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January 17, 2020

## Appendix G: Records Disposition Authorization for County Government Records

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Dear Reader:

The following document was created from the CTAS electronic library known as e-Li. This online library is maintained daily by CTAS staff and seeks to represent the most current information regarding issues relative to Tennessee county government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with county 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.

Please feel free to contact us if you have questions or comments regarding this information or any other e-Li material.

Sincerely,

The University of Tennessee  
County Technical Assistance Service  
226 Capitol Blvd. Suite 400  
Nashville, TN. 37219  
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<sup>4</sup> Use this option in circumstances where an office needs to destroy a record sooner than CTAS prescribes or that no CTAS disposition is provided at all and the office would like to create one. Be sure to include an explanation of your actions.

<sup>5</sup> Please write the name or a brief description of the type of record you are requesting action on (e.g. warrants, ballots).

<sup>6</sup> Use the five-digit CTAS code that corresponds with the record type listed in the *Records Management for County Government* manual.

<sup>7</sup> This information can be found in the CTAS manual next to the five-digit code and description of record, telling how long an office should keep the record (based on the legal retention schedule) and what an office will do with the record after that period has expired.

For any questions concerning this form or the procedures for using this form, please contact

Dr. Wayne C. Moore, Assistant State Archivist

Tennessee State Library and Archives

(615) 253-3458

[Wayne.Moore@state.tn.us](mailto:Wayne.Moore@state.tn.us)

**SUPPLEMENTAL REQUESTS FOR ADDITIONAL RECORDS DISPOSITIONS**

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**Action Requested:**

- Continuing Records Disposition Authority (Records Disposition Schedule)
- One-Time Records Disposition Authority
- Revision of/Exception to Existing Records Disposition Authority

\_\_\_\_\_  
 Other Disposition (explain in attached memorandum)

Title/Description of Records: \_\_\_\_\_

CTAS Code: \_\_\_\_\_

**Proposed Disposition:**

- Retain \_\_\_\_\_ months/years, then destroy.
- Retain \_\_\_\_\_ months/years, then microfilm and destroy original.
- Retain \_\_\_\_\_ months/years, then transfer to archives.

**Action Requested:**

- Continuing Records Disposition Authority (Records Disposition Schedule)
- One-Time Records Disposition Authority
- Revision of/Exception to Existing Records Disposition Authority

\_\_\_\_\_  
 Other Disposition (explain in attached memorandum)

Title/Description of Records: \_\_\_\_\_

CTAS Code: \_\_\_\_\_

**Proposed Disposition:**

- Retain \_\_\_\_\_ months/years, then destroy.
- Retain \_\_\_\_\_ months/years, then microfilm and destroy original.
- Retain \_\_\_\_\_ months/years, then transfer to archives.

**Action Requested:**

- Continuing Records Disposition Authority (Records Disposition Schedule)

- One-Time Records Disposition Authority
- Revision of/Exception to Existing Records Disposition Authority

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Other Disposition (explain in attached memorandum)

Title/Description of Records: \_\_\_\_\_

CTAS Code: \_\_\_\_\_

**Proposed Disposition:**

- Retain \_\_\_\_\_ months/years, then destroy.
  - Retain \_\_\_\_\_ months/years, then microfilm and destroy original.
  - Retain \_\_\_\_\_ months/years, then transfer to archives.
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