

RESOLUTION NO. 27030

A RESOLUTION ADOPTING THE CURRENT RECORDS RETENTION MANUAL APPROVED BY THE MUNICIPAL TECHNICAL ADVISORY SERVICE AS THE OFFICIAL RECORDS RETENTION SCHEDULE OF THE CITY OF CHATTANOOGA.

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WHEREAS, pursuant to T.C.A. § 10-7-702, the Municipal Technical Advisory Service is authorized to compile and print, in cooperation with the state library and archives, records retention manuals which shall be used as guides by municipal officials in establishing retention schedules for all records created by municipal governments in the state; and

WHEREAS, certain municipal records that constitute “temporary records” and/or “working papers” within the definitions set forth at T.C.A. § 10-7-301(13) and (14) may be scheduled for disposal as authorized under the Public Records Act; and

WHEREAS, the Records Retention Manual approved by the Municipal Technical Advisory Service would allow the Town to maintain necessary public records within space limitations and schedule certain records for disposal in accordance with the retention schedule approved by the municipal technical advisory service;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, TENNESSEE, that Records Retention Manual approved by the Municipal Technical Advisory Service is hereby approved and adopted as the Official Records Retention Schedule of the City of Chattanooga as authorized by T.C.A. § 10-7-702. All records of the City

shall be kept and/or designated for destruction in accordance with the schedules approved by the Municipal Technical Advisory Service.

ADOPTED: March 13, 2012.  
/mms

\*MTAS's current Records Retention Manual can be accessed by going to the following website to read/print: [www.mtas.utk.edu](http://www.mtas.utk.edu)