

**METROPOLITAN GOVERNMENT
OF
NASHVILLE AND DAVIDSON COUNTY**

GENERAL RECORDS SCHEDULE

**OFFICE OF THE METROPOLITAN CLERK
205 METROPOLITAN COURT HOUSE
NASHVILLE, TENNESSEE 37201
NOVEMBER 2016**

INTRODUCTION

The General Records Schedule is a guide to record retention and disposal. It lists records series that are common to most departments and assigns a retention period based on administrative, fiscal, legal, and historical value. This document is issued by the Metropolitan Clerk, reviewed by the Legal Department and Metropolitan Archivist, and approved by the Davidson County Public Records Commission. It is part of the continuing effort to provide departments with authority to manage their records. Records Management Index- Administration: 100s; Fiscal: 200s; HR: 300s

Activity Reports

GRS 101

Daily, weekly, or monthly office reports which relate to routine activities.

RETENTION:

Retain 3 years, then destroy.

Contracts

GRS 102

Legal instruments to which Metro agencies are a party.

RETENTION:

Record Copy: Retain 7 years after completion of project, then destroy. Maintained by Metropolitan Clerk (RDA 287)

All others retain 5 years after completion of project, then destroy.

Correspondence: Administrative

GRS 103

Communications regarding policy, procedure development, or program administration between government officials, or in conjunction with citizens.

RETENTION:

Retain 2 years, then destroy.

CAUTION: Before disposal, appraise for continuing administrative usefulness and/or historical value. Material considered for historical value should be transferred to the Metro Archives for appraisal. Records not selected for retention will be destroyed.

Correspondence: Routine

GRS 104

Communications of a routine or repetitive type.

RETENTION:

Retain 2 years, then destroy.

CAUTION: Before disposal, appraise for continuing administrative usefulness and/or historical value. Material considered of historical value should be transferred to the Metro Archives for appraisal. Records not selected for retention will be destroyed.

Grant Development and Proposal Files

GRS 105

Reports, planning memoranda, correspondence, management studies, and/or similar records created for and used in the development of grant proposals to state or federal agencies; including the final proposal and any supporting documentation that serves to modify the proposal as originally presented; and contracts relating to the grant.

RETENTION:

Retain final proposal 7 years after life of the grant, including any supporting documentation that served to modify it during the life of the grant, then transfer to Metro Archives for appraisal of historical value. Records not selected will be destroyed.

Retain all other developmental materials 5 years after submission of final expenditure report, then destroy.

Leases and Agreements

GRS 106

RETENTION:

Retain 7 years after completion or expiration, then destroy.

Minutes and Supporting Documentation

GRS 107

Accounts of proceedings and actions of the Metro Council, boards, commissions and committees.

RETENTION:

PERMANENT: Transfer to, or make copies for, Metro Archives.

Reference Copies: retain until no longer needed, then destroy.

Minutes Audio/Visual Recordings

GRS 108

Recordings of proceedings and actions of the Metro Council, boards, commissions and committees.

RETENTION:

Transfer to Metro Archives provided decision is not under appeal. Recordings will be appraised for historical value. Those not selected will be destroyed.

News and Press Releases

GRS 109

Documents relating to the distribution of information to news media about a department and its work, including proclamations and dedications.

RETENTION:

Transfer to Metro Archives when no longer needed for reference. Records will be appraised for historical value. Records not selected will be destroyed.

Office Service Files

GRS 110

Documents relating to the general maintenance of an office including, but not limited to, inspections and reports of unsafe working conditions.

RETENTION: Retain 1 year, then destroy.

Ordinances

GRS 111

Originals of the ordinances of the Metro Council, including those that have been repealed, revoked or amended.

RETENTION:

PERMANENT. Maintained by Metro Clerk. (BELONGS TO METRO CLERK)

All others retain until no longer needed for reference, then destroy.

Reference Publications Files

GRS 112

Copies of publications issued by government, or non-governmental organizations, and maintained for reference within an office.

RETENTION:

Destroy when superseded, obsolete, or no longer needed for reference purposes.

Resolutions

GRS 113

Originals of resolutions of Metro Council.

RETENTION:

PERMANENT. Maintained by Metro Clerk. (BELONGS TO METRO CLERK)

All others retain until no longer needed for reference, then destroy.

Annual Reports

GRS 114

Reports produced by department showing goals, achievements, statistics, etc.

RETENTION:

Transfer one copy to Metro Archives for appraisal of historical value. Records not selected will be destroyed.

Retain reference copies until no longer needed, then destroy.

Record Series Definition: Records created to serve as input for final reporting documents, including electronic data processed records, and /or computer output microfilm, and those records which become obsolete immediately after agency use, or publication.

