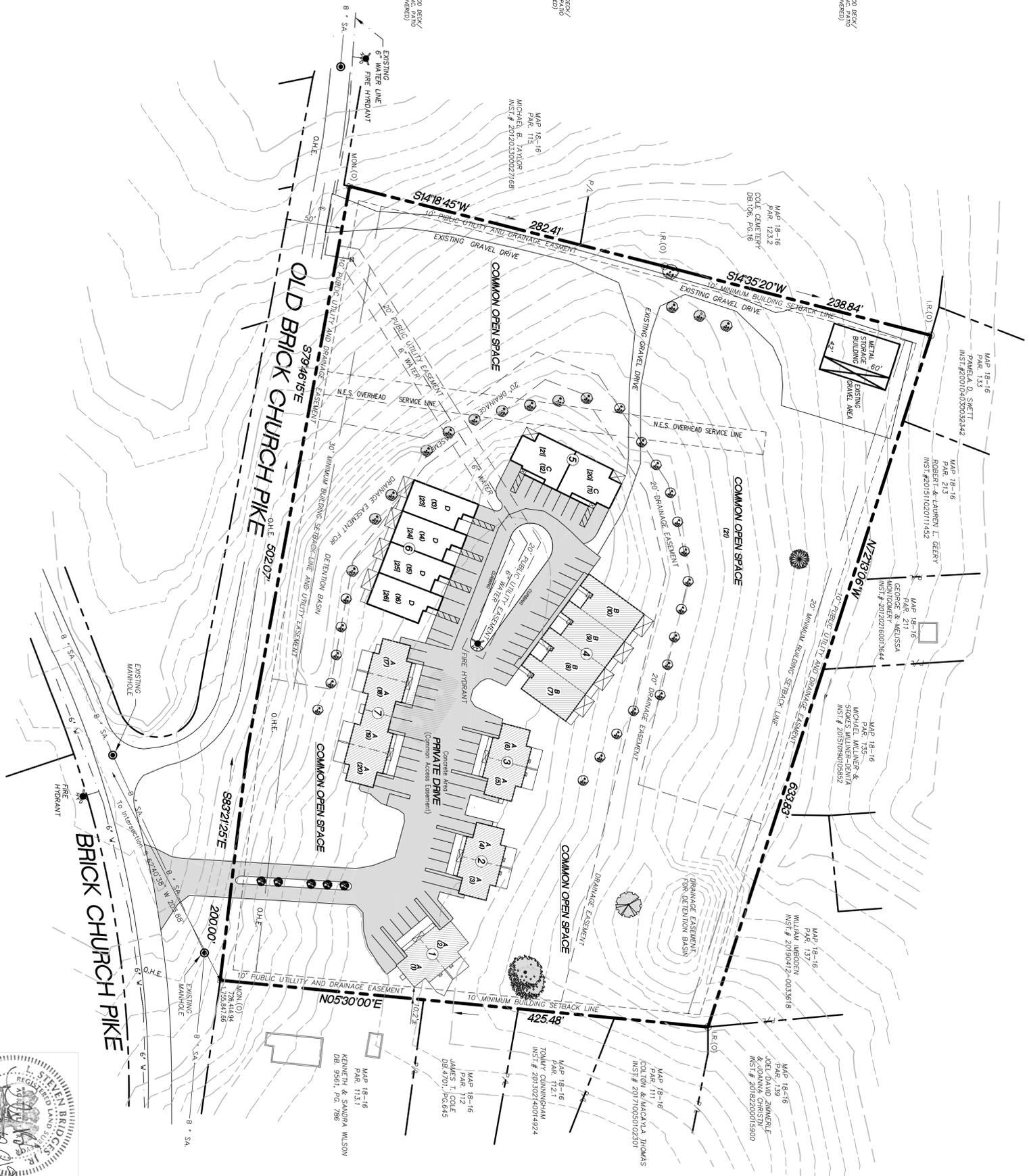
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SCALE: 1"=50'
BUILDING/UNIT (4) WHOLE UNIT DETAIL



AMENDED BUILDING/UNIT DETAIL:
SCALE: 1"=50'
BUILDING/UNIT (5) WHOLE UNIT DETAIL



AMENDED BUILDING/UNIT DETAIL:
SCALE: 1"=50'
BUILDING/UNIT (6) WHOLE UNIT DETAIL
DESIGNATES [BASEMENT] UNIT



GENERAL NOTES:

1. THE PURPOSE OF THIS AMENDMENT IS TO CREATE ADDITIONAL UNITS IN THE BASEMENTS AREAS IN BUILDINGS FIVE AND SIX. THIS WILL CREATE TWO ADDITIONAL UNITS UNDER BUILDING FIVE AND FOUR ADDITIONAL UNITS UNDER BUILDING SIX. THIS AMENDMENT IS BASED ON THE RECORDED FINAL MASTER PLAN OF THE HILL PLACE - A PRIVATE HORIZONTAL PROPERTY LINE REGIME AND PRIVATE EASEMENT, AS OF RECORD IN BOOK 20010229-0017204, REGISTERS' OFFICE DAVIDSON COUNTY, TENNESSEE.
2. PROPERTY ZONED: HIGH DENSITY RESIDENTIAL. PLANNED UNIT DEVELOPMENT.
3. MINIMUM BUILDING SETBACK LINE (M.B.S.L.) FRONT: 30' M.B.S.L., REAR: 20' M.B.S.L., SIDE: 10' M.B.S.L. AND BUILDING EASEMENT SHALL BE MAINTAINED BY THE HOMEOWNERS ASSOCIATION. THIS SHALL PROVIDE THREE ONE-STREET PARKING SPACES OR 78 SPACES WITH THE ADDITION. EXISTING PARKING SPACES PROVIDED BY:
12. BUILDING DESIGNATION SHOWN BY A NUMBER INCLOSED.
13. UNIT DESIGNATED BY A CAPITAL LETTER.
14. MAXIMUM OVERALL DENSITY PERMITTED UNDER H.D.R.P.U.D. = SEVEN UNITS/ACRE. (7 X 7.28 = 50 DWELLING UNITS PERMITTED). CURRENTLY THERE ARE 20 DWELLING UNITS. THIS AMENDMENT WILL INCREASE THE DENSITY TO 28 DWELLING UNITS.
15. THIS SITE TOOK PLACE WHEN THE ORIGINAL FINAL MASTER DEVELOPMENT SITE PLAN WAS APPROVED IN 2000. THE ONLY EXCAVATION ON THIS SITE SHOULD BE FOR THE CONSTRUCTION OF ADDITIONAL SIDEWALKS.
6. EACH INDIVIDUAL BUILDING WILL HAVE ACCESS TO BRICK CHURCH PIKE THROUGH THE PRIVATE DRIVE COMMON ACCESS EASEMENT.
7. THIS IS A PRIVATE COMMUNITY WITH PRIVATE DRIVES AND PRIVATE DRIVERS COMMON ACCESS EASEMENTS ARE ALSO PUBLIC UTILITY AND DRAINAGE EASEMENTS ARE 8. ALL COMMON OPEN SPACE IS ALSO A PUBLIC UTILITY AND DRAINAGE EASEMENTS.
9. EACH UNIT HAS MADISON SUBURBAN UTILITY DISTRICT WATER AND CITY OF GOODLETTSVILLE SANITARY SEWER SERVICE LINES FROM PUBLIC UTILITIES TO THE INDIVIDUAL UNITS SHALL BE MAINTAINED BY THE HOMEOWNERS ASSOCIATION.
10. SHALL PROVIDE THREE ONE-STREET PARKING SPACES OR 78 SPACES WITH THE ADDITION. EXISTING PARKING SPACES PROVIDED BY:
12. BUILDING DESIGNATION SHOWN BY A NUMBER INCLOSED.
13. UNIT DESIGNATED BY A CAPITAL LETTER.
14. MAXIMUM OVERALL DENSITY PERMITTED UNDER H.D.R.P.U.D. = SEVEN UNITS/ACRE. (7 X 7.28 = 50 DWELLING UNITS PERMITTED). CURRENTLY THERE ARE 20 DWELLING UNITS. THIS AMENDMENT WILL INCREASE THE DENSITY TO 28 DWELLING UNITS.
15. THIS SITE TOOK PLACE WHEN THE ORIGINAL FINAL MASTER DEVELOPMENT SITE PLAN WAS APPROVED IN 2000. THE ONLY EXCAVATION ON THIS SITE SHOULD BE FOR THE CONSTRUCTION OF ADDITIONAL SIDEWALKS.

LEGEND:

IRON ROD (OLD)	○
IRON ROD (NEW)	●
CONCRETE MONUMENT (OLD)	□
CONCRETE MONUMENT (NEW)	■
CATCH BASIN	⊠
PROPOSED FIRE HYDRANT	⊙
EXISTING FIRE HYDRANT	⊙
GAS VALVE	⊙
WATER SHUT-OFF VALVE	⊙
WATER VALVE	⊙
EXISTING MAN-HOLE	⊙
PROPOSED MAN-HOLE	⊙

**AMENDMENT TO THE FINAL MASTER PLAN
THE HILL PLACE
A HORIZONTAL PROPERTY LINE REGIME - PRIVATE ELEMENT**

**TENTH COUNCILMANIC DISTRICT
CITY OF GOODLETTSVILLE
DAVIDSON COUNTY, TENNESSEE**

L. STEVEN BRIDGES, JR.
LAND SURVEYING AND CONSULTING

205 SHIVEL DRIVE
HENDERSONVILLE TENNESSEE 37075-3518
Phone:(615) 822-5394 Email: office@bridgeslandsurveying.net

SCALE:	1" = 50'
JOB NO.:	3787
SHEET NO.:	
DRAWN BY:	L.S.B., Jr.
CHECKED BY:	L.S.B., Jr.
DATE:	08/30/2019
REVISIONS:	

RESOLUTION 19-878

A RESOLUTION APPROVING AN APPLICATION FOR A CONGESTION MITIGATION AND AIR QUALITY GRANT ADMINISTERED BY THE STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION FOR THE FURTHER ENHANCEMENT OF TRAFFIC SIGNALIZATION CONTROLS ALONG LONG HOLLOW PIKE AND CONFERENCE DRIVE.

WHEREAS, the State of Tennessee is accepting applications for the Congestion Mitigation and Air Quality (CMAQ) Grant Application; and,

WHEREAS, the City of Goodlettsville is eligible to participate in this grant program and has received approval for the preliminary project letter of intent process; and,

WHEREAS, it is to the benefit of the citizens of the City of Goodlettsville that this grant application be approved and submitted for the further advancement in Traffic Signalization Controls along Long Hollow Pike and Conference Drive.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE:

Section 1. That the City of Goodlettsville's application for the Congestion Mitigation and Air Quality (CMAQ) Grant, would require matching funding in the amount of \$103,000.00 for Traffic Signalization Controls along Long Hollow Pike and Conference Drive.

