

**Town of Vonore  
Board of Mayor and Alderman  
August 8, 2023  
Agenda**

- 1. Call to Order**
- 2. Reading of Minutes and Approval or Corrections**
- 3. Reports from Committees**
- 4. Reports from Members of the Board of Aldermen**
  - Steve Wheeler – Fire Department
  - Kristi Windsor – Police Department
  - Tim Swafford – Public Works
  - Alisa Hobbs – Park and Recreation
- 5. Grievances or Comments from Citizens – None**
- 6. Mayor's Report**
- 7. Old Business**
- 8. New Business**
  - a. Resolution No. 23-17 – A resolution adopting a records management plan.
  - b. Resolution No. 23-18 – A resolution authorizing the execution of a lease agreement with Pitney Bowes for postage equipment, supplies and services.
  - c. Resolution No. 23-19 – A resolution to formally agree to the operation and maintenance of a traffic signal at the intersection of State Route 33 and Niles Ferry.
  - d. Resolution No. 23-20 – A resolution authorizing the town to participate in the Safety Partners Matching Grant Program
  - e. Ordinance No. 23-08 – An ordinance amending the annual budget for fiscal year 2023-2024.
- 9. Adjourn**

# TOWN OF VONORE

## BOARD OF MAYOR AND ALDERMEN

### MINUTES OF MEETING HELD ON JULY 11, 2023

The Board of Mayor and Alderman meeting was called to order at 6:00 p.m. by Mayor Hammontree.

**Board Members Present:**

John Hammontree, Mayor  
 Tim Swafford  
 Steve Wheeler  
 Kristi Windsor  
 Alisa Hobbs

**Absent:**

**Others Present:**

Sabrena Norris, Recorder  
 Tyler Weiss, City Attorney

**MINUTES**

The minutes from the previous meeting June 13, 2023 were read. Motion to approve the minutes as read was made by Alderperson Windsor. Seconded by Alderperson Swafford. All in favor. Motion passed.

**COMMITTEE REPORTS**

None .

**Alderperson Steve Wheeler - Fire Department**

The Fire Department responded to the following calls for the month of June:

Medical – 30	Structure Fire – 3
Wreck with Injury – 5	Landing Zone – 2
Boat Wreck with Injury – 1	Public Assist – 1
Boat Fire – 1	Gas Leak – 1
Disabled Boat – 2	Fire Alarm - 7
Brush Fire - 2	
	Calls Inside City – 36
	Calls Outside City – 19
	Total Calls – 55

**Alderperson Kristi Windsor - Police Department**

The police department participated in the Town's Fourth of July events on July 3<sup>rd</sup> and July 4<sup>th</sup>, everything went well. Detective Fritts was invited to fill a vacant spot in the TBI Criminal Investigation Academy, so both he and Chief Graham will be attending the training the last two weeks of July. Back-to-school events will begin the end of July, with school officially starting for students on August 4<sup>th</sup>, dismissing at 10am. The first full day for students will be Monday, August 7<sup>th</sup>. Please be mindful of the extra traffic on the roadways during the first days and weeks of school being back in session.

**Alderperson Tin Swafford - Public Works Department**

Thanks to the hard work of the department, June was a pretty easy-going month. They had the usual sewer work with a few blockages. They have also cleared a lot of brush. Most of their efforts have been toward mowing and weed eating. Their new employee started this week.

### Aldersperson Alisa Hobbs -Parks and Recreation

There has been a lot of participation from the people in the community at the beach. It is a great thing that they can come here and enjoy what we have. Be looking for a new restroom area at the parks. It will be closer to the fall before we start on that. There is a new scoreboard at the old ball field and electricity will be ran up to it soon. We are looking into a grant that would help the town create a parks and recreation department which we currently do not have. Great turnout at the parade. Thanks to the police department for keeping everyone safe and the collaboration with the Vonore Baptist Church for the fireworks, they were beautiful.

### GRIEVANCES OR COMMENTS FROM CITIZENS

- a. Deb Marshall –Asking the status of the 411 and Niles Ferry lights, signage and Niles Ferry S curve repairs. Mayor Hammontree and Representative Lowell Russell explained that they were currently trying to find state and federal funding for the red light. If the funding is obtained, the town would be responsible for the maintenance. Hammontree said that the public works department hoped to have the S curve repaired in the near future.
- b. Grace Carpenter – Asking permission to use the Town of Vonore property for a farmers’ market. The governing board asked for more information regarding the farmers’ market and expressed that they would love to see it come to be.

Numerous citizens had questions regarding the Vonore Heritage Museum, it was explained to them that the museum was a 501c, and not an entity of the town. They had several questions regarding insurance and the possibility of dissolving the 501c. It was recommended that a meeting be scheduled for a later date.

### MAYOR’S COMMENTS AND ANNOUNCEMENTS

We had a great 4<sup>th</sup> of July event. Thank you to all of the employees and volunteers that worked to make it a success. Edna Blankenship and Jim Carey did so much to help and they are really appreciated. The Vonore Baptist Church did a wonderful job with the fireworks.

Larry Bossies was hired in the public works department and began working this week.

### OLD BUSINESS

- a. Ordinance No. 23-05 – Amending the Zoning Map of the Town of Vonore, TN by Rezoning Parcel 073.00 of Monroe County Tax Map 037,1704 Highway 411 From M-1 Light Industrial District to C-3 Highway Commercial District. Motion to approve was made by Aldersperson Swafford. Seconded by Hobbs. All in favor. Motion passed.
- b. Ordinance No. 23-06 – Setting the Tax Rate for Fiscal Year 2023-2024. Motion to approve was made by Aldersperson Wheeler. Seconded by Windsor. All in favor. Motion passed.