Tennessee Code Annotated 10-7-301 (14)

Description of Records: Any document, regardless of physical form or characteristics, created or received by an agency that meets the definition given above. This may include, but is not limited to, the following examples -

- Alpha-numeric pager displays or any record of any computer-assisted paging device;
- Computer tape backups or electronic copies of the master copy of an electronic record or file retained in case the master file or database is damaged or inadvertently erased;
- Convenience copies;
- Electronic mail (e-mail) created or received by the user that becomes obsolete immediately after use;
- Electronic file extracted from a master file or database without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and statistical reports;
- Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use;
- Electronic records or files used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records;
- Facsimile cover sheet, and log or usage reports;
- Notes;
- Preliminary drafts of letters, worksheets, memoranda and reports;
- Professional journals, magazines or books;
- Reminder notes or electronic messages;
- Routing slips;
- Stocks of printed or reproduced documents kept for supply purposes;
- Temporary computer files, such as temporary internet files, cookie files, cache files or computer operating system temporary files;
- Tickler files;
- Unsolicited mail, catalogs, flyers or brochures;
- Voice mail.

RETENTION:

Destroy when superseded, obsolete or no longer needed.

Calendars and Day Planners

GRS 116

RETENTION:

Retain 1 year, then destroy.

Department Newsletters, Scrapbooks and Photographs

GRS 117

RETENTION:

Transfer to Metro Archives for appraisal of historical value. Records not selected for retention will be destroyed.

Department Subject Files

GRS 118

Records usually filed alphabetically by subject, regarding the routine business activity collected over the course of a year. Subject files may contain such documents as reference reports, program activities, statistics, correspondence, memos, and/or publications.

RETENTION:

Retain 3 years, and/or no longer needed for reference, then transfer to Metro Archives for appraisal of historical value. Records not selected for retention will be destroyed.

Department Regulations and Procedures

GRS 119

RETENTION:

Retain 6 years after superseded or abandoned officially, then destroy.

Citizen Report of Accident/Injury

GRS 120

RETENTION:

Department Copy: Retain 3 years, then destroy.

Fixed Asset Change Authorization or Transfer Form

GRS 121

RETENTION:

Record Copy: Retain 6 years after disposition, then destroy. Maintained by Accounts.

Department Copy: Retain 3 years after disposition, then destroy.

This series includes original records that have been reproduced through electronic imaging in a manner that insures an accurate and authentic representation of the original. The process is meant to address original paper records that have been imaged into a non-modifiable digital format and stored in an approved Metro data base.

Except as provided in any applicable RDA, if such original paper record is of a temporary nature and carries a non-permanent retention, once the electronic image is digitally verified, the paper copy of such record may be destroyed in a manner consistent with its confidentiality and security and the electronic version shall become the record copy in accordance with TCA 10-7-410.

Before disposition, departments must comply with the conditions required by state law.

Department will:

1. Insure such information is available for public inspection, unless it is a confidential record according to law. *(TCA 10-7-121)*

2. Take due care to maintain any information that is a public record during the time required by law for retention. *(TCA 10-7-121)*

3. Insure that all daily data generated and stored with the computer system shall be copied to computer storage media daily and the newly created computer storage media more than one week old shall be stored at a location other than at the building where the original is maintained. *(TCA 10-7-121)*

4. Provide a paper copy of the information when needed or when required by a member of the public. *(TCA 10-7-121)*

5. In the case of original permanent public records, including those held by the courts, the State Library and Archives must be notified of plans to destroy such records, and a Department must advertise in a county and a weekly newspaper of general circulation that such original records have been electronically stored, reproduced and protected, and that permission from the Public Records Commission has been applied for to no longer retain the originals. *(TCA 10-7-413 and TCA 10-7-404)* Please contact Metro Records Management to petition the Public Records Commission.

RETENTION:

Original paper records that have been reproduced through electronic imaging and all conditions of state law have been completed may be destroyed. The electronic image of these documents will serve as the original and be maintained according to an appropriate retention schedule.

Bid files

GRS 201

RETENTION:

Retain 6 years, then destroy. Maintained by Purchasing.

Budget-Annual Report

GRS 202

RETENTION:

Transfer to Metro Archives for appraisal of historical value. Records not selected for retention will be destroyed.

Budget- Working Papers

GRS 203

Records created for, and used in the preparation of, the annual budget.

RETENTION:

Retain 5 years, then destroy.

Check Registers

GRS 204

RETENTION:

Retain 6 years, then destroy.

Check Copies

GRS 205

RETENTION:

Retain 6 years, then destroy.

Claims for Traveling Expenses

GRS 206

RETENTION:

Record Copy: Retain 6 years, then destroy. Maintained by Accounts.

All others retain 3 years, then destroy.

Direct Payment Vouchers

GRS 207

RETENTION:

Record Copy: Retain 6 years, then destroy. Maintained by Accounts.

All others retain 3 years, then destroy.

Disbursement Warrants

GRS 208

RETENTION:

Record Copy: Retain 6 years, then destroy. Maintained by Treasury and Accounts.

All others retain 3 years, then destroy.

Journal Voucher or Journal Entry

GRS 209

RETENTION:

Record Copy: Retain 6 years, then destroy.

All others retain 3 years, then destroy.

Monthly Departmental Transaction Register

GRS 210

RETENTION:

Record Copy: Retain 6 years, then destroy.