Section 2. That the City of Goodlettsville assures the State of Tennessee Department of Transportation that the City will match all grant funding awarded not to exceed \$103,000.00.

Section 3. That this resolution shall take effect from and after its adoption, the welfare of the City of Goodlettsville requiring it.

Passed October 10, 2019

Mayor Jeff G. Duncan

City Recorder

Approved as to form and legality

City Attorney

RESOLUTION 19-879

A RESOLUTION ESTABLISHING A RETENTION POLICY FOR THE CITY OF GOODLETTSVILLE, TENNESSEE

WHEREAS, the State of Tennessee requires each government division of the state to adopt a records retention policy; and,

WHEREAS, in order to be compliant with state law the City of Goodlettsville must adopt a records retention policy.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE:

Section 1. That the City of Goodlettsville hereby adopts the Records Retention Policy herein referred to as Exhibit I of this Resolution.

Section 2. That this resolution shall take effect from and after its adoption, the welfare of the City of Goodlettsville requiring it.

Passed October 10, 2019

Mayor Jeff G. Duncan

City Recorder

Approved as to form and legality

City Attorney

Animal Control

Reference Number: MTAS-681

ANIMAL CONTROL RECORDS RETENTION SCHEDULE		
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 of animals 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. Document 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; complaint's name, address, and telephone number; owner's name and address; animal's license number; and details of problems.	Retain 4 years or until resolution of any litigation, whichever is later.	Record may be used in litigation. Retention period based on statute of limitations for actions for injuries to personal property plus 1 year. T.C.A. § 28-3-105.
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 for 3 years. May want to retain for 4 years if 4-year retention period adopted for other animal control records.	Tenn. Admin. Rule 1730-4-.09.
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.	Retain 4 years.	Keep to provide proof of vaccination and to facilitate return of lost animals to

ANIMAL CONTROL RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/Rationale
68-8-104. Certificates are forwarded to animal control by veterinarians.		owners. Rabies vaccine lasts 3 years.
A-11. Rabies Certificate. Rabies vaccination is required by T.C.A. 68-8-104. Certificates are forwarded to animal control by veterinarians.	Retain 4 years.	Keep to provide proof of vaccination and to facilitate return of lost animals to owners. Rabies vaccine lasts 3 years.
A-12. Return to Owner, Record of.	Retain 4 years.	Keep to prove ownership and assign liability to owner if the animal is ever in violation of ordinances or statutes.
A-13. Spay/Neuter Deposit, Record of. Deposit is required by T.C.A. § 44-17-503 for every animal not already neutered that is adopted from an animal shelter.	Retain 4 years.	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.



Cemeteries (City-Owned)

Reference Number: MTAS-682

CEMETERIES, CITY-OPERATED RECORDS RETENTION SCHEDULE		
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.	Establish 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.



Court Records

Reference Number: MTAS-683

COURTS RECORDS RETENTION SCHEDULE		
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, name 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 the case.	T.C.A. § 18-1-202(a).
C-8. Bills of Costs-Courts with Concurrent Jurisdiction. Certified bills of cost in criminal cases in courts having concurrent general sessions court jurisdiction and submitted for payment by the city court clerk, showing names of the plaintiff and defendant, offense charged, date of initial action, items of cost, amount of each; date process issued, signature of office issuing warrant, date filed with city 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	Retain 5 years after close of case.	Keep for audit and review purposes.

COURTS RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
warrant, date filed for court for trial, clerk's certification, date judgment paid, and number of warrant issued in payment.		
C-10. Bond Books, Miscellaneous. Receivers, appearance, costs, 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 that 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. Records of case funds received and distributed.	Permanent Record.	Recommended by the comptroller in the Internal Control and Compliance Manual for Tennessee Municipalities.
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.	T.C.A. § 18-1-202(a).
C-16. Court Action Reports.	Retain 10 years	Keep for audit purposes.
C-17. 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-18. Delinquent Tax Collection Reports. Copies of the 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).

COURTS RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
C-19. 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-20. 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 the parties.	Notice permits parties to retrieve records. T.C.A. § 18-1-202(b).
C-21. 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.
C-22. 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-23. General Account Ledgers (execution docket). Ledger accounts or funds received from payments of judgments and court costs; money distributed by the clerk showing style and number of case, date of collection, name of person from whom received, and amount; date of payment, name of payee, number of check issued, and amount; may show cash book and page number from which entry was posted.	*Permanent Record.	T.C.A. § 18-1-202(a).
C-24. General Index. Index to all original case papers, showing file number and names of complaint and respondent.	*Permanent Record.	Necessary for use of other permanent records.
C-25. 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-26. Judge's Opinions. Statements by the judge of the decision reached in regard to a cause heard before him relating the laws as applied to the case and giving reasons on which the judgment is based.	*Permanent Record.	T.C.A. § 18-1-202(a).
C-27. 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-28. 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.

COURTS RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
C-29. 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-30. 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-31. 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 that must be kept as a permanent record to comply with T.C.A. § 18-1-202(a).	Keep for audit purposes.
C-32. 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-33. 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-34. Rule Dockets and Indexes. A record of original processes issued and files incident to cases tried in court, showing number of case, date and hour filed, names of complainant, respondent, and solicitors; also date and nature of process, names of bondmen, date process served, note of officer's return, and rules and orders of the court.	*Permanent Record	T.C.A. § 18-1-202(a).
C-35. 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-36. 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.

COURTS RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
C-37. Summonses. A writ notifying a person that a court action has commenced against him and that he is required to appear on a day named and answer the complaint in such action.	*Permanent Record	T.C.A. § 18-1-202(a).
C-38. 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-39. Unclaimed Funds, Record of. Record of funds in hands of clerk unclaimed for 7 years and turned over to the state, showing style of case, case number, respondent, and amount.	*Permanent Record	Keep record for audit purposes and a reasonable period to allow interested parties to make inquiries.
C-40. 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-41. 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 and federal law.



Election Records

Reference Number: MTAS-684

ELECTIONS RECORDS RETENTION SCHEDULES		
Description of Record	Retention Period	Legal Authority/Rationale
D-1. Candidate List. List 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 Result	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. Reapportioned Records (if city has districts or wards).	Retain until next reapportionment.	May have legal significance until completion of next reapportionment. May assist in next reapportionment.



Municipal Technical Advisory Service
INSTITUTE for PUBLIC SERVICE

Engineering

Reference Number: MTAS-685

ENGINEERING RECORDS RETENTION SCHEDULE		
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 recertification appeal period. This record series has 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 1 year. T.C.A. § 28-3-109.
E-3. Building Plans. Blueprints and specifications for all municipal building including school buildings.	Retain for life of the building (plus additional time if litigation arise from 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 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. Show 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 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	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.

ENGINEERING RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/Rationale
	but if removed, should be transferred to an archive or library.	
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.



Finance Records

Reference Number: MTAS-686

FINANCE RECORDS RETENTION SCHEDULE		
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 1 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 the payment of claims against the city, showing date of meeting, date claim filed, to whom payable, nature of claim or purpose of appropriation, and amount.	Permanent Record.	Keep for audit and historical purposes.
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> . Audit working papers of an internal audit staff are confidential. See 2013 Pub. Chptr. 15. 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 1 year.

FINANCE RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/Rationale
		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 1 year. T.C.A. § 28-3-109
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 1 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 bidder. Include record of unsuccessful bids in this file.	Retain 7 years after contract expires.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109
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. Other records include trust indenture, loan agreements, bond counsel opinion, documentation on expenditure of bond proceeds, copies of management contracts and research agreements, documentation of all sources of payment or security for the bonds, and documentation of investment of bond proceeds. Other records may also include documentation specific to any single and multifamily housing bonds and small issue industrial development bonds.	Bonds and coupons may be destroyed 15 years after the maturity date of such bonds.	Based on procedures established in T.C.A. § 9-21-123. Based on the length of time a bond payee has to take action against the issuer T.C.A. § 28-3-113.
F-12. Budget Records and Reports. These pertain to the general fund and the street fund, debt service fund, the general purpose school fund and all other city funds. They show anticipated revenues, anticipated expenditures for the year, and fund balance at the end of the year.	The annual budget is preserved permanently in city legislative body minutes. Retain other budget records and reports 5 years.	Keep for audit purposes.
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 1 year. T.C.A. § 28-3-109.
F-14. Cash Journals. Records of all receipts and disbursements as distributed to various	Permanent record.	Recommendation of the comptroller set forth in the

FINANCE RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/Rationale
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.		<i>Internal Control and Compliance Manual for Tennessee Municipalities.</i> Comptroller's office considers the record important for demonstrating patterns in investigations of misappropriation of funds. Prior to the advent of general budgetary practices, the Recorder's Cash Journal 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-15. Cash Reconciliation Report. Shows balances at beginning of the month, outstanding checks, cash balances, checks issued during month, checks paid, cash and outstanding checks at end of the month.	Retain 1 year after audit.	Keep for audit and review purposes.
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 1 year. T.C.A. § 28-3-109
F-17. Check Stubs. From all city accounts and accounts of all departments.	Retain 7 years.	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109
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. T.C.A. § 28-3-109.
F-19. Financial Report to City Legislative Body. (1) General; (2) Final – Report gives information on different accounts, balances on last report, receipts, disbursements, commissions, transfers, balances on this report, totals, bank balances of city accounts in different banks, and classification of receipts (sources received from, e.g., state, local, etc.). Reports of street department chief administrative officer and other officials when required by law.	Permanent Record.	These reports should be recorded in the minutes of the city legislative body. Permanent retention is recommended by the comptroller in the <i>Internal Control and Compliance Manual for Tennessee Municipalities.</i>

FINANCE RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/Rationale
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-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 payer, amount, funded 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 1 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 1 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 1 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 1 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 payments or transfer tax, delinquent taxes, state funds, utilities tax, etc. Receipts may be loose rather than in books.	Retain 7 years after last entry. If stored electronically, destroy file 7 years after date of creation. Additional copies of the receipts that are not needed for any purpose are working papers	Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.

FINANCE RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/Rationale
	that may be destroyed as soon as it is determined they are superfluous.	
F-27. Sale Tax report. Report from the state showing total tax collection less cost of state collection. Report shows amounts distributed to incorporated municipalities.	Retain 10 years.	The record series is kept longer than the usual audit standard in case of dispute regarding city/ county distribution of revenues.
F-28. Travel Authorizations.	Retain 5 years.	Keep for audit purposes.
F-29. Unclaimed Funds, Record of. Records of funds in hands of official unclaimed for 7 years and turned over to state, showing information about source of funds and amount.	Retain 10 years.	Keep record for audit purposes and a reasonable period to allow interested parties to make inquiries.