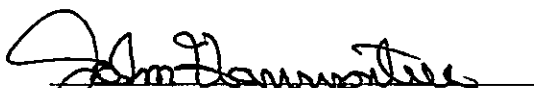
**NEW BUSINESS**

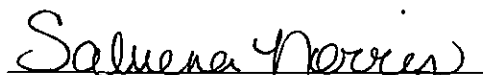
- a. Representative Lowell Russell presented a proclamation for the late James Brown and late Betty Sparks.
- b. Resolution No. 23-11 – A Resolution to amend the Town of Vonore Purchasing Policy. Motion to approve was made by Alderperson Hobbs. Seconded by Swafford. All in favor. Motion passed.
- c. Resolution No. 23-12 – A Resolution authorizing the Town of Vonore Police Department to enter into a 24-month agreement with Flock Safety for Flock Cameras. Motion to approve was made by Alderperson Windsor. Seconded by Hobbs. All in favor. Motion passed.
- d. Resolution No. 23-13 – A Resolution authorizing the Town of Vonore to accept the TDEC State Water Infrastructure Grant. Motion to approve was made by Alderperson Wheeler. Seconded by Swafford. All in favor. Motion passed.
- e. Resolution No. 23-14– A Resolution authorizing the Town of Vonore to accept the State of Tennessee Office of Criminal Justice Violent Crime Intervention Fund (VCIF) Grant. Motion to approve was made by Alderperson Windsor. Seconded by Hobbs. All in favor. Motion passed.
- f. Resolution No. 23-15 – A Resolution authorizing the Town of Vonore to contract with Tellico Area Service Systems for Sewer Billing. Motion to approve was made by Alderperson Swafford. Seconded by Windsor and Wheeler. All in favor. Motion passed.
- g. Ordinance No. 23-07 – Amending the Annual Budget for the 2023-2024 Fiscal Year for the VCIF Grant. Motion to approve was made by Alderperson Windsor. Seconded by Hobbs. All in favor. Motion passed.
- h. Vonore Youth Sports offering the town an opportunity to purchase a custom sign for the 2023 season for \$200.00 Motion to pay \$200 was made by Alderperson Hobbs. Seconded by Swafford. All in favor. Motion passed.
- i. Brandon Watkins has completed his 90-day introductory period. Motion to hire Brandon Watkins on fulltime was made by Alderperson Windsor. Seconded by Hobbs. All in favor. Motion passed.

**MOTION TO ADJOURN**

Motion to adjourn was made by Alderperson Swafford.  
Seconded by Alderperson Wheeler.  
All in favor. Motion passed.

Meeting was adjourned at 6:56 p.m.

  
John Hammontree, Mayor

  
Sabrena Norris, City Recorder

# TOWN OF VONORE

## BOARD OF MAYOR AND ALDERMEN

### MINUTES OF SPECIAL CALLED MEETING HELD ON JULY 18, 2023

The Board of Mayor and Alderman meeting was called to order at 5:00 p.m. by Mayor Hammontree.

**Board Members Present:**

John Hammontree, Mayor  
Tim Swafford  
Steve Wheeler  
Kristi Windsor  
Alisa Hobbs

**Absent:**

**Others Present:**

Sabrena Norris, Recorder

### OLD BUSINESS

- a. Ordinance No. 23-07 – Amending the Annual Budget for the 2023-2024 Fiscal Year for the VCIF Grant. Motion to approve was made by Alderperson Windsor. Seconded by Hobbs. All in favor. Motion passed.

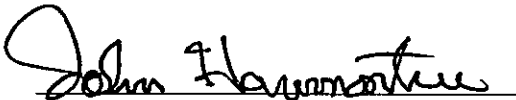
### NEW BUSINESS

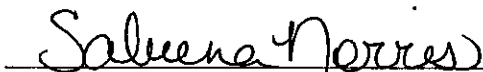
- b. Resolution No. 23-16 – To declare certain property owned by the town to be surplus to the town's needs and directing disposal of same. Motion to approve was made by Alderperson Swafford. Seconded by Wheeler. All in favor. Motion passed.

### MOTION TO ADJOURN

Motion to adjourn was made by Alderperson Swafford.  
Seconded by Alderperson Hobbs.  
All in favor. Motion passed.

Meeting was adjourned at 5:04p.m.

  
John Hammontree, Mayor

  
Sabrena Norris, City Recorder

**RESOLUTION NO. 23-17**  
**A RESOLUTION OF THE TOWN OF VONORE**  
**ADOPTING A RECORDS MANAGEMENT PLAN**

**WHEREAS**, the Tennessee Public Records Act, Tennessee Code Annotated (T.C.A.), §10-7-503, et seq., in effect, necessitates that the Town establish and maintain a program for the management of the records of its offices and departments; and

**WHEREAS**, Tennessee Code Annotated §10-7-702 authorizes the Municipal Technical Advisory Service, a unit of the Institute for Public Service of the University of Tennessee to compile and print, in cooperation with the State Library and Archives, a records retention manual to be used as a guide by municipal officials in establishing retention schedules for all records created by municipal governments in the state; and

**WHEREAS**, the Board of Mayor and Aldermen desire to provide for an orderly and efficient system of records, management applicable to Town officers and employees on the subject of public records management and preservation, and to ensure that the procedures used to manage and preserve public records will be uniform throughout the organization.