All others retain 3 years, then destroy.

Object Code Analysis

GRS 211

RETENTION:

Record Copy: Retain 6 years, then destroy. Maintained by Accounts.

All others retain 3 years, then destroy.

Office Supply Storeroom Requisitions

GRS 212

RETENTION:

Record Copy: Retain 6 years, then destroy. Maintained by Purchasing.

Paid Voucher Report

GRS 213

RETENTION:

Record Copy: Retain 3 years, then destroy. Maintained by departments.

Payroll Authorizations

GRS 214

RETENTION:

Record Copy: Retain 6 years, then destroy. Maintained by Payroll.

All others retain 3 years, then destroy.

Payroll Registers

GRS 215

RETENTION:

Record Copy: Destroy when Earnings Record is produced. Earnings Record is maintained PERMANENTLY by Payroll.

All others retain 3 years, then destroy.

Petty Cash Receipts

GRS 216

RETENTION:

Retain 3 years, then destroy.

Purchase Orders

GRS 217

RETENTION:

Record Copy: Retain 6 years, then destroy. Maintained by Purchasing.

All others retain 3 years, then destroy.

Receipts

GRS 218

RETENTION:

Retain 3 years, then destroy.

Receivable Warrants

GRS 219

RETENTION:

Record Copy: Retain 6 years, then destroy.

All others retain 3 years, then destroy.

Requisitions for Purchase

GRS 220

RETENTION:

Record Copy: Retain 6 years, then destroy. Maintained by Purchasing.

All others retain 3 years, then destroy.

Credit Card Files

GRS 221

Records related to purchase made by a Credit Card issued by Finance.

RETENTION:

Retain 6 years, then destroy.

Accounts Payable

GRS 222

RETENTION:

Record Copy: Retain 6 years, then destroy.

All others retain 3 years, then destroy.

Accounts Receivable

GRS 223

RETENTION:

Record Copy: Retain 6 years, then destroy.

All others retain 5 years, then destroy.

Bank Statements, Deposit Slips and Reconciliations

GRS 224

RETENTION:

Retain 6 years, then destroy.

Audit Reports

GRS 225

RETENTION:

Transfer one copy to Metro Archives for appraisal of historical value. Records not selected for retention will be destroyed.

Cash Books

GRS 226

RETENTION:

Retain 5 years, then destroy.

General Ledger

GRS 227

RETENTION:

Retain 7 years, then destroy.

Insurance Policies

GRS 228

RETENTION:

Retain 7 years after expiration of policy.

Warrants

GRS 229

Shows names of payee, amount, warrant number and purpose of payment.

RETENTION:

Retain 6 years, then destroy.

Worthless Checks

GRS 230

This series includes checks issued to Metro and returned unpaid from the bank.

RETENTION:

Maintain until debt is paid or 1 year after debt is determined to be uncollectable, then destroy.

Budget Analysis Reports

GRS 231

BAR reports are monthly reports of what was spent from a departments budget.

RETENTION:

Maintain 6 years, then destroy.

Job Description Files

GRS 301

File identifying duties, responsibilities, salaries.

RETENTION:

Record Copy: Retain 5 years after superseded, then destroy. Maintained by Personnel.

All others destroy when superseded or no longer needed for reference.

Requests for Holiday Pay

GRS 302

RETENTION:

Retain 3 years, then destroy.

Requests for Overtime/Compensatory Time

GRS 303

RETENTION:

Retain 3 years, then destroy.

Time and Attendance Reports

GRS 304

Reports or cards detailing hours worked or vacation, sick or compensatory time used.

RETENTION:

Retain 3 years, then destroy.

Travel Authorizations

GRS 305

RETENTION:

Retain 3 years, then destroy.

W-2 Statements

GRS 306

Returned "Unable to Deliver" by U.S. Mail.

RETENTION:

Retain 1 year, then destroy.

Occupational Injuries and Illness Records

GRS 307

Logs and Summary of Occupational Injuries and Illnesses (OSHA Form 200)
Supplementary Record of Occupational Injuries and Illnesses (OSHA Form 101)

RETENTION:

Retain 5 years following the end of the year to which the records relate.

Employee File Folders

GRS 308

RETENTION:

Department Copy: If transferring to another Metro Department, transfer complete file to that department. If terminating, retain file 5 years, then destroy.

CAUTION: Medical information should be placed in a separate envelope and transferred to Human Resources at the end of the calendar year of separation. Contact Human Resources for complete instructions.

Commuter reports

GRS 309

This series documents the use of a take-home vehicle provided by Metro. The IRS considers the vehicle a taxable benefit and Metro must determine the tax liability that is required.

RETENTION:

Maintain 3 years, and then destroy.

Recruitment Files

GRS 310

This series documents the hiring and promotion process. It is useful in the resolution of disputes and the preparation of job postings. The series includes request to hire, background authorization, reference checklist, interview log, applications, actual interview questions, and eligibility list for full time civil service positions.

RETENTION:

Maintain 5 years, then destroy.