Fire Records

Reference Number: MTAS-687

FIRE RECORDS RETENTION SCHEDULE		
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. *Retain for duration of employment plus 30 years. *Retain 3 years. *Retain 30 years.	Occupational Safety and Health Act (29 C.F.R. 1910.1030). Occupational Safety and Health Act (29 C.F.R. 1910.1020). Occupational Safety and Health Act (29 C.F.R. 1910.1030). Occupational Safety and Health Act (29 C.F.R. 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 Incidents 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 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 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.

FIRE RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/Rationale
G-6. Firefighter Annual Certification of Fitness to Perform Job Functions.	*Retain until next certification completed to comply with OASH. Retaining 3 years is recommended.	Required by OSHA. (29 C.F.R. 1910.156(b)(2)) and (29 C.F.R. 1910.135 (m)). Department of Labor can request information going back 3 years. Retention allows the fire department to show a history of testing and compliance.
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 C.F.R. 1910.156 (f)) and (29 C.F.R. 1910.135 (m)). Department of Labor can request information going back 3 years. Retention allows the fire department to show a history of testing and compliance.
G-8. Material Safety Data Sheets (MSDSs). Employers must have an MSDS on file for each hazardous chemical they use and ensure that copies are readily accessible to employees in their work area. Employer must keep records of chemicals used, where they were used, when they were used and for how long.	No specific time-must be maintained in a current fashion. Retain for 30 years.	Occupational Safety and Health Act (29 C.F.R. 1910.1020(d)(1)(ii)(B)). Occupational Safety and Health Act (29 C.F.R. 1910.1020(d)(1)(ii)(B)).
G-9. Physical/ Medical Records. Complete and accurate records of all medical examinations require by OSHA law.	Retain for duration of employment plus 30 years unless specific OSHA standard provides a different time period.	Occupational Safety and Health Act (29 C.F.R. 1910.1020).
G-10. Medical Records of Patients in EMS Run Records. Patients medical histories, reports, summaries, diagnosis, prognosis, records of treatment, medication, X-ray and radiology interpretation, physical therapy charts and lab reports.	Retain 10 years following discharge of patient or patient's death during treatment. For patients under mental disability or minority, records should be retained for period of minority or disability plus 1 year or 10 years following discharge, whichever is longer. X-ray film may be disposed of after 4 years when radiologist's interpretation is made.	T.C.A. §§ 68-11-305 and 68-140-519.

FIRE RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/Rationale
G-11. 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-12. Training Records.	Retain for duration of employment plus 3 years.	Proof of training for ISO and OSHA.
G-13. Vehicle and Equipment Maintenance Records.	Retain for life of vehicle or equipment plus 1 year.	Determination of replacement, proof of maintenance; possible tort action.

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



Municipal Technical Advisory Service
INSTITUTE for PUBLIC SERVICE

Fleet Services

Reference Number: MTAS-688

FLEET SERVICES RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/Rationale
H-1. Vehicle and Equipment Purchase and Maintenance Records.	Retain for life of vehicle or equipment plus one year.	Determination for replacement, proof of maintenance; possible for action.



Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE

General Administration

Reference Number: MTAS-689

GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE		
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 plus 10 years; if license not granted, retain 1 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 <i>et seq.</i>
I-3. Bankruptcy, notice of.	Retain 11 years.	Based on statute of limitations for collection of property taxes, plus 1 year. T.C.A. § 67-5-1806.
I-4. Beer Applications and Permits. The application and permits issued to persons selling legalized beverages (beer), Showing name of licensee, business address, date issued, permit number, and signature of beer board approving the issuance of the license.	Retain 5 years after the permit is terminated.	Keep for audit purposes.
I-5. 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 year.	Source documents must be kept by wholesalers and retailers for 2 years T.C.A. § 57-5-206(b).
I-6. 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.

GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
I-6A. Business tax returns. Returns filed under the Business Tax Act under T.C.A. § 67-4-715.	Retain 7 years after January of the year in which the taxes accrue.	T.C.A. § 67-1-1501(a); Westinghouse Electric Corp. v. King 678 S.W. 2nd 19 (Tenn. 1984).
I-7. Contracts. Contracts between the city and other contractors.	Retain 7 years after termination of contract.	Based on statute of limitations for breach of contract plus 1 year. T.C.A. § 28-3-109.
I-8. Contracts, Construction. Contracts between the departments and contractors for construction work, showing name 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 1 year. T.C.A. § 28-3-109.
I-9. Correspondence Files. Correspondence with citizens and government officials regarding policy and procedures or program administration.	Generally retain based on subject matter or 5 years, whichever is longer, but appraise for continuing administrative usefulness or historical value. (See "E-mail" below.)	Maintain for reasonable period of time in case of continued action related to the correspondence.
I-9A. E-mail. [1] Spam and other e-mails that will not be relevant to any litigation. [2] E-mails relative to contracts. [3] E-mails that might be relevant to tort litigation. [4] E-mails relative to personnel status of employees. [5] Other e-mails.	[1] May be discarded immediately. [2] Retain seven years or until expiration of guarantee. [3] Retain 2 years. [4] Retain 5 years. [5] Retain based upon subject matter (see other provisions in retention schedule) or 5 years, whichever is longer, but appraise for	[1] No requirement for retention. [2] Based on statute of limitations for breach of contract plus 1 year. T.C.A. § 28-3-109. [3] Based on statute of limitation for tort action plus 1 year.

GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
	continuing usefulness or historical value.	[4] Various statutes of limitations and requirements in differing statutes. [5] Maintain for reasonable time in case of continued action.
I-10. 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-11. 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-12. 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-13. General (Nonfinancial) Monthly and Quarterly Reports to City Officials. Reports from all departments, boards, or agencies of the city. These reports should be recorded in the minutes of the legislative body.	These are working papers to keep until the information is incorporated into the minutes or an annual report. If not included in the minutes or no annual report is prepared, retain monthly and quarterly reports for 2 years.	Useful in preparing budgets in following years.
I-14. 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 1 year. T.C.A. § 28-3-109.
I-15. Leases (Real Property). Copies of leases or rental contracts on real estate, showing names of lessor and	Permanent record.	Keep to track property rights.

GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
lessee, description of property, terms of the contract, date of execution, and signatures of parties involved.		Note: If lease is more than 3 years, eligible for recordation under T.C.A. § 66-24-101(a) (15).
I-16. Leases and Agreements for Use of Equipment.	Retain 7 years after completion or expiration of lease or agreement.	Based on statute of limitations for breach of contract actions plus 1 year. T.C.A. § 28-3-109.
I-17. 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-18. 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-19. Minutes of City Legislative Body. Recorded minutes of the meetings of the municipal legislative body, including special call meetings. All recorded actions of the legislative body, including records of members present and their votes on matters of business presented, nature and results of votes; various items such as fixing the tax levy, adopting a budget, receiving financial reports from city officials and departments, appropriating funds for the maintenance and operations of city offices and institutions, and other items of a similar nature.	Permanent record.	City charter requirement, T.C.A. §§ 8-44-101, et seq. (Open Meetings law). Keep also for historical purposes.
I-20. (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-21. 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

GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
		historical purposes.
I-22. Motor Vehicle City Stickers. Copies of applications for city stickers for motor vehicles; evidence of compliance.	Retain 5 years.	Keep for audit purposes.
I-22A. Mutual Aid Documents. Declarations of a state of emergency, written requests for assistance, invoices for reimbursement.	Retain 2 years.	Keep for possible litigation purposes.
I-23. Official Bonds and Oaths of City Officials. Loose and bound original and recorded copies of the bonds and oaths of all officials required to file official bonds and/or oaths with the city recorder. Originals of many of the official bonds of city officials and constables have been deposited with the state comptroller of the treasury since 1957. Bonds generally show name of principal and sureties, amount of bond, date executed, condition of the obligation, date acknowledged and approved, signatures of principals, sureties and attorney-in-fact for bonding company, if any.	Retain 10 years after term covered by bond or oath.	Based on statute of limitations for actions on public officers' bonds. T.C.A. § 28-3-110.
I-24. 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-25. 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-26. Powers of Attorney, Record of. Record of legal appointment of persons to act as agents for individuals or estates in such matters as signing documents, giving receipts, collecting and distributing funds, paying utility deposits and bills; shows name of appointee and person making appointment, date of appointment, and contains requirements of notarization.	Retain permanently or until power of attorney is formally revoked.	Keep for audit purposes.

GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
I-27. Privilege Licenses – See Business and Privilege Licenses.		
I-28. 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. In	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-29. 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 1 year. T.C.A. § 28-3-109.



Permits Records

Reference Number: MTAS-690

PERMITS RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/Rationale
J-1. Approval Permit Applications for Solid Waste Disposal Facilities. Records of all data and supplemental information used to complete permit applications. Includes copy of permit and the approved Part I and Part II application. Maintain as 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, 1200-7-7-.02(4) (a)7.
J-2. Building Permits, Inspections, Certificates of Occupancy, Copies of. Show name of owner, amount of money to be expended, type of structure, location, date, and name of contractor.	Retain 5 years after issuance of certificate of occupancy or final inspection.	These are used to find new construction. These records are also used in state audits, which must occur at least once every 3 years, of cities that choose to enforce their own codes. T.C.A. § 68-120-101(b)(2)(C). In addition, T.C.A. § 28-3-202 provides for a four year statute of limitations on injuries from the date of substantial completion. Retention of one additional year will allow for any dispute of such date. 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 chairmen and secretary of the state board, date certificate issued, date recorded, and signature of the clerk.	Retain 5 years after all licenses in the book have expired.	Keep for audit purposes.
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.