**NOW, THEREFORE BE IT RESOLVED** by the Board of Mayor and Aldermen of the Town of Vonore this 8<sup>th</sup> day of August, 2023 that the attached Records Management Plan is hereby adopted to provide for a comprehensive, uniform system for management of Town records.

READ AND ADOPTED this 8<sup>th</sup> DAY OF AUGUST 2023.

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John Hammontree, Mayor

ATTEST:

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Sabrena Norris, City Recorder



**Municipal Technical Advisory Service**  
INSTITUTE *for* PUBLIC SERVICE

Published on *MTAS* (<https://www.mtas.tennessee.edu>)

07/11/2023

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## Personnel

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Dear Reader

The following document was created from the Municipal Technical Advisory Services website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website shares information relative to Tennessee municipal government. We hope this information will be useful to you and that it will assist you with questions that arise in your tenure in municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

The Municipal Technical Advisory Service (MTAS) was created in 1949 to provide technical assistance to elected and appointed municipal officials in Tennessee. We are a resource for Tennessee municipal officials in areas of municipal government, human resources, finance, fire, legal, police, public works, water, and wastewater. We provide personal and professional knowledge growth opportunities on current issues within municipal government.

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# Personnel

Reference Number: MTAS-691  
 Reviewed Date: 11/14/2022

## PERSONNEL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
<b>K-1. Advertisements Regarding Job Openings, and records of Promotions, Training Programs, and Overtime Work.</b>	Retain 5 years.	28 U.S.C. § 1658; <i>Jones v. R.R. Donnelley &amp; Sons Co.</i> , 541 U.S. 369 (2004).
<b>K-2. Age Records.</b>	*Retain 3 years.	Fair Labor Standards Act (29 C.F.R. 516); Age Discrimination in Employment Act (29 C.F.R. 1627.3).
<b>K-3. Americans with Disabilities Act – Employer Records.</b> 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).
<b>K-4. Applications, Resumes, or Other Replies to Job Advertisements, including Temporary Positions, etc.</b>	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 &amp; Sons Co.</i> , 541 U.S. 369 (2004).
<b>K-5. Bloodborne Pathogens/Infectious Material Standard.</b> Protect employees who may be occupationally exposed to blood or other infectious materials.	[1] Retention period not specified. Must be available to workers and kept current.	[1] Occupational Safety and Health Act (29 C.F.R. 1910.1030)
[1] Written exposure plan.	[2] *Retain for duration of employment plus 30 years.	[2] Occupational Safety and Health Act (29 C.F.R. 1910.1020)
[2] Medical records.	[3] *Retain 3 years.	[3] Occupational Safety and Health Act (29 C.F.R. 1910.1030)
[3] Training records.	[4] *Retain 30 years.	[4] Occupational Safety and Health Act (29 C.F.R. 1910.1020)
[4] Employee exposure records.		
<b>K-6. Citizenship or Authorization to Work.</b> 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).
<b>K-7. Contracts, Employee.</b> 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.
<b>K-8. Contracts, Personal Service of Independent Contractor.</b> 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.

## PERSONNEL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
<b>K-9. Demotion Records (See also transfer, layoff, termination).</b>	Retain 5 years.	28 U.S.C. § 1658; <i>Jones v. R.R. Donnelley &amp; Sons Co.</i> , 541 U.S.—(2004).
<b>K-10. Discrimination or Enforcement Changes.</b> 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.
<b>K-11. Drug Testing Records (Required by Department of Transportation).</b>		
<ul style="list-style-type: none"> <li>• Breath alcohol test with results of .02 or higher.</li> <li>• Positive controlled substance test.</li> <li>• Documentation of refusal of test.</li> <li>• Calibration documentation.</li> <li>• Evaluation of referrals.</li> <li>• Copy of calendar year summary.</li> <li>• Substance abuse professional reports.</li> <li>• Records related to administration of drug and alcohol testing.</li> <li>• Follow-up tests and schedules for follow up.</li> <li>• Information on the alcohol and controlled substances testing process.</li> <li>• Records of inspection and maintenance.</li> <li>• Information on training.</li> <li>• Negative and canceled controlled test results.</li> <li>• Alcohol test results of less than .02 alcohol concentration.</li> </ul>	<ul style="list-style-type: none"> <li>*Retain 5 years.</li> <li>*Retain 2 years.</li> <li>*Retain as long as individual performs the function plus 2 years.</li> <li>*Retain 1 year.</li> </ul>	<ul style="list-style-type: none"> <li>Omnibus Transportation Employee testing Act of 1991 (49 C.F.R. 40.83, 49 C.F.R. 653.71(b)).</li> <li>49 C.F.R. 40.83</li> <li>.49 C.F.R. 40.83</li> <li>49 C.F.R. 653.71 (b).</li> </ul>
<b>K12. EEOC Information.</b> 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.	*Retain 2 years from the date making the record or personnel action whichever occurs later.	29 C.F.R. 1602.31
<b>K-13. Employee Earnings Records.</b>	*Retain office record for 3 years. After this time, microfilm or archive record and keep for 70 years.	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