Personnel

Reference Number: MTAS-691

PERSONNEL RECORDS RETENTION SCHEDULE		
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; <i>Jones v. R.R. Donnelley & Sons Co.</i> , 541 U.S. 369 (2004).
K-2. Age Records.	*Retain 3 years.	Fair Labor Standards Act (29 C.F.R. 516); Age Discrimination in Employment Act (29 C.F.R. 1627.3).
K-3. Americans with Disabilities Act – Employer Records. Request for reasonable accommodations.	*Retain 2 years.	Same employer record retention requirements as the Civil Rights Act of 1964 as Amended; Title VII of the Civil Rights Act (29 C.F.R. 1602.31).
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 was 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; <i>Jones v. R.R. Donnelley & Sons Co.</i> , 541 U.S. 369 (2004).
K-5. Bloodborne Pathogens/Infectious Material Standard. Protect employees who may be occupationally exposed to blood or other infectious materials. [1] Written exposure plan. [2] Medical records. [3] Training records. [4] Employee exposure records.	[1] Retention period not specified. Must be available to workers and kept current. [2] *Retain for duration of employment plus 30 years. [3] *Retain 3 years. [4] *Retain 30 years.	[1] Occupational Safety and Health Act (29 C.F.R. 1910.1030) [2] Occupational Safety and Health Act (29 C.F.R. 1910.1020) [3] Occupational Safety and Health Act (29 C.F.R. 1910.1030) [4] Occupational Safety and Health Act (29 C.F.R. 1910.1020)

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
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 3 years.)	Immigration Reform and Control Act (8 C.F.R. 274A.2).
K-7. Contracts, Employee. Contracts between city and employee.	Retain until 7 years after termination of employment.	Based on statute of limitations for breach of contract plus 1 year. T.C.A. § 28-3-109.
K-8. Contracts, Personal Service of Independent Contractor. Contracts between the city and independent contractors.	Retain 7 years after termination of contract.	Based on statute of limitations for breach of contract plus 1 year. T.C.A. § 28-3-109.
K-9. Demotion Records (See also transfer, layoff, termination).	Retain 5 years.	28 U.S.C. § 1658; <i>Jones v. R.R. Donnelley & Sons Co.</i> , 541 U.S.—(2004).
K-10. Discrimination or Enforcement Changes. Personnel records relevant to a charge of discrimination or enforcement against employer, including records relating to charging party and to all other employees holding positions similar or sought after, such as application forms or performance documentation.	*Retain until final disposition of charge of action.	Age Discrimination in Employment Act (29 C.F.R. 1627.3(b) (3)). Title VII of the Civil Rights Act (29 C.F.R. 1602.31). Executive Order 11246.
K-11. Drug Testing Records (Required by Department of Transportation). <ul style="list-style-type: none"> • Breath alcohol test with results of .02 or higher. • Positive controlled substance test. • Documentation of refusal of test. • Calibration documentation. • Evaluation of referrals. • Copy of calendar year summary. • Substance abuse professional reports. • Records related to administration of drug and alcohol testing. • Follow-up tests and schedules for follow up. 	<p>*Retain 5 years.</p> <p>*Retain 2 years.</p> <p>*Retain as long as individual performs the function plus 2 years.</p> <p>*Retain 1 year.</p>	<p>Omnibus Transportation Employee testing Act of 1991 (49 C.F.R. 40.83, 49 C.F.R. 653.71(b)).</p> <p>49 C.F.R. 40.83</p> <p>.49 C.F.R. 40.83</p> <p>49 C.F.R. 653.71 (b).</p>

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
<ul style="list-style-type: none"> • Information on the alcohol and controlled substances testing process. • Records of inspection and maintenance. • Information on training. • Negative and canceled controlled test results. • Alcohol test results of less than .02 alcohol concentration. 		
<p>K12. EEOC Information. Records kept by local governments. Any political subdivision with 15 or more employees must keep records and information that are necessary for completion of Report EEO-4 (Local Government Information Reports) regardless of whether or not the political jurisdiction is required to file a report.</p>	<p>*Retain 2 years from the date making the record or personnel action whichever occurs later.</p>	<p>29 C.F.R. 1602.31</p>
<p>K-13. Employee Earnings Records.</p>	<p>*Retain office record for 3 years.</p> <p>After this time, microfilm or archive record and keep for 70 years.</p>	<p>Age Discrimination in Employment Act (29 C.F.R. 1627.3); Fair Labor Standards Act (29 C.F.R. 516.5). Retention period of 70 years is due to retirement concerns and is based on approximate lifespan of employee. May destroy earlier if employee and any potential claimants are deceased</p>
<p>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 as EEO-4 report, a copy of EEO-4 form (Employer Information Report) must be kept.</p>	<p>*Retain a copy of the report as each central office for 3 years.</p>	<p>Title VII of the Civil Rights Act (29 C.F.R. 1602.32).</p>
<p>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.</p>	<p>*Retain 3 years. No particular order or form of records is required.</p>	<p>Family and Medical Leave Act (29 C.F.R. 825.500)</p>

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
<ul style="list-style-type: none"> • 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. • 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 leave. • Premium payments of employee benefits. • Records of any dispute between employer and an employee regarding the designation of leave as FMLA leave. 		
<p>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.</p>	Retain for 5 years.	<p>Fair Labor Standards Act (29 C.F.R. 516.5)</p> <p>Equal Pay Act (29 C.F.R. 1620.32 (b))</p> <p>28 U.S.C. § 1658.</p>
<p>K-17. Employment Tax Record.</p>	Retain 4 years.	<p>Internal Revenue Code (29 C.F.R. 31.6001-1).</p>
<p>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:</p>	*Retain 3 years. No particular order or form of record is required.	<p>Family and Medical Leave Act (29 C.F.R. 825.500)</p> <p>Family and Medical Leave Act (29 C.F.R. 825.110)</p> <p>Family and Medical Leave Act (29 C.F.R. 825.206)</p>

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
<ul style="list-style-type: none"> • Eligibility for F MLA leave is presumed for any employee who has been employed for 12 months; and • 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. 		
<p>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.")</p>	*Retain 3 years.	Fair Labor Standards Act (29 C.F.R. 516.5) requires 3-year retention. Equal Pay Act (29 C.F.R. 1620.32 (c) requires 2-year retention. Keep to comply with longer period.
<p>K-20. Group Health Insurance Coverage After Certain Qualifying Events. Employers need records showing covered employees and their spouses and dependents:</p> <ul style="list-style-type: none"> • Have received written notice of continuing group health insurance and COBRA rights; and • Whether the employee and his or her spouse and dependents elected or rejected coverage. 	Retain 7 years.	Internal Revenue Code (26 C.F.R. 54.4980B).
<p>K-21. Hiring Records.</p>	Retain 5 years from date records are made or personnel action is taken, whichever is later.	28 U.S.C. § 1658; <i>Jones v. R.R. Donnelley & Sons Co.</i> , 541 U.S. 369 (2004).
<p>K-22. Insurance/Retirement Plans.</p> <ul style="list-style-type: none"> • Benefit plan descriptions. • Records providing the basis for all required plan descriptions and reports necessary to clarify the information, including vouchers, worksheets, receipts, and applicable resolutions. 	<p>*Retain during the period that the plan or system is in effect, plus one year after the termination of the plan.</p> <p>*Retain not fewer than 6 years after filing date of documents</p>	<p>Age Discrimination in Employment Act (29 C.F.R. 1627.3 (b) (2)).</p> <p>Employee Retirement Income Security Act (29 C.F.R. 2520.101-1 through 2520.104b-30).</p>
<p>K-23. Layoff Selection.</p>	Retain 5 years from date record made or professional action taken.	28 U.S.C. § 1658; <i>Jones v. R.R. Donnelley & Sons Co.</i> , 541 U.S. 369 (2004).

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
<p>K-24. Material data Safety Sheets (MSDSs).</p> <ul style="list-style-type: none"> • Employers must have MSDSs on file for each hazardous chemical they use and ensure that copies are readily accessible to employees in their work area. • Employer must keep records of chemicals used, where they were used, when they were used and for how long. 	<p>No specific retention time set by statute. Must be maintained in a current fashion.</p> <p>*Retain 30 years.</p>	<p>Occupational Safety and Health Act (29 C.F.R. 1910.1020 (d) (1) (ii) (B).</p> <p>Occupational Safety and health Act (29 C.F.R. 1910.1020 (d) (1) (ii) (B).</p>
<p>K-25. Minimum Wage and Overtime Charges. See also the following in this section:</p> <ul style="list-style-type: none"> • Citizenship or authorization to work. • Americans with Disabilities Act – Employer Record • Insurance/Retirement Plans • Occupational Injuries and Illness. • Payroll – Basis on which wages are paid. • Physical/Medical Exams. Veterans – Military Leave. 	<p>*Retain 3 years.</p>	<p>Fair Labor Standards Act (29 C.F.R. 516.6) requires retention for 2 years, but Department of Labor can request documents going back 3 years.</p>
<p>K-26. Occupational Injuries and Illness Records. OSHA Form 300 Log of Work Related Injuries and Illnesses.</p> <p>OSHA Form 300A Summary of Work Related Injuries and Illnesses.</p> <p>OSHA Form 301 Injury and Illness Incident Report (effective January 1, 2002).</p>	<p>*Retain 5 years following the end of the year to which records relate.</p> <p>*Retain 5 years following the end of the year to which records relate.</p> <p>*Retain 5 years.</p>	<p>Occupational Safety and Health Act (29 C.F.R. 1904.9)</p> <p>Occupational Safety and Health Act (29 C.F.R. 1904.9)</p> <p>Occupational Safety and Health Act (29 C.F.R. 1904.9)</p>
<p>K-27. Older Workers Benefit Protection Act – Employer Records. Same employer records retention requirements as the Age Discrimination in Employment Act (ADEA).</p> <p>Waiver of Age Discrimination in Employment Acts rights.</p>	<p>*Retain 3 years to comply with statute.</p> <p>Retaining as a personal record is recommended.</p>	<p>Age Discrimination in Employment Act (29 C.F.R. 1627.3, 29 C.F.R. 1602.30)</p> <p>Keeping waiver forever will assure that record is available to use in defense of an Older Workers Benefit Protection Act</p>

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
		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; <i>Jones v. R.R Donnelley & Sons Co.</i> , 541 U.S. 369 (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; <i>Jones v. R.R Donnelley & Sons Co.</i> , 541 U.S. 369 (2004).
K-30. Payroll Records – Basis on Which Wages are Paid. <ul style="list-style-type: none"> • The basis on which wages are paid must be documented in sufficient detail to permit calculation for each pay period. The records may include payments of wages, wage rates, job evaluation, merit and incentive programs, and seniority systems. • 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 to calculate benefits costs, the data necessary to calculate these costs should be readily available to Wage and Hour audit personnel. 	Retain 5 years.	28 U.S.C. § 1658; <i>Jones v. R.R Donnelley & Sons Co.</i> , 541 U.S. 369 (2004).
K-31. Payroll Records for FLSA-Exempt Employees. (Bona fide executive, administrative, and professional employees). <ul style="list-style-type: none"> • Name of employee (as used for Social Security 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. 	Retain 5 years.	28 U.S.C. § 1658; <i>Jones v. R.R Donnelley & Sons Co.</i> , 541 U.S. 369 (2004). Records of hours worked are recommended for Department of Labor Wage and Hour Audits.