**PERSONNEL RECORDS RETENTION SCHEDULE**

Description of Record	Retention Period	Legal Authority/Rationale
<p><b>K-14. Employer Information Report.</b> 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>destroy earlier if employee and any potential claimants are deceased</p> <p>Title VII of the Civil Rights Act (29 C.F.R. 1602.32).</p>
<p><b>K-15. Employer Records of leave Under FMLA – Non-Exempt Employees.</b> 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> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Dates FMLA leave is taken.</li> <li>• Hours of the leave if FMLA is taken in increments.</li> <li>• Copies of employee notices of leave furnished to the employer and copies of all general and specific notices given to employees.</li> <li>• Documents describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leave.</li> <li>• Premium payments of employee benefits.</li> <li>• Records of any dispute between employer and an employee regarding the designation of leave as FMLA leave.</li> </ul>	<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>
<p><b>K-16. Employment Contracts –FLSA.</b> 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>	<p>Retain for 5 years.</p>	<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><b>K-17. Employment Tax Record.</b></p>	<p>Retain 4 years.</p>	<p>Internal Revenue Code (26 C.F.R. 31.6001-1).</p>
<p><b>K-18. Family and Medical Leave Act (FMLA) Employer Records of Leave Under FMLA –</b></p>	<p>*Retain 3 years. No particular order or form of record is</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
<p><b>Exempt Employees.</b> 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> <ul style="list-style-type: none"> <li>• Eligibility for F MLA leave is presumed for any employee who has been employed for 12 months; and</li> <li>• 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.</li> </ul>	required.	<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>
<p><b>K-19. Garnishment Documents.</b> 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.	<p>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>
<p><b>K-20. Group Health Insurance Coverage After Certain Qualifying Events.</b> Employers need records showing covered employees and their spouses and dependents:</p> <ul style="list-style-type: none"> <li>• Have received written notice of continuing group health insurance and COBRA rights; and</li> <li>• Whether the employee and his or her spouse and dependents elected or rejected coverage.</li> </ul>	Retain 7 years.	<p>Internal Revenue Code (26 C.F.R. 54.4980B).</p>
<p><b>K-21. Hiring Records.</b></p>	Retain 5 years from date records are made or personnel action is taken, whichever is later.	<p>28 U.S.C. § 1658; <i>Jones v. R.R. Donnelley &amp; Sons Co.</i>, 541 U.S. 369 (2004).</p>
<p><b>K-22. Insurance/Retirement Plans.</b></p> <ul style="list-style-type: none"> <li>• Benefit plan descriptions.</li> <li>• Records providing the basis for all required plan descriptions and reports necessary to clarify the information, including vouchers, worksheets, receipts, and applicable resolutions.</li> </ul>	<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><b>K-23. Layoff Selection.</b></p>	Retain 5 years from date record made or professional action taken.	<p>28 U.S.C. § 1658; <i>Jones v. R.R. Donnelley &amp; Sons Co.</i>, 541 U.S. 369 (2004).</p>
<p><b>K-24. Material data Safety Sheets (MSDSs).</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Employer must keep records of chemicals used, where they were</li> </ul>	<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>

**PERSONNEL RECORDS RETENTION SCHEDULE**

Description of Record	Retention Period	Legal Authority/Rationale
used, when they were used and for how long.		
<p><b>K-25. Minimum Wage and Overtime Charges.</b> See also the following in this section:</p> <ul style="list-style-type: none"> <li>• Citizenship or authorization to work.</li> <li>• Americans with Disabilities Act – Employer Record</li> <li>• Insurance/Retirement Plans</li> <li>• Occupational Injuries and Illness.</li> <li>• Payroll – Basis on which wages are paid.</li> <li>• Physical/Medical Exams. Veterans – Military Leave.</li> </ul>	*Retain 3 years.	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><b>K-26. Occupational Injuries and Illness Records.</b> OSHA Form 300 Log of Work Related Injuries and Illnesses.</p>	*Retain 5 years following the end of the year to which records relate.	Occupational Safety and Health Act (29 C.F.R. 1904.9)
OSHA Form 300A Summary of Work Related Injuries and Illnesses.	*Retain 5 years following the end of the year to which records relate.	Occupational Safety and Health Act (29 C.F.R. 1904.9)
OSHA Form 301 Injury and Illness Incident Report (effective January 1, 2002).	*Retain 5 years.	Occupational Safety and Health Act (29 C.F.R. 1904.9)
<p><b>K-27. Older Workers Benefit Protection Act – Employer Records.</b> Same employer records retention requirements as the Age Discrimination in Employment Act (ADEA).</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 waiver of rights discrimination charge.</p>
Waiver of Age Discrimination in Employment Acts rights.		
<p><b>K-28. Payroll Records – Additions or Deductions from Wages Paid.</b> All records used by the employer in determining additions to or deductions from wages paid.</p>	Retain 5 years.	28 U.S.C. § 1658; <i>Jones v. R.R Donnelley &amp; Sons Co.</i> , 541 U.S. 369 (2004).
<p><b>K-29. Payroll Records – Age Discrimination In Employment Act.</b> Payroll or other records containing each employee's name, address, date of birth, occupation, rate of pay, and compensation earned per week.</p>	Retain 5 years.	28 U.S.C. § 1658; <i>Jones v. R.R Donnelley &amp; Sons Co.</i> , 541 U.S. 369 (2004).
<p><b>K-30. Payroll Records – Basis on Which Wages are Paid.</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The basic reason for these records is</li> </ul>	Retain 5 years.	28 U.S.C. § 1658; <i>Jones v. R.R Donnelley &amp; Sons Co.</i> , 541 U.S. 369 (2004).

## PERSONNEL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
<p>to give the Wage and Hour Division an indication of whether or not sex discrimination exists.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>		
<p><b>K-31. Payroll Records for FLSA-Exempt Employees.</b> (Bona fide executive, administrative, and professional employees).</p> <ul style="list-style-type: none"> <li>Name of employee (as used for Social Security purposes) and identifying number or symbol, if such is used on payroll records.</li> <li>Home address, including ZIP code.</li> <li>Date of birth if under 19 years of age.</li> <li>Sex and occupation.</li> <li>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.</li> <li>Total wages paid each pay period.</li> <li>Dates of payment and pay period covered.</li> </ul>	<p>Retain 5 years.</p>	<p>28 U.S.C. § 1658; <i>Jones v. R.R Donnelley &amp; Sons Co.</i>, 541 U.S. 369 (2004).</p> <p>Records of hours worked are recommended for Department of Labor Wage and Hour Audits.</p>
<p><b>K-32. Payroll Records – FLSA Non-Exempt Employees.</b> All required for exempt employees plus:</p> <ul style="list-style-type: none"> <li>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.)</li> <li>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.)</li> <li>Total daily or weekly straight-time earnings or wages due for hours worked during the workday or work week.</li> <li>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.</li> <li>Total additions to or deductions from wages paid each pay period, including</li> </ul>	<p>Retain 5 years.</p>	<p>28 U.S.C. § 1658; <i>Jones v. R.R Donnelley &amp; Sons Co.</i>, 541 U.S. 369 (2004).</p>

## PERSONNEL RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
<p>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>		
<p><b>K-33. Payroll Records – Title VII Purposes.</b> Rates of pay or other terms of compensation.</p>	<p>Retain 5 years from date record is made or personnel action taken, whichever is later.</p>	<p>28 U.S.C. § 1658; <i>Jones v. R.R Donnelley &amp; Sons Co.</i>, 541 U.S. 369 (2004).</p>
<p><b>K-34. Permit – Required Confined Space.</b> Canceled permit entry forms and training certification.</p>	<p>*Retain 1 year.</p>	<p>Occupational Health and Safety Act (29 C.F.R. 1910.146(e) (6)), (29 C.F.R. 1910.146 (g) (4)).</p>
<p><b>K-35. Personnel Files.</b> File for each employee tracking pay, benefits, performance evaluations, personnel actions, and employee's hiring and termination.</p>	<p>Retain 7 years after termination. NOTE: *Retain medical records for 30 years after termination. *Retain exposure records for at least 30 years.</p>	<p>Based on 5-year statute of limitations for personnel actions plus 2 years. (29 C.F.R. 1910.1020 (d) (1)).</p>
<p><b>K-36. Personnel Policies.</b> 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.</p>	<p>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.</p>	<p>28 U.S.C. § 1658; <i>Jones v. R.R Donnelley &amp; Sons Co.</i>, 541 U.S. 369 (2004).</p>
<p><b>K-37. Physical/Medical Records.</b> Results of physical examinations considered in connection with personnel action.</p>	<p>Retain 5 years.</p>	<p>28 U.S.C. § 1658; <i>Jones v. R.R Donnelley &amp; Sons Co.</i>, 541 U.S. 369 (2004).</p>
<p><b>K-38. Physical/Medical Records Under FMLA.</b> 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:</p> <ul style="list-style-type: none"> <li>• Supervisors and managers may be informed regarding necessary restrictions and accommodations, not the true nature of the condition.</li> <li>• First aid and safety personnel may be informed (when appropriate) if the employee might require emergency treatment.</li> <li>• Government officials investigating compliance with FMLA shall be</li> </ul>	<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
provided relevant information.		
<b>K-39. Physical/Medical Records Under OSHA.</b> 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).
<b>K-40. Promotion records or Notices.</b>	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 &amp; Sons Co.</i> , 541 U.S. 369 (2004).
<b>K-41. Seniority or Merit rating Systems.</b>	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 &amp; Sons Co.</i> , 541 U.S. 369 (2004).
<b>K-42. Termination Records.</b>	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 &amp; Sons Co.</i> , 541 U.S. 369 (2004).
<b>K-43. Time Worked Records.</b> 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 &amp; Sons Co.</i> , 541 U.S. 369 (2004).
<b>K-44. Transfer Records.</b>	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 &amp; Sons Co.</i> , 541 U.S. 369 (2004).
<b>K-45. Travel Authorizations.</b>	Retain 5 years after creation of record.	Keep for audit purposes.
<b>K-46. Veterans, Military Leave.</b> 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 eligible for reemployment can be up to 5 years.
<b>K-47. W-2s. Annual wage and tax statements.</b>	Retain 7 years.	Keep for audit purposes.
<b>K-48. W-4s. Withholding allowance certificates.</b>	Retain 5 years after superseded or upon separation of employee.	Keep for audit purposes.
<b>K-49. Wage Rate Tables.</b> 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.