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
<ul style="list-style-type: none"> • Sex and occupation. • Time of day and day of week in which employee's workweek begins, if this varies between employees; otherwise, a single notation for the entire establishment will suffice. • Total wages paid each pay period. • Dates of payment and pay period covered. 		
<p>K-32. Payroll Records – FLSA Non-Exempt Employees. All required for exempt employees plus:</p> <ul style="list-style-type: none"> • 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 work week. (Workday may be any consecutive 24-hour period, and work week 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 work week. • 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. 	<p>Retain 5 years.</p>	<p>28 U.S.C. § 1658; <i>Jones v. R.R Donnelley & Sons Co.</i>, 541 U.S. 369 (2004).</p>

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
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; <i>Jones v. R.R Donnelley & Sons Co.</i> , 541 U.S. 369 (2004).
K-34. Permit – Required Confined Space. Canceled permit entry forms and training certification.	*Retain 1 year.	Occupational Health and Safety Act (29 C.F.R. 1910.146(e) (6)), (29 C.F.R. 1910.146 (g) (4)).
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 C.F.R. 1910.1020 (d) (1)).
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 under T.C.A. §§ 6-54-123, et seq. Additional policies would be optional. The policy may not grant a property right or contract rights to a job to any employee.	Retain 3 years after the policy is superseded. NOTE: A copy of the resolution or ordinance adopting the policy, or its caption, shall be published in a newspaper of general circulation in the municipality before final adoption. A copy of the personnel policy shall be kept in the office of the city recorder or clerk and made available to an employee upon request.	28 U.S.C. § 1658; <i>Jones v. R.R Donnelley & Sons Co.</i> , 541 U.S. 369 (2004).
K-37. Physical/Medical Records. Results of physical examinations considered in connection with personnel action.	Retain 5 years.	28 U.S.C. § 1658; <i>Jones v. R.R Donnelley & Sons Co.</i> , 541 U.S. 369 (2004).
K-38. Physical/Medical Records Under FMLA. Records and documentation, including an FMLA leave request relating to medical certifications, re-certifications, or medical histories of employees or employee's family members shall be maintained in separate files/records and be treated as confidential medical records, except that: <ul style="list-style-type: none">• Supervisors and managers may be informed regarding necessary restrictions and accommodations, not the true nature of the condition.	*Retain 3 years. No particular order or form of records is required.	Family and Medical Leave Act (29 C.F.R. 825.500)

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
<ul style="list-style-type: none"> • 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. 		
K-39. Physical/Medical Records Under OSHA. Complete and accurate records of all medical examinations required under OSHA law.	Retain for duration of employment plus 30 years unless specific OSHA standard provides a different time period.	Occupational Safety and Health Act (29 C.F.R. 1910.1020).
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; <i>Jones v. R.R Donnelley & Sons Co.</i> , 541 U.S. 369 (2004).
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; <i>Jones v. R.R Donnelley & Sons Co.</i> , 541 U.S. 369 (2004).
K-42. Termination Records.	Retain 5 years from the date the record is made or personnel action taken, whichever is longer.	28 U.S.C. § 1658; <i>Jones v. R.R Donnelley & Sons Co.</i> , 541 U.S. 369 (2004).
K-43. Time Worked Records. All basic time and earnings cards or sheet 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; <i>Jones v. R.R Donnelley & Sons Co.</i> , 541 U.S. 369 (2004).
K-44. Transfer Records.	Retain 5 years from the date record is made or personnel action taken, whichever is later.	28 U.S.C. § 1658; <i>Jones v. R.R Donnelley & Sons Co.</i> , 541 U.S. 369 (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 on active duty and still be eligible for reemployment. Employees are reemployed to their former positions or a position of like status and pay with seniority and vacation as if they had not taken military leave.	Retain 7 years.	Uniform Services Employment and reemployment Rights Act (5 C.F.R. 1208). NOTE: Retention period not specified by regulations. The service limit on the time an employee may spend in active duty and still be

PERSONNEL RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
		eligible for reemployment can be up to 5 years.
K-47. W-2s. Annual wage and tax statements.	Retain 7 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 to compute straight-time earnings, wages, or salary or overtime compensation.	*Retain 3 years.	Fair Labor Standards Act (29 C.F.R. 516.6) requires 2-year retention, but Department of Labor can request records going back 3 years.

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



Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE

Planning and Zoning Schedule

Reference Number: MTAS-692

PLANNING and ZONING RECORDS RETENTION SCHEDULE		
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 the application. Disapproval – 1 year after action. Approved Action – permanent record.	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 voted 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

PLANNING and ZONING RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
		evidence of their existence and proof of their lawful enactment. Superseded documents have historical and legal value.



Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE

Police Records Schedule

Reference Number: MTAS-693

POLICE RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
<p>M-1. Accident Reports. Motor vehicle accident reports giving location of the accident, persons and vehicles involved, time of accident, injuries, witnesses, diagram of accident, and condition of persons involved.</p>	<p>Retain 4 years unless needed longer for local statistical analysis.</p>	<p>Record may be used in litigation. Retention period bases on statute of limitations for actions for injury to personal property plus 1 year. T.C.A. § 28-3-105.</p>
<p>M-2. Armory Records. Records regarding acquisitions, requisitions, check-ins, etc.</p>	<p>Retain for 10 years.</p>	<p>Keep in case of potential liability.</p>
<p>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.</p>	<p>Retain 100 years. If 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 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 the archive.</p>	<p>Retaining originals is necessary for continuing investigation purposes. Retaining record in space-saving storage medium is based on life if individual.</p>
<p>M-4. Case Files. Copies of all pertinent records for whatever nature relevant to a particular case under or pending investigation, accumulated in a single file by the investigator or the agency to facilitate the investigation or prosecution of offenders. May include copies of incident reports; supplementary report; missing persons/ runaway report; arrest report if part of criminal case file; copies of citation-in-lieu of arrest; property receipt; vehicle tow slip; statement form; blood alcohol test and accident</p>	<p>Retain originals until 1 year after statute of limitations has run. After statute of limitations has run, retain in an acceptable space-saving medium 100 years except for Missing Persons/ Runaway records; which are not to be destroyed if needed by juvenile authorities, and destruction should not violate National Crime Information Center (NCIC) requirements. (NCIC requirements may vary based on specific contract provisions.) Consider donating to archive.</p>	<p>Retaining originals is necessary for continuing investigation purposes. Retaining record in space-saving storage medium is based on life of individual.</p>

POLICE RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
report; other relevant reports; and relevant photos or drawings.		
M-5. Fingerprint Records.	Death of subject or reasonable presumption of death, i.e., 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.e., 100 years.	Retention period based on life of subject.
M-7. In Patrol Dash and/or Body Camera Video.	Retain as long as needed for administrative purposes when the video captures no criminal activity, arrest, conduct related to criminal activity, acts that could create civil liability for the law enforcement agency or conduct that could result in an internal affairs investigation. When a video captures criminal activity or acts that create potential civil liability for the law enforcement agency, the video should be maintained until the statute of limitations runs on the criminal activity or the civil liability (one year for civil rights claims or three years for property damage claims). See Tennessee Code Annotated Title 39 for classifications of criminal offenses and T.C.A. §§ 40-2-101 and 40-2-102 for applicable statute of limitations for the offenses. When the video captures conduct that could result in an internal affairs investigation, the video should be maintained until the investigation is concluded. When the video captures an arrest, the video should be maintained until the final adjudication of the case, through the appeals process.	
M-8. 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	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	Retention period based on statute of limitations of incident.

POLICE RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
cards regarding calls. This includes Tennessee Basic Law Enforcement Records System (TBLERS) Complaint, Offense, Supplementary, Missing Person, Runaway Reports (individual and collective).	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.)	
M-9. Internal Investigation Records. Records of investigations resulting from a complaint against an employee of the police department. Includes notification of complaint, investigation files, any associated medical files, 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-10. Missing Persons/Runaway Records.	Retain 100 years but not to be destroyed if needed by juvenile authorities or to comply with National Crime Information Center (NCIC) requirements. Moving information to an acceptable space-saving storage medium is recommended.	Retention is necessary for continuing investigation purposes and is based on life of individual.
M-11. 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-12. Parking Tickets.	Retain 3 years.	Statistical data.
M-13. Processes Served, Record of. Record of warrants, capiases, summonses, and other papers served.	Retain 3 years after last entry.	Keep for nonfinancial audit purposes.
M-14. Radio Logs. A record of radio calls giving time called, car or station calling, car or station called, car location, nature of call, and acknowledgement.	Retain 3 years, unless legal action is pending.	Retention period based on likely time of complaint or legal action.

POLICE RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
M-15. Traffic Citations, Copies. (Originals are kept by court. See page 36 on court records.)	Retain 3 years.	Statistical data.
M-16. Training Records. Records of participation in training programs, sign-in sheets, lesson plans, videotapes, certifications, etc.	Retain for career of officer plus 10 years where information is kept in personnel file.	Records useful to make employment and promotion decisions and for continuing education program. Also, vital record in defending lawsuits against department alleging improper actions of employees.



Property Tax Records

Reference Number: MTAS-695

PROPERTY TAX RECORDS RETENTION SCHEDULE		
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' photographic lab.	Permanent record.	Keep for operational purposes through correction period and greenbelt recertification to cover appeal period. This record series has 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. Consider getting copies from the assessor's office.	Retain until final determination of issue.	Keep to make certain the ruling is properly applied and that all parties understand the final determination of the issue.
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. Consider getting copies from the assessor's office.	Retain 2 years.	Keep to identify exempt property owners.
N-4. Board of Equalization, Certification of Assessment, Copies of. Certificate required by T.C.A. § 67-5-1410 wherein members of board of equalization certify that all appeals of assessments and classifications of property have been examined and changes made that are proper, just, and equitable and are prescribed by law. Consider getting copies from the assessor's office.	Retain 2 years.	Keep for audit purposes.
N-5. Certificates of Public Utilities Tax Valuations by Office of State Assessments, Copies of. Tax roll listing total assessment of public utilities in the city by the Office of State Assessed Properties.	Retain annual assessment 1 year then destroy. State office maintains the record.	This record is like a tax roll for public utilities that are assessed by the state.
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 after 10 years past due date. T.C.A. § 67-5-1806.

PROPERTY TAX RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/Rationale
<p>N-7 Delinquent Tax Receipt Books. Receipts issued for payment of delinquent realty and personal taxes, showing receipt number, date issued, name of taxpayer, amount, year of assessment, etc. Does not have to be kept in book. The book or receipt is obsolete if computerized and in compliance with electronic data processing (EDP) standards.</p>	Retain 15 years after issuance of last receipt in book or 15 years after creation of receipt if not in book or information is stored electronically.	Keep for audit purposes. Collection is barred after 10 years past due date. T.C.A. § 67-5-1806.
<p>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. The information is included in the journal package of most software in computerized cities. If stored electronically in compliance with electronic data processing (EDP) standards, paper copy is not necessary.</p>	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.
<p>N-9. Land Sold for Taxes, Record of. Record of court land sales, showing name of the court, style of case, location and description of property, by what process land was sold, and date of sale.</p>	Permanent record.	Record affects land title.
<p>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.</p>	Permanent record.	Impractical to ascertain expiration of lien to know when record could be destroyed.
<p>N-11. Personal Property, Audit Records. Supporting information and documentation for audit. Consider getting copies from the assessor's office.</p>	Retain 2 years.	Retain in case of forced assessments. Destroy after use.
<p>N-12. Property Tax Relief Application and Reports. Record of property tax deferrals for elderly low-income homeowners, disabled homeowners, and disabled veterans.</p>	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).
<p>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.</p>	Retain 4 years.	Retention based on time period for corrections and rollback issues. This record is stored for a longer term with the trustee.
<p>N-14. Tax Bills.</p>	Retain 1 year.	Working papers.