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## General Administration

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# General Administration

Reference Number: MTAS-689  
 Reviewed Date: 12/06/2022

## GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
<b>I-1. Affidavits of Exemption from Business Licenses under T.C.A § 67-4 – 712.</b> 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).
<b>I-2. Alcoholic Beverage Commission Applications.</b>	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>
<b>I-3. Bankruptcy, notice of.</b>	Retain 11 years.	Based on statute of limitations for collection of property taxes, plus 1 year. T.C.A. § 67-5-1806.
<b>I-4. Beer Applications and Permits.</b> 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.
<b>I-5. Beer Tax Reports and Receipts.</b> 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).
<b>I-6. Business and Privilege Licenses.</b> 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.
<b>I-6A. Business tax returns.</b> 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).
<b>I-7. Contracts.</b> 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.
<b>I-8. Contracts, Construction.</b> Contracts between the departments and contractors for construction work, showing name contractor,	Retain 7 years or until expiration of guarantees.	Based on statute of limitations for

## GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
date, building specifications, and amount of consideration.	If no guarantees are involved, retain 7 years after completion of contract.	actions for breach of contract plus 1 year. T.C.A. § 28-3-109.
<b>I-9. Correspondence Files.</b> 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.
<b>I-9A. E-mail.</b> [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 continuing usefulness or historical value.	[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. [4] Various statutes of limitations and requirements in differing statutes. [5] Maintain for reasonable time in case of continued action.
<b>I-10. Deeds for City Properties, Copies of.</b> 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.
<b>I-11. Facility Inspection and Maintenance Records.</b> Records documenting inspection of and repairs or improvements made to municipal buildings and structures.	Retain 5 years.	Possible significance in tort cases.
<b>I-12. Fixed Assets.</b> Comprehensive inventory of all fixed assets.	Retain 5 years after disposal of property.	Keep for audit purposes.
<b>I-13. General (Nonfinancial) Monthly and Quarterly Reports to City Officials.</b> 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	Useful in preparing budgets in following years.

## GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
	report is prepared, retain monthly and quarterly reports for 2 years.	
<b>I-14. Insurance Policies.</b> 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.
<b>I-15. Leases (Real Property).</b> Copies of leases or rental contracts on real estate, showing names of lessor and lessee, description of property, terms of the contract, date of execution, and signatures of parties involved.	Permanent record.	Keep to track property rights. Note: If lease is more than 3 years, eligible for recordation under T.C.A. § 66-24-101(a) (15).
<b>I-16. Leases and Agreements for Use of Equipment.</b>	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.
<b>I-17. Legal Opinions and Court Decisions.</b> 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.
<b>I-18. Liens, Tax.</b> 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.
<b>I-19. Minutes of City Legislative Body.</b> 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.
<b>I-20. (Rough) Minutes and Roll Calls of City Legislative Body.</b> 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).
<b>I-21. Minutes of Other Boards.</b> Minutes of the meetings of other boards, such as a planning commission, utility board, beer board, etc., including members present, votes, and actions taken.	Permanent record. NOTE: Rough minutes are working papers and may be destroyed after final version of minutes is approved.	Actions recorded in minutes are effective until superseded/ amended or rescinded/repealed. Also keep for historical purposes.

## GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
<b>I-22. Motor Vehicle City Stickers.</b> Copies of applications for city stickers for motor vehicles; evidence of compliance.	Retain 5 years.	Keep for audit purposes.
<b>I-22A. Mutual Aid Documents.</b> Declarations of a state of emergency, written requests for assistance, invoices for reimbursement.	Retain 2 years.	Keep for possible litigation purposes.
<b>I-23. Official Bonds and Oaths of City Officials.</b> 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.
<b>I-24. Ordinances.</b> 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.
<b>I-25. Pawnbroker's Licenses, Applications for and related Records.</b> 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.
<b>I-26. Powers of Attorney, Record of.</b> 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.
<b>I-27. Privilege Licenses – See Business and Privilege Licenses.</b>		
<b>I-28. Reports of City Officials, Departments, Commissions, and Committees.</b> Reports submitted to the municipal legislative body containing date 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.

## GENERAL ADMINISTRATION RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/ Rationale
<b>I-29. Settlement Agreements.</b> 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.

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## Purchasing Records

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# Purchasing Records

Reference Number: MTAS-696  
 Reviewed Date: 11/10/2022

## PURCHASING RECORDS RETENTION SCHEDULE

Description of record	Retention Period	Legal Authority/ Rationale
<b>O-1. Bids.</b> 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.
<b>O-2. Contracts.</b> 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.
<b>O-3. Minutes of Bid Openings.</b> 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.
<b>O-4. Purchase Orders.</b>	Retain 5 years after creation of the record.	Keep for audit purposes.
<b>O-5. Requisitions and Requisitions for Purchase.</b> 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.
<b>O-6. Street Contracts and Bonds.</b> 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.

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## Finance Records

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# Finance Records

Reference Number: MTAS-686  
 Reviewed Date: 11/08/2022

## FINANCE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
<p><b>F-1. Accounts Paid Files and Ledgers.</b> 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.</p>	Retain 7 years.	<p>Based on statute of limitations for legal actions for breach of contract plus 1 year.                      T.C.A. § 28-3-109.</p>
<p><b>F-2. Accounts Payable.</b></p>	Retain 10 years.	<p>Recommendation of the comptroller set forth in the <i>Internal Control and Compliance Manual for Tennessee Municipalities</i>.</p>
<p><b>F-3. Accounts Receivable.</b></p>	Retain 10 years.	<p>Recommendation of the comptroller set forth in the <i>Internal Control and Compliance Manual for Tennessee Municipalities</i>.</p>
<p><b>F-4. Annual Reports to City Officials.</b> Submitted by city departments, boards, or agencies.</p>	Permanent Record.	Keep for historical purposes.
<p><b>F-5. Appropriation Ordinance or Resolution.</b> 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.</p>	Permanent Record.	Keep for audit and historical purposes.
<p><b>F-6. Audit Reports.</b> 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.</p>	Permanent Record.	<p>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.                      T.C.A. § 10-7-504 (22)(A).</p>
<p><b>F-7. Bank Deposit Books.</b> Bank books showing name and location of bank, and amounts and dates of deposits.</p>	Retain 6 years plus 1 year after last entry.	<p>Based on statute of limitations for legal actions for breach of contract plus 1 year.                      T.C.A. § 28-3-109</p>
<p><b>F-8. Bank Deposit Slips.</b> Slips showing name and location of bank, and amounts and dates of deposits.</p>	Retain 7 years.	<p>Based on statute of limitations for legal actions for breach of contract plus 1 year.                      T.C.A. § 28-3-109</p>
<p><b>F-9. Bank Statements.</b> Statements showing name and location of bank, and amounts and dates of deposits, amounts and dates of check withdrawals, and running balance.</p>	Retain 7 years.	<p>Based on statute of limitations for legal actions for breach of contract plus 1 year.                      T.C.A. § 28-3-109</p>
<p><b>F-10. Bids, On Equipment and Supplies.</b> Records showing bidder's name, complete description of item(s), delivery date, amount of bid, and any</p>	Retain 7 years after contract expires.	<p>Based on statute of limitations for legal actions for breach of contract plus 1 year.</p>

## FINANCE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
correspondence with bidder. Include record of unsuccessful bids in this file.		T.C.A. § 28-3-109
<b>F-11. Bonded Indebtedness, Record of.</b> 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.
<b>F-12. Budget Records and Reports.</b> 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.
<b>F-13. Canceled Checks.</b> 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.
<b>F-14. Cash Journals.</b> Records of all receipts and disbursements as distributed to various city accounts, showing date of entry, amount, source of receipt or purpose of payment, amount of debit or credit, and name of account credited or charged.	Permanent record.	Recommendation of the comptroller set forth in the <i>Internal Control and Compliance Manual for Tennessee Municipalities</i> . Comptroller's office considers 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.
<b>F-15. Cash Reconciliation Report.</b> 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.
<b>F-16. Check Books.</b> 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
<b>F-17. Check Stubs.</b> 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

## FINANCE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
<p><b>F-18. Development and Proposal Files.</b> 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.</p>	<p>Retain all unsuccessful applications for 5 years. Retain all records regarding grants that are received for life of grant plus 7 years.</p>	<p>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.</p>
<p><b>F-19. Financial Report to City Legislative Body.</b> (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.</p>	<p>Permanent Record.</p>	<p>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>.</p>
<p><b>F-20. General Ledger Accounts.</b> 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.</p>	<p>Permanent Record.</p>	<p>Recommendation of the comptroller set forth in the <i>Internal Control and Compliance Manual for Tennessee Municipalities</i>.</p>
<p><b>F-21. General (Miscellaneous) Receipt Ledgers.</b> 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.</p>	<p>Retain 7 years after last entry. If stored electronically, retain 7 years after date of creation of record.</p>	<p>Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.</p>
<p><b>F-22. Grant Documentation and Files.</b> Records and materials regarding grants applied for and/or money received through state and federal grants.</p>	<p>Retain for life of grant plus 7 years.</p>	<p>Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.</p>
<p><b>F-23. Investment Ledgers.</b> Surplus cash investments, rate of interest, date, and amount collected.</p>	<p>Retain 10 years.</p>	<p>Keep for audit purposes and to address arbitrage concerns.</p>
<p><b>F-24. Invoices.</b> Original invoices, purchase orders, and requisitions used in purchasing goods.</p>	<p>Retain 7 years.</p>	<p>Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.</p>
<p><b>F-25. Miscellaneous Receipts from other Offices Receiving Money, Records of.</b> Records of receipts collected by other city offices and departments. Examples: fees collected by the ambulance service, building permits, etc.</p>	<p>Retain 7 years.</p>	<p>Based on statute of limitations for legal actions for breach of contract plus 1 year. T.C.A. § 28-3-109.</p>
<p><b>F-26. Receipt Books.</b> 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</p>	<p>Retain 7 years after last entry. If stored electronically, destroy file 7 years</p>	<p>Based on statute of limitations for legal actions for breach of contract plus 1 year.</p>

## FINANCE RECORDS RETENTION SCHEDULE

Description of Record	Retention Period	Legal Authority/Rationale
<p>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.</p>	<p>after date of creation. Additional copies of the receipts that are not needed for any purpose are working papers that may be destroyed as soon as it is determined they are superfluous.</p>	<p>T.C.A. § 28-3-109.</p>
<p><b>F-27. Sale Tax report.</b> Report from the state showing total tax collection less cost of state collection. Report shows amounts distributed to incorporated municipalities.</p>	<p>Retain 10 years.</p>	<p>The record series is kept longer than the usual audit standard in case of dispute regarding city/county distribution of revenues.</p>
<p><b>F-28. Travel Authorizations.</b></p>	<p>Retain 5 years.</p>	<p>Keep for audit purposes.</p>
<p><b>F-29. Unclaimed Funds, Record of.</b> Records of funds in hands of official unclaimed for 7 years and turned over to state, showing information about source of funds and amount.</p>	<p>Retain 10 years.</p>	<p>Keep record for audit purposes and a reasonable period to allow interested parties to make inquiries.</p>

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Source URL: <https://www.mtas.tennessee.edu/reference/finance-records>



**RESOLUTION NO. 23-18**  
**A Resolution of the Town of Vonore, Tennessee**  
**Authorizing the Execution of a Lease Agreement with Pitney Bowes**

**WHEREAS**, the current service agreement for postage equipment, supplies and services is nearing expiration and the current model being used has been discontinued; and