PROPERTY TAX RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/Rationale
<p>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.</p>	<p>Retain 15 years.</p>	<p>General statute of limitations on property tax actions is 10 years from April 1 of year taxes following year became delinquent. T.C.A. § 67-5-1806. Additional time is given for cases that may be delayed due to bankruptcy.</p>
<p>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.</p>	<p>Consider keeping as working papers. Retain only current and one previous generation of ownership maps and indexes. Older generations of photographs may be removed from office but if removed should be transferred to archive or library.</p>	<p>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 assessor's office.</p>



Purchasing Records

Reference Number: MTAS-696

PURCHASING RECORDS RETENTION SCHEDULE		
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 1 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 the record.	Keep for audit purposes.
O-5. Requisitions and Requisitions for Purchase. Records for requests for supplies and equipment in cities with centralized purchasing departments or offices.	Retain 5 years after creation of the record.	Keep for audit purposes.
O-6. Street Contracts and Bonds. Contracts entered into between city and street contractors for the construction and upkeep of roads. May include bonds of contractors guaranteeing compliance with terms of contracts, showing names of principals and sureties, description, specifications, amount of consideration, dates of bonds, and signatures of principals and sureties, showing name of contractor, date, building specifications, and amount of consideration.	Retain contracts until expiration of guarantees. If no guarantees are involved, destroy 7 years after completion of the contract. Retain bonds 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.

Recreation and Parks

Reference Number: MTAS-699

RECREATION and PARKS RECORDS RETENTION SCHEDULE		
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.



Municipal Technical Advisory Service
INSTITUTE for PUBLIC SERVICE

School Records

Reference Number: MTAS-700

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
Q-1. Accountability for 200 Days. Record details use of 200 days and in-service training.	Retain 5 years.	Audit standard authorized by Tennessee Department of Education Administration 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, kinds 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 authorization by Tennessee Department of Education Administration 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 or state in which student resides.	Retain 5 years.	Audit standard authorized by Tennessee Department of Education Administration 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	Retain 5 years.	Audit standard authorization by

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
standards of the Tennessee Department of Education. Document shows anticipated revenues from all sources and estimated expenditures for the fiscal year.		Tennessee Department of Education Administration Rule 0520-1-2-.13.
Q-7. Building Plans. Blueprints and specifications for buildings in the city school system.	Retain for life of 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 the contract.	Keep for reasonable period of time for claims to be made against bond.
Q-9. Career Ladder – Certification Recommendation Form. Record advances of licensed personnel through credentialing system.	Permanent record. Must be photographically recorded in procedure approved pursuant to T.C.A. § 10-7-501. Keep originals for 1 year, then either return originals to educator if requested, or destroy them.	Tennessee Department of Education Administration Rule 0520-2-2-.07.
Q-10. Career Ladder – Local Evaluation Report Form for Probationary, Apprentice and Career Level I Teachers. Report 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 1 year after certification decision including appeals, then return originals to educator, if requested, or destroy them.	Tennessee Department of Education Administration 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 Tennessee Department of Education Administration Rule 0520-1-2-.13.
Q-12. Certificates and 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.

SCHOOL RECORDS RETENTION SCHEDULE		
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 1 year. T.C.A. § 28-3-109.
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 1 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 1 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-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	Audit standard authorized by Tennessee Department of Education Administration

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
	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.)	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 Tennessee Department of Education Administration 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 Tennessee Department of Education Administration 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 Protection, showing date, name of inspector, name and location of school, condition, etc.	Retain until new inspection report is received.	Important for liability purposes to keep a record of the most recent inspection.
Q-23. Fixed Assets. Comprehensive inventory of all school assets.	Retain 5 years.	Audit standard authorized by Tennessee Department of Education Administration 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-15 and F-21.)	Permanent record.	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-2-.13. Permanent retention is recommended by

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
		comptroller in the Internal Control and Compliance Manual for Tennessee Municipalities.
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 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. Request 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 1 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 Tennessee Department of Education Administration Rule 0520-1-2-.13.
Q-30. Legal Opinions and Court Decisions. Records, including correspondence, stating or referring 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-31 Membership/Attendance Reports. Described in T.C.A. § 49-6-3007. [1] Superintendent's Membership /Attendance Report (S MAR) – District-wide report of	[1] *Retain 5 years. [2] *Retain 5 years. [3] *Retain 5 years.	Procedures established by Tennessee Department of

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
<p>membership and attendance in academic, vocational, special education, and adult education for each 20-day reporting period of the school year.</p> <p>[2] Superintendent's Annual Membership/ Attendance report (SAMAR) – District-wide year-end cumulative report of membership and attendance in academic, vocational, special education, and adult education.</p> <p>[3] School-level Monthly Attendance Report – Report of membership and attendance in academic, vocational, special education, and adult education at the school-level.</p> <p>[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.</p> <p>[5] Attendance records (teachers' attendance records, sign-in/out rosters, absentee lists) –records of original entry that document student attendance on a daily basis.</p> <p>[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.</p> <p>[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.</p>	<p>[4] *Retain 5 years.</p> <p>[5] *Retain 5 years</p> <p>[6] *Retain 5 years</p> <p>[7] *Permanent record</p>	<p>Education Administration, Office of Accountability.</p>
<p>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.</p>	<p>Permanent record.</p>	<p>Actions recorded in minutes are effective until superseded or rescinded. Keep for historical purposes.</p>
<p>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.</p>	<p>Retain 5 years.</p>	<p>Audit standard authorized by Tennessee Department of Education Administration</p>

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
		Rule 0520-1-2-.13.
Q-34. Petitions. Petitions submitted to the superintendent or the board of education requesting the superintendent or the board to 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 Tennessee Department of Education showing 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 Tennessee Department of Education Administration 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 Tennessee Department of Education certifying that the district/school is in compliance with the laws, rules, regulations and minimum standards governing K-12 education.	Retain 5 years.	Audit standard authorized by Tennessee Department of Education Administration Rule 0520-1-2-.13.
Q-38. Requisitions 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 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 is authorized by the Tennessee Department of Education Administration 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), school attended, and record of attendance. School records 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.

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
Q-41. Special Education Census. Detailed account of all students with disabilities with option(s) of service. Required by T.C.A. § 49-10-302 (c) (2) and Tennessee Department of Education Administration 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 student.
Q-42. Special Education – Certification of Services and Listing of Inappropriately Served and of Suspended Students with Disabilities. Court requires report of number of students with disabilities in special category.	Permanent record..	Keep in compliance with court order.
Q-43. Special Education Record. A cumulative record that contains all specific information relating to the referral process, assessment, placement, and option of service for each special education child. Required by T.C.A. § 49-10-302 (c) (2) and Tennessee Department of Education Administration Rule 0520-1-9.	Permanent record.	Keep in case of litigation regarding services rendered to or withheld from student.
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 T.C.A. § 49-1-211.
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 T.C.A. § 49-1-211(a)(8)(a).
Q-46. System-Wide Personnel Compliance Sheet. Report shows the system-wide personnel by name and teacher number for positions for which there is a state employment standard.	Retain 3 years.	Keep as supporting documentation for annual report required by T.C.A. § 49-1-302 (a) (5) (A) (I).

SCHOOL RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
<p>Q-47. Textbook Reports.</p> <p>[1] Certification of Adoption by Local Board of Education – Official list of adopted textbooks required by T.C.A. § 49-6-2207.</p> <p>[2] Certification of Compliance-Assurance that local system has furnished required textbooks to students, signed by the superintendent.</p> <p>[3] 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.</p>	Retain 7 years after termination date of contract.	T.C.A. § 28-3-109 (a) (3).
<p>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.</p>	*Retain 5 years.	Procedure set by Tennessee Department of Education Administration, Office of Accountability, requires that the report be kept for 5 years.
<p>Q-49. Vocational Education Final Expenditure Report. Reports final expenditures for federal reporting and any carryover funds to be allocated.</p>	Retain 3 years.	Audit standard authorized by the Tennessee Department of Education Administration Rule 0520-1-2-.13.
<p>Q-50. Vocational Education – Mgt. Info. Svs. (MIS) Enrollment Form. Record provides statistical data on students and class enrollment necessary for funding purposes.</p>	Retain 3 years.	Audit standard authorized by the Tennessee Department of Education Administration Rule 0520-1-2-.13.
<p>Q-51. Vocational-Technical Education (Adult) Statistical Report. Report class titles, student demographic information, total hours, and funding sources for adult vocational education classes provided by local school districts.</p>	Retain 3 years.	Audit standard authorized by the Tennessee Department of Education Administration Rule 0520-1-2-.13.

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

Solid Waste Records

Reference Number: MTAS-701

SOLID WASTE RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
R-1. Amount of Solid Waste (in Tons) Received at Municipal Solid Waste Facilities, Record of. Required by T.C.A. § 68-211-871 (e). Records for the current month shall be maintained at the facility and open for inspection by the Tennessee Department of Environment and Conservation. All other records shall be maintained 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 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 department.	*Retain throughout the 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 ensure 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

SOLID WASTE RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authority/ Rationale
		to defend against Superfund liability. Mandatory only if city operates a landfill.
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 the measurement; 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 department.	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.

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

Utilities (Billing and Collection)

Reference Number: MTAS-702

UTILITIES (Billing and Collection) RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authorization /Rationale
S-1. Application for Service. Customer requests for service, including name, address, phone, services, and signatures.	Retain 3 years after service is discontinued but may want to keep in electronic format longer in case customer returns 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 comptroller in Internal Control and Compliance Manual for Tennessee Municipalities.
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 non-payment 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 utility. (Also see G-14 and G-21.)	Permanent record. If maintained in electronic format may destroy paper record after 7 years.	Recommended by comptroller in Internal Control and Compliance

UTILITIES (Billing and Collection) RECORDS RETENTION SCHEDULE		
Description of Record	Retention Period	Legal Authorization /Rationale
	NOTE: The Tennessee State Library and Archives does not favor keeping permanent records in electronic format.	Manual for Tennessee Municipalities.
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, dates 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 any 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.



Utilities (Operation and Maintenance)

Reference Number: MTAS-703

UTILITIES (Operation and Maintenance) RECORDS RETENTION SCHEDULE		
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, letter, evaluations, schedules, state determinations, and any other information required by Tenn. Admin. Rules 1200-5-1-.33(2) through (9).	*Retain for 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 facilities are located and the name, title, address, and telephone number of operator's representative. The county keeps this record permanently.	Permanent record.	These records allow the city to know the location and history of its underground facilities.

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

Utilities (Wastewater and Water)

Reference Number: MTAS-704

UTILITIES (Wastewater and Water) RECORDS RETENTION SCHEDULE		
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 with permit. 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 C.F.R. 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 C.F.R. 503.13.(a) (2) (I).	*Permanent record.	40 C.F.R. 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. 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 C.F.R. 503.17) Land Application; (503.27) Surface Disposal; (503.47) Incineration.
UTILITIES (Water and Wastewater Records)		
Description of Record	Retention Period	Legal Authority/Rationale
	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).

Utilities (Wastewater and Water)

U-10. Cross Connection Records.	*Retain 5 years.	Tenn. Admin. Rule 1200-5-.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 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.
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).

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

DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.

Source URL (retrieved on 10/01/2019 - 11:23am): <http://www.mtas.tennessee.edu/reference/utilities-wastewater-and-water>



Municipal Technical Advisory Service
INSTITUTE for PUBLIC SERVICE

RESOLUTION 19-880

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE RECOMMENDING THAT THE GOODLETTSVILLE REGIONAL PLANNING COMMISSION MAKE CERTAIN AMENDMENTS TO THE CITY'S COMPREHENSIVE PLAN.

WHEREAS, the long-term financial sustainability of the City of Goodlettsville is driven by the expansion of its sales tax base; and,

WHEREAS, the expansion of the sales tax base is dependent up on quality commercial development sites; and

WHEREAS, the commercial expansion would require certain properties within the city to be changed to commercial uses within the City of Goodlettsville Comprehensive Plan.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE:

Section 1. That the City of Goodlettsville recommends to the Goodlettsville Regional Planning Commission that the following land uses of said parcels be changed to Commercial Concentration within the City of Goodlettsville Comprehensive Plan.

143J C 014.00 000	143J B 007.00 000	143J B 017.00 000
143J C 014.01 000	143J B 008.00 000	143J B 018.00 000
143J C 013.00 000	143J B 009.00 000	143J B 019.00 000
143J C 012.00 000	143J B 010.00 000	143J B 020.00 000
143J C 011.00 000	143J B 011.00 000	143J B 021.00 000
143J C 010.00 000	143J B 012.00 000	143J B 022.00 000
143J C 009.00 000	143J B 013.00 000	143J B 023.00 000
143J C 008.00 000	143J B 014.00 000	143J B 024.00 000
143J C 007.00 000	143J B 015.00 000	143J B 025.00 000
143J C 006.00 000	143J B 016.00 000	143J B 026.00 000

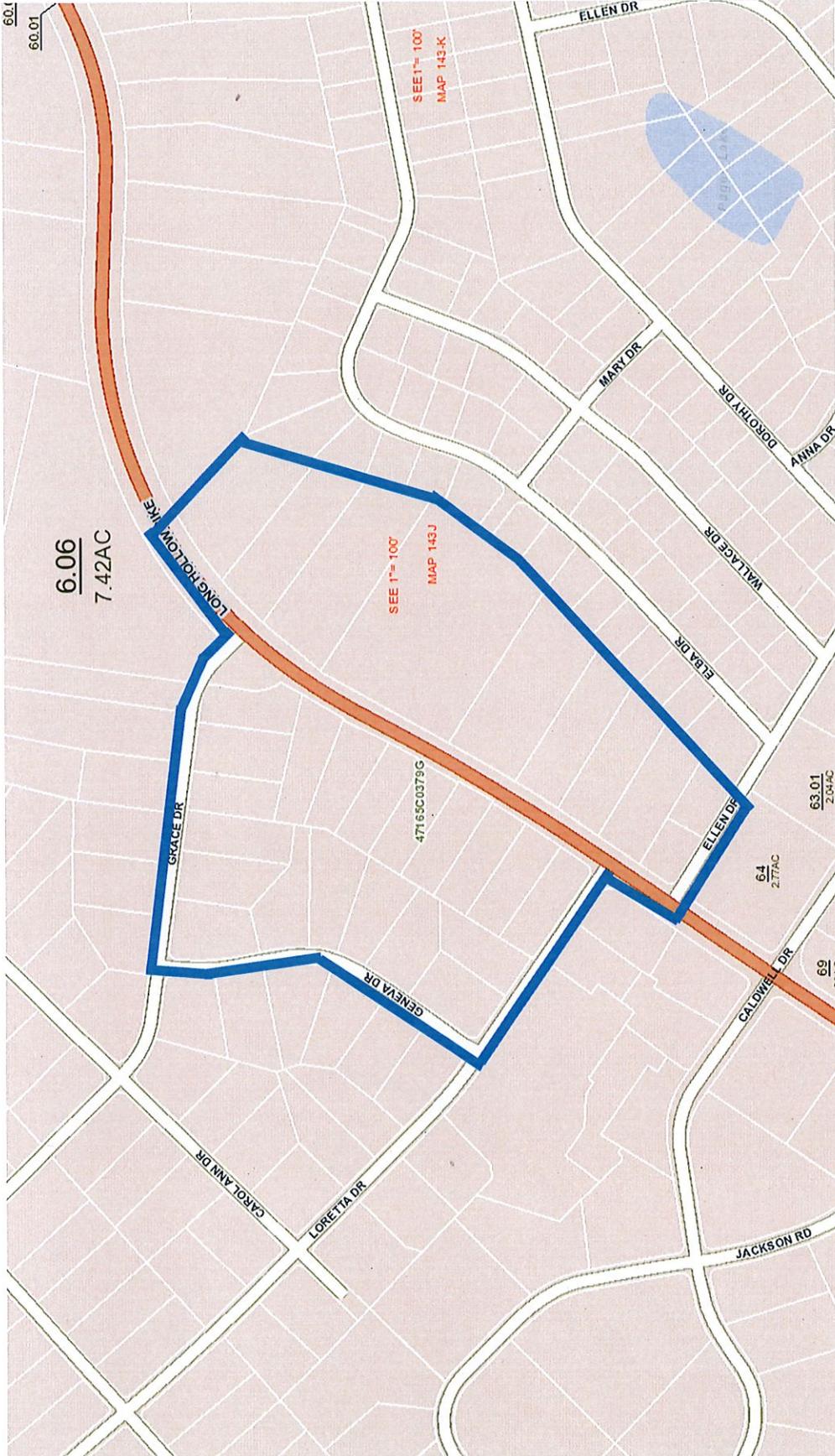
Section 2. That this resolution shall take effect from and after its adoption, the welfare of the City of Goodlettsville requiring it.

Passed: October 10, 2019

Mayor Jeff G. Duncan

City Recorder
Approved as to form and legality

City Attorney



RESOLUTION 19-881

A RESOLUTION OF THE CITY OF GOODLETTSVILLE, TENNESSEE BOARD OF COMMISSIONERS APPROVING A SITE PLAN FOR A LIMITED ACCESS DRIVE CONNECTION ON LONG HOLLOW PIKE FOR THE PUBLIX / CALDWELL. PROPERTY REFERENCED AS SUMNER COUNTY TAX MAP 143J, GROUP G, PARCEL 04.00

WHEREAS, Caldwell Properties, LLC, the ownership of a parcel of property identified as Sumner County Tax Map 143J, Group G Parcel 04.00, was denied a site plan approval by the Goodlettsville Regional Planning Commission; and,

WHEREAS, Caldwell Properties, LLC, feels that the Goodlettsville Regional Planning Commission erred in their decision in denying the previously referenced site plan; and

WHEREAS, Caldwell Properties, LLC, asks that the City of Goodlettsville Board of Commissioner's consider and possibly approve the afore mentioned site plan.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE:

Section 1. That a s site plan is hereby approved for a limited access drive connection on Long Hollow Pike for the Publix/Caldwell Square Center. Property referenced as Sumner County Tax Map 143J, Group G Parcel 04.00. Property Zoning: CPUDL, Commercial Planned Unit Development Limited. Property Owner- Caldwell Properties, LLC.

Section 2. That this resolution shall take effect from and after its adoption, the welfare of the City of Goodlettsville requiring it.

Passed October 10, 2019

Mayor Jeff G. Duncan

City Recorder
Approved as to form and legality

City Attorney

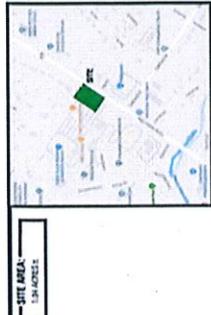
SEEKING QUALIFIED ARCHITECTS TO PREPARE ARCHITECTURAL AND ENGINEERING PLANS FOR THE PROPOSED DEVELOPMENT. INTERESTED PARTIES SHOULD CONTACT THE ARCHITECT AT THE ADDRESS LISTED BELOW.

PLANNING BOARD BY: **M** M
 1433 G 004.00 000
 800 LITTLE ROCK
 7210 W. UNIVERSITY BLVD
 SUITE 100
 LITTLE ROCK, AR 72205
 (501) 325-1234

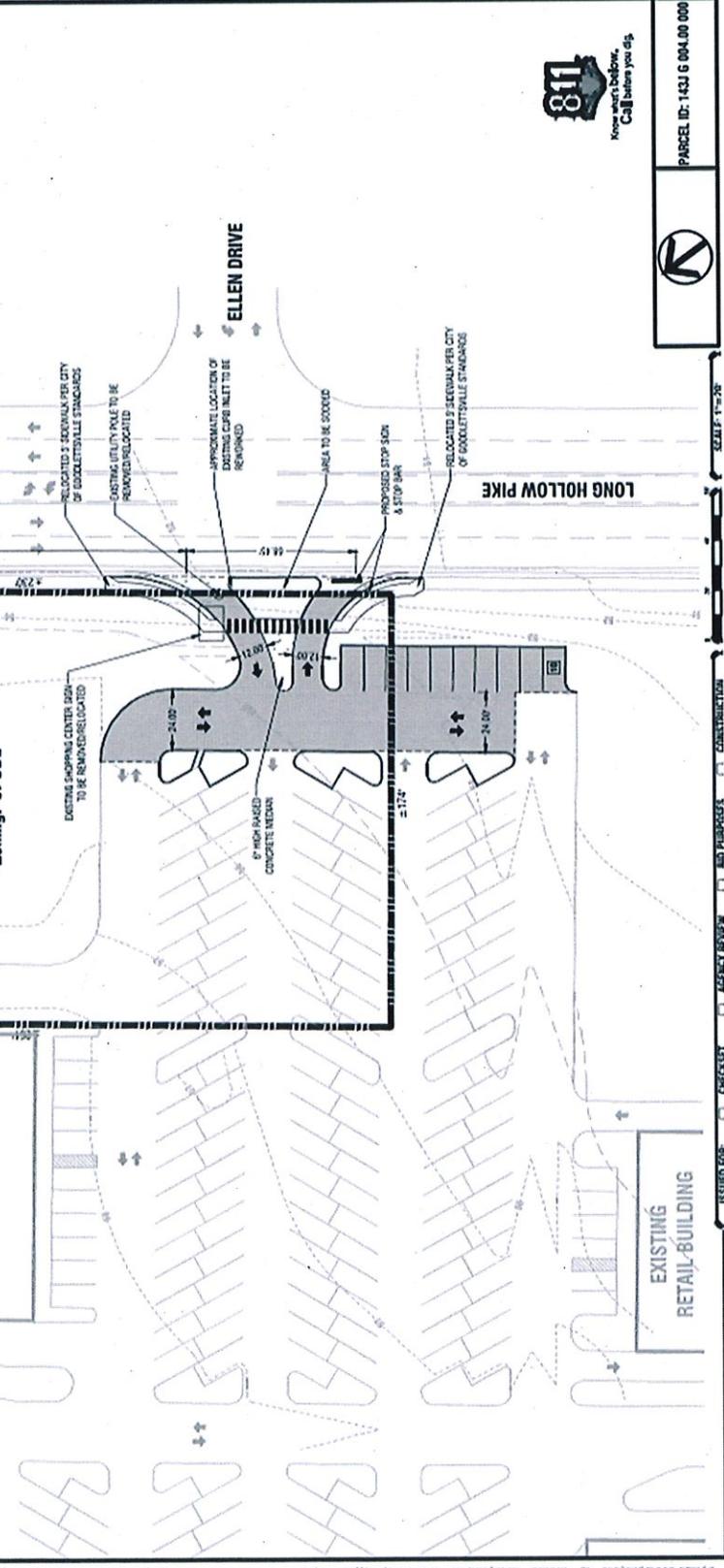
PROPOSED COMMERCIAL DRIVEWAY
 CALDWELL SQUARE SHOPPING CENTER
 430 LONG HOLLOW PIKE
 GOODLETTSVILLE, SUMNER COUNTY, TN

NO.	REVISION	DATE
1	ISSUED FOR PERMITTING	08/11/10
2	REVISED TO SHOW CONSTRUCTION	08/11/10

OVERALL SITE PLAN
 SP-01



PARCEL SITE APPROXIMATE WILL BE SUBJECT TO SURVEY AND FIELD VERIFICATION. PARKING SPACES, BUT PLAN FOR 10 NEW SPACES, RESULTING IN A NET CHANGE OF ZERO SPACES.



PARCEL ID: 1433 G 004.00 000



SCALE: 1" = 20'

RESOLUTION 19-882

A RESOLUTION OF THE CITY OF GOODLETTSVILLE, TENNESSEE BOARD OF COMMISSIONERS ADOPTING THE OFFICIAL LIST OF CITY STREETS AS OF OCTOBER 1, 2019.

WHEREAS, the City of Goodlettsville Tennessee has a need to adopt an official list of city streets.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF GOODLETTSVILLE, TENNESSEE:

Section 1. That the official list of City of Goodlettsville Streets is hereby adopted and included as Exhibit I of this document.

Section 2. Unless otherwise noted on the list all streets are considered public and maintained by the City of Goodlettsville, Tennessee

Section 3. That this resolution shall take effect from and after its adoption, the welfare of the City of Goodlettsville requiring it.

Passed October 10, 2019

Mayor Jeff G. Duncan

City Recorder
Approved as to form and legality

City Attorney

CITY OF GOODLETTSVILLE - STREETS LISTING

COUNTY

Abiding Place	Sumner
Aintree Court	Davidson
<i>Allen Road (L.H. Pike to East Edge of Property referenced as Tax Map 139 Parcel 62.01)</i>	
Alta Loma Road (To the RR Bridge)	Sumner
Andover Court	Davidson
Angela Circle	Sumner
Anna Drive (City ROW)	Sumner
Asbee Court	Davidson
Ashlea Court	Sumner
Ashley Drive	Sumner
Ashtead Court	Davidson
Barber Drive (City ROW)	Davidson
Barnett Drive	Sumner
Bass Street	Davidson
Bell Street	Davidson
Bella Vista Drive (Private)	Sumner
Blossoming Trail Drive	Davidson
Bluebird Drive	Davidson
Braxton Park Court	Sumner
Braxton Park lane	Sumner
Brenton Court	Davidson
Brockhampton Court	Davidson
Bryan House Drive	Davidson
Buckingham Court	Davidson
Burgess Drive	Sumner
Buffalo Run	Sumner
Business Park Circle	Sumner
Butleigh Court	Davidson
Butterfield Court	Davidson
Café Street	Davidson
Caldwell Road (From Long Hollow to Madison Creek Bridge)	Sumner
Caleb's Walk	Sumner
Cambridge Court	Davidson
Campbell Road (North 1/2 from Dickerson Rd. to Old Dickerson Rd.)	Davidson
Canton Court (Private)	Davidson
Carlton Place	Davidson
Carol Ann Drive	Sumner
Cartwright Street	Davidson
Cartwright Street S	Davidson

Dunbar Court (Copper Creek Construction Non-Accepted)

East Angela Circle
East Avenue
East Cedar Street
East Court
East Cynthia Trail
Echo Hills Boulevard
Edmondson Court
Elba Drive
Elizabeth Court
Ellen Drive
Emily Court
Emily Drive
Engel Avenue
Eric Court
Essex Court

Sumner
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Davidson
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Fall Creek Circle (Copper Creek Construction Non-Accepted)

Fannin Drive
Forest Oaks Drive
Forks Road
Frances Street
French Street- (Memorial to W. Cedar)
French Street - (Parkview Preserve Construction Non-Accepted)
Friendship Court
Friendship Drive

Sumner
Davidson
Sumner
Sumner
Davidson
Davidson
Davidson
Davidson
Davidson
Davidson

Garrett Drive
Gates Road
Geneva Drive
Glancy Street
Gleaves Street
Glendower Court
Goldie Court
Goldie Drive
Grace Drive
Graves Road
Green Valley Drive
Greens Circle (**Private**)

Davidson
Davidson
Sumner
Davidson
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Sumner
Davidson

Habersham Court
Hanover Court

Davidson
Davidson

Happy Hollow Road (Approximately 3,991 ft. from Hogans Branch Rd.)

Hardaway Drive
Harpeth Court
Hardwick Court
Harris Street
Hasty Drive
Heathcote Court
Highland Heights Drive
Hitt Lane (Old Dickerson to bridge)
Hit Lane (Old Springfield Hwy. to New Brick Church)
Hogans Branch Road (Madison Creek to Happy Hollow)
Hollis Court
Hollywood Street

Independence Court (Private)
Indian Hills Mound
Iroquois Trail
Isaac Drive
Ivy Hill Lane

Jackson Road
Jackson Street
Janette Avenue
Janette Court
Jones Avenue (Private)
Joshua's Run
Judith Court
Justin Court

Kasper Way (Private)
Katherine Drive
Kathy Avenue
Katy Hill Drive
Killarney Park (Private)
Kimberley Drive

Lampley Court
Lance Park Circle
Lenox Place (Private)
Lick Street
Lidgate Terrace
Lindberg Street
Lindsey Drive

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Lodge Street	Davidson
Long Drive	Sumner
Long Hunter Drive (Copper Creek Construction Non-Accepted)	Sumner
Loretta Drive	Sumner
Lucien Drive	Davidson
Luton Place (City ROW)	Davidson
Lynn Drive	Sumner
Madison Court	Sumner
Madison Creek Road	Sumner
Mansker Acres Lane	Sumner
Marita Avenue	Davidson
Marshall Greene Circle	Sumner
Mary Drive	Sumner
Mason Circle	Sumner
Mason Court	Sumner
Mason Lane	Sumner
Mathes Court	Davidson
Mathes Drive	Davidson
Mavella Court	Davidson
McCasland Street	Davidson
McCoin Drive	Davidson
Meadowbrook Drive (City ROW)	Davidson
Meadowcreek Drive (Private)	Davidson
Meadow Lark Lane	Davidson
Melissa Court	Davidson
Melissa Drive	Davidson
Memorial Drive	Davidson
Millers Creek Road	Sumner
Milwell Drive (City ROW)	Davidson
Mission Ridge Drive	Davidson
Moncrief Avenue	Davidson
Monica Avenue	Davidson
Monticello Avenue	Davidson
Moss Trail	Davidson
Myers Street	Davidson
Mystic Hill Court	Davidson
Mystic Hill Drive	Davidson
Natalie Drive	Sumner
Nathan Drive	Davidson
Navajo Court	Sumner
New Brick Church Pike (From Main St. to Short Hitt)	Davidson

Safe Harbor Drive (Private)

Salt Lick Trail

Sampson Park Circle

Seminole Court

Shawnee Court

Sheffield Court

Shevel Drive

Solitude Circle

South Cartwright Street

South Downs Circle- (Parkview Preserve Private)

South Maple Ridge Lane

South Wynridge Way

Southampton Court

Stephanie Place

Swanton Court

Swift Drive

Sydney Drive (Copper Creek 2-3 Section Inclusive Addresses# 250-278, 255-277)

Sydney Drive- (Copper Creek Construction Non-Accepted)

Tabor Drive

Tamela Court

Tara LN

Thomas Jefferson Circle (Private)

Trailing Blossom Lane

Trellis Way

Truvine Way

Tudor Court

Twelve Stones Court

Twelve Stones Crossing

Two Mile Pike

Utley Drive

Valerie Court

Vine Lane

Wade Circle

Wallace Drive

Watts Road

Welshwood Court

West Angela Circle

West Cedar Street

Davidson

Sumner

Sumner

Sumner

Sumner

Davidson

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East Section Sidewalks

West Cynthia Trail	Summer
West Monticello Avenue	Davidson
West Twelve Stones Crossing	Summer
Wicklow Drive (Parkview Preserve Construction- Private Street)	Davidson
Williamson Road (inclusive thru address #1034)	Summer
Willis Branch Road (inclusive thru address #1175)	Summer
Wilshire Court	Davidson
Windsor Green Boulevard	Davidson
Windsor Green Ct (Northcreek Commons Construction Non-Accepted)	Davidson
Windsor Trace	Davidson
Witham Court	Davidson
Wren Road	Davidson
Wyndom Court (Private)	Davidson
Wynland Circle	Summer
Wynland Drive	Summer
Wynridge Way N	Davidson
Wynridge Way S	Summer
Yvonne Court	Summer
Yvonne Drive	Summer

Updated 10-03-2019 Goodlettsville Public Works