**WHEREAS**, USPS will initiate mandates to replace all outdated and/or non-compliant IBI postage meters to their new IMI meter regulations; and

**WHEREAS**, the governing body of the Town of Vonore desires to obtain postage equipment, supplies and services; and

**WHEREAS**, the equipment and supplies are essential for the Town to perform its governmental functions; and

**WHEREAS**, the Mayor and Board of Aldermen finds it in the Town's best interest to enter into a 60 – month agreement with Pitney Bowes; and

**NOW THEREFORE IT BE RESOLVED BY THE MAYORS AND BOARD OF ALDERMEN OF THE TOWN OF VONORE, TENNESSEE AS FOLLOWS:**

Section 1. It is hereby found and determined that the terms of the Lease between Pitney Bowes and the Town of Vonore in the form presented to this meeting and incorporated in this resolution are in the best interest of the Town of Vonore for the acquisition of equipment and services which will allow the town to process daily mail and print postage quickly and accurately, access USPS shipping rates, compare options from three major carriers like USPS and UPS, printing shipping labels and track packages and costs.

Section 2. The Lease and the acquisition and rental financing under the terms and conditions as described in the lease are hereby approved. The mayor is authorized to execute, acknowledge and deliver the lease.

Duly passed and approved this 8<sup>th</sup> day of August, 2023.

\_\_\_\_\_  
John Hammontree, Mayor

ATTEST:

\_\_\_\_\_  
Sabrena Norris, City Recorder

**RESOLUTION NO.23-19**

**A RESOLUTION TO FORMALLY AGREE TO THE OPERATION AND MAINTENANCE OF  
A TRAFFIC SIGNAL AT THE INTERSECTION OF  
STATE ROUTE 33 AND NILES FERRY.**

**WHEREAS**, The State of Tennessee, Department of Transportation has completed a traffic study at the intersection of State Route 33 and Niles Ferry; and

**WHEREAS**, the traffic study included a traffic count, signal warrant analysis, and a review of the location crash history; and

**WHEREAS**, this study found that a signal is warranted; and

**WHEREAS**, signal design plans will need to be developed and the project will follow the Department of Transportation Project Development Network process; and

**WHEREAS**, the town will need to sign a Memorandum of Understanding, which will allow the town to operate and maintain the signal on the State Route; and

**WHEREAS**, the town will accept the responsibility and maintenance of the traffic signal should the State of Tennessee Department of Transportation fund the traffic signal project on State Route 33 and Niles Ferry,

**WHEREAS**, The Board of Mayor and Aldermen of Vonore, Tennessee desires to enter into such an agreement with the State of Tennessee, Department of Transportation.

**BE IT ENACTED BY THE BOARD OF MAYOR AND ALDERMEN OF VONORE, TENNESSEE** that the Town will formally accept the responsibility of operating and maintaining a traffic signal on State Route 33 if the State of Tennessee, Department of Transportation were to fund and install the traffic signal.

**READ AND ADOPTED THIS 8<sup>TH</sup> DAY OF AUGUST, 2023.**

Signed: \_\_\_\_\_  
John Hammontree, Mayor

Attest: \_\_\_\_\_  
Sabrena Norris, City Recorder

**RESOLUTION NO. 23-20**  
**A RESOLUTION AUTHORIZING**  
**THE TOWN OF VONORE**  
**TO PARTICIPATE IN**  
*the "Safety Partners" Matching Grant Program*

**WHEREAS**, the safety and well-being of the employees of the Town of Vonore is of the greatest importance; and

**WHEREAS**, all efforts shall be made to provide a safe and hazard-free workplace for the Town of Vonore employees; and

**WHEREAS**, Public Entity Partners seeks to encourage the establishment of a safe workplace by offering a *"Safety Partners" Matching Grant Program*; and

**WHEREAS**, the Town of Vonore now seeks to participate in this important program.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF VONORE, TENNESSEE** the following:

SECTION 1. That the Town of Vonore is hereby authorized to submit application for a *"Safety Partners" Matching Grant Program* through Public Entity Partners.

SECTION 2. That the Town of Vonore is further authorized to provide a matching sum to serve as a match for any monies provided by this grant.

Resolved this 8<sup>th</sup> day of August in the year of 2023.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

ORDINANCE NO 23-08

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR THE TOWN OF VONORE, TENNESSEE FOR FISCAL YEAR 2023-2024

WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires funds first be appropriated before being expended and that no appropriations may exceed available funds;

WHEREAS, *Tennessee Code Annotated* Title 6 Chapter 56 Section 208 allows amendment of the budget ordinance in the same manner as any other ordinance may be amended;

WHEREAS, unanticipated expenditures need to be budgeted within the General and Sewer Fund to better reflect anticipated spending requirements for the remainder of the fiscal year;

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of Vonore, Tennessee, that:

SECTION 1: Appropriations. The governing body appropriates the following increases:

Increase Revenues

412-33193 ARPA Fund (TDEC Grant) \$ 129,677.50

Increase Net Position

412-27100 Fund Balance \$ 129,677.50

Section 3: Submission to the Director of Local Finance. This amendment will be submitted to the Director of Local Finance as required by state statute to show continued compliance with the

Requirements of Tennessee Code Annotated Title 9 Chapter 21 Section 403 to maintain a balanced budget.

ATTEST:

John Hammontree, Mayor

Sabrena Norris, City Recorder

Passed 1<sup>st</sup> Reading \_\_\_\_\_

Passed 2<sup>nd</sup> Reading \_\_\_\_